

Instructions for Completing the Personal Data Form, VCU-1

The following is a guide to completing the form VCU-1. The form should be completed on-line by filing in the applicable data fields. **Handwritten forms will be discarded.**

Section One: Fill in this section as completely as possible leaving blank only those fields that do not apply in your case.

Section Two: Fill in this section if the police certificate from the Association of Chief Police Officers (ACPO) states "No Trace" or "No Live Trace" or does not list, in full, your arrests/cautions/convictions.

You are also required to fill in this section if the arrest, conviction or caution took place outside the United Kingdom.

It is important to note that the Rehabilitation of Offenders Act does not apply to U.S. visa law and a spent conviction, regardless of when it may have occurred must be declared when applying for the visa.

Section Three: Fill in this section, if as a result of any conviction, you served a prison sentence.

Section Four: Fill in this section if you have ever been denied entry into the United States. You are required to enclose a copy of the report of the incident, form I-877, if you have one.

Section Five: Fill in this section if you have ever violated the terms of a U.S. visa or the Visa Waiver Program and/or have overstayed the period of time granted by U.S. immigration.

Section Six: Fill in this section if you have ever answered "YES" to any of eligibility questions on the visa application form DS-160 that have not been fully explained in Sections Two to Five. Please review the information you have provided for accuracy

Print the form and date and sign it

PERSONAL DATA FORM VCU 1

This form should be completed on-line by filing-in the applicable data fields. Handwritten forms will be discarded.

Section One

Surname: _____

First Names: _____

Aliases: _____
(i.e. maiden name, previous married name etc.)

Date of Birth: _____ Place of Birth: _____ Passport #: _____

Purpose of Travel/Type of Visa for which you are applying: _____

Have you previously been found ineligible for a U.S. visa? Please state the section of law under which you were found ineligible, if known _____

Did you receive a waiver of the ineligibility? Yes/No

Section Two

If you have been arrested or summoned for, charged with, indicted for, cautioned or convicted of a crime or other offense, please give full details including date, place and nature of offense:

Date (dd/mm/yyyy)	Location & Type (Magistrate, Crown, Sheriff etc.)	Offense (State in full)	Sentence (State in full)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section Three

If, as a result of any conviction, you served a prison sentence please complete the questions in full:

Duration of Sentence Imposed (months/years): _____

Duration of Sentence actually served (months/years): _____

Date of release from prison (dd/mm/yyyy): _____

Date of release from probation (dd/mm/yyyy): _____

Section Four

If you were denied entry into the United States please complete the following and attach a copy of your turnaround report (I-877/I-275) if you have one:

Date of refused entry (dd/mm/yyyy): _____

Location of refused entry: _____

Reason for refused entry (if known): _____

Section Five

If you violated the terms of a U.S. visa or the Visa Waiver Program and either overstayed or were deported from the United States, please complete the following section:

Date entered the U.S. (dd/mm/yyyy): _____

U.S. Visa Type (Visa Waiver Program or Visa Category): _____

Date departed the U.S. (dd/mm/yyyy): _____

Admitted for how long: _____

Date departed: _____

Reason for overstay/deportation:

Section Six

If you have answered "Yes" to question any of the eligibility questions on the online nonimmigrant visa application form, DS-160 that has not been explained fully in Sections Two to Five, please explain and include any relevant dates and locations. If you have any supporting documentation such as Doctors' letters, please attach these too.

I CERTIFY THAT MY ANSWERS TO THE ABOVE ARE TRUE AND CORRECT:

Signature: _____

Date: _____