

June 17, 2005

MEMORANDUM FOR: DIRECTORS, FIELD OPERATIONS
DIRECTOR, PRECLEARANCE

FROM: Acting Executive Director
Immigration Policy and Programs

SUBJECT: Implementation of Standard Operating Procedures (SOP) for
processing lost or stolen passport information

This memorandum sets forth the U.S. Customs and Border Protection (CBP) policy and procedure for processing lost or stolen passport information within the (b) (7)(E) system interdicted at the ports of entry. (b) (7)(E)

CBP issued a memorandum on February 2, 2005, instructing that all (b) (7)(E) be recorded in the (b) (7)(E). However, a recent review identified there is a significant number of cases that are not being completed or documented within the (b) (7)(E). Furthermore, current procedures do not address how to record and articulate passport information in the (b) (7)(E).

The purpose of this memorandum is to establish a procedure to record lost or stolen passport information in (b) (7)(E). Port management should ensure that all officers are aware of the attached SOP for lost or stolen passports.

Supervisors who are required (b) (7)(E) will ensure that the information is correct in each case in its entirety. Officers assigned to process immigration adverse actions must query all other appropriate systems and close out each case in the (b) (7)(E).

Effective immediately, (b) (7)(E) Questions regarding the procedure may be directed to (b) (6), (b) (7)(C) Program Manager at (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) /s/