



**U.S. Customs and
Border Protection**

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations
Office of Field Operations

FROM: (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)
Acting Executive Director
Admissibility and Passenger Programs

SUBJECT: Immigrant Visa Packet Mailing Address

This memorandum is to remind U. S. Customs and Border Protection (CBP) officers of the correct mailing address for Immigrant Visa (IV) packets. U. S. Citizenship and Immigration Services (USCIS) has contacted CBP in regards to numerous IV packets being sent to the National Records Center (NRC) instead of the Texas Service Center (TSC).

All IV packets should be logged on the IV log, boxed and manifested with the port of entry, date of entry and quantity of packets. The boxed packages must be mailed within 24 hours to the following addresses:

USCIS/TSC
P. O. Box 850633
Mesquite, TX 75185
(By Priority Mail)

or

USCIS/TSC
4141 N. St. Augustine Rd.
Dallas, TX 75227
(By Courier)

Note that the Montreal IV pilot packet procedures remain the same. The Montreal pilot will run from July 2014 through September 2014, with a possible extension. All pilot packets will be clearly annotated.

Please ensure that this memorandum and muster is disseminated to all ports of entry within your jurisdiction. Should you have any questions or require additional information, please contact (b) (6), (b) (7)(C) Director, ESTA, at (b) (6), (b) (7)(C) or (b) (6), (b) (7)(C) Supervisory CBP Officer, ESTA, at (b) (6), (b) (7)(C)

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Date: July 21, 2014

Topic: Immigrant Visa Mailing Address

Headquarters POC:

(b) (6), (b) (7)(C)

Office: Electronic System for Travel Authorization

- USCIS has contacted CBP in regards to Immigrant Visa (IV) packets that are being sent to the incorrect address.
- All IV packets must be logged, manifested and shipped to USCIS within 24 hours.
- The correct mailing addresses are:
 - USCIS/TSC
P. O. Box 850633
Mesquite, TX 75185
(By Priority Mail)
 - USCIS/TSC
4141 N. St. Augustine Rd.
Dallas, TX 75227
(By Courier)
- Montreal IV pilot packet procedures remain the same.