



July 19, 2010

## Meeting Invitation

**TO:** USCIS National Stakeholders

**FROM:** U.S. Citizenship & Immigration Services - Office of Public Engagement

**SUBJECT:** Listening Session with the Office of Intake and Document Production – Lockbox Processing  
**Tuesday, August 24, 2010 @ 2:00 pm (EDT)**  
Tomich Center  
111 Massachusetts Ave NW  
Washington, DC 20529

The USCIS Office of Public Engagement invites you to a listening session with the Office of Intake and Document Production on Tuesday, August 24, 2010 at 2:00pm(EDT). The Office of Intake and Document Production is responsible for the intake of petitions/applications and fees through the USCIS Lockbox facilities, the approval or denial of fee waiver requests, and the generating of acceptance or rejection notices. We are interested in hearing your suggestions and concerns and ask that you submit suggested topics or themes to [suzanne.clarke@dhs.gov](mailto:suzanne.clarke@dhs.gov) by COB August 9, 2010. Please note that we will not be able to address case-specific inquiries through this session.

There are two ways to participate in this session. When replying, please indicate if you will attend in person or by telephone.

### **To attend in person**

Please provide your full name and the organization you represent to Suzie Clarke, at [suzanne.clarke@dhs.gov](mailto:suzanne.clarke@dhs.gov) or (202) 272-1279 by COB August 20, 2010.

\*Be sure to bring photo identification and plan to arrive at least 15 minutes early to allow extra time to be processed through security.

### **To participate by phone**

Please provide your full name and the organization you represent to Suzie Clarke, at [suzanne.clarke@dhs.gov](mailto:suzanne.clarke@dhs.gov) or (202) 272-1279 by COB August 20, 2010. Call-in information will be provided prior to the session.

We look forward to engaging with you!