



U.S. Customs and
Border Protection

OCT 13 2011

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations

Director, Preclearance
Operations (b) (6), (b) (7)(C)

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

SUBJECT: Mailing Immigrant Visa Packets

This memorandum is to remind U.S. Customs and Border Protection (CBP) officers of the policy to mail immigrant visa packets to U.S. Citizenship and Immigration Services (USCIS) Service Centers within 24 hours of the applicant's admission to the United States. The failure of CBP to timely mail correspondence to USCIS delays the processing of documentation by USCIS.

Chapter 14.4(8)(b)(4) of the Inspector's Field Manual specifically addresses the mailing of immigrant visa packets:

(4) Within 24 hours of alien's admission to the United States, forward the entire immigrant visa packet with the completed Form I-89 to the appropriate Service Center at the address specified in Appendix 15-8.

Please ensure that this memorandum 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, Enforcement Programs, at (b) (6), (b) (7)(C)

Attachment

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Effective Date: Upon Receipt

Topic: Mailing Immigrant Visas Timely

Reference Material: IFM Chapter 14.4(8)(b)(4)

Headquarters POC: **(b) (6), (b) (7)(C)**

Office: Admissibility and Passenger Programs

POEs are required to mail immigrant visa packets together with the completed Form I-89 to the appropriate USCIS Service Center within 24 hours of an alien's admission to the United States.