



U.S. Customs and
Border Protection

DEC 23 2008

MEMORANDUM FOR: Executive Directors, Field Operations
Directors, Field Operations
Acting Director, [REDACTED] (b) (6), (b) (7)(C)

FROM: Executive Director
Admissibility and [REDACTED]

SUBJECT: Forwarding Form I-275 to the U.S. Department of State

[REDACTED] (b)(7)(E) direction to the field regarding Form I-275, Withdrawal of Application for Admission/Consular Notification procedures. CBP maintains responsibility for forwarding completed Forms I-275 to the appropriate consulate/embassy of the U.S. Department of State.

[REDACTED] (b)(7)(E)

All completed Forms I-275 should be forwarded to the appropriate consulate/embassy of the U.S. Department of State as soon as practicable. Normally, the appropriate location will be the visa issuing post. In cases that do not involve a visa, it would be appropriate to forward the Form I-275 to the consulate nearest to the alien's foreign residence.

[REDACTED] (b)(7)(E)

This memorandum and attached muster should be disseminated to all ports of entry in your area of responsibility. If you have any questions regarding this memorandum or muster, please contact [REDACTED] (b)(6);(b)(7)(C), Program Manager, Admissibility and Passenger Programs, at [REDACTED] (b)(6);(b)(7)(C)

Attachment

Weekly Muster

Week of Muster: January 5, 2009
Topic: Forwarding Form I-275 to the U.S. Department of State
Reference: Inspector's Field Manual Chapter 17.2 and Chapter 17.15
Headquarters POC: (b) (6), (b) (7)(C)
Office: Admissibility and Passenger Programs

- U.S. Customs and Border Protection (CBP) officers are responsible for completing Form I-275, Withdrawal of Application for Admission/Consular Notification whenever:

(b) (7) (E)

- In addition to copies maintained locally, stored in the alien's A-file, and/or provided to the alien, a copy of the Form I-275, along with any supporting documentation must be forwarded as soon as practicable to the appropriate consulate/embassy of the U.S. Department of State.
- For cases involving a visa, the appropriate location is the visa issuing post.
- For cases not involving a visa, the appropriate location is the consulate/embassy nearest to the alien's foreign residence.
- In certain circumstances, it may be appropriate to provide notification to multiple consular locations.
- (b)(7)(E)
- (b)(7)(E)

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ATLA Doc. No. 19051430. (Posted 5/14/19)