

STEP 1: SCAN



Scan documents through **Desktop**

OR



Scan documents through **Smartphone**

HOW TO UPLOAD DOCUMENTS INTO CEAC

<https://ceac.state.gov/iv>

SCANNING REMINDERS

- ✓ Scan the required documents in **PDF format ONLY** (please do not use passwords.)
- ✓ Each scanned document should **not exceed 2MB** (resize the document/s if necessary.)
- ✓ If you are scanning multi-page documents (for example Affidavit of Support forms), please ensure they are saved as **one PDF file**.
- ✓ If the original document is in color, please save your **scan in color**.

STEP 2: LOG-IN

<http://ceac.state.gov/iv/login.aspx>

Log-in to the CEAC website using the following:

- ✓ Your NVC Case Number (**PIA**_____)
- ✓ Invoice ID Number

STEP 3: UPLOAD

For **CIVIL DOCUMENTS** (*Birth Certificate, Marriage Certificate, Military Certificate, Police Certificate, etc.*)

- ✓ Log into the CEAC website, click **DOCUMENTS**. After seeing available options, select **CIVIL DOCUMENTS**



- ✓ Click the **ADD A DOCUMENT** icon and upload your scanned Civil documents.

Your country of origin and/or the U.S Embassy or Consulate you are visiting may require that you upload additional documents for review. You will be able to find country-specific documents in the "Where to obtain documents" link. If additional documents are required, please upload them by clicking the "Add a Document" link below.

 **Add A Document**

For **FINANCIAL DOCUMENTS** (*Affidavit of Support for Petitioner and Joint Sponsor, IRS Tax Transcript, etc.*)

- ✓ Log into the CEAC website, click **DOCUMENTS**, then select **AFFIDAVIT OF SUPPORT & FINANCIAL EVIDENCE**.



- ✓ Click the **ADD A DOCUMENT** icon and upload your scanned  **Additional AOS Supporting Documentation**

 **Add A Document**

. U.S. Embassy Praia, Cabo Verde
Email: PraiaConsular@state.gov Website: <https://cv.usembassy.gov>

