



U.S. Citizenship  
and Immigration  
Services

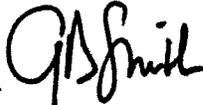
HQSREC 160/1

**MAR - 5 2008**

## Memorandum

TO: REGIONAL DIRECTORS  
SERVICE CENTER DIRECTORS  
DISTRICT DIRECTORS  
FIELD OFFICE DIRECTORS  
DIRECTOR, NATIONAL BENEFIT CENTER

FROM: Michael Aytes   
Associate Director  
Domestic Operations Directorate

Gregory B. Smith   
Associate Director  
National Security and Records Verification  
Directorate

SUBJECT: Notification to Department of State (DOS) of Adjudication of Form I-824,  
"Application for Action on an Approved Application or Petition" Relating to a Digitized  
File

This memorandum provides guidance for the proper method of notifying the DOS/National Visa Center (NVC) of the receipt and adjudication of Form I-824 for an approved petition/application now part of a digitized file. After adjudicating Form I-824 for a digitized file, the adjudicating officer should print out only the required documentation found in the Enterprise Document Management System (EDMS), including the petition, the I-824 and any supporting documents. A letter (see attachment) should be prepared stating that the original petition/application and supporting documentation are housed in EDMS as of the date of the letter. The letter, covering all printout material, should be mailed to the NVC at:

National Visa Center  
ATTN: PR (Problem Resolution)  
32 Rochester Ave  
Portsmouth, NH 03801-2909

The Field Office Director or Service Center Director or designee must sign the letter.

Attachment

**Letter to DOS/NVC forwarding I-824 and supporting docs**

DATE: \_\_\_\_\_

Subject File number: \_\_\_\_\_

National Visa Center  
Attn: PR (Problem Resolution)  
32 Rochester Avenue  
Portsmouth, NH 03801-2909

RE: Forwarding of approved Form I-824 and supporting documents for:

A-Number: \_\_\_\_\_

Receipt Number (from Original Petition) \_\_\_\_\_

Subject's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dear Sir/Madam:

The attached \_\_\_\_ (number of) pages were extracted from the above referenced digitized A-File. The materials are contained in the United States Citizenship and Immigration Service's (USCIS) Enterprise Document Management System. USCIS attests that this material is a true extract of hardcopy file materials and can be used in the same manner as original documentation.

Please refer to the copy of Form I-824, Part 2 for your required action.

Thank you for your attention to this matter.

Sincerely,

NAME  
Position Title

Attachments