# U.S. Citizenship and Immigration Services

# INTERNATIONAL OPERATIONS DIVISION

## Overview

# OVERVIEW OF THE INTERNATIONAL OPERATIONS DIVISION

The International Operations Division (IO) is the component of U.S. Citizenship and Immigration Services (USCIS) within the Refugee, Asylum, and International Operations Directorate (RAIO) that is charged with advancing the USCIS mission in the international arena. Reuniting families, enabling adoptive children to come to join permanent families in the U.S., considering parole requests from individuals outside the U.S. for urgent humanitarian reasons or significant public benefit, and providing information services and travel documents to people around the world – all with unique needs and circumstances – are just a few of the responsibilities our officers assume on a daily basis. Operating in a dynamic global environment with constantly changing political, cultural, environmental, and socio-economic contexts, IO has approximately 240 employees located in the U.S. and in three (3) international districts composed of 25 field offices in 22 countries globally. Our employees are highly diverse and include foreign nationals in addition to U.S. citizens; more than half of the IO staff working abroad, and approximately one-third of all IO employees, are foreign nationals.

## IO HEADQUARTERS

With offices in Washington, DC, Anaheim, CA, and Miami, FL, IO Headquarters is responsible for providing leadership, guidance, and support for all IO programs. IO Headquarters is composed of six branches:

### ❖ Children's Affairs and Parole Policy Branch (CAPP)

Located in Washington, DC, CAPP is responsible for providing policy, operational, and case-specific guidance on intercountry adoption issues to IO field offices and serves as the primary USCIS liaison to the Department of State on adoption issues. CAPP also consults closely with the Humanitarian Affairs Branch (HAB) on adoption-related parole requests. Additionally, CAPP is responsible for IO policy and guidance on DNA test result evidence and surrogacy matters within IO.

### ❖ Humanitarian Affairs Branch (HAB)

Located in Washington, DC, HAB adjudicates requests for parole used to bring otherwise inadmissible individuals to the U.S. on a temporary basis for urgent humanitarian reasons or reasons of significant public benefit. In addition, HAB administers the Cuban and Haitian Entrant Program (CHEP), awarding multi-million dollar grants to non-governmental organizations that provide orientations and resettlement services to qualified Cuban and Haitian migrants.

### ❖ International Adjudications Support Branch (IASB)

Located in Anaheim, California, the IASB provides adjudicative support to international offices by adjudicating overflow caseloads from international offices and HAB and by providing temporary coverage at international offices, as needed. By directly addressing workload imbalances and international staffing gaps, IASB enables more efficient and flexible management of international workloads and ensures continuity of operations throughout IO. IASB is responsible for program management and adjudication of cases under the Cuban Medical Professional Parole (CMPP) program. In addition, IASB staff share traditional headquarters program management responsibilities, providing operational and policy guidance on several IO services.

### ❖ Production and Resource Management (PRM)

Located in Washington, DC, PRM provides infrastructure support to IO headquarters and the field through budget development and management, performing workload and resource analyses to evaluate the degree to which IO is right sized and, as needed, coordinating the realignment or adjustment of resources to address

workload needs. PRM also provides production and performance management, records maintenance, statistical analysis, and coordinates the deployment and return of staff to and from international locations. PRM serves as the point of contact for all IO personnel matters and IT initiatives including management of the Case and Activity Management for International Operations (CAMINO) system, an innovative, person-centric, web-based case management and report-generating system.

### ❖ Programs and Integrity Branch (PIB)

Located in Washington, DC, PIB develops policy and guidance on applications and petitions filed for non-citizen relatives of U.S. citizens and residents seeking to enter the United States, for refugee/asylee family members following-to-join, and for naturalization of U.S. military personnel and their qualified family members stationed overseas. PIB is also charged with providing policy and operational support and oversight related to fraud detection and national security issues, including overseas verification of evidence, security vetting and fraud trend analysis.

### ❖ Quality Assurance, Training, and Communications Branch (QATC)

Located in Washington, DC, QATC develops and implements quality management and training programs for all IO staff, ensures that internal and external communication is current and accurate, and participates in meetings with government and non-government partners to promote the mission of the agency. Working closely with the branches that develop policy and operational guidance, QATC is responsible for ensuring that all international officers and locally employed staff have the tools and knowledge needed to manage the numerous complicated adjudication issues they encounter in the international environment. QATC is also responsible for coordinating USCIS participation in the International Visitor Leadership Program, a Department of State educational travel program through which USCIS is able to introduce professionals from around the globe to the work and mission of USCIS.

## INTERNATIONAL OFFICES STAFF AND JURISDICTION

IO international field offices are located at 25 U.S. embassies and consulates in 22 countries within three districts. The Asia/Pacific (APAC) District Office is located in Bangkok; the Europe, Middle East, and Africa (EMEA) District Office is located in Rome, and the Latin America, Canada, and the Caribbean (LACC) District Office is located in Mexico City. Approximately 75 percent of IO staff work abroad. More than half of all IO staff working internationally are foreign nationals hired through local compensation plans and whose employment is governed by Department of State Locally Employed Staff (LES) staffing rules. IO also employs a limited number of U.S. citizen Overseas Adjudication Specialists (OAS) who reside abroad. Initial tours of duty for the international officer corps are typically two to three years, depending on position and location, and may be extended up to a total of four years.

### ❖ District Jurisdiction and Staffing

#### 1. Asia Pacific (APAC) District

The APAC District Office has one (1) District Director, one (1) Deputy District Director, one (1) Mission Support Specialist, and four (4) Locally Employed Staff. The APAC District Office has management oversight of IO offices in Bangkok, Beijing, Guangzhou, Manila, New Delhi, and Seoul.

| FIELD OFFICE | JURISDICTION | STAFFING |
|---|---|---|
| Bangkok Field Office | Australia, Brunei, Burma, Cambodia, East Timor, Hong Kong, Indonesia, Laos, Macau, Malaysia, New Zealand, Singapore, Taiwan, Thailand, and Vietnam | Total staff of nine (9) persons: one (1) Field Office Director; five (5) Overseas Adjudications Officers; three (3) Locally Employed Staff |
| Beijing Field Office | Beijing, Hebei, Heilongjiang, Inner | Total staff of eight (8) persons: one (1) |

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|---|---|---|
| | Mongolia, Jilin, Liaoning, Shanghai, Shanxi, and Tianjin | Field Office Director; one (1) Overseas Adjudications Officer; six (6) Locally Employed Staff |
| Guangzhou Field Office | Anhui, Chongqing, Fujian, Gansu, Guangdong, Guangxi, Guizhou, Hainan, Henan, Hubei, Hunan, Jiangsu, Jiangxi, Ningxia, Qinghai, Shandong, Shaanxi, Sichuan, Xinjiang, Tibet (Xizang), Xiamen, Yunnan and Zhejiang | Total staff of nine (9) persons: one (1) Field Office Director; three (3) Overseas Adjudications Officers; five (5) Locally Employed Staff |
| Manila Field Office | Fiji, Futuna, Kiribati, Marshall Islands, Micronesia, New Caledonia, New Guinea, Overseas French territories of French Polynesia, Palau, Pitcairn Island, Philippines, Polynesia, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis, and most island nations in the Pacific region that are not covered by the other Field Offices in the APAC District | Total staff of eight (8) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; six (6) Locally Employed Staff |
| New Delhi Field Office | Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka | Total staff of twelve (12) persons: one (1) Field Office Director; two (2) Overseas Adjudications Officers; two (2) Fraud Detection and National Security Officers; seven (7) Locally Employed Staff |
| Seoul Field Office | Japan and Korea | Total staff of five (5) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; three (3) Locally Employed Staff |

## 2. Latin America, Canada, and the Caribbean (LACC) District

The LACC District Office has one (1) District Director, one (1) Deputy District Director, one (1) Mission Support Specialist, and three (3) Locally Employed Staff. The LACC District Office has management oversight of IO offices in Ciudad Juarez, Guatemala City, Havana, Lima, Mexico City, Monterrey, Port-au-Prince, San Salvador, and Santo Domingo.

| FIELD OFFICE | JURISDICTION | STAFFING |
|---|---|---|
| Ciudad Juarez Field Office | Mexican states of Baja California Norte, Baja California Sur, Chihuahua, Durango, Sinaloa, and Sonora | Total staff of five (5) persons: one (1) Field Office Director; four (4) Locally Employed Staff |
| Guatemala City Field Office | Belize and Guatemala | Total staff of seven (7) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; four (4) Locally Employed Staff |
| Havana Field Office | Cuba | Total staff of seven (7) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; five (5) Locally Employed Staff |
| Lima Field Office | Argentina, Brazil, Bolivia, Chile, Colombia, Ecuador, French Guiana, Guyana, Paraguay, Perú, Uruguay, Surinam, and Venezuela | Total staff of five (5) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; three (3) Locally Employed Staff |
| Mexico City Field Office | Canada and the Mexican states of Campeche, Chiapas, Colima, Distrito Federal, Estado de México, Guanajuato, | Total staff of eight (8) persons: one (1) Field Office Director; two (2) Overseas Adjudications Officers; six (6) Locally |

| FIELD OFFICE | JURISDICTION | STAFFING |
|---|---|---|
| | Guerrero, Hidalgo, Jalisco, Michoacan, Morelia, Nayarit, Puebla, Querétaro, Quintana Roo, Tabasco, Veracruz, and Yucatán | Employed Staff |
| Monterrey Field Office | Mexican states of Aguascalientes, Coahuila, Nuevo León, San Luis Potosí, Tamaulipas and Zacatecas | Total staff of five (5) persons: one (1) Field Office Director; one (1) Fraud Detection and National Security Officer; three (3) Locally Employed Staff |
| Port-au-Prince Field Office | Cayenne, Guadeloupe, Haiti, Martinique, St. Barthelemy, and St. Martin | Total staff of seven (7) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; five (5) Locally Employed Staff |
| San Salvador Field Office | Costa Rica, El Salvador, Honduras, Nicaragua, and Panama | Total staff of five (5) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; three (3) Locally Employed Staff |
| Santo Domingo Field Office | Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Bermuda, Bonaire, British Virgin Islands, Cayman Islands, Curacao Islands, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, Turks and Caicos Islands, and Guantanamo Bay Naval Station | Total staff of three (3) persons: one (1) Field Office Director; one (1) Overseas Adjudication Specialist and one (1) Locally Employed Staff |

### 3. Europe, Middle East, and Africa (EMEA) District

The EMEA District Office has one (1) District Director, one (1) Deputy District Director, one (1) Mission Support Specialist, and three (3) Locally Employed Staff. The EMEA District Office has management oversight of IO offices in Accra, Amman, Athens, Frankfurt, Johannesburg, London, Moscow, Nairobi, Rome, and Vienna.

| FIELD OFFICE | JURISDICTION | STAFFING |
|---|---|---|
| Accra Field Office | Ghana, Benin, Burkina Faso, Cameroon, Cape Verde, Chad, Cote d'Ivoire, Equatorial Guinea, Gabon, Gambia, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone, and Togo | Total staff of five (5) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; three (3) Locally Employed Staff, one of whom is in a temporary hire, part-time position |
| Amman Field Office | Jordan. The Amman Field Office has jurisdiction over refugee processing in Jordan, Israel, Syria, Iraq, Bahrain, Qatar, Oman, Saudi Arabia, and Egypt. | Total staff of three (3) persons: one (1) Field Office Director; two (2) Locally Employed Staff, one of whom is in a part-time fingerprinter position |
| Athens Field Office | Greece, Bahrain, Cyprus, Egypt, Iran, Iraq, Israel, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, and Yemen. The Athens Field Office has jurisdiction over refugee processing in Greece, Cyprus, Iran, Kuwait, Lebanon, Turkey, United Arab Emirates, and Yemen. | Total staff of six (6) persons: one (1) Field Office Director; two (2) Overseas Adjudications Officers; three (3) Locally Employed Staff |
| Frankfurt Field Office | Germany, Netherlands, Switzerland, Luxembourg, Liechtenstein, and Belgium | Total staff of nine (9) persons: one (1) Field Office Director; two (2) Overseas |

| FIELD OFFICE | JURISDICTION | STAFFING |
|---|---|---|
| | | Adjudications Officers; one (1) Fraud Detection and National Security Officer; one (1) Immigration Assistant; four (4) Locally Employed Staff |
| Johannesburg Field Office | Angola, Botswana, Comoros Islands, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Zambia, and Zimbabwe | Total staff of two (2) persons: one (1) Field Office Director; one (1) Locally Employed Staff |
| London Field Office | Denmark, Finland, Iceland, Norway, Republic of Ireland, Sweden, and the United Kingdom | Total staff of three (3) persons: one (1) Field Office Director; one (1) Overseas Adjudications Specialist; one (1) Locally Employed Staff |
| Moscow Field Office | Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyztan, Latvia, Lithuania, Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan | Total staff of seven (7) persons: one (1) Field Office Director; three (3) Overseas Adjudications Officers; three (3) Locally Employed Staff |
| Nairobi Field Office | Burundi, Central African Republic, Democratic Republic of Congo, Republic of Congo, Djibouti, Ethiopia, Eritrea, Kenya, Rwanda, Seychelles Islands, Somalia, South Sudan, Sudan, Tanzania, and Uganda | Total staff of five (5) persons: one (1) Field Office Director; one (1) Overseas Adjudications Officer; three (3) Locally Employed Staff |
| Rome Field Office | Italy, Algeria, Andorra, France, Gibraltar, Holy See, Libya, Malta, Mauritania, Monaco, Morocco, Portugal, San Marino, Spain, Tunisia, and Western Sahara | Total staff of ten (10) persons: one (1) Field Office Director; two (2) Overseas Adjudications Officers; four (4) Overseas Adjudication Specialists; and three (3) Locally Employed Staff |
| Vienna Field Office | Austria, Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Kosovo, Former Yugoslav Republic of Macedonia, Montenegro, Poland, Romania, Serbia, Slovakia, and Slovenia | Total staff of three (3) persons: one (1) Field Office Director; two (2) Locally Employed Staff |

## WORK OF INTERNATIONAL OFFICES

Our international workload is diverse and can be separated into three general areas: **Immigration Services, Fraud Detection and Deterrence,** and **Inter and Intra-Government Liaison / Technical Support.**

### ❖ Immigration Services

International field offices are responsible for adjudicating and processing a wide variety of petitions and applications, providing information services, and issuing travel documents to people in many different circumstances.

Where USCIS is present abroad, international staff assist: U.S. citizens, lawful permanent residents, asylees, and refugees who wish to bring relatives to the U.S.; people who have been persecuted or fear persecution and who wish to resettle in the U.S.; U.S. citizens who wish to adopt internationally; people who cannot immigrate to the U.S. for specific reasons that may be waived; members of the U.S. military and their families who wish to become U.S. citizens; people who may qualify to enter the U.S. because they are recognized by law as being members of specific categories with a special need, such as widows or widowers of U.S. citizens; and lawful permanent residents who have traveled abroad and whose green cards have been lost or stolen.

International staff provide valuable information services. In addition to responding to written requests for information and phone calls, all international field offices maintain a public information window where members of the public can ask questions in person. The windows are mostly serviced by foreign nationals who can provide information in local residents' native languages.

International staff also provide logistical support to teams of Refugee Officers from the USCIS Refugee Affairs Division who travel abroad to adjudicate cases of individuals seeking resettlement to the U.S. as refugees.

### ❖ Fraud Detection and Deterrence

Overseas verifications are a cornerstone of IO's fraud detection and deterrence efforts. During an overseas verification, an officer may use a wide variety of techniques to validate that civil documents are authentic or that statements made in support of an immigration application are true.

On the regional level, USCIS has deployed Fraud Detection and National Security (FDNS) Officers abroad. FDNS Officers are located in Monterrey, Mexico; Frankfurt, Germany; and New Delhi, India, and are tasked with identifying fraud trends within their respective regions and providing support to their respective districts on fraud detection and national security-related initiatives.

IO also works closely with other federal entities, such as Department of State Fraud Prevention Units. Through comprehensive coordination and communication on the local, regional, and global levels, IO is positioned to strengthen the overall integrity of the U.S. immigration system.

### ❖ Inter- and Intra-Government Liaison / Technical Support

An important function of the international offices is to provide technical expertise on immigration-related matters to U.S. government agencies abroad, including other Department of Homeland Security components, the Department of State and the Department of Defense. International offices also provide U.S. immigration information to and partner with foreign governments, where appropriate, to further the USCIS mission.

## PARTNERSHIP WITH THE DEPARTMENT OF STATE

With only 25 offices abroad, USCIS cannot directly provide services to customers everywhere in the world. In locations where USCIS is not present, USCIS may delegate authority to the Department of State to provide certain immigration services on its behalf. Through interagency agreements, USCIS reimburses the Department of State for immigration services Consular Staff provide on behalf of USCIS.

Below is a breakdown of the key immigration applications and petitions that are processed or adjudicated internationally, including the role of the Department of State in the handling of these benefits in countries where USCIS does not have an international office.

**SERVICES PROVIDED FOR INDIVIDUALS OUTSIDE THE UNITED STATES**

| Form Type | Where USCIS is present | Where USCIS is NOT present |
|---|---|---|
| **Form I-212: Application for Permission to Reapply for Admission into the United States After Deportation or Removal.** Used by persons who need to reapply for admission to the U.S. after being deported, being | As of June 4, 2012, USCIS accepts Form I-601 and associated Form I-212 at a domestic Lockbox facility in the United States. International offices now process these forms only if exceptional circumstances merit | Applicants must file their applications with the appropriate domestic USCIS Lockbox. |

| Form Type | Where USCIS is present | Where USCIS is NOT present |
|---|---|---|
| removed or having voluntarily departed the U.S. without an order of deportation.<br><br>**Form I-601: Application for Waiver of Grounds of Inadmissibility.**<br>Used by persons otherwise approved to immigrate to the U.S, but are ineligible to enter the U.S. due to applicability of one or more grounds of inadmissibility that may be waived. | expedited processing. Exceptional filing is only authorized to take place in countries where there is a USCIS international field office. | |
| **Form I-130: Petition for Alien Relative**<br>Used by citizens or lawful permanent residents to establish the relationship to certain alien relatives who wish to immigrate to the U.S. | USCIS international field offices accept the filing of this form for most petitioners who reside in the country where the USCIS office is located. Check the local filing rules for preference category cases where a visa is not immediately available. | The Department of State may accept the filing of a Form I-130 only if the USCIS international office Field Office Director with jurisdiction over the country where the individual resides determines that there are exceptional circumstances. If filing with the Department of State is permitted, Consular officers may approve a clearly approvable petition. If the application is found to be not clearly approvable, the Department of State must forward it to the USCIS international office with jurisdiction over the application. USCIS will then adjudicate the petition. |
| **Form I-131: Application for Travel Document (Refugee Travel Document)**<br>Used by persons in valid refugee or asylee status (or by permanent residents who obtained such status as a refugee or asylee in the U.S.) to return to the U.S. after travel abroad. | The USCIS international District Director has discretion to accept and adjudicate a request for a Refugee Travel Document for certain eligible individuals who lack the documentation required to apply for admission at a U.S. Port-of-Entry. The District Director may delegate authority to the local USCIS Field Office to allow the applicant to file with the local office. | The Department of State will not accept the filing of the Form I-131 but will collect the applicant's fingerprints and fee if the USCIS district or field office with jurisdiction over the temporary place of residence of the applicant has allowed the applicant to file with a USCIS international district or field office. If the application is approved, USCIS will send the travel document to the Embassy or Consulate where the applicant is located, and the Department of State will allow the applicant to retrieve the document there. |
| **Form I-131 Application for Travel Document (Parole)**<br>Used for advance parole requests on behalf of an individual outside the U.S., or to request re-parole for individuals in the U.S. previously authorized parole by USCIS IO. | USCIS IO-Humanitarian Affairs Branch (HAB) adjudicates requests for parole for individuals outside the U.S. (or requests for re-parole), and if approvable forwards a Parole Authorization Memo to the Department of State. This memo authorizes the Department of State to issue the applicant a travel document, provided the parole beneficiary has | The Department of State collects biometrics, conducts certain background checks, and issues travel documents for parole cases approved by USCIS IO, even where USCIS is present. An application may be filed abroad with the Department of State in emergency situations with advance approval from USCIS IO-HAB. |

| Form Type | Where USCIS is present | Where USCIS is NOT present |
|---|---|---|
| | cleared biographic and biometric vetting by the Department of State. The Department of State issues travel documents for parole cases at all posts, even where USCIS is present. | |
| **Form I-360: Petition for Amerasian, Widow(er), or Special Immigrant** For international offices, this form is predominately used by widow(er)s applying for certain benefits granted to various special categories of individuals eligible for immigration. | USCIS international field offices accept the filing of this form for petitioners who reside in the country where the USCIS office is located. | USCIS has delegated authority to Department of State Consular officers to approve clearly approvable petitions filed by individuals who reside abroad. If the application is found to be not clearly approvable, the Department of State must forward to the USCIS international office with jurisdiction over the application. USCIS will then adjudicate the petition. |
| **Form I-407: Abandonment of Lawful Permanent Resident Status** Used by persons who wish to abandon their Legal Permanent Resident status. | USCIS international field offices accept and process Forms I-407 submitted by individuals residing abroad in countries where USCIS has an office. | The Department of State accepts and processes Form I-407 filings on behalf of USCIS. |
| **Form I-590: Registration for Classification as Refugee** Used to determine eligibility for refugee status. | USCIS international field offices have primary responsibility over certain refugee cases based on geographic and priority categories. Responsibility is assessed each year in conjunction with the USCIS Refugee Affairs Division. | Department of State Consular officers do not have authority to receive or adjudicate refugee applications. USCIS refugee officers and overseas adjudications officers travel on circuit rides throughout the world to adjudicate Forms I-590. For more information on the U.S. Refugee Admissions Program see http://www.uscis.gov/humanitarian/refugees-asylum/refugees. |
| **Form I-600A: Application for Advance Processing of Orphan Petition** Used by U.S. citizens who plan to adopt a foreign-born child. Advance processing enables USCIS to adjudicate the application that relates to the qualifications of the applicant(s) as prospective adoptive parents. | USCIS international field offices accept and adjudicate Forms I-600A filed by applicants living within the international field office's jurisdiction. | The Department of State accepts filing of these applications from prospective adoptive parents residing abroad and forwards them for adjudication to the USCIS international office with jurisdiction over the place of residence of the applicant. |
| **Form I-600: Petition to Classify Orphan as an Immediate Relative** Used by U.S. citizens who request orphan classification for a child who either is, or will be, adopted by a U.S. citizen to allow the child to enter the U.S. | USCIS international field offices accept the filing of this form by: 1) U.S. citizen petitioners who reside in the United States but will travel and adopt a child from a non-Hague Convention country where the USCIS office is located, or 2) U.S. citizen petitioners who live within the international field office's jurisdiction abroad and seek to adopt a child from a non-Hague Convention country. For more information about filing criteria related to these filing options, please see | USCIS has delegated authority to Department of State Consular officers to approve clearly approvable petitions filed by petitioners seeking to adopt a child in the country where the Form I-600 is filed or, in some special circumstances, after the Form I-600 has been filed with the USCIS National Benefits Center. If the petition is found to be not clearly approvable, the Department of State must forward to the USCIS international office with jurisdiction |

| Form Type | Where USCIS is present | Where USCIS is NOT present |
|---|---|---|
| | http://www.uscis.gov/forms/filing-instructions-form-i-600-petition-classify-orphan-immediate-relative. | over the application. USCIS will then adjudicate the petition. |
| **Form I-604: Determination on Child for Adoption** Used by a USCIS or Consular officer to document the results of an investigation into how a child became an orphan. | USCIS international field offices use this form to conduct investigations of Form I-600 petitions where the USCIS international office has jurisdiction over the case, or when USCIS has assumed responsibility for a Form I-604 orphan determination at a particular post. | The Department of State conducts Form I-604 investigations for each Form I-600 petition processed by the Department of State. In addition, the Department of State conducts Form I-604 investigations on behalf of USCIS for Form I-600 petitions being processed or approved by USCIS domestically, irrespective of whether USCIS has a presence at post, unless USCIS has informed the Department of State that USCIS will be assuming responsibility for a Form I-604 investigation at a particular post, such as in Haiti. |
| **Form I-730: Refugee/Asylee Relative Petition** Used by those admitted to the United States as a refugee or granted status as an asylee within the previous two years to request follow-to-join benefits for a spouse and/or unmarried children under 21 years of age. | This is filed at a domestic USCIS Lockbox facility and is most commonly adjudicated at a USCIS Service Center. USCIS makes the travel eligibility determination, and issues a travel document in the form of a transportation letter that enables the individual to board a plane to come to the United States. In some locations the Department of State issues the travel document in the form of a boarding foil. | The Department of State makes the travel eligibility determination of beneficiaries of an I-730 approved by a USCIS Service Center and issues the boarding foil. |
| **Form N-400: Application for Naturalization** Used to apply for U.S. citizenship. | Members of the U.S military stationed overseas and their qualified family members file this form at a domestic USCIS lockbox. The form is then relocated to the USCIS international field office with jurisdiction over the applicant's international residence for adjudication. | The Department of State does not accept this form at any location and does not have authority to adjudicate it. |
| **Requests for Review (RFR)** Used to request review of denied refugee applications. | This is filed with the USCIS international field office with jurisdiction over applicant's case or submitted to the local Resettlement Support Center (RSC) to file with USCIS. | The Department of State does not receive or adjudicate RFR requests. |
| **Transportation Letters** Used by Lawful Permanent Residents whose Form I-551 (Green Card) has been lost, stolen or has expired. | USCIS international field offices process requests for transportation letters in locations without a Customs and Border Protection (CBP) presence. If CBP is present at post, CBP is responsible for adjudicating these requests and issuing transportation letters. Jurisdiction varies by post if both USCIS and Immigration and Custom Enforcement (ICE) are present. | The Department of State issues transportation letters only where there is no DHS counter presence. |

| Form Type | Where USCIS is present | Where USCIS is NOT present |
|---|---|---|
| **Cuban Family Reunification Parole (CFRP) program** This program allows qualified Cuban nationals who are beneficiaries of approved family preference-based immigrant visa petitions to travel to the U.S. before their visas become available. | USCIS adjudicates the parole request after the Department of State receives the request via the National Visa Center and conducts an interview at post. | Department of State Consular officers interview CFRP applicants, collect biometrics and prepare the cases for USCIS parole adjudication. The Department of State issues travel documents for those that are approved. |
| **Cuban Medical Professional Parole (CMPP) program:** This program allows eligible Cuban medical professionals to travel to the U.S. | The applicant contacts an American Embassy or Consulate or a USCIS international office to make the request for the Cuban Medical Professional Parole program. The individual presents himself or herself at the U.S. Embassy or Consulate to capture identity information on Department of State Form DS-160 and to provide supporting documentation. The parole request and supporting documentation is then forwarded via email to IO-IASB for adjudication. The Department of State collects biometrics and issues travel documents for approved applicants. | The Department of State collects forms, documents, and biometrics, and interviews CMPP applicants, then forwards application packets to IO-IASB for adjudication. Once USCIS notifies the Department of State of approval, the Department of State issues a travel document to the applicant. |
| **Fingerprint collection** USCIS requires applicants and petitioners for certain immigration benefits to be fingerprinted for the purpose of conducting background checks. | USCIS international field offices collect fingerprints in support of certain applications and petitions pending with USCIS domestic offices, to include T&U visas, I-600As, and I-600s. In addition, USCIS Field Office Directors have discretion to collect fingerprints in association with other USCIS benefits in certain compelling circumstances. | The Department of State collects fingerprints in connection with a request for only specific USCIS benefits at posts with no DHS counter presence. Those specific USCIS benefits are: T & U visas, Forms I-131, Forms I-600A, Forms I-600, Forms I-800A, Forms I-800, Forms I-730, and Forms N-400. |
| **DNA Sample Collection** Used to support certain applications and petitions pending with USCIS. | USCIS international field offices oversee the collection of DNA samples, when requested by an applicant or petitioner, in support of applications and petitions pending with USCIS. | The Department of State oversees the collection of the DNA samples, when requested by an applicant or petitioner, in support of applications and petitions pending with USCIS. |