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MEMORANDUM FOR: Executive Directors, Field Operations

Directors, Field Operations

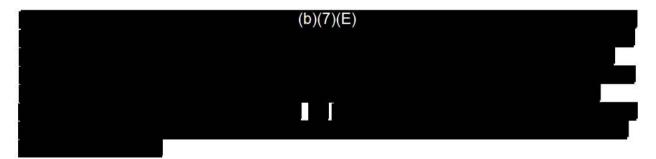
Acting Director, I(b) (6), (b) (7)(C)

FROM: Executive Directo

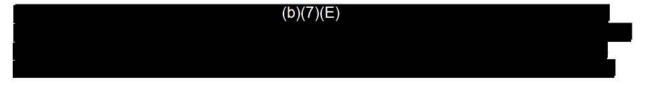
Admissibility and

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

(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.



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.



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 (b)(6):(b)(7)(C), Program Manager, Admissibility and Passenger Programs, at (b)(6):(b)(7)(C)

Attachment

## Weekly Muster

Week of Muster: Ja

January 5, 2009

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



- 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)