



March 5, 2020

PA-2020-07

Policy Alert

SUBJECT: Submission of Benefit Requests

Purpose

U.S. Citizenship and Immigration Services (USCIS) is issuing policy guidance in the [USCIS Policy Manual](#) regarding submission of benefit requests to USCIS.

Background

Typically, aliens first encounter USCIS when seeking benefit requests through submission of USCIS forms. Applicants, petitioners, and other requestors must submit to USCIS properly completed requests with a valid signature, appropriate fees, and certain initial evidence as outlined in the regulations and form instructions in order for USCIS to accept the benefit request for adjudication.¹

This guidance, contained in Volume 1 of the Policy Manual, updates and replaces existing guidance found in Chapter 10.1 of the Adjudicator's Field Manual (AFM), as well as the AFM's related appendices, and related policy memoranda.² The guidance contained in the Policy Manual is controlling and supersedes any prior guidance on this topic.

Policy Highlights

- Explains signature validity, including circumstances in which others may sign on behalf of the benefit requestor.
- Explains proper submission and acceptance of benefit requests with USCIS, including traditional and electronic methods of submission and general acceptance criteria.
- Clarifies that USCIS rejects benefit requests that do not meet certain minimum requirements at the time of filing.

Citation

Volume 1: General Policies and Procedures, Part B, Submission of Benefit Requests
[\[1 USCIS-PM B\]](#).

¹ See [8 CFR 103.7\(a\)\(1\)](#).

² USCIS is also making minor technical updates in other Policy Manual parts consistent with this update.