National Background, Identity, and Security Check Operating Procedures

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National Background, Identity, and Security Check Operating Procedures

I. Introduction

The U.S. Citizenship and Immigration Services Fraud Detection and National Security Directorate (FDNS) developed this handbook (HB), National Background Identity and Security Checks Operating Procedures (NaBISCOP), as a standard working tool to document routine administrative and procedural operational activities.

The Mandatory Review Date (MRD) of this HB is two years from the official issue date. After two years, this document will be reissued without change, revised, or withdrawn from the U.S. Citizenship and Immigration Services Knowledge Management Directory. However, revisions may be made by the sponsoring office at any time.

This HB is marked “FOR OFFICIAL USE ONLY – LAW ENFORCEMENT SENSITIVE.” It contains Sensitive But Unclassified information that requires protection against unauthorized disclosure. As such, it is to be controlled, stored, handled, transmitted, distributed and disposed of in accordance with DHS Management Directive (MD) 11042.1, “Safeguarding Sensitive But Unclassified (For Official Use Only) Information.” It contains information that may be exempt from release under the Freedom of Information Act (5 U.S.C. § 552). Where they occur in this document, names and other identifiers are provided purely for illustrative purposes. They do not relate to actual applicants or petitioners.

USCIS personnel must have (1) a need-to-know, (2) the required training, and (3) the appropriate level of background and security clearances to conduct these checks. See Section IV, Part A for more details. Questions or comments regarding any part of this document should be directed to USCIS FDNS NSD at FDNS-NaBISCOP@uscis.dhs.gov.

A. Scope and Use

The NaBISCOP HB is intended for use by all USCIS personnel[1] who perform security and background checks when processing requests for immigration benefits and by, as well as supervisors and managers who oversee these personnel and processes. The HB is presented as intended to be a “user friendly” electronic resource that provides ready access to materials through internal links. Additionally, it provides references to other related policy and or guidance.

The NaBISCOP provides overarching baseline requirements for USCIS background and security checks and incorporates all applicable USCIS policies and procedures related to USCIS background and security checks. As those policies and procedures change, the NaBISCOP will be updated to reflect the changes.

USCIS employees and offices may be subject to directorate specific background check requirements in addition to but not superseding NaBISCOP requirements. However, such

[1] USCIS personnel include USCIS employees and contractors.

requirements should not be viewed as a basis to revise, supplement, disregard or deviate from the NaBISCOP baseline requirements, unless directorate or component specific exceptions are specifically acknowledged in the NaBISCOP -for example, if an important component-specific exception has been recognized for a specific background check, the NaBISCOP will make note of this exception with language such as “Refer to component specific guidance for additional details.”

The NaBISCOP is intended solely for the guidance of USCIS personnel in the performance of their official duties. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law or by any individual or other party in removal proceedings, in litigation with the United States, or in any other form or manner. In addition, the NaBISCOP and any related instructions are in no way intended to and do not prohibit enforcement of the immigration laws of the United States.

Further, the NaBISCOP has been written to encompass baseline USCIS requirements and has purposely used broad language, as appropriate in specific sections, to allow for best practices based on differing caseloads and system capabilities in various USCIS locations. The NaBISCOP itself does not provide sufficient guidance for building systems with optimal background check capabilities. Therefore, existing systems should not be modified, and new systems should not be designed or built, based solely upon an independent interpretation of any part of the NaBISCOP. Rather, proposed technical developments related to background checks should be considered in consultation with the FDNS Screening Coordination Office, the FDNS Systems Integration Branch, the USCIS Background Check Working Group, and/or the various BCWG directorate/office representatives, as applicable.

B. Authority

Authority to issue and appropriately revise or update the NaBISCOP lies with the Associate Director, Fraud Detection and National Security Directorate (FDNS).

C. Background

The background check process is a critical element in USCIS’s mission to ensure the integrity of the U.S. Immigration system. The process identifies individuals who may pose a risk to our national security or public safety. The process also identifies other derogatory information that may affect eligibility for the immigration benefit sought.

As part of its function to oversee background check policy and procedures for USCIS, FDNS worked closely with other directorate and program office experts to develop the NaBISCOP, a unified procedures manual covering background and security checks.

The NaBISCOP is issued with concurrence by the Field Operations Directorate; the Service Center Operations Directorate; the Refugee, Asylum, and International Operations Directorate; the Office of Policy and Strategy; and the Office of Chief Counsel.

D. Implementation

The NaBISCOP replaces the Interagency Border Inspection System Standard Operating Procedure (IBIS SOP) dated March 1, 2006, which is now rescinded. Incorporating elements from the IBIS SOP, the NaBISCOP is now the foundation for service-wide security and background check procedures. It is intended to be used in concert with other USCIS policies and guidance, as well as component-specific guidance and standard operating procedures, as they relate to the processing of specific immigration benefit applications and petitions. Training materials for NaBISCOP must adhere to the policies and procedures outlined in this document and must be updated to include any subsequent policy or procedural changes.

Updates or modifications to the NaBISCOP can be found on the FDNS website Table of Revisions.

E. Contact Information

Questions regarding the NaBISCOP or background check procedures should be addressed through the respective chain of command. Questions that cannot be answered locally may be sent through the Officer's HQ component via email to the FDNS-NaBISCOP mailbox: FDNS-NaBISCOP@uscis.dhs.gov

II. Employee Safety

Employee safety should always be the first priority. The background check process may alert USCIS that the individual applying for a benefit is wanted for a criminal offense or is a potential threat to USCIS personnel and customers. If an individual who is wanted for a criminal offense(s) or is otherwise a potential threat, is physically present in USCIS space, the USCIS officer should, in consultation with a supervisor, determine if immediate action is required, such as detention by appropriate law enforcement personnel.

If it is determined that the individual should be detained, the Federal Protective Service (FPS) should be the first point of contact, if available to the office. For offices without FPS presence, local law enforcement should be contacted. If the individual is not present in USCIS space, authorized USCIS personnel should coordinate with FPS or local authorities, as appropriate.

Officers should follow established local or component guidance related to officer safety when performing site visits. A Significant Incident Report (SIR) must be completed and forwarded within one hour to the USCIS Command Center for any arrest or detention of an individual within USCIS space (warrant, detention, removal, etc.). Refer to SIR guidance found at Office of Security and Integrity's (OSI) website: http://connect.uscis.dhs.gov/org/MGMT/OSI/Pages/SIRs.aspx.

NOTE: USCIS personnel may not detain a subject for any violation of State or Federal law. In addition, care must be taken that a subject does not have the perception of being detained by USCIS personnel.

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III. Protecting Sensitive Information from Unauthorized Disclosure

As part of the background and security check processes, USCIS personnel handle and share sensitive information on a need-to-know basis. Federal law and agency policy protect against unauthorized disclosure of information collected and maintained in USCIS systems of records both in the electronic and paper form. Much of the information contained in USCIS systems and files is Sensitive But Unclassified (SBU) information and must not be shared or disclosed except pursuant to those rules and regulations.

This section reminds USCIS personnel when and how to protect from unauthorized disclosure Sensitive but Unclassified (SBU) and classified information.

For specific guidance on handling SBU and classified information, USCIS personnel should refer to the Office of Security and Integrity's (OSI) pamphlet entitled, Safeguarding Classified and Sensitive Unclassified Information. This document may be found on OSI's webpage under their Administrative Security section on USCIS Connect.

Additional questions about the safeguarding of SBU and classified information should be addressed to your field security manager or the OSI. The contact information of field security managers may be found on the USCIS intranet at:

http://ecn.uscis.dhs.gov/team/mgtosi/Offices/osi/FSD/Shared%20Documents/USCIS_Facilities_with_FSD_Contacts.xls

A. For Official Use Only (FOUO)

FOUO is the designator used within DHS to identify SBU information within the DHS community that is not otherwise specifically described and governed by statute or regulation and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national interest.

For additional guidance on FOUO, refer to DHS Management Directive (MD) 11042.1, "Sensitive But Unclassified Information,"

Other government agencies and international organizations may use different terminology to identify sensitive information, such as "Limited Official Use (LOU)," "Official Use Only (OUO)," and "Law Enforcement Sensitive (LES)."

A security clearance is not required for access to FOUO information. Access to FOUO information is based on "need-to-know" as determined by the holder of the information. Where there is uncertainty as to a person's need-to-know, the holder of the information will request dissemination instructions from their next-level supervisor or the information's originator. Do not apply FOUO designation to any information in order to conceal government negligence, ineptitude, or other disreputable circumstances embarrassing to a government agency, and do not dispose of FOUO information in regular wastebaskets and recycle bins.

B. DHS: One Agency for Information Sharing Purposes

All DHS components are considered part of one “agency” for information sharing purposes. As such, there is no restriction on internal (within DHS) information exchange and sharing provided the person has an authorized purpose for accessing the information in the performance of his or her duties (i.e., a valid need-to-know), possesses the requisite security clearance (there is no requirement for a security clearance to access SBU information), and assures adequate safeguarding and protection of the information.

Sensitive but unclassified (FOUO) information may be shared with other agencies or organizations outside of DHS, provided: a need-to-know has been established; the information is shared in the furtherance of a coordinated and official governmental activity, to include homeland defense; AND if the information requested or to be discussed does not belong to USCIS and the sharing of such information complies with the originating agency’s policy concerning third party discussion and dissemination, or, if the information originated with another component of DHS, the sharing of such information complies with the originating component’s policy concerning third party discussion and dissemination.

C. Third Agency Rule

Records of other agencies either loaned to USCIS or a part of USCIS files must be protected from unauthorized disclosure. The contents of an agency's records in possession of USCIS shall not be disclosed to another agency without the prior consent of the originating agency. See the DHS memorandum entitled “Safeguarding Sensitive But Unclassified (For Official Use Only) Information” for more guidance.

This principle is generally known as the "third agency rule." When processing a FOIA request involving the release of third agency material, the agency concerned shall be consulted regarding release of the document or information originating with them and the requester should be advised accordingly. When the request involves third agency material which is classified, the requester must be referred to the originating agency for a determination as to release in accordance with applicable law. The third agency rule also applies to the U.S. attorneys’ offices representing USCIS in court.

D. Safeguarding Classified Information

Information received as a result of security checks such as the FBI Name Check or when conducting external vetting for cases with national security (NS) concerns may be classified as Confidential, Secret, or Top Secret. Often classified information is referred to as National Security Information (NSI).

USCIS employees must always work to protect such information from improper disclosure. National guidance is provided by the USCIS Office of Security and Integrity (OSI).

Consult OSI guidance and training material at OSI's Administrative Security Division, or the local OSI field security manager (FSM) for the best way to safeguard classified information. The OSI pamphlet entitled Safeguarding Classified and Sensitive Unclassified Information provides specific guidance for handling classified information.

Note: Unauthorized disclosure of classified documents does not mean that the documents have been declassified. A National Security Information (NSI) Violation is committed whenever an individual handling classified information fails to safeguard it in strict accordance with governing directives. You must abide by the classification markings on the document and handle it according to the appropriate protections even if the document has been posted on internet websites.

Safeguarding Classified National Security Information	
Dos	**DON'Ts**
▪ Wear ID badges at all times	▪ Do not transport classified information without courier card.
▪ Properly package NS information before Mailing	▪ Do not mail TOP SECRET documents.
▪ Use cover sheets (SF703, 704, 705) on classified information	▪ Do not mail SECRET or CONFIDENTIAL information using FedEx, DHL, UPS, etc, absent an urgent requirement for overnight delivery and prior approval from Chief, OSI.
▪ Ensure classified information material is properly marked and safeguarded	▪ Do not discuss classified information with unauthorized personnel.
▪ Properly mark all electronic media with the appropriate classification label	▪ Do not assume a person has a National Security Information (NSI) security clearance based on their position or badge cover.
▪ Secure classified information in a GSA-approved security container only	▪ Do not take classified material to your home or other unauthorized area.

▪ Confirm the clearance of the person requesting access to classified information with OSI and verify their need-to-know. • Send an e-mail to OSI Personnel Security Customer Service using the following look-up name in Outlook, "USCIS-OSI-PERSEC-Customer Service", or using the e-mail address, USCIS-OSI-PERSEC-CustomerServ@uscis.dhs.gov • Include the following information: • Your name, title, and phone number • The employee's name and last four digits of the Social Security number. • In addition, if needed, you must specifically request verification of the employee's level of IT access or background investigation. • You will receive an e-mail reply generally in less than one day identifying the level of security clearance and the date that the clearance was granted.	• Do not discuss classified information on a telephone unless using STE or STU-III equipment.
• Only discuss classified information in a secure area.	• Do not fax classified information on a non-secure fax machine.
• Conduct End-of-Day Security Checks and record SF 701/702 forms.	• Do not reproduce classified information on a copy machine that has not been accredited by OSI.
• Use DHS 11000-11, Classified Document Record of Transmittal when transmitting Top Secret, Secret and Confidential material.	• Do not store funds, weapons, medical items or items of intrinsic value in the same container used for storage of classified information.
• Destroy NS documents in a GSA-approved shredder only.	• Do not store combinations of safes containing classified information anywhere but inside a GSA-approved security container.
• Ensure SBU and FOUO information is properly protected and safeguarded.	• Do not dispose of classified information in regular waste baskets and recycle bins.

• Report all incidents involving the mishandling or potential compromise of classified, SBU, or FOUO information to supervisor. • For information on reporting incidents, visit the OSI website at http://connect.uscis.dhs.gov/org/MGMT/OSI/Pages/SIRs.aspx	

DHS policy precludes the use of classified information as the basis for denial of a benefit, without formal authorization by the Secretary of DHS and permission of the owning agency. Refer to the October 4, 2004, memorandum entitled “Department of Homeland Security Guidelines for the Use of Classified Information in Immigration Proceedings”.

E. Personally Identifiable Information (PII)

DHS defines PII as “any information that permits the identity of an individual to be directly or indirectly inferred, including any other information which is linked or linkable to that individual. This definition applies regardless of whether the individual is a U.S. citizen, a legal permanent resident, a visitor to the U.S., a DHS employee, or a contractor.”

Refer to the June 13, 2007, DHS memorandum entitled "Review of Safeguarding Policies and Procedures for Personnel-Related Data," and the USCIS Office of Privacy webpage on the USCIS intranet for additional information.

There are two categories of PII risk sensitivity:

- Low Risk PII is information that appears on an average business card (i.e., names, business phone numbers, and office titles) and is least likely to cause harm to an individual.
- Sensitive PII (SPII) is information that, if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.

The July 8, 2008, memorandum entitled "USCIS Policy Regarding Personally Identifiable Information" from USCIS Chief Privacy Officer Donald Hawkins and the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information provide detailed guidance on securing PII and reporting possible improper disclosure. Proper procedures include:

- Share or discuss sensitive personal information only with those personnel who have a need to know it for purposes of their work. Share only the necessary information, and ensure each recipient has a need to know all the information you share.
- Do not leave work folders containing SPII unattended; this information should be maintained either in secured file cabinets or on computers that have been secured.
- Lock up hardcopy documents, flash drives, laptops, and other equipment that contain SPII when you're not using them.
- If e-mailing a document with SPII:
  - Encrypt and password-protect the document if transmitting outside the DHS firewall (i.e., to a non-DHS e-mail address). Do not include the password for the document in the same e-mail. USCIS currently uses WinZip 10 for encryption. Or,
  - Redact (remove) all SPII from the document. The only safe way to redact information is to re-key or copy-and-paste the non-PII data into a new document, since computer hackers can restore data that has merely been deleted.
  - Exception: If you are e-mailing a document and the SPII is a full social security number (SSN), you must encrypt the document in all instances. However, it is permissible to disseminate the last four digits of the SSN within the DHS firewall, unencrypted.
- Never send or receive e-mails with PII to your or someone else's personal commercial e-mail account.
- Do not remove records about individuals from a USCIS office unless you first obtain clearance from a supervisor by providing both sufficient justification for removing the material as well as evidence that you can appropriately secure it at your destination and while in transit.
- Dispose of SPII appropriately: use burn bags or approved shredders set to graffiti or cross cut standards for hard copy records, and erase electronic records.
- Keep the use of social security numbers to a minimum. The SSN was never intended to be an all-purpose personal identifier, and we must use these numbers sparingly and judiciously to thwart identity thieves. See the June 4, 2007, Privacy Policy Guidance Memorandum for details on the only times you are authorized to use SSNs at USCIS.

F. Privacy Act

The Privacy Act of 1974 states, as a general matter, that no federal agency can share information about an individual in the absence of an exception or published "routine use."

The Privacy Act protects information on United States citizens (USC) and lawful permanent residents (LPR). The Privacy Act itself does not apply to aliens who are not LPRs. However, by memorandum issued by the DHS Privacy Office dated February 1, 2007, as a matter of policy, the protections of the Privacy Act are to be afforded to non-citizens and non-LPRs to the maximum extent practicable.

Protected information includes information contained in a USCIS system of records where a name or unique identifying number of an individual (e.g., A#) can be used to retrieve information. For example, DHS maintains information in A-files and electronically in the Central Index System (CIS2), the FBI Fingerprint Check, and in TECS.[2] Because these types of records can be retrieved by name and A#, the Privacy Act covers information contained in A-files, CIS, and TECS. USCIS maintains other systems of records in which information pertaining to individuals may be stored.

Information cannot be disclosed to any person or other agency unless the individual USC or LPR provides written permission to share the information, with some exceptions. If one of those exceptions applies, information may be shared with a person or other agency without the permission of the individual USC or LPR.

The USCIS chief privacy officer has issued guidance on the transmittal and handling of Personally Identifiable Information (PII) by USCIS employees. The memorandum entitled, "USCIS Policy Regarding Personally Identifiable Information," can be accessed on the Office of Privacy webpage.

If an alien or a USC specifically asks if there is information about him or her in TECS, the individual may submit a Freedom of Information Act (FOIA) request to Customs and Border Protection (CBP) at the following address:

U.S. Customs and Border Protection
1300 Pennsylvania Ave., NW,
Attn: Mint Annex Building, FOIA Division
Washington, D.C. 20229

G. Confidentiality

In addition to the rules and regulations mentioned above for sharing information found in USCIS files and systems, special care must also be taken in the following circumstances:

1. Asylum and Refugee

Under Title 8 Code of Federal Regulations (C.F.R.) § 208.6, information regarding an individual's status as an asylum seeker or asylee, information contained in or pertaining to his or

[2] Formerly, security checks by USCIS were referred to as the Interagency Border Inspection System (IBIS) checks. However, IBIS is no longer a separate database and all information formerly in IBIS is now accessed through TECS, formerly the acronym for the Treasury Enforcement Communications System. References to IBIS or TECS/IBIS are now obsolete, and any such references in older documents should be interpreted as now referring to TECS.

her application, and records pertaining to any credible fear or reasonable fear determination must not be disclosed without the written consent of the applicant or a waiver from the Secretary of DHS, unless disclosure is otherwise specifically permitted by regulation. The confidentiality provisions of Title 8 C.F.R. § 208.6 have been extended to refugee applicants and information contained in or pertaining to refugee applications. Thus, as a matter of policy, a refugee's information must be protected in the same manner as an asylee's information

Public disclosure of such information may subject the claimant to retaliatory measures by government authorities or non-state actors in the event that the claimant is repatriated, or endanger the security of the claimant's family member(s) who may still be residing in the country of origin. Moreover, public disclosure might, albeit in rare circumstances, give rise to a plausible protection claim where one would not otherwise exist by bringing an otherwise ineligible claimant to the attention of the government authority or non-state actor against which the claimant has made allegations of mistreatment.

There are exceptions for sharing asylum and refugee related information in certain limited and enumerated circumstances, including disclosure for United States Government investigation concerning criminal or civil matters. See Title 8 C.F.R. § 208.6 for the list of exceptions, and see the November 15, 2016, DHS memorandum entitled "Disclosure of Asylum-Related Information to U.S. Intelligence and Counterterrorism Agencies," the fact sheet on confidentiality in asylum cases, and local guidance for more information.

2. Violence against Women Act/T and U Nonimmigrant Visas

Section 384 of the 1996 Illegal Immigration Reform and Immigrant Responsibility Act, as amended, Title 8 U.S.C. § 1367, limits the use and disclosure of information relating to aliens seeking protection under the Violence Against Women Act (VAWA), as amended, or as T (victims of trafficking) or U (victims of qualifying criminal activity) non-immigrants.

Generally, USCIS personnel may not disclose any information that relates to an alien who is the beneficiary of an application for relief under the VAWA, where such claim is either pending or approved, including T and U visa applicants. Title 8 U.S.C § 1367(a)(2) prohibits not only the disclosure of information relating to the subject's protected claim, but any information relating to the subject. USCIS can share the information with other DHS employees, but not outside of DHS. In limited situations, certain exceptions to the disclosure prohibition may apply. For example, certain information may be disclosed to Federal, state and local public and private agencies providing benefits, to be used solely in making determinations of eligibility for benefits pursuant to section 1641(c) of 8 USC. In addition, if there is a legitimate law enforcement reason to release the information, the Secretary of Homeland Security may authorize such a release to law enforcement officials. Other limited exceptions to the general prohibition on disclosure are listed at 8 USC 1367(b).

USCIS personnel seeking authorization to disclose information pursuant to an exception listed at 8 USC 1367(b) should contact the Office of Chief Counsel.

3. Legalization/Seasonal Agricultural Worker (SAW)

Sections 210 and 245A of the Act limit the use and disclosure of information provided by "amnesty" applicants under the 1986 Immigration Reform and Control Act. USCIS may not use or disclose information in a legalization application or its accompanying evidence except to adjudicate the application itself, or for certain law enforcement functions and fraud proceedings.

The legalization regulations at 8 C.F.R. § 245a.3(n)(4)(i) and (ii) and 8 C.F.R. § 245a.4(b)(23)(iv) permit information contained in granted legalization files (i.e. for visa classifications W16 and W26) to be used at a later date when adjudicating an immigrant visa petition or other status petition under section 204 of the Act as well as for a naturalization application.

Consult with USCIS counsel when contemplating any use or disclosure of this information because inappropriate use or disclosure of the information carries civil and criminal penalties.

Furthermore, when processing other applications and petitions, aliases found in previously filed legalization and SAW applications (likely found under the red legalization sheet) should not be queried in security checks unless it falls under 8 C.F.R. §245a.3(n)(4)(i) and (ii) and 8 C.F.R. §245a.4(b)(23)(iv) as indicated above.

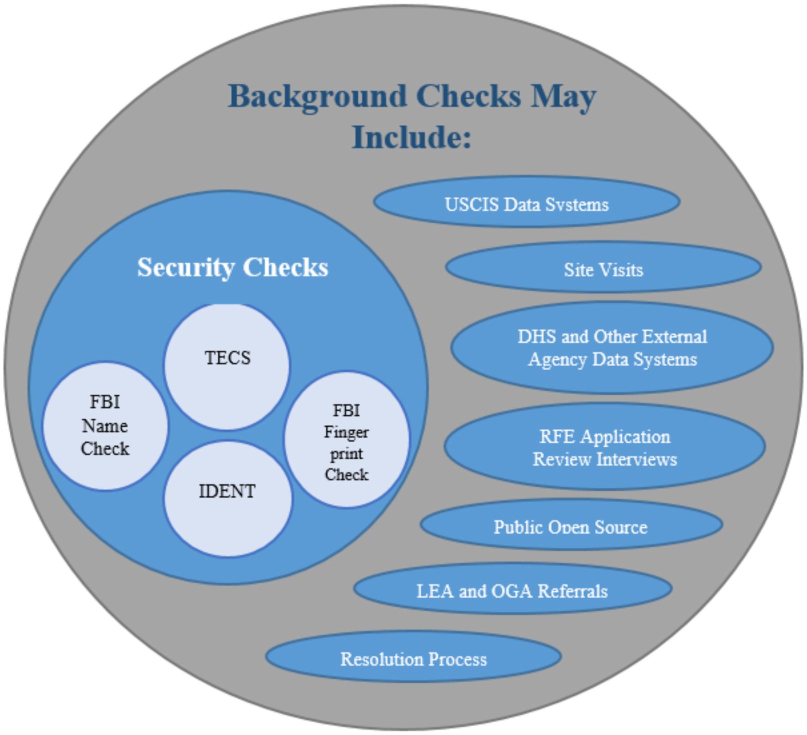
4. Temporary Protected Status (TPS)

USCIS/DHS may not publicly disclose information relating to the Temporary Protected Status (TPS) of an alien. See section 244(c)(6) of the Act. Implementing regulations prohibit DHS from disclosing any information submitted by an alien in support of a TPS application to a third party requester without a court order or the written consent of the alien. 8 C.F.R. §244.16 defines third party requesters as any requester other than the alien, his or her authorized representative, an officer of the Department of Justice, or any federal or State law enforcement agency. The regulation further states that any information provided under this part may be used for the purposed of enforcement of the Act or any criminal proceeding.

IV. Background Check Process

Background checks are conducted on all individuals and organizations who seek an immigration benefit. As part of the background check, USCIS requires that specific security checks or a combination of checks are completed for each application or petition type.

“Relationship of Security Checks to the Background Check Process”



Specific checks or a combination of checks are required for each application or petition type, pursuant to each USCIS component’s procedures, and may consist of the following:

- TECS;
- FBI Name Check;
- FBI Fingerprint Check;
- IDENT (Legacy US-VISIT IDENT);
- Security Advisory Opinion (SAO);
- Consular Lookout And Support System (CLASS)

Although CLASS and SAO name checks are initiated by DOS through its contracted Resettlement Support Centers (RSCs), the adjudication of refugee applications/petitions includes the review and analysis of CLASS and SAO results, as appropriate, by USCIS officers prior to the applicant's final adjudication, or at any time derogatory information may arise in the process. These checks are a mandatory part of refugee processing.

In addition to the above-mentioned security checks, USCIS may identify derogatory information regarding an individual or organization through other sources including but not limited to the following:

- Information received from the public. This includes applications and petitions, supporting documentation, responses to Requests for Evidence, site visits, interviews, tip letters, or information from media, internet, magazines, newspapers, or radio.
- DHS and other federal agency data systems.
- Referrals from Law Enforcement Agencies (LEAs) and Other Government Agencies (OGAs). Examples include local and state police departments, Federal Bureau of Investigation (FBI), Department of Justice (DOJ), Department of Agriculture (USDA), Department of Labor (DOL), Department of State (DOS), Department of Treasury (Office of Foreign Assets Control - OFAC), and Department of Commerce (Bureau of Industry and Security), etc.
- Other U.S. Government fingerprint holdings.

The background check refers to the analysis of the results of the security checks or any other identified concern relating to national security or public safety AND the actions required to resolve the concern.

A. Who Requests and Reviews Background Checks

USCIS personnel must have a need-to-know to request and review security checks and resolve the results of those checks.

- The term, "USCIS personnel," includes USCIS officers, other USCIS employees, and contractors.
- The term, "USCIS officer," refers to the following, including senior and supervisory officers: immigration analyst, intelligence research specialist, immigration information officer, immigration officer, adjudication officer, field office director, immigration services officer, overseas adjudications officer, asylum officer, refugee officer, economist, or compliance officer.

National Background, Identity, and Security Check Operating Procedures

USCIS personnel may initiate security checks[3] and determine whether a result of a security check relates to the subject or does not relate (DNR). However, USCIS officers perform the review and resolution of security checks and the completion of the background checks.

In addition to the "need-to-know" requirement, USCIS personnel must meet training and clearance requirements for the security checks and processes listed in Appendix C. For classified information received from any other source, USCIS personnel must also have the appropriate clearance level and security briefing to handle such information.

Required Training and Clearance Requirements by Security Check or Process

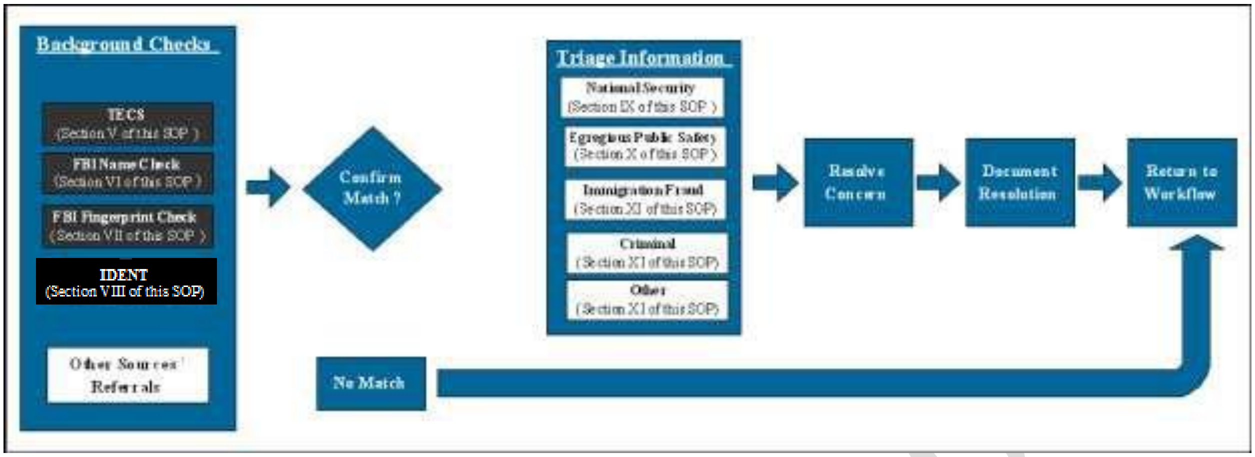
Security Check or Process	Requirements	
	Training	Clearance
TECS Security Check	Successful completion of mandatory TECS and FBI National Crime Information Center (NCIC) training and certification, and refresher training as required by local policy.	Proper National Agency Check with Inquiries (NACI) background checks.
FBI Name Check	USCIS personnel must have received a security briefing from OSI to handle classified Letterhead Memorandum	USCIS personnel must have a security clearance at the same level or higher than the classification (if any) of the Letterhead Memorandum.

In addition to the above guidance, each office or center has local policy which delineates the roles and responsibilities for those who may perform security and background checks. Refer to local policy for these additional roles and responsibilities.

B. Overview of Background Check Process

The figure below illustrates a high-level view of the background check process once potentially derogatory information has been identified as a result of the security checks or from other sources.

[3] For refugee cases overseas, security checks are initiated by the Department of State (DOS).


Background Checks
TECS (Section V of this SOP)
FBI Name Check (Section VI of this SOP)
FBI Fingerprint Check (Section VII of the SOP)
IDENT (Section VIII of this SOP)
Other Sources/ Referrals
Confirm Match ?
No Match
Triage Information
National Security (Section IX of this SOP)
Egregious Public Safety (Section X of this SOP)
Immigration Fraud (Section XI of this SOP)
Criminal (Section XI of this SOP)
Other (Section XI of this SOP)
Resolve Concern
Document Resolution
Return to Workflow

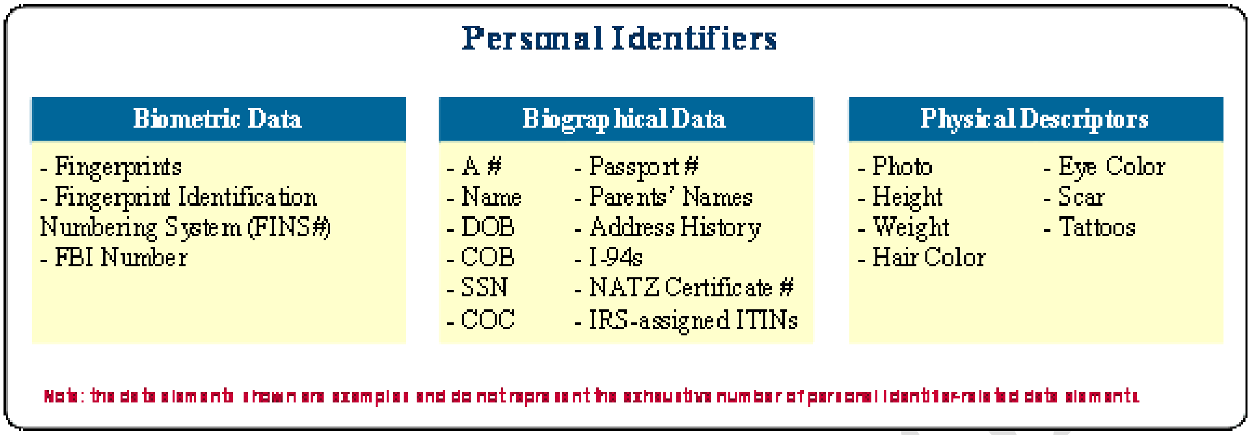
1. Confirm Match: determine if the results or other source information relates to the individual or organization seeking the immigration benefit. If results do not relate, document the determination and return to workflow.
2. Triage Information: determine if the concern involves national security, Egregious Public Safety (EPS), criminal, articulated immigration fraud, or other concerns identified by local management, and if it requires referral for special processing.
3. Resolve Concern: resolution actions may require USCIS officers to conduct additional database searches, reach out to other DHS components or a third agency for additional information, request a site visit, conduct an interview or re-interview, etc.
4. Document the Resolution.
5. Adjudication.

1. Confirm Match

USCIS personnel must:

- Determine if the subject of the derogatory information relates to the individual applying for the immigration benefit. For more information, go to Section V.G.2.(a), Results of TECS Queries, for details on confirming NS hits in the handbook.
- Compare the information from the security check or other source to the biographic, biometric information, and physical descriptors about the individual.

USCIS personnel may use any of the personal identifiers (As listed in the figure below, a combination of identifiers, or any other available identifiers to assist in the determination.)



Personal Identifiers

Biometric Data	Biographical Data		Physical Descriptors	
- Fingerprints - Fingerprint Identification Numbering System (FINS#) - FBI Number	- A # - Name - DOB - COB - SSN - COC	- Passport # - Parents' Names - Address History - I-94s - NATZ Certificate # - IRS-assigned ITINs	- Photo - Height - Weight - Hair Color	- Eye Color - Scar - Tattoos

Note: the data elements shown are examples and do not represent the exhaustive number of personal identifier-related data elements.

A wealth of biographic and biometric information may be obtained from any of the databases used for background and security checks, as well as other systems and/or documents in the file. The above figure indicates some, but not all, types of personal identifiers.

Biographic and Biometric Information Sources		
USCIS Systems	DHS Systems	Third Agency Systems
• Central Index System (CIS2) • Person-Centered Query System (PCQS) (e.g. FBI Name Check results) • CLAIMS 4 • Mainframe Computer Linked Application Information Management System (CLAIMS) (e.g., CLAIMS3, CPMS QUERY for Fingerprint Tracking System and FBI Name Check results) • Marriage Fraud Amendment System (MFAS)[4]	• Student & Exchange Visitor Information • System (SEVIS) • TECS (e.g. link lists, inspection records, travel history) • ENFORCE Alien Removal Module (EARM)[5] • Enforcement Integrated Database (EID) Arrest Guide for Law Enforcement (EAGLE) • Analytical Framework for Intelligence (AFI) • Arrival and Departure Information System (ADIS) • IDENT (Legacy US-VISIT IDENT)	• DOS's Consular Consolidated Database (CCD) • DOS's Consular Lookout and Support System (CLASS) • DOS's Worldwide Refugee Admissions Processing System (WRAPS) • Department of Defense's Automated Biometrics Identification System (ABIS)

[4] Marriage Fraud Amendment System (MFAS) Historical data can be accessed through Person-Centered Query System (PCQS).

[5] ENFORCE Alien Removal Module (EARM) Historical data can be accessed through (PCQS). EARM is now replaced with Enforcement Integrated Database (EID) Arrest Guide for Law Enforcement (EAGLE).

Biographic and Biometric Information Sources		
USCIS Systems	DHS Systems	Third Agency Systems
• Re-engineered Naturalization Application Casework System (RNACS) • Image Storage Retrieval System (ISRS) • Fraud Detection and National Security Data System (FDNS-DS) • Case and Activity Management for International Operations (CAMINO) • Parole Case Tracking System (PCTS) • Customer Profile Management System (CPMS) (e.g., CPMS Query for Fingerprint Results) • GLOBAL		

While USCIS officers primarily rely on best judgment and experience in determining whether the information relates to the individual, USCIS personnel should consult with a supervisor if there is any uncertainty as to whether the information relates to the individual applying for the benefit. If there continues to be uncertainty about the match, supervisors may work through their chain of command and with HQ, if necessary.

2. Triage Information

a) Conclusive Match

Once it is determined that the information relates to the individual, USCIS personnel must determine if the results fall into the following categories which require special processing:

- National Security: refer to section IX of the NaBISCOP.
- Egregious Public Safety or other criminal cases: refer to section X of this document.
- Articulated Immigration Fraud: refer to section XI of this document.

Criminal hits, which involve a violation of U.S., state, or local criminal law, but do not rise to the level of activity described in Egregious Public Safety, impact each application or petition differently and should be considered during the adjudications process to determine if such activity is an impediment to the requested status or benefit.

b) Inconclusive Match

When USCIS officers are unable to confirm the match after exhausting available electronic systems and other resources, personnel must consult their chain of command to determine follow-up action. In some instances, follow-up action may include an interview, a site visit, or a Request for Evidence (RFE) to confirm the match. USCIS officers must then document the hit, include a statement in the Resolution Memorandum or other memoranda, as required, explaining the inconclusive nature of the match determination, actions taken to resolve the hit, and refer the case to the appropriate unit or field office to confirm the match.

If USCIS personnel are still unable to confirm the match, refer the case through the chain of command.

3. Resolve Concern

Resolution may require a variety of activities which include but are not limited to: systems research (internal, external, open source), contact with other DHS components or third agencies, interview, site visits, referral to ICE (RTI) by FDNS or the Background Check Unit (BCU), deconfliction, and adjudication (if the subject is statutorily ineligible for the benefit).

Deconfliction is the coordination between USCIS and another governmental agency or record owner to ensure that planned adjudicative activities (e.g., interview, request for evidence, site visit, decision to grant or deny a benefit, issuance of Notice to Appear (NTA) and the timing of such) do not compromise or impede an ongoing investigation or other record owner interest.

4. Document the Resolution

Each hit requires documentation of any resolution. Review the specific information for each background and security check for more information on documenting the resolution.

5. Adjudication

Once the concern has been resolved, the case should proceed to adjudication.

C. Overseas Processing

USCIS currently conducts name checks against TECS on most applicants, petitioners, beneficiaries, and dependents over the age of 14. These checks are conducted for individuals who are in the United States. DOS conducts security checks on visa and refugee applicants overseas. As a result, in the case of individuals residing outside the United States, security checks may be performed multiple times by USCIS during the petition or application process; by

DOS during the visa or refugee application process; and by CBP as part of the admission process.

After consultation with DOS about its visa screening processes and a comparative analysis of the information available in DOS, DHS, and other agency databases, USCIS concluded that the background checks conducted on visa and refugee applicants abroad are commensurate with those performed by USCIS during the petition or application process in the United States. To streamline the process and eliminate duplicative efforts, USCIS modified previous TECS name check procedures on applications and petitions when the filing clearly establishes that the beneficiary and dependents are outside the United States and will apply for their visas or for refugee processing abroad.

While this reduced the number of security checks performed by USCIS, it did not compromise national security, as the affected individuals continue to undergo CLASS and other security checks by DOS as well as additional security checks initiated by USCIS during the visa and/or refugee resettlement application process and by CBP during the admission process.

D. Refugee Processing

Refugee applicants undergo a series of security checks. All refugee applicants, regardless of age, undergo CLASS name checks, which are initiated at the time of pre-screening by the Resettlement Support Centers (RSCs) – organizations contracted by DOS. Responses are received prior to interview, with evidence of the response in the case file. If there is a new name, alias, alternate date of birth, or other high value identifier identified at the interview, USCIS requests another CLASS name check on the new information, and the case is placed on HOLD until that response is received. All case members must have cleared/resolved CLASS name checks on all names and dates of birth in order for a case to be approved.

SAO “Merlin” name checks are also initiated at the time of pre-screening by the RSC for the ages and nationalities designated by DOS as requiring this higher-level check. SAO “Merlins” are processed by the FBI and the Intelligence Community, and a response from each agency must be received prior to finalizing the decision. Again, if there is a new name, alias or alternate date of birth developed at the interview, USCIS requests that another SAO be conducted based on the newly identified alias information. The case is placed on HOLD until the response is received. All case members requiring SAO must have cleared/resolved SAO name checks in order for a case to be approved.

In addition, the Interagency Check (IAC) screens biographic data of all refugee applicants ages 14-79 through security vetting by intelligence community partners, including the National Counter Terrorism Center (NCTC). This is a recurrent check, and all case members within the designated age range must have cleared or resolved IAC checks in order for a case to be approved. The check must remain cleared or resolved up to the point where the applicant is admitted to the United States as a refugee.

Enhanced FDNS Review (EFR) checks are conducted on select refugee applicants for the groups designated by USCIS as requiring this check. Refugee resettlement applicant EFR checks are processed by HQFDNS's Immigration Vetting Division and HQFDNS's Social Media Division, and responses must be received from both units before an application can be approved. Responsibility for reviewing matches identified by HQFDNS rests with International and Refugee Affairs Division (IRAD) staff. If a new name or other High Value Data Element associated with the applicant is developed at any point during the adjudication, IRAD may request EFR be run again on the applicant.

All refugee applicants ages 14-79 are fingerprinted prior to admission to the United States. In most processing locations, portable machines are used to electronically take 10-prints (rolls/slaps) and a digital photo. In those locations where portable technology is not possible, fingerprints are taken overseas on FBI FD-258 cards and submitted to OBIM IDENT prior to arrival at the POE. The fingerprints are run against:

- FBI/Criminal Justice Information Services (CJIS) records Next Generation Identification (NGI) system (formerly known as IAFIS) for criminal history and previous immigration data;
- OBIM IDENT, and the prints are enrolled in OBIM IDENT for future comparison; and
- The DOD Automated Biometric Identification System (ABIS) database

USCIS IRAD receives reports of individual fingerprint hits and reviews the records to determine whether the data impacts the refugee eligibility determination.[6] All case members within the designated age range must have cleared/resolved fingerprint results in order for a case to be approved. With all refugee prints enrolled in OBIM IDENT, CBP has the ability to compare the prints of arriving refugees with the prints taken overseas in order to confirm that the person who was interviewed and approved is the same person who is attempting to enter the United States. Refugee applicants' fingerprints are also enrolled in DOD ABIS to allow for wrap-back vetting by DOD.

Denied cases involving significant NS concerns are documented in IDENT lookouts. Separate TECS lookouts are also created.

When a refugee is authorized for travel to the United States, the Transportation Security Administration, in coordination with CBP, conducts routine Secure Flight checks prior to the

[6] CBP's National Targeting Center-Passenger additionally reviews any matches to DOD-ABIS to determine whether the information has a bearing on an applicant's admissibility to the United States prior to adjudication of the I-590.

boarding of inbound aircraft. CBP also conducts TECS name checks on approved refugee applicants seeking admission at ports-of-entry.

In addition to the background checks described above, Priority Three cases undergo additional screening. The Refugee Access Verification Unit (RAVU) of IRAD conducts systems checks (including TECS) on the anchor relative and beneficiary(ies) as well as A-file reviews to verify the claimed family relationships prior to the USCIS interview.

E. Service Center Processing

TECS Batch Runs: If an application/petition is filed stateside and then forwarded to the overseas post for processing, initial TECS batch runs are performed at the time of data entry on the petitioner, beneficiary and dependents in accordance with established policies and procedures, regardless of where they are physically located. Additionally, once the initial TECS batch run has been performed and a hit has been resolved, it is not necessary to update or refresh the validity of a TECS check for the petitioner, beneficiary or dependent at the time of a final decision if they are not physically present in the United States.

TECS Backend Checks: TECS backend checks, including alias name/variation checks either through an SQ11 query or TECS alias batch run, Just In Time (JIT) or Work Distribution runs and individual SQ11 queries at the time of adjudication, should not be performed by USCIS if the address indicated in the petition/application for the beneficiary is outside the United States, and there are no other objective indicators that would lead the adjudicator to believe that the beneficiary is physically present in the United States. In addition, there should be an indication that the beneficiary intends to apply for the visa abroad.

TECS security checks shall continue in accordance with established procedures when the petition/application indicates that the beneficiary and/or any of the dependents are physically present in the United States, or the adjudicator has sufficient reason to believe that the beneficiary and/or any of the dependents are physically in the United States.

Please Note: This document is current only as of the date of access. Please do not create/retain electronic or paper versions of the NaBISCOP—in whole or in part—unless absolutely necessary. Updates to the NaBISCOP are made on a regular basis. Therefore, users must refer to the NaBISCOP ECN for the most recent procedural guidance.

V. Security Check: TECS

A. TECS

1. About TECS

Security checks have been expanded to include TECS on individuals seeking immigration benefits and travel documents. USCIS personnel use TECS to:

- Assist federal, state, and local law enforcement and intelligence agencies in identifying individuals who pose a risk to national security and/or public safety.
- Prevent ineligible aliens from obtaining immigration benefits.
- Identify petitioners ineligible to file family-based immigrant visa petitions in accordance with the Adam Walsh Act.

2. About NCIC

The National Crime Information Center (NCIC) is a database maintained by the Federal Bureau of Investigation (FBI). NCIC includes the Interstate Identification Index (NCIC III) that allows authorized users to access criminal history information. Authorized USCIS personnel are only permitted to query NCIC III when fraud is articulated, an NS concern has been identified, there is an indication of a criminal record or criminal activity, or there is a need to know to perform official duties. Prior to accessing NCIC III information, USCIS personnel who are TECS users must first complete the NCIC Certification Course and provide a signed "TECS NN16 User Agreement" to their local PICS officer. Please see section V.G (TECS - NN16 Query Procedures) of the NaBISCOP for complete guidance on NCIC III.

In addition, USCIS has access to other types of records, referred to as “hot files.” These records can be accessed through the SQ11 search of TECS. NCIC contains lookout information posted by federal, state, and local law enforcement agencies. The following records are “hot files”:

- Wants/Warrants - W
- Foreign Fugitives - W
- Missing Persons - M
- Registered Sex Offenders - X
- Deported Felons - N
- Supervised Release - C
- Protection Orders; - H
- Terrorist Organization Members - T
- Violent Gang Members - T
- Identity Theft - J
- Violent Person – L
- Denied Transaction Files; - E

B. Who Requires TECS Queries

A TECS query must be run on the primary name and DOB for all new applications/petitions within 15 calendar days of initial receipt of the form at the location where it should be if properly filed and sent from the lockbox OR within 15 calendar days of initial receipt if not receipted at the lockbox[7]. Any derogatory information resulting from the initial query should be reviewed and, when necessary, referred to the appropriate officer or unit within a reasonable time. (Public safety concerns may require biometrics before appropriate referral) Resolution should be completed before adjudication and does not need to be completed at each TECS query.

Applications and petitions filed at the wrong location are not data entered, but instead must be sent to the proper location. If multiple receipt files are located in a single A-file, the same Record of Inquiry - TECS (ROIT – see Appendix I) can be used to encompass all required names from the applications/petitions and supporting documentation in that single A-file.

As USCIS moves toward a paperless adjudication process, TECS checks are more frequently run on a system-to-system basis (i.e., from ELIS, TECS by ELIS (TbE), or an automated TECS check in CAMINO) rather than through direct access to Modernized TECS. System-to-system checks typically employ either the ATLAS or PCQS service. Both ATLAS and PCQS employ CBP’s NNSV exact name filter 337010 service. This filter is applied to the FBI NCIC system and returns only records that exactly match the name sent with the TECS query, with very limited exceptions. Most inexact or partial matches will not be returned to the user. Results will be similar to those obtained through CBP’s Message Manifest Transmission (MMT) service.

USCIS personnel who rely upon the results of system-to-system TECS checks are reminded of the importance of manual name harvesting during case processing. Prior to final adjudication, USCIS personnel must ensure that all aliases are captured and a TECS query has been run for every name and DOB combination identified for the subject on the application/petition or on supporting documentation in the file. Additionally, due to the application of the exact name filter to NCIC results, it is recommended that users of system-to-system checks manually input and query all parts of multi-part surnames both separately and together, with and without hyphens, regardless of whether or not file review reflects that all possible variations of the surname actually have been used by the applicant/petitioner. This best practice will decrease the probability of missing NCIC hits associated with partial name matches.

In addition, USCIS personnel who execute Modernized TECS and NCIC queries simultaneously (by checking the “NCIC” box under the Last Name field) must be mindful that additional queries may be needed to return all pertinent NCIC records. Detailed guidance on query procedures is in the process of being updated. In the interim, USCIS personnel should continue to follow the best

[7] CLASS and SAO name checks are conducted on I-590 and I-730 refugee applicants overseas. Department of State issued CLASS checks (equivalent to TECS) are run when foils are issued, are recurrent, and eliminate the need for a just-in-time TECS check. In addition, CBP conducts TECS checks on all refugee applicants upon arrival.

practices currently outlined in Section V, Part D or local policy, if it requires checks that are only recommended in the NaBISCOP.

Note: Applications and petitions filed and adjudicated in USCIS international offices for applicants, beneficiaries, dependents, and derivatives that are not physically present in the U.S. are exempt from the requirement to undergo TECS checks within 15 calendar days of receipt; however TECS checks must be conducted on the primary name, dates of birth and alias prior to the final adjudication and, if applicable, travel document issuance.[8]

USCIS files that have been digitized are available in the Enterprise Document Management System (EDMS). These files are identified in the File Control Office (FCO) data field of Central Index System (CIS) by the "DIG" indicator and displayed as a comment in the history section and the status is marked as Digitized in RAILS.

If the A-file has been digitized and a new application or petition has been filed, the TECS process is as follows:

- Review the digitized A-file for all names/aliases and DOBs;
- Conduct a review of the new application/petition for any new names/aliases and DOBs;
- Query names/aliases and DOB variations; and
- Complete an ROIT for all queries conducted and place it in a T-file created for the new application/petition.

See the April 10, 2008, memorandum entitled "Adjudication and/or Processing of Cases When the File Control Office (FCO) Indicates (DIG) or (RDF)".

Note: Review of the digitized filing is not required for adjudication of Temporary Protective Status re-registration; however, if part of the digitized A-file is reviewed for adjudicative purposes, the part(s) of the digitized A-file that is reviewed for adjudicative purposes must be reviewed for TECS alias purposes. It is not otherwise necessary to review for TECS alias purposes the parts of the digitized A-file that were not reviewed for adjudicative purposes.

The table below lists, by form type, which subjects USCIS personnel must query in TECS. For appeals and motions, USCIS personnel must query those subjects required on the underlying petition/application type.

[8] CLASS and SAO name checks are conducted on I-730 refugee applicants overseas (in addition to I-590 applicants, as discussed in Section IV, Part D). Department of State-issued CLASS checks (which includes TECS records, among other sources of information) are run when visa foils are issued. In addition, CBP conducts TECS checks on all refugee applicants as part of the admissions process.
Note: Applications and petitions filed and adjudicated in USCIS international offices for applicants, beneficiaries, dependents, and derivatives that are not physically present in the U.S. are exempt from the requirement to undergo TECS checks within 15 calendar days of receipt; however TECS checks must be conducted on the primary name, dates of birth and alias prior to the final adjudication and, if applicable, travel document issuance.

TECS Requirements by Form Type and Individual							
Form	Individual Requiring TECS Check (designated with "x")						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
BONDS				x			
EOIR-29	x		x	x	x	x	Query those subjects required on the underlying petition/application type. HH members 18 years of age and older.
I-90	x						Derogatory information from security checks to be resolved after adjudication.
I-94	x						
I-95	x						
I-102	x						
I-129			x	x			Business entities which are employment-based petitioners do not need to be queried, including sole proprietorship operated under a business name. But sole proprietorships operated under the owner's personal name must be queried and may require an RFE or additional system checks (e.g. CLEAR/Accurint) to obtain the biographical data needed for a TECS check.
I-129F			x	x			
I-129R Religious Worker			x	x			Petitioner query to include any names and addresses found in the file, belonging to the petitioning organization.
I-129S			x	x			

TECS Requirements by Form Type and Individual							
Form	Individual Requiring TECS Check (designated with "x")						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-130			x	x[9]	x[10]		
I-131	x						Both petitioners and beneficiaries of HRIFA applications must be queried.
I-131A	x						Officers should consult the September 29, 2016 Standard Operation Procedure for issuing Carrier Documentation. USCIS International Operations ceased issuing "Boarding Letters" with the implementation of Form I-131A.
I-140			x	x	x		Business entities which are employment-based petitioners do not need to be queried, including sole proprietorship operated under a business name. But sole proprietorships operated under the owner's personal name must be queried and may require an RFE or additional system checks (e.g. CLEAR/Accurint) to obtain the biographical data needed for a TECS check.
I-191	x						
I-192	x						
I-212	x						

[9] In the case of individuals residing outside the United States, depending upon the application or petition type, security checks may be performed multiple times prior to their arrival into the United States by USCIS during the adjudication and travel document issuance process; by Department of State during the visa application or boarding foil issuance process; and by Customs and Border Protection inspectors at ports of entry as part of the admission process.

[10] TECS check to be completed on the derivative spouse in the event of death of the petition beneficiary, where petition reinstatement has been requested. This does not apply to USCIS International Operations, which only adjudicates I-130 Petitions filed on behalf of immediate relatives (spouse, child, parent), who may not claim derivatives.

TECS Requirements by Form Type and Individual							
Form	**Individual Requiring TECS Check (designated with "x")**						**Special Instructions**
	Applicant	**Requestor**	**Petitioner**	**Beneficiary**	**Derivatives**	**Household (HH) Members**	
I-290B	x		x	x	x	x	Query those subjects required on the underlying petition/application type.
I-360			x	x			Except for religious worker petitions, business entities to include sole proprietorships which are employment-based petitioners do not need to be queried. Individual persons are not considered business entities and must be queried in SQ11.
I-360 Religious Worker			x	x			Petitioner query to include any names and addresses found in the file, belonging to the petitioning organization.
I-485	x -		x *				- A TECS JIT check must be run on the applicant's primary name and DOB on the date of final adjudication of the form. Note: Administratively closed cases are *not* final adjudications and do not require a TECS JIT check. *TECS must also be run on the petitioner of the family-based visa petition at the time of final adjudication in support of the Adam Walsh Act. (Final AWA TECS check)
I-485 Suppl. J	x *						*TECS should be run upon Supplement J submission (front end run from CLAIMS3) and again at the time of final I-485 adjudication.
I-526			x	x			
I-539	x				x		
I-589	x				x		

TECS Requirements by Form Type and Individual							
Form	Individual Requiring TECS Check (designated with "x")						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-590							DOS initiates CLASS checks on all applicants and SAO checks for required nationals. IRAD conducts TECS checks of U.S. based anchor and qualified family members during RAVU processing of P-3, family reunification cases. CBP conducts TECS checks on all refugee applicants upon arrival at the POE.
I-600			x	x		x	HH members 18 years of age and older; Beneficiaries between 14-16 years old.
I-600A	x					x	HH members 18 years of age and older.
I-601	x						Query those subjects required on the underlying petition/application type. See Section IV, Part C for more information on applications filed overseas.
I-601A	x						DOS will conduct CLASS and SAO checks when applicant is overseas. See Section IV, Part C for more information on applications filed overseas.
I-602	x						
I-612	x						
I-687	x						
I-690	x						
I-694	x						
I-698	x						
I-700	x						
I-730			x	x			See Section IV, Part C for more information on applications filed overseas.
I-751			x	x	x		Query spouse/step-parent through whom conditional residence was gained.
I-765	x						

TECS Requirements by Form Type and Individual

Form	Individual Requiring TECS Check (designated with "x")						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-800			x	x		x	HH members 18 years of age and older; Beneficiaries between 14-16 years old.
I-800A	x					x	HH members 18 years of age and older.
I-817	x					x	Also query the legalized alien.
I-821	x						
I-821D		x					
I-824	x		x	x	x		Follow TECS querying procedures required by the underlying petition/application.
I-829	x				x		
I-881	x						
I-914	x						
I-914A	x						
I-918			x		x		
I-924	x						TECS is required on the applicant and the principals of the regional center, as well as on the address of the principal, and the name and address of the regional center.
I-924A	x						TECS is required on the applicant and the principals of the regional center, as well as on the address of the principal, and the name and address of the regional center, and the name and address of any affiliated Commercial Enterprises.
N-300	x						
N-336	x						
N-400	x				x		Query applicant's foreign born children between the ages of 14-18. If an applicant requests a name change, query the new name also. All required TECS checks for the applicant

TECS Requirements by Form Type and Individual

Form	**Individual Requiring TECS Check (designated with "x")**						**Special Instructions**
	Applicant	**Requestor**	**Petitioner**	**Beneficiary**	**Derivatives**	**Household (HH) Members**	
							and children (i.e., all AKAs and name variants for the applicant, primary name, and DOB for children) must be valid (no more than 180 days old) on the date of approval of the Form N-400 and on the date of the Naturalization Oath ceremony. Notwithstanding the above TECS checks, a TECS JIT check must be run on the applicant's primary name and DOB no earlier than (2) business days prior to the date of the applicant's Naturalization Oath ceremony.
N-470	x				x		
N-565	x						Derogatory information from security checks to be resolved after adjudication.
N-644	See Note*						*Query the decedent.

TECS Requirements by Form Type and Individual

Form	**Individual Requiring TECS Check (designated with "x")**		**Special Instructions**
	Applicant	**Child**	
N-600	x	x	Query the applicant as well as the parent through which U.S. citizenship is derived or acquired. If the parent or legal guardian is the applicant filing on behalf of a minor child, then query the applicant as well as the child (if over 14) who will derive or acquire citizenship.

TECS Requirements by Form Type and Individual							
Form	Individual Requiring TECS Check (designated with "x")						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
N-600K	x			x			Query the applicant as well as the child (if over 14) who will naturalize. For the purpose of this form *only*, the applicant is the parent, grandparent, or legal guardian who signs/files the form on behalf of the child.

Note: Pursuant to the Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance issued on December 26, 2018, TECS checks also are required for NTA issuance purposes. USCIS must issue an NTA after denying applications/requests or claims as described in "Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens," dated June 28, 2018, and the USCIS memorandum entitled "Domestic Operations Standard Operating Procedures, Form I-862, Notice to Appear" [[11]] dated September 8, 2006.

For DACA cases, refer to PM-602-0161, entitled "Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA," dated June 28, 2018.

For additional information regarding TECS check requirements specific to NTA issuance, refer to Section XII of the Handbook.

USCIS personnel are authorized to perform the following types of TECS queries:

[11] In January of 2010, the Domestic Operations Directorate was split, as part of an agency-wide reorganization, into the Field Operations and Service Center Operations Directorates. References to Domestic Operations in the titles of memos cited in NaBISCOP should be assumed to apply to employees of both of the new directorates. The memos themselves will state whether they apply to Field Operations or Service Center Operations personnel.

- Batch Query
- Person Query (Modernized SQ11)
- Organization and Address Query (Modernized SQ16 and SQAD)
- NCIC III Criminal History Query (Modernized NN16)
- Others as deemed appropriate by component policy

C. TECS – Batch Query Procedures

The objective of the Batch Query is to query a large number of records at the same time and confirm the existence or non-existence of information that relates to the search criteria entered.

Service centers and the National Benefits Center (NBC) are required to run a batch query on the primary names and DOBs on all new applications/petitions within 15 calendar days of initial receipt. The following CLAIMS 3 history action codes also trigger TECS batch queries:

Description of CLAIMS 3 History Action Codes	
History Action Code	Description
AA	Received
AALB	Received at the Lockbox
ABA	Received, Fee Waived
ABB	Received – Fee Collected Elsewhere
ADA	Fee Suspense Removed – Fee Accepted
ADB	Fee Suspense Removed – Fee Waived
CA	Relocated Received from Other INS Center or Office
HA	Response to Request Notice to Application/Petition Received
KEB	Date of Birth Change
KEN	Name Change

In the Batch Query process, search criteria are automatically extracted from select cases in CLAIMS 3, MFAS, and CLAIMS 4. Batch queries may also be used to process aliases entered into local TECS Alias programs. The Batch Query process does not retrieve archived records, nor does it check NCIC. NOTE: Batch checks are not initiated on single names entered into these systems. As such, TECS queries must be conducted manually for individuals whose primary name is a single first or last name.

Step-by-Step Batch Query Procedures	
Step	Action
1	Log in to TECS.
2	At the CODE field, type “IOPV.” Press ENTER.

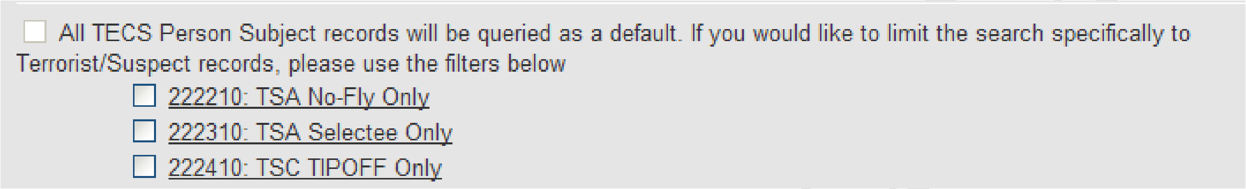
Step-by-Step Batch Query Procedures

Step	Action
3	Enter the ARRIVAL DATE as "MMDDYYYY" and the ARRIVAL LOCATION as "9999." Press ENTER.
4	If prompted for VESSEL NAME, type corresponding vessel name or appropriate carrier I.D. number. Press ENTER.
5	Select the Carrier List by typing "V" next to the Carrier ID (INSVO1, INSVO2, etc.). Press ENTER.
6	Tab to the LIST BY field and type an "E" for exact matches on the Carrier List. Press ENTER.
7	Tab to the space next to the first name on the carrier list and type "V." Press ENTER to view the hit associated with that name.
8	Press F4 to return to the Carrier List.
9	Tab down to the space before the next name on the carrier list and type "V." Press ENTER to view the hit associated with that name.
10	Once all hits on a page have been viewed, press F8 to continue to the next page. HINT: A "V" can be placed in the space before every name on a page of the carrier list. Once ENTER has been pressed, F4 can be used to scroll through each hit. Once all hits for that page have been viewed, press F4 to return to the Carrier List and F8 to move to the next page.
11	Vet hit to determine if the hit relates to the subject on the application/petition.
12	Screen each relating hit and determine hit type.
13	For all Terrorist/National Security Related hits, print the hit screen(s) and request the file. In service centers, these hits must be routed to Background Check Unit (BCU) within one business day. For other components, follow component CARRP operational guidance for referral. For all other relating hits, follow local procedure for referring hits.
14	Repeat Steps 7 through 14 using "N" in the LIST BY field to screen NCIC matches.
15	Repeat Steps 7 through 14 using "B" in the LIST BY field to screen BAD (incomplete, etc.) hits. NOTE: "B" list hits can seldom be vetted using only electronic systems. Therefore, if a determination cannot be made as to whether the subjects relate, request the file.

Alternate methods for review and filtering of batch TECS query results can be employed. These options can be used in place of the requirement to view the record by placing a "V" by the name noted in steps 9 through 15. This does not change the requirement to review the TECS, NCIC, and BAD lists manually as described above or using an automated system to review filtered batch TECS query results found in IOPV to identify national security/terrorism concerns. CBP Vetting is an equivalent TECS query.

OPTION 1: Results can be limited to the Terrorist records using CBP Vetting

TECS – Query IOPV's TECS results by selecting CBP Vetting's SQ11 TECS Query and limiting results to 222210: TSA No-Fly Only, 222310: TSA Selectee Only, and 222410: TSC TIPOFF Only



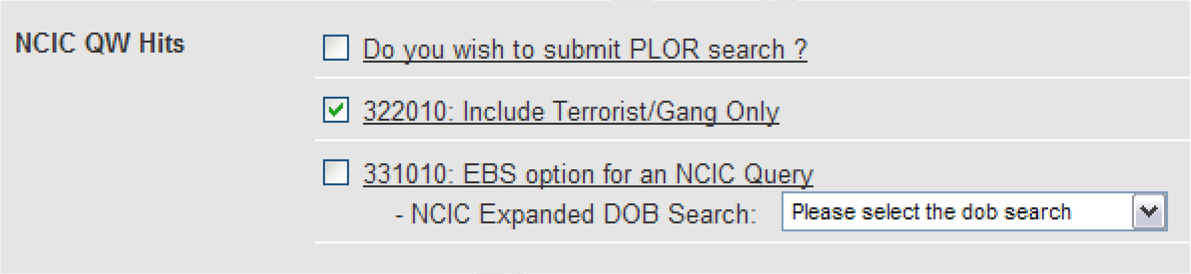
□ All TECS Person Subject records will be queried as a default. If you would like to limit the search specifically to Terrorist/Suspect records, please use the filters below

□ 222210: TSA No-Fly Only

□ 222310: TSA Selectee Only

□ 222410: TSC TIPOFF Only

NCIC – Query IOPV's NCIC results by selecting CBP Vetting's NCIC QW query using the 322010: Include Terrorist/Gang Only filter



NCIC QW Hits

□ Do you wish to submit PLOR search ?

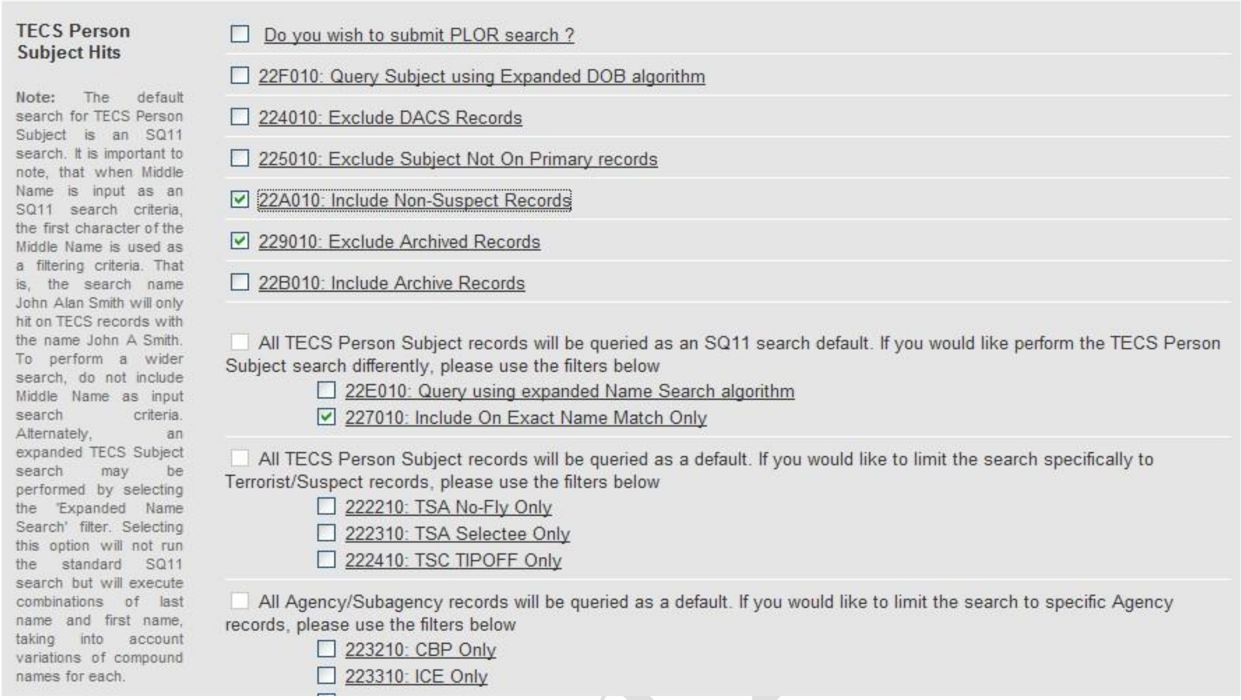
☑ 322010: Include Terrorist/Gang Only

□ 331010: EBS option for an NCIC Query

- NCIC Expanded DOB Search: Please select the dob search

BAD – Query IOPV's BAD results using the same criteria as noted above for TECS.

OPTION 2: Results can be limited with CBP Vetting's Exact Name Filter.
TECS - Query IOPV's NCIC results by selecting CBP Vetting's SQ11 TECS Query filtering using the 22A010: Include Non-Suspect Records, 229010: Exclude Archived Records, 227010:



TECS Person Subject Hits

Note: The default search for TECS Person Subject is an SQ11 search. It is important to note, that when Middle Name is input as an SQ11 search criteria, the first character of the Middle Name is used as a filtering criteria. That is, the search name John Alan Smith will only hit on TECS records with the name John A Smith. To perform a wider search, do not include Middle Name as input search criteria. Alternately, an expanded TECS Subject search may be performed by selecting the 'Expanded Name Search' filter. Selecting this option will not run the standard SQ11 search but will execute combinations of last name and first name, taking into account variations of compound names for each.

□ Do you wish to submit PLOR search ?

□ 22F010: Query Subject using Expanded DOB algorithm

□ 224010: Exclude DACS Records

□ 225010: Exclude Subject Not On Primary records

☑ 22A010: Include Non-Suspect Records

☑ 229010: Exclude Archived Records

□ 22B010: Include Archive Records

□ All TECS Person Subject records will be queried as an SQ11 search default. If you would like perform the TECS Person Subject search differently, please use the filters below

□ 22E010: Query using expanded Name Search algorithm

☑ 227010: Include On Exact Name Match Only

□ All TECS Person Subject records will be queried as a default. If you would like to limit the search specifically to Terrorist/Suspect records, please use the filters below

□ 222210: TSA No-Fly Only

□ 222310: TSA Selectee Only

□ 222410: TSC TIPOFF Only

□ All Agency/Subagency records will be queried as a default. If you would like to limit the search to specific Agency records, please use the filters below

□ 223210: CBP Only

□ 223310: ICE Only

NCIC - Query IOPV's NCIC results CBP Vetting's NCIC QW query
BAD - Query IOPV's NCIC results using the same criteria as noted above for TECS

OPTION 3: – Results can be queried as listed in either option above and filters for TECS suffixes (i.e. – "…B10"), exclusion categories (i.e. – "3B", "P3B"), or a list of potential national security/terrorism terms can be used to search TECS record comments.

D. TECS – Person Query Procedures (Modernized SQ11)

The objective of the Person Query is to confirm the existence or non-existence of information in TECS that relates to a subject of a pending application/petition.

The Person Query and NCIC "hot files" must be run on the following subjects age 14 and over (see Section V, Part D Table of TECS Requirements by Form Type and Individual for specific form requirements):

- Applicant (Note: On the Form N-600K or, in some cases, the Form N-600, the adult who signs/files the application is treated as the applicant, although the child listed on the form receives the benefit.)
- Child (Person listed as receiving the benefit on Form N-600K or, in some cases, the Form N-600)
- Petitioner
- Beneficiary* (unless beneficiary is overseas)
- Derivative

- Household Member
- Decedent on Form N-644, Application for Posthumous Citizenship
- Requestor (Person listed as receiving the benefit on Form I-821D)

TECS queries are not required for the following:

- Subjects under the age of 14.
- A sole proprietorship is a business in which one person owns all the assets, owes all the liabilities, and operates in his or her personal capacity. A sole proprietorship can be operated under the name of its owner or it can elect to use a business name (Doing Business As –DBA). Sole proprietorships are considered business entities and do not require a Person Query if business is conducted under a DBA. However, sole proprietorships operated under the owner's personal name must be queried and may require an RFE or additional system checks (e.g. CLEAR/Accurint) to obtain the biographical data needed for a TECS check.
- Subjects who are deceased (except decedents on Application for Posthumous Citizenship, Form N-644).
- Aliases for beneficiaries and dependents not physically present in the United States. See the March 23, 2005 memorandum entitled "Discontinuation of IBIS Alias Name Checks for Petitions and Applications When the Beneficiary and Dependents Are Not Physically Present in the United States".
- Names found on system-generated Employment Authorization Document (EAD) A-Numbers. See the note below if it is believed that valid information may be obtained by running names from system-generated EAD A-Numbers in TECS. (A system-generated EAD A-Number will be between A100 000 000 and A199 999 999.)
- Certain cases involving Legalization/SAW applicants. For additional information see Legalization/Seasonal Agricultural Worker (SAW) (Section III.G.3) for more information within the handbook.

NOTE: If a query is conducted on an individual in cases where it is not required, document the query on a ROIT and complete the TECS memorandum as appropriate.

Step-by-Step Person Query Procedures	
Step	Action
1	Log in to TECS.
2	On the Menu Bar, select "Query." Scroll down the expandable menu to select "TECS Records."
3	A second expandable menu will pop up to the right. On this menu, select "Person Query."
4	Place cursor in the "Last Name" field and enter the subject's last name. See short string – name/DOB rules below.

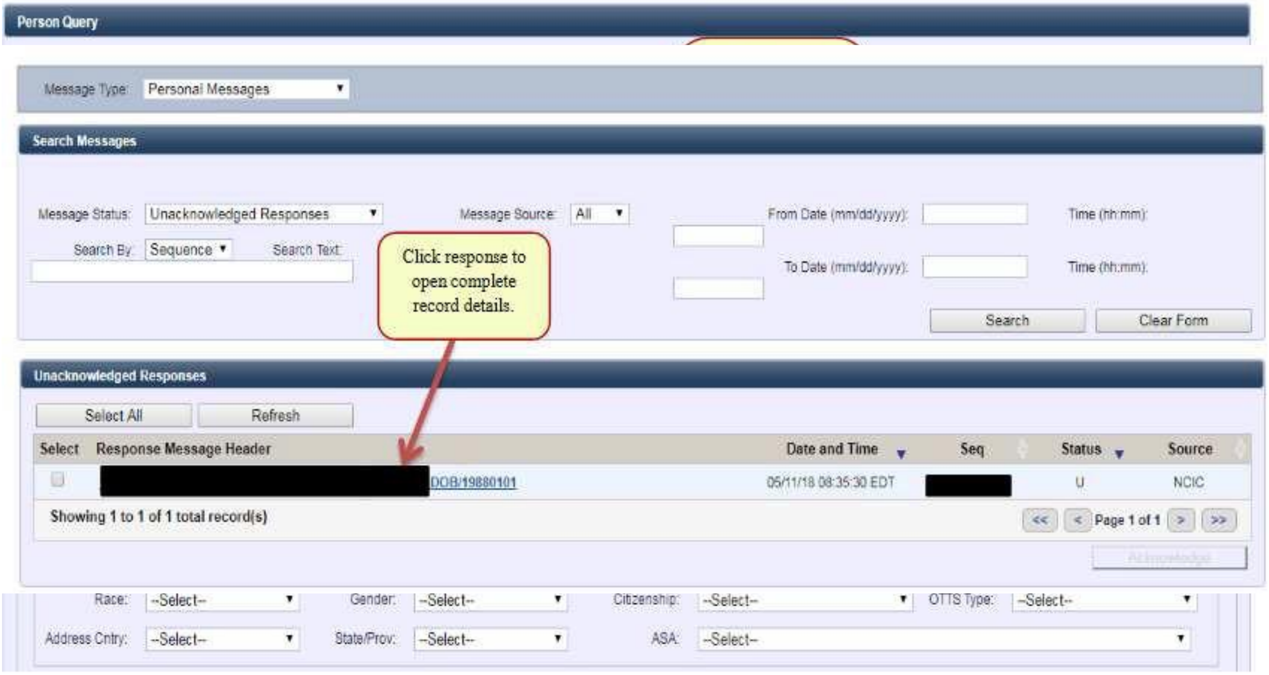
5	Tab over to “First Name” field and enter the subject’s first name. See short string – name/DOB rules below.
6	Tab over MID (for middle initial). Do NOT include middle name or middle initial.
7	Ensure that the box next to “NCIC” (directly below “Last Name” field) is checked to conduct NCIC and TECS queries simultaneously. (Note: This box is checked by default for those who have passed the NCIC certification course. If the box is not checked, see local TECS SCO for assistance.)
8	Tab to the “DATE OF BIRTH-(START)” field and enter the subject’s DOB as “MMDDYYYY.”
9	Press ENTER or click “Run Query” button to run the queries.
10	Click on the “Record ID” listed under the “Person Hit List.” enter V to the left of the record number and press ENTER to view.
11	Review the information under “Person Details,” using the scrollbar on the right hand side of the screen to ensure you have viewed all information contained in the screen.
12	If multiple TECS records have been retrieved, all TECS Record IDs will be listed under “Query Result” on the left hand side of the screen. Click on each TECS Record ID to open and review each record.
13	All sub-records must be viewed. If sub records are associated with the main record, a number will appear in the “# of Sub Records” field on the bottom left of the screen, and the “Sub Record” button will be active. If applicable, click this button to view sub records.
14	Press “Review NCIC/Nlets Responses” button to view “hot files.”
15	Click the “Linked Record” button on the bottom right side of the screen to view linked records. (Optional/Discretionary – except for cases with identified NS Concerns) Each additional page(s) must be viewed.
16	Click “Person Query” to return to the Person Query screen.

NCIC: If you have unacknowledged messages, a notification will appear on the Main System Menu screen. You may click the “NCIC/Nlets Review Messages” link to the right of the notification to next to review and acknowledge NCIC “hot files.”

Note: When viewing NCIC records, take care to open each separate Response Message and review the details before clicking the “Acknowledge” button. The system will not alert the user if all sub-records have not been reviewed prior to acknowledgement (See Example of Person Query Response below.)
--Soundex: Soundex allows USCIS personnel to query names that sound like the name that is being searched. Soundex checks are not mandatory, but may be conducted at USCIS personnel’s discretion. If Soundex was queried, annotate “Soundex” under the search criteria queried.
--Short String: If the short string was queried, annotate “Short String” below the “APBDR” boxes. For more on short string searches, see section entitled “Name and DOB Rules” below.
--Discretionary Checks: Under “Extend Query to Include” (at bottom of “Person Query” screen), you may check the boxes to include archived records and other

optional/discretionary checks in your query, if permitted and recommended in component-specific guidance. (Note: Archived records must be queried for CARRP for cases with identified NS Concerns.)

Example of Person Query Options



Person Query

Message Type: Personal Messages

Search Messages

Message Status: Unacknowledged Responses

Message Source: All

From Date (mm/dd/yyyy):

Time (hh:mm):

Search By: Sequence

Search Text:

To Date (mm/dd/yyyy):

Time (hh:mm):

Click response to open complete record details.

Unacknowledged Responses

Select	Response Message Header	Date and Time	Seq	Status	Source
□	[redacted] DOB/19880101	05/11/18 08:35:30 EDT	[redacted]	U	NCIC

Showing 1 to 1 of 1 total record(s)

Page 1 of 1

Race: --Select--

Gender: --Select--

Citizenship: --Select--

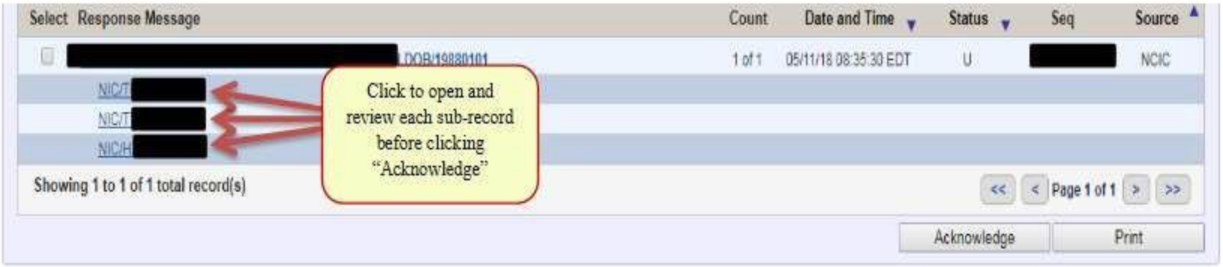
OTTS Type: --Select--

Address Cntry: --Select--

State/Prov: --Select--

ASA: --Select--

Example of NCIC Response Message



Select	Response Message	Count	Date and Time	Status	Seq	Source
□	[redacted] DOB/19880101	1 of 1	05/11/18 08:35:30 EDT	U	[redacted]	NCIC
	NIC/T[redacted]					
	NIC/T[redacted]					
	NIC/H[redacted]					

Click to open and review each sub-record before clicking "Acknowledge"

Showing 1 to 1 of 1 total record(s)

Page 1 of 1

1. Person Search Criteria

A separate query must be conducted for every name and DOB combination identified for the subject on the application/petition or on supporting documentation in the file. Some files may contain multiple DOBs. Every alternate DOB located in the file should be queried with every name variation located in the file. See the figure below. Do not enter any information into the "middle name" field. Do not run TECS without a DOB (except when the subject's birth year does not appear on the application or on documents in the file, as described in the Section V, Part B table entitled "Examples of SQ11 Name Queries (DOB Queries)". Under certain circumstances, TECS may be queried without a DOB. These circumstances may be, but are not limited to:

- Cases involving national security, egregious public safety, or other criminal concerns; and
- Form I-924 and Form I-924A

An alias refers to additional names utilized by an individual. This includes but may not be limited to:

- Additional names used (birth name, nicknames, or other married names) in the application/petition, supporting documentation, or discovered during the interview or in the A-file;
- Names found in the "alias" field in CIS 9101 and 9202 screens; and
- Names entered in authorized systems and databases (excluding systems or databases that are known to produce system-generated names) or through documentation presented by the individual bearing the names.

The following items must be reviewed in the A-File/Receipt File for name and DOB combinations and aliases and require a TECS query:

- Current application/petition and supporting documentation, and
- Any previous applications/petitions in the same file that are reviewed during the course of adjudicating the current application or petition. For example:
    - When adjudicating an immigrant petition that is concurrently filed with an adjustment of status application, the supporting documentation of the immigrant petition and the portions of the A-file and supporting documentation from prior filings that are used to adjudicate the current petition must be checked at that time for aliases and DOB combinations. However, all documents in the A-file must be checked for aliases and DOB combinations at the time the adjustment of status application is adjudicated. See following two bullets regarding which documents are required to be checked for aliases and DOBs.
- All related USCIS required forms for current and previous application/petition in the file. For example:
    - Form G-325
    - Form ETA-750
    - Form ETA-9089
    - Form I 693 and Supplement to Form I-693

- Any other documents in the A-file/Receipt file that establish relationship or identity including but not limited to the following:
    - Passports
    - Visas
    - Border Crossing Cards (BCC)
    - Forms I-94
    - Birth Certificates
    - Marriage Certificates
    - Divorce Decrees
    - Tax Documents
    - Diplomas/Academic Transcripts
    - Student Identification Cards
    - Military Identification Cards
    - Driver's Licenses
    - Social Security Cards
    - Business/Membership Cards
    - IdHS (formerly known as RAP Sheet) from the FBI Fingerprint Check
    - IdHS (formerly known as RAP Sheet) from NN16

Query SUBJECT ALIASES as they appear on the application/petition and on supporting documentation in the file.

Personnel must also run any other alias found while adjudicating the form, whether in documentation or U.S. Government electronic databases and systems.

Additionally, you may check the following U.S. Government electronic databases and systems for additional name and DOB combinations and aliases:

- IDENT (Legacy US-VISIT IDENT)
- SEVIS
- CCD

Personnel must also query all additional aliases found in U.S. Government electronic database and systems during their routine adjudication or processing. For example, officers cannot ignore names, dates of birth or, aliases encountered while conducting appropriate system checks in the course of file adjudication of the respective form (see Table TECS Requirements by Form Type and Individual within the Handbook). Appropriate system checks for respective applications or petitions are defined locally and may vary. Check local policy for additional requirements.

Please note that there are US Government electronic databases and systems that are known to create name variants or system-generated aliases. The following databases/systems contain fields/sections that do not require review for name and DOB combinations and aliases:

- Aliases list in ADIS 2
- AKAs List of NCIC
- Alias Field of TECS

NOTE: If listed as aliases, the names "DOE, John" and "DOE, Jane" are not considered valid aliases and should not be queried.

The following items in the A-File/Receipt File do NOT require review for name and DOB combination and aliases:

- Documentation that was not issued by a governmental (local, state, federal, foreign, etc.) or institutional authority (e.g., an education institution) as a form of identification
- Documentation that was not used by the subject to establish his/her relationship or affiliation with an entity or group
- Name as it appears in the signature block of an application/petition or signatures on supporting documents in the file

EXCEPTION: USCIS personnel are not required to search CIS for SUBJECT ALIASES for subjects not physically present in the United States, regardless of the presence of an A-Number.

See William R. Yates' March 23, 2005 memo, "Discontinuation of IBIS Alias Name Checks for Petitions and Applications When the Beneficiary and Dependents are not Physically Present in the United States".

Field Offices and the National Benefits Center (NBC)

Field offices that receive files from the National Benefits Center (NBC) do not generally need to conduct additional review of the file in search of any other alias name or date of birth used by the individual unless documentation is received after the NBC completes the TECS query.

NBC processing generally includes completing all TECS queries and resolving any positive results encountered during the query process in accordance with the NaBISCOP.

Upon receipt of an NBC-processed file, any alias names or dates of birth mentioned in the file will have been queried and resolved. All names and dates of birth encountered during the NBC file review and queried in TECS will be listed on the ROIT, with proper annotations. NBC will include a Resolution Memorandum articulating how the TECS information was resolved and the effect, if any, on the benefit sought.

If additional documentation is received after the NBC completes the TECS query, the field office must review the additional documentation for any other alias names or dates of birth that require querying and recording on the ROIT. If during the course of the interview an adjudicator becomes aware of any other alias name or date of birth, such name or date of birth will also require a TECS query and the results recorded on the ROIT. However, if a file does not contain information of any TECS queries being completed at the NBC, the field office must complete the TECS queries and resolve any positive results in accordance with NaBISCOP.

Administrative Appeals Office (AAO)

Because the Administrative Appeals Office (AAO) only receives files that have previously been adjudicated by the Field Office Directorate (FOD) or Service Center Operations (SCOPS), the AAO needs to only conduct a limited review of the file in search of aliases and alternate dates of birth. Subject to the limitations below, the review should be limited to documentation received after the most recent TECS query completed by FOD or SCOPS.

Upon receipt of a file at the AAO, any alias names or dates of birth in the file that were required to be queried at the time of adjudication by FOD or SCOPS will have been queried and resolved.

All files and documents that are received and/or interfiled after the date of completion of the most recent ROIT must be reviewed for any other alias names or dates of birth that require querying and recording on the ROIT. Documents that must be reviewed at the AAO include, but are not limited to, the Form I-290B; any statement or brief accompanying the I-290B; documentation submitted in support of the I-290B. If a file contains evidence of FOD or SCOPS not completing the appropriate TECS queries, the AAO must complete those TECS queries and resolve any positive results in accordance with NaBISCOP.

It remains the responsibility of the adjudicator to confirm that all required security checks have been completed prior to adjudication of the application or petition. For additional information see the memo "Interagency Border Inspection System Processing Completed at the National Benefits Center," dated December 7, 2005, and signed by Michael Aytes.

2. Name and DOB Rules

In the examples contained in this section, last names are found in all capital letters.

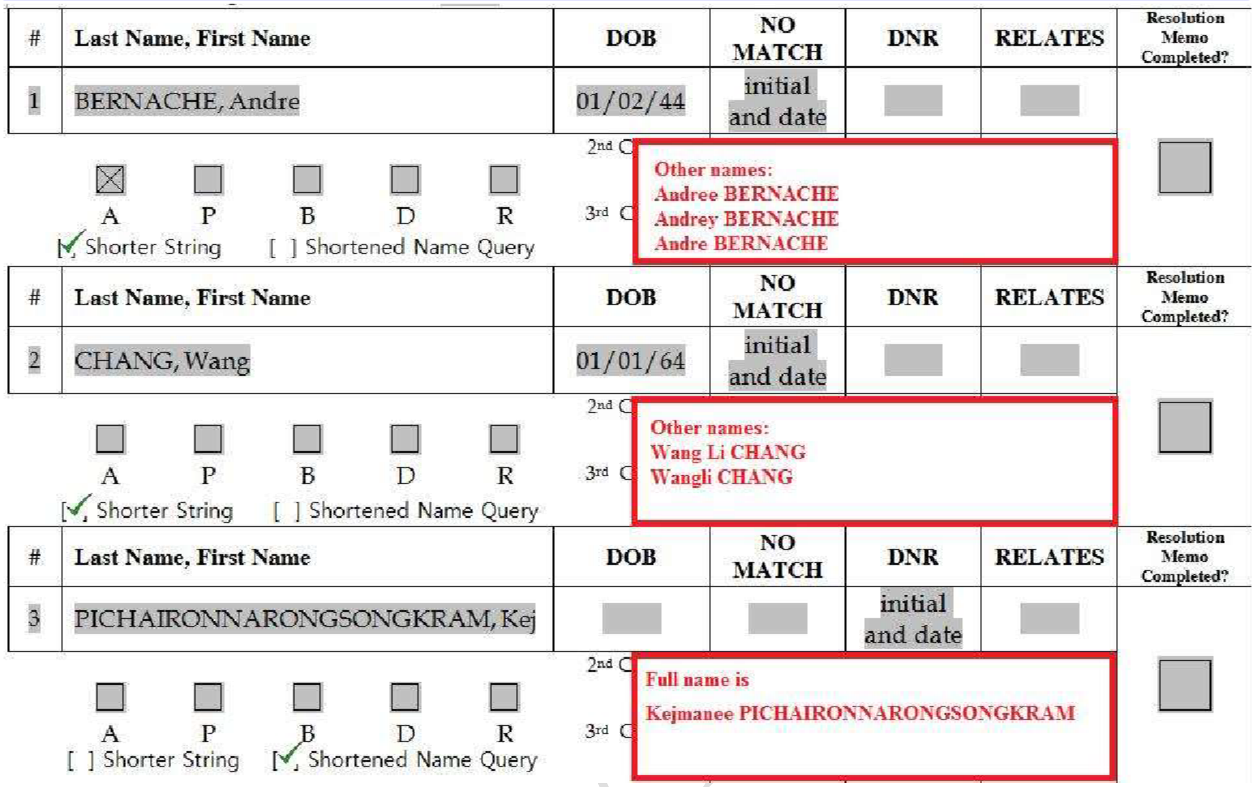
The first name field in TECS is a "shorter string match search." Results may match all or only a portion of the queried first name. In the case of a subject with multiple variations of a first name or compound first name, USCIS personnel may query the portion of the first name that is common to all variations.

* Note: For more-detailed guidance about each field in the query, place the cursor in the relevant field and press the F2 button to access the Help menu.

Note: The ROIT will be notated that a "shorter string" was used and the name queried will be listed. In the first example in the table below, Andre (shorter string) Bernache will be notated in ROIT.

Examples of SQ11 Name Queries (Name & DOB Rules)				
#	**Primary Name**	**Instruction**	**Do NOT Query**	**MUST Query**
1	BERNACHE, Andre	Documents in the file show the subject's first name appears as, "Andrey" and "Andree." Because of the shorter string match search, a query of the common portion of all three variations (in this case, "Andre") is sufficient to cover all three name variations. If the last name and DOB are common to the name variations, query the name combination to the right.	*(This section is intentionally blank.)*	BERNACHE, Andre
2	CHANG, Wanghu	Documents in the file show the subject's name as, "CHANG, Wang Hu." Because of the shorter string match search, query the name to the right.	*(This section is intentionally blank.)*	CHANG, Wang
3	CHING, Huang	Documents in the file show the subject's name as, "CHING, Huang Li." Because of the shorter string match search, query the name to the right.	*(This section is intentionally blank.)*	CHING, Huang

NOTE FOR NCIC QUERIES: If the total of both the first and last name fields exceeds 29 letters, the query will return with an error due to length. Adjust the name fields accordingly for a maximum of 29 characters for both fields, rerun the query for NCIC results, and annotate the ROIT under that queried name with 'shortened name query. Please see a sample ROIT below.



#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
1	BERNACHE, Andre	01/02/44	initial and date			

☒ A ☐ P ☐ B ☐ D ☐ R

✓ Shorter String [ ] Shortened Name Query

2nd C

3rd C

Other names:
Andree BERNACHE
Andrey BERNACHE
Andre BERNACHE

□

#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
2	CHANG, Wang	01/01/64	initial and date			

☐ A ☐ P ☐ B ☐ D ☐ R

[✓] Shorter String [ ] Shortened Name Query

2nd C

3rd C

Other names:
Wang Li CHANG
Wangli CHANG

□

#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
3	PICHAIRONNARONGSONGKRAM, Kej			initial and date		

☐ A ☐ P ☐ B ☐ D ☐ R

[ ] Shorter String [✓] Shortened Name Query

2nd C

3rd C

Full name is
Kejmanee PICHAIRONNARONGSONGKRAM

□

a) Name and DOB Rules: Spelling Variations

Examples of SQ11 Name Queries (Spelling Variations)				
#	Primary Name and Aliases	Instruction	Do NOT Query	MUST Query
1	GONZALEZ, Diego	Documents in the file show the subject's name as, "GONZALES, Diego." Query both.	*(This section is intentionally blank.)*	GONZALEZ, Diego GONZALES, Diego
2	KUMAR, Md.	Documents in the file show a longer version of the first name as, "KUMAR, Mohammad." Query both.	*(This section is intentionally blank.)*	KUMAR, Md KUMAR, Mohammad

b) Name and DOB Rules: Name Variations/Aliases

Examples of SQ11 Name Queries (Name Variations/Aliases)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	HERNANDEZ ORTEGA, Romero	Documents in the file also show the subject's name as, "HERNANDEZ, Romero" and "ORTEGA, Romero." Query both.	*(This section is intentionally blank.)*	HERNANDEZ ORTEGA, Romero HERNANDEZ, Romero and ORTEGA, Romero
2	BUCKLEY BOSWORTH, Laura	Documents in the file also show the subject's name as, "BUCKLEY, Laura." Query both.	*(This section is intentionally blank.)*	BUCKLEY BOSWORTH, Laura BUCKLEY, Laura
3	RAMIREZ Y SANCHEZ, Juan	Documents in the file also show the subject's name as, "RAMIREZ SANCHEZ, Juan." Query both.	*(This section is intentionally blank.)*	RAMIREZ Y SANCHEZ, Juan and RAMIREZ SANCHEZ, Juan
4	RAMIREZ Y SANCHEZ, Juan	Documents in the file also show the subject's name as, "SANCHEZ RAMIREZ, Juan." Query both. TECS will **NOT** reverse the name order	*(This section is intentionally blank.)*	RAMIREZ Y SANCHEZ, Juan and SANCHEZ RAMIREZ, Juan

c) Names with connectors (i.e. “DE,” “Y,” “DE LA,”)

Examples of SQ11 Name Queries (Names with Connectors)

#	Primary Name and Aliases	Instruction	Do NOT Query	MUST Query
1	RODRIGUEZ DE GONZALEZ, Maria	Documents in the file also show the subject’s name as, “RODRIGUEZ GONZALEZ, Maria.” Query the name to the right.	*(This section is intentionally blank.)*	RODRIGUEZ DE GONZALEZ, Maria and RODRIGUEZ GONZALEZ, Maria
2	RAMIREZ Y SANCHEZ, Juan	TECS will **NOT** reverse double last names. Documents in the file also show the subject’s name as, “SANCHEZ RAMIREZ, Juan.” Query the names to the right.	*(This section is intentionally blank.)*	RAMIREZ Y SANCHEZ, Juan and SANCHEZ RAMIREZ, Juan

d) Name and DOB Rules: Two first names

Examples of SQ11 Name Queries (Two first names)

#	Primary Name and Aliases	Instruction	Do NOT Query	MUST Query
1	SMITH, Maria Rosalba	Query the last name and the first given name.	*(This section is intentionally blank.)*	SMITH, Maria
2	SMITH, Maria-Rosalba	Query the last name and the first given name; because of the shorter strong match, the name after the hyphen may be omitted.	*(This section is intentionally blank.)*	SMITH, Maria

e) Name and DOB Rules: First name only initials

Examples of SQ11 Name Queries (First name only initials)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	SMITH, A.L.M.	Query the last name and the first initial.	*(This section is intentionally blank.)*	SMITH, A

f) Name and DOB Rules: Names with Initials

Examples of SQ11 Name Queries (Names with Initials)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	GONZALEZ, Juan C	Do NOT query initials after first names, even if the initials appear on the application/petition or on documents provided in support of the application/petition.	GONZALEZ, Juan C	GONZALEZ, Juan
2	GONZALEZ P, Jose L.		GONZALEZ, Jose L GONZALEZ P, Jose L	GONZALEZ, Jose GONZALEZ P, Jose
3	R ORTEGA, Paul		*(This section is intentionally blank.)*	R ORTEGA, Paul ORTEGA, Paul

g) Name and DOB Rules: Names with Initials in front of the Name

Examples of SQ-11 Name Queries (Names with Initials in Front of a Name)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	RODRIGUEZ, Q. Paul	Query the last name with the first initial, and just the given name.	*(This section is intentionally blank.)*	RODRIGUEZ, Q RODRIGUEZ, Paul

h) Name and DOB Rules: Names with Periods

Examples of SQ11 Name Queries (Names with Periods)

#	Primary Name and Aliases	Instruction	Do NOT Query	MUST Query
1	ST. JAMES, Mary	For names with period, query both without the period AND with a space in place of the period. Do NOT query periods.	*(This section is intentionally blank.)*	STJAMES, Mary ST JAMES, Mary

i) Name and DOB Rules: Name with Hyphens

Examples of SQ11 Name Queries (Names with Hyphens)

#	Primary Name and Aliases	Instruction	Do NOT Query	MUST Query
1	GARCIA-HERNANDEZ, Alicia	Documents in the file show the subject's name as, "GARCIA-HERNANDEZ, Alicia," with no other aliases. Query the name both as it appears on the application and with a space in place of the hyphen.	*(This section is intentionally blank.)*	GARCIA-HERNANDEZ, Alicia and GARCIA HERNANDEZ, Alicia
2	GARCIA-HERNANDEZ, Alicia	TECS will not reverse double last names. Documents in the file also show the subject's name as, "HERNANDEZ GARCIA, Alicia." Query both.	*(This section is intentionally blank.)*	GARCIA-HERNANDEZ, Alicia and GARCIA HERNANDEZ , Alicia and HERNANDEZ GARCIA, Alicia

3	GARCIA JUAREZ, Francisco	Do NOT add a hyphen to a name.	GARCIA-JUAREZ, Francisco	GARCIA JUAREZ, Francisco

j) Name and DOB Rules: Names with Apostrophes

Examples of SQ11 Name Queries (Names with Apostrophes)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	O’CONNEL, Sean	For names with apostrophes, query both without the apostrophe AND with a space in place of the apostrophe. Do NOT query apostrophes.	*(This section is intentionally blank.)*	OCONNEL, Sean O CONNEL, Sean

k) Name and DOB Rules: Names with Parentheses

Examples of SQ11 Name Queries (Names with Parentheses)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	PARK, Jesook	Documents in the file show the subject’s name as, “PARK (KIM), Jesook.” For compound last names where one part of the name is in parentheses, query each part of the name separately.	*(This section is intentionally blank.)*	PARK, Jesook KIM, Jesook

l) Name and DOB Rules: Names with Prefixes

Examples of SQ11 Name Queries (Names with Prefixes)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	Rev. Jefferson MUNOZ	Do NOT query prefixes (such as Dr., Mr., Mrs., Ms., Lord, Sheik, or Rev.).	*(This section is intentionally blank.)*	MUNOZ, Jefferson

m) Name and DOB Rules: Names with Suffixes

Examples of SQ11 Name Queries (Names with Suffixes)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	John SMITH, Jr.	Do NOT query suffixes (such as Jr., Sr., I, or II).	*(This section is intentionally blank.)*	SMITH, John

n) Name and DOB Rules: Found in Translations

Examples of SQ11 Name Queries (Found in Translations)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	FRANCAIS, Jean	For documents written in a foreign language, query names found in translations to English. The translation of a document in the file shows the subject's name as, "FRANK, Jean." Query both.	*(This section is intentionally blank.)*	FRANCAIS, Jean FRANK, Jean

o) Name and DOB Rules: Foreign Alphabets

<table>
<tr><th colspan="5">Examples of SQ11 Name Queries (Foreign Alphabets)</th></tr>
<tr><th>#</th><th>Primary Name and Aliases</th><th>Instruction</th><th>Do NOT Query</th><th>MUST Query</th></tr>
<tr><td>1</td><td>VIEUX, Renée</td><td>If a name is written with the same characters as the English language but includes a special mark specific to the foreign language, such as an accent mark, drop the special mark and query using the underlying letter.</td><td>(This section is intentionally blank.)</td><td>VIEUX, Renee</td></tr>
<tr><td>2</td><td>VOLKOFF, Peter</td><td>An English translation of a document in the file also shows the subject's name as "VOLKOV, Pyotr."</td><td>ВОЛКОВ, Пётр</td><td>VOLKOFF, Peter
VOLKOV, Pyotr</td></tr>
<tr><td colspan="5">Do NOT query names with characters from foreign alphabets. Do NOT attempt to convert foreign-language characters to English letters. Only use the English translated name.</td></tr>
</table>

1. Foreign document. Name is in foreign alphabet. English translation (official or unofficial translation) is submitted.
   a. Query ONLY the name on the English translation.
      i. Do NOT query names with characters from foreign alphabets and do NOT attempt to convert foreign language characters to English letters.

2. Foreign document. Name is in English letters (possibly with special mark specific to the foreign language). English translation (official or unofficial translation) is submitted.
   a. Query BOTH the name on the English translation (omitting special marks specific to the foreign language) and the name on the foreign document (use the English translation document to confirm that the name on the foreign document is referring to the subject and not a parent or other individual).

3. Foreign document WITHOUT a translation.
   a. Name is in a foreign alphabet –Do NOT query names with characters from foreign alphabets and do NOT attempt to convert foreign language characters to English letters.
   b. Name is in English letters (possibly with special marks specific to the foreign language) – Do NOT query names on foreign documents without an English translation.

p) Name and DOB Rules: Single Name Queries

<table>
<tr><th colspan="5">Examples of SQ11 Name Queries (Single Name Queries)</th></tr>
<tr><th>#</th><th>Primary Name and Aliases</th><th>Instruction</th><th>Do NOT Query</th><th>MUST Query</th></tr>
<tr><td>1</td><td>KIARA</td><td>Some individuals only have one name. A single name may be queried when necessary<b>. Enter the single name in the last name field, leaving the first name field blank.</b></td><td><i>(This section is intentionally blank.)</i></td><td>KIARA</td></tr>
<tr><td colspan="5">In some cases, visa pages or other documentation contained in the file, may list a first name as “FNU,” First Name Unknown or “NG,” None Given. Do not query “FNU” as the first name. Consider that “NG” can be a first name and should be queried as such. If it is determined that NG is NOT a first name, consider the subject to have only one name.
NOTE: If system checks show that FNU or NG was entered as a first name, then you must query FNU or NG as a first name.</td></tr>
</table>

q) Name and DOB Rules: DOB Queries

Some files may contain multiple DOBs. Every alternate DOB located in the file should be queried with every name variation located in the file.

If documentation in the file indicates that an individual only knows the year he or she was born, query TECS with a date range covering the entire year of birth. If documentation in the file indicates that an individual does not know the year they were born, query TECS with the DOB field blank. TECS will return derogatory information when queried with a DOB range or no DOB at all. NCIC will not return information if the DOB field is empty.

Please Note: This document is current only as of the date of access. Please do not create/retain electronic or paper versions of the NaBISCOP—in whole or in part—unless absolutely necessary. Updates to the NaBISCOP are made on a regular basis. Therefore, users must refer to the NaBISCOP ECN for the most recent procedural guidance.

Examples of SQ11 Name Queries (DOB Queries)				
#	**Primary Name and Aliases**	**Instruction**	**Do NOT Query**	**MUST Query**
1	The subject's name and DOB appear on the petition as, "EBBING, Reginald" and 2/12/1943	Some files may contain multiple DOBs. Every alternate DOB located in the file should be queried with every name variation located in the file. Documents in the file show the subject's name and DOB as, "GRAY, Reggie" and 2/11/1943.	*(This section is intentionally blank.)*	EBBING, Reginald DOB: 2/12/1943 EBBING, Reginald DOB: 2/11/1943 GRAY, Reggie DOB: 2/12/1943 GRAY, Reggie DOB: 2/11/1943
2	The subject's name and DOB appear on the petition as, "ZAVALA RODRIGUEZ, Jose" and 10/05/1970	Documents in the file show the subject's name and DOB as, "ZAVALA RODRIGUEZ, Jose" and 10/05/1964.	*(This section is intentionally blank.)*	ZAVALA RODRIGUEZ, Jose DOB: 10/05/1970 ZAVALA RODRIGUEZ, Jose DOB: 10/05/1964
3	The subject's birth year appears on the application as 1979. After reviewing the file, no birth date or month can be located.[12]	Query the DOB range 01/01/1979 – 12/31/1979. Since an exact DOB was not entered, only TECS can return information. NCIC will not return	*(This section is intentionally blank.)*	*(This section is intentionally blank.)*

[12] If during the manual name harvesting process, an officer finds evidence of a year-only DOB where that year does not appear on any other DOB related to the case, then the officer should run a check in Modernized TECS using the year range. Any result returned will have a "mm/dd/yyyy" associated with the Lookout (LO) Record. The officer

Examples of SQ11 Name Queries (DOB Queries)				
#	Primary Name and Aliases	Instruction	Do NOT Query	MUST Query
		information.		
4	The subject's birth year does not appear on the application or on documents in the file.[13]	Query by leaving the DOB field blank. Since an exact DOB was not entered, only TECS/ can return information. NCIC will not return information. Refer to local policy on requirements to request additional evidence to determine DOB.	*(This section is intentionally blank.)*	*(This section is intentionally blank.)*
5	The subject lists the DOB as a leap year but the query is returned as an invalid year. **__A search of all documents does not reveal another DOB.__**	For a DOB like February 29, 1962 query: • The year listed (01/01/1962 to 12/31/1962) and • A range of years that would cover	*(This section is intentionally blank.)*	*(This section is intentionally blank.)*

should make the determination that the record relates or does not relate. If the LO record(s) relate, the officer should add the DOB associated with the LO record(s) into ELIS. ELIS will automatically run this new DOB with all names associated with the case and return the same LO record(s) as seen in modernized TECS.

[13] The officer should disposition the record(s) in ELIS and make the following notation in the comment field under the Risk and Fraud section: "DOB mm/dd/yyyy discovered during a TECS/NCIC check outside of ELIS. User pivoted to Modernized TECS to complete year range query which may not be executed in ELIS." For more information, click HERE.

Examples of SQ11 Name Queries (DOB Queries)

#	Primary Name and Aliases	Instruction	Do NOT Query	MUST Query
		two leap years (1960 to 1964)[14] *		

* For example,

- If a 2/29 DOB from a non-leap year is found and another valid DOB is found elsewhere in the file, then:
  - Query valid DOB
  - Query the year range from the 2/29 DOB
- If a valid 2/29 DOB and another valid DOB are found in the file, then:
  - Query both DOBs

- If a 2/29 DOB from a non-leap year is found in the file and no other valid DOB found, then:
  - Query the year range from the 2/29 DOB; and Example: 1/1/1962 – 12/31/1962
  - Query the 4 year span covering the leap year before and the leap year after the invalid DOB found.

Example #1: DOB listed 2/29/1999, then query: 01/01/1996 – 12/31/1996;
01/01/1997 – 12/31/1997;
01/01/1998 – 12/31/1998;
01/01/1999 – 12/31/1999; and
01/01/2000 – 12/31/2000.

Example #2: DOB listed 2/29/1961, the query: 01/01/1960 – 12/31/1960;
01/01/1961 – 12/31/1961;

[14] Although querying both a year and a range of years that would cover two leap years appear repetitive, there are common names that many time out the system if a range of years covering two leap years in one year increments. See example above.

01/01/1962 – 12/31/1962;
01/01/1963 – 12/31/1963; and
01/01/1964 – 12/31/1964.

Example #3: DOB listed 2/29/1974. Query 01/01/1972 – 12/31/1976: 01/01/1972 – 12/31/1972;
01/01/1973 – 12/31/1973;
01/01/1974 – 12/31/1974;
01/01/1975 – 12/31/1975; and
01/01/1976 – 12/31/1976.

E. TECS – Organization and Address Query Procedures (Modernized SQ16 and SQAD)

The objective of the Organization Query is to confirm the existence or non-existence of information in TECS that relates to a business, school, organization, etc. The objective of the Address Query is to confirm the existence or non-existence of information in TECS that relates to an address.

Organization query must be run for the following:

- Petitions for religious workers (i.e. Forms I-360RW and I-129R) including change of status and extensions of stay for these petitions.
- Application for Adjustment of Status (Form I-485) if the underlying I-360 has not been queried.

For all other case types, the query may be conducted at the discretion of USCIS personnel. The TECS Address Query must be conducted for:

- Current petitions for religious workers (i.e. Forms I-360 RW and I-129R) and supporting documentation, and
- Any previous applications/petitions (i.e. Forms I-360 RW and I-129R) in the same file that are reviewed during the course of adjudicating the current application or petition. For example:
  - When adjudicating Religious Worker Form I-360 RW and I-129R petitions, the supporting documentation of the petition and the portions of the A-file and supporting documentation from prior filings that are used to adjudicate the current petition must be checked at that time for other addresses.

Note: The TECS Address Query must be conducted for religious organizations by the Adjudicating Officer, unless the case has already been referred to the Center Fraud Detection Operations (CFDO) or the Fraud Detection and National Security Immigration Officer (FDNS-

IO) in accordance with established fraud referral procedures. For more details, see the July 5, 2006 guidance.

- **Section V.E.1 - Organization Search Criteria**
- **Section V.E.2 - Address Search Criteria**

1. Organization Search Criteria

Query the business, school, or organization name exactly as it appears on the application/petition.

Query other business, school, or organization name variations known to USCIS. Such variations may include, but are not limited to the following: former business names and Doing Business As (DBA) names.

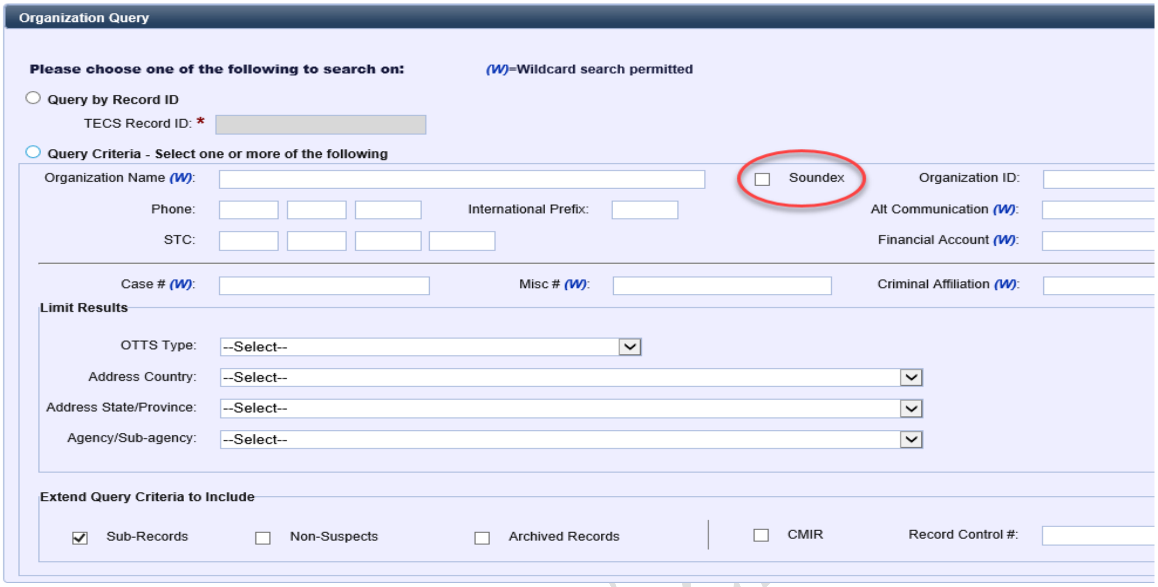
Example: The organization's name appears on the petition as "ABC Company." Other documents in the file indicate "ABC Company" Doing Business As "XYZ Co.".

Query: ABC Company XYZ Co.

At the officer's discretion, additional queries using the wildcard (*) may be performed. A wildcard is a character in a search string that can stand for any letter or number, or any combination of letters or numbers. In TECS, the asterisk character ("*") is such a wildcard—ABC* XYZ*.

Query with Soundex on and Query with Soundex off. (See "Mod TECS – Organization Query" and "How to Query Organizations" figures below).

Mod TECS - Organization Query



Organization Query

Please choose one of the following to search on: *(W)*=Wildcard search permitted

○ **Query by Record ID**

TECS Record ID: *

○ **Query Criteria - Select one or more of the following**

Organization Name *(W)*: □ Soundex Organization ID:

Phone: International Prefix: Alt Communication *(W)*:

STC: Financial Account *(W)*:

Case # *(W)*: Misc # *(W)*: Criminal Affiliation *(W)*:

Limit Results

OTTS Type: --Select--

Address Country: --Select--

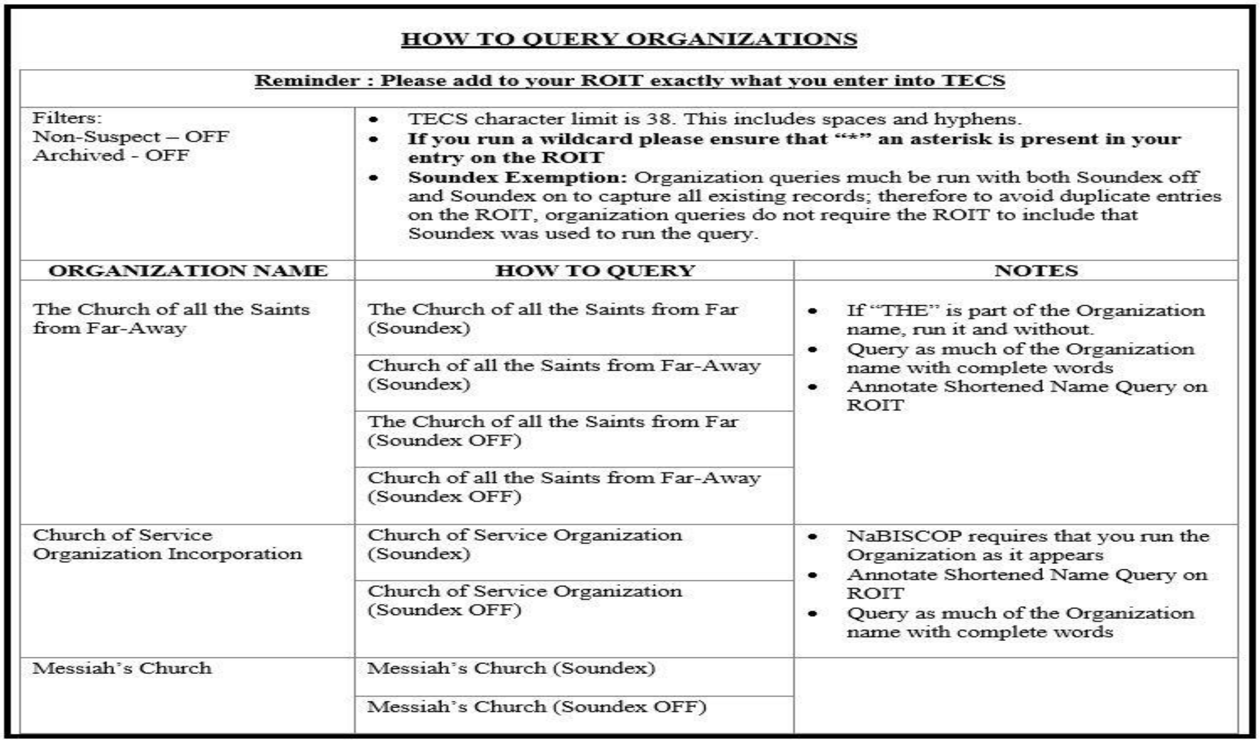
Address State/Province: --Select--

Agency/Sub-agency: --Select--

Extend Query Criteria to Include

☑ Sub-Records □ Non-Suspects □ Archived Records □ CMIR Record Control #:

How to Query Organizations



HOW TO QUERY ORGANIZATIONS

Reminder : Please add to your ROIT exactly what you enter into TECS

Filters: Non-Suspect – OFF Archived - OFF	• TECS character limit is 38. This includes spaces and hyphens. • **If you run a wildcard please ensure that "*" an asterisk is present in your entry on the ROIT** • **Soundex Exemption:** Organization queries much be run with both Soundex off and Soundex on to capture all existing records; therefore to avoid duplicate entries on the ROIT, organization queries do not require the ROIT to include that Soundex was used to run the query.

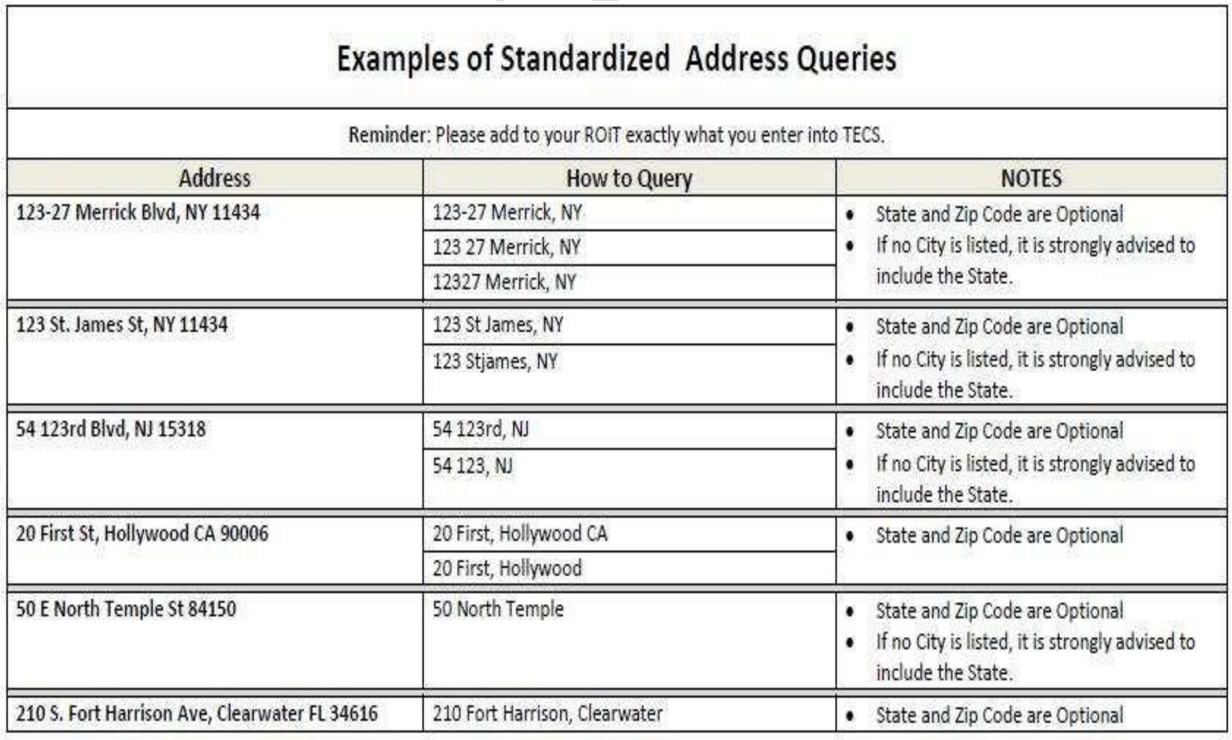
ORGANIZATION NAME	HOW TO QUERY	NOTES
The Church of all the Saints from Far-Away	The Church of all the Saints from Far (Soundex)	• If "THE" is part of the Organization name, run it and without. • Query as much of the Organization name with complete words • Annotate Shortened Name Query on ROIT
	Church of all the Saints from Far-Away (Soundex)	
	The Church of all the Saints from Far (Soundex OFF)	
	Church of all the Saints from Far-Away (Soundex OFF)	
Church of Service Organization Incorporation	Church of Service Organization (Soundex)	• NaBISCOP requires that you run the Organization as it appears • Annotate Shortened Name Query on ROIT • Query as much of the Organization name with complete words
	Church of Service Organization (Soundex OFF)	
Messiah's Church	Messiah's Church (Soundex)	
	Messiah's Church (Soundex OFF)	

Please Note: This document is current only as of the date of access. Please do not create/retain electronic or paper versions of the NaBISCOP—in whole or in part—unless absolutely necessary. Updates to the NaBISCOP are made on a regular basis. Therefore, users must refer to the NaBISCOP ECN for the most recent procedural guidance.

2. Address Search Criteria

1. Use the standard format to run address queries:
   a. standard format includes:
      i. House # , enter the numeric part of the street address (i.e. 123 Main St, House # would be 123);
      ii. Street Name (without suffixes – St. Dr. Rd. Blvd. Ln. Cir. Etc…, and do not include directional prefixes- N, S, E, W)
      iii. City; and
      iv. State & Zip Code are optional. Although State and Zip Code are optional, we strongly advise including the State in the address query when no City is provided.
   b. For street names with "Ft" it must be completely spelled as Fort. As Ft. is part of the street name it must be spelled out. Any abbreviation within a street name, excluding directional (N, E, S, W) must be completely spelled out.
   c. Required Record Types: Person and Organization

Examples of Standardized Address Queries



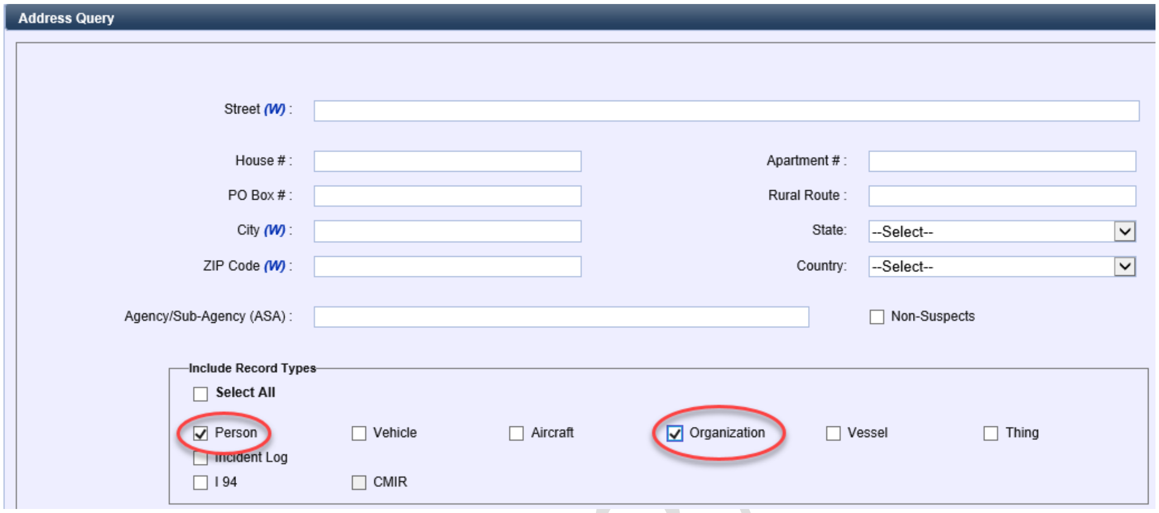
Examples of Standardized Address Queries

Reminder: Please add to your ROIT exactly what you enter into TECS.

Address	How to Query	NOTES
123-27 Merrick Blvd, NY 11434	123-27 Merrick, NY 123 27 Merrick, NY 12327 Merrick, NY	• State and Zip Code are Optional • If no City is listed, it is strongly advised to include the State.
123 St. James St, NY 11434	123 St James, NY 123 Stjames, NY	• State and Zip Code are Optional • If no City is listed, it is strongly advised to include the State.
54 123rd Blvd, NJ 15318	54 123rd, NJ 54 123, NJ	• State and Zip Code are Optional • If no City is listed, it is strongly advised to include the State.
20 First St, Hollywood CA 90006	20 First, Hollywood CA 20 First, Hollywood	• State and Zip Code are Optional
50 E North Temple St 84150	50 North Temple	• State and Zip Code are Optional • If no City is listed, it is strongly advised to include the State.
210 S. Fort Harrison Ave, Clearwater FL 34616	210 Fort Harrison, Clearwater	• State and Zip Code are Optional

2. Enter on the ROIT the address in its Standard Format.

Address Query



Address Query

Street *(W)* :

House # :

Apartment # :

PO Box # :

Rural Route :

City *(W)* :

State: --Select--

ZIP Code *(W)* :

Country: --Select--

Agency/Sub-Agency (ASA) :

□ Non-Suspects

Include Record Types

□ Select All

☑ Person □ Vehicle □ Aircraft ☑ Organization □ Vessel □ Thing

□ Incident Log

□ I 94 □ CMIR

F. TECS – I-94 Query Procedures (Modernized SQ94)

The objective of the I-94 Query (I-94 Arrival/Departure Record) is to confirm the existence or non-existence of information in TECS about a non-immigrant's arrival/departure record. I-94 Query results can yield valuable information for the adjudication of other applications/petitions.

For all applications/petitions involving a change of status or extension of stay, please see the Arrival/Departure Non-Immigrant Information System (ADIS) for more information.

Note: When applicable to the application or petition, a USCIS officer must review any and all Arrival/Departure information in an appropriate DHS system.

1. Arrival/Departure Non-Immigrant Information System Queries

Most non-immigrants entering the United States submit a record of Arrival/Departure at a Port of Entry (POE) and are assigned an admission (I-94) number. The admission number is a method of uniquely identifying a non-immigrant and ensuring a positive match in the database between records generated by that person's arrival and departure plus any updated forms.

For applications and petitions where I-94 Query is required or conducted at the officer's discretion:

- Conduct query no more than 15 days before final adjudication.
- Include a screen printout in the file OR annotate the date of the query and "No Record Found" on the form, when appropriate.

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- If "No Record Found", conduct additional search with name, date of birth, and passport number as found in subject's Form I-94, Arrival/Departure Record, or other official documentation.
- Positive match results screens must be printed and included in the file.
- Information in the I-94 record, the application/petition, and CLAIMS3 must match.
- Aliases, when found on I-94 printouts, must receive a Person Query in Modernized SQ11.
- Place printouts on the non-record side of the file. Remember that TECS printouts must be properly marked.

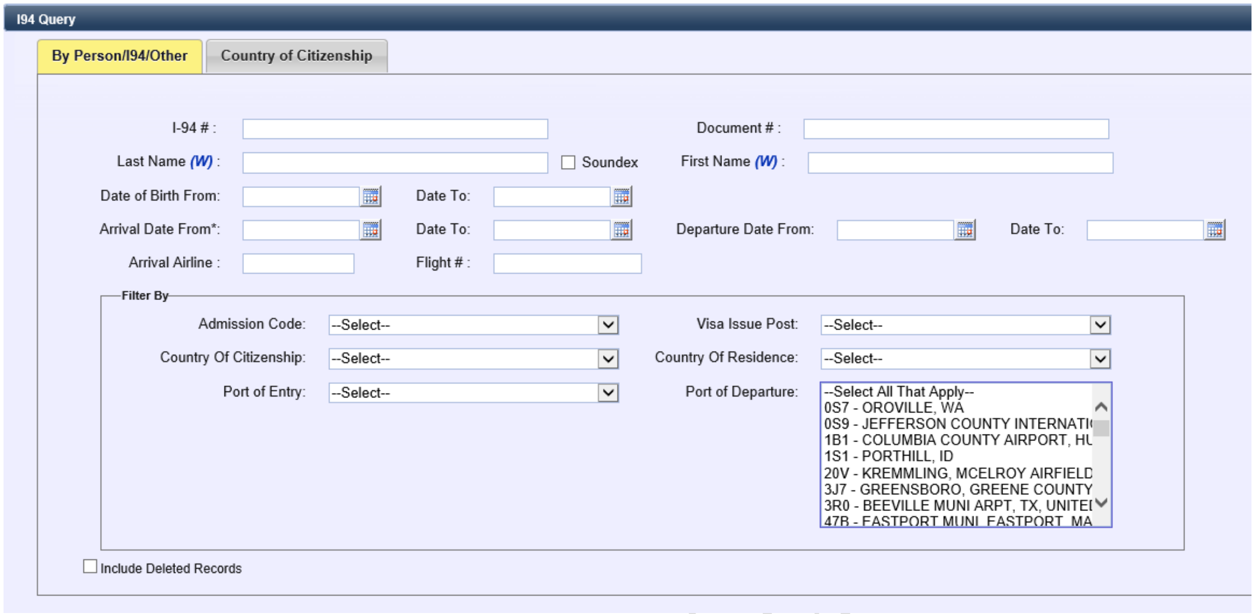
To conduct I-94 Query	
Step	Action
1	Log in to TECS.
2	On the Menu Bar, select "Query." Scroll down the expandable menu to select "Encounter Data."
3	A second expandable menu will pop up to the right. On this menu, select "I94 Query."
4	Enter 11-Digit I-94 Arrival/Departure Record number to initiate query.
5	Review Query Results Screen.

2. INQUIRY (I-94) Report

An I-94 query is initially done by entering the I-94 Form record number. The query may be further delimited by entering admission code, country of citizenship and/or residence, port of departure and city of visa issuance.

I-94 Procedures	
Step	Description
1	Enter the 11-digit Arrival/Departure Record Number.
2	Enter the Last Name and DOB as found on official documents.
3	Enter the passport number.
4	To narrow search, enter available information in the fields within Optional Restrictions.

I-94 Screen – By Person/ I94/Other


I94 Query
By Person/I94/Other
Country of Citizenship
I-94 # :
Document # :
Last Name (W) :
□ Soundex
First Name (W) :
Date of Birth From:
Date To:
Arrival Date From*:
Date To:
Departure Date From:
Date To:
Arrival Airline :
Flight # :
Filter By
Admission Code: --Select--
Visa Issue Post: --Select--
Country Of Citizenship: --Select--
Country Of Residence: --Select--
Port of Entry: --Select--
Port of Departure:
--Select All That Apply--
0S7 - OROVILLE, WA
0S9 - JEFFERSON COUNTY INTERNATI
1B1 - COLUMBIA COUNTY AIRPORT, HU
1S1 - PORTHILL, ID
20V - KREMMLING, MCELROY AIRFIELD
3J7 - GREENSBORO, GREENE COUNTY
3R0 - BEEVILLE MUNI ARPT, TX, UNITEI
47B - EASTPORT MUNI, EASTPORT, MA
□ Include Deleted Records

From the "By Person/I94/Other" tab, I-94 data can be queried by any of the following search options:

- I-94 Number and Arrival Date From (if Arrival Date From is left blank it defaults to a date five years prior to the query date)
- Document Number and Arrival Date From (if Arrival Date From is left blank it defaults to a date five years prior to the query date)
- Traveler's Name and Arrival Date From
- Arrival Airline plus Flight # and Arrival Date From

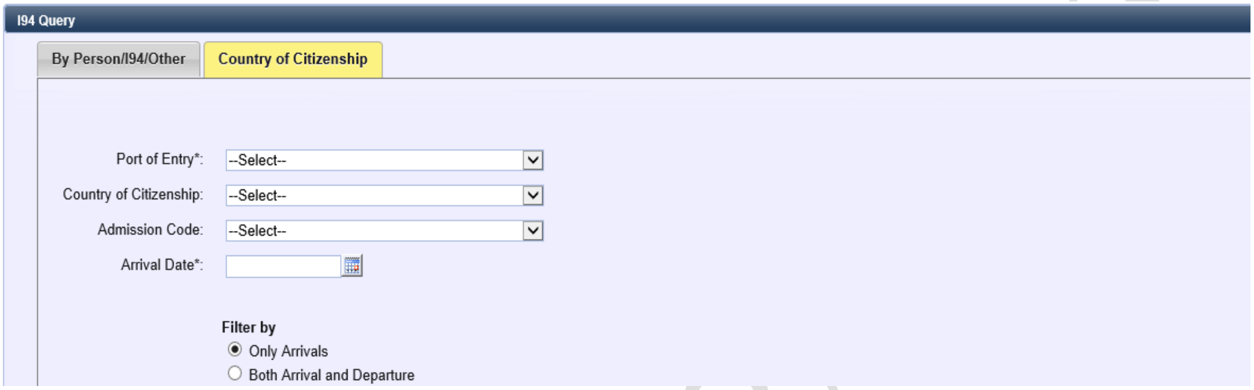
The Soundex, Like First Name, and Like Last Name options remain unchanged. Type in appropriate information and press "Enter" or click the "Run Query" button to conduct a search.

Data returned from this query will include all of the above information plus the intended U.S. address (if available), port of entry, date of visa issue and any comments recorded by the Inspector when the I-94 was processed by CBP.

The Query Result Screen will display an I94 Person List if multiple records are available for an individual. Click on a specific record to display details. If only one record is available for the individual, the I94 Person Detail screen will appear, displaying the complete record. The user may scroll down on the specific I94 Person Detail screen to view additional information. If travel document information has been captured in TECS, the user may retrieve those details by clicking the "View Travel Document" button at the bottom of the I94 Person Detail Screen.

From the “Country of Citizenship” tab, information can be queried on arrivals, or arrivals and departures, for a specified date and port. A summary count of the number of travelers from each country, with a grand total for the Port of Entry, is available. Note: For I-94 Overstay information, use Arrival and Departure Information System (ADIS).

I-94 Query Screen – Country of Citizenship



Port of Entry*: --Select--

Country of Citizenship: --Select--

Admission Code: --Select--

Arrival Date*:

Filter by

● Only Arrivals

○ Both Arrival and Departure

3. Archive Data Query

Records for Non Immigrant Arrival/Departure prior to 2001 are available by using the I-94 Inquiry. The “Arrival Date” field accepts input ranging from today’s date to DDMM1939.

G. TECS - NCIC III Criminal History Query Procedures (Modernized NN16)

On May 23, 2011, the Federal Bureau of Investigation (FBI) Criminal Justice Information Service (CJIS) Division informed USCIS that access to NCIC III is now strictly limited to FDNS personnel only for criminal justice purposes.

The only situations in which NCIC III may be accessed are:

- When an individual has been determined to have, or is likely to have, a link to a current or planned criminal activity and the case is referred to FDNS for further investigation with the appropriate law enforcement agency – this determination may be arrived at from an interview, tip letter, or the existence of an open investigation that indicates current or planned involvement in criminal activity;
- When a reasonable suspicion of fraud is identified that may be referred to U.S. Immigration and Customs Enforcement (ICE) for criminal investigation; or
- When an individual has been determined to be involved in current or planned terrorist activity.

1. Process for Conducting NCIC III Queries

a. Determination whether to run NCIC III Checks

Pursuant to guidance issued on March 18, 2012, access to NCIC III is now strictly limited to FDNS personnel only for criminal justice purposes. The only situations in which NCIC III may be accessed are:

- When an individual has been determined to have, or is likely to have, a link to a current or planned criminal activity and the case is referred to FDNS for further investigation with the appropriate law enforcement agency – this determination may be arrived at from an interview, tip letter, or the existence of an open investigation that indicates current or planned involvement in criminal activity;
- When a reasonable suspicion of fraud is identified that may be referred to U.S. Immigration and Customs Enforcement (ICE) for criminal investigation; or
- When an individual has been determined to be involved in current or planned terrorist activity.

FDNS Officers and BCU Officers located at the Service Centers will review all cases involving fraud, national security concerns and criminal concerns to determine whether NCIC III should be run. They will evaluate whether the facts of a particular case fit the criteria cited above.

When the BCU officer has determined that a NCIC III check is permitted in cases involving national security or criminal concerns, he or she will refer the case and supporting material to the Center Fraud Detection Office (CFDO). A FDNS employee will review the recommendation and determine whether to run the check.

If the FDNS employee determines that the NCIC III criteria are met, he or she will follow the steps outlined below and indicate this decision in FDNS-DS.

b. Performing NCIC III Checks

The FDNS employee will conduct a search of NCIC III for the subject. He or she will follow standard procedures to determine whether the NCIC III record(s) relates to the subject. For instructions for recording this step in FDNS-DS, see sections A.4 and B.4 of Documenting NCIC III Queries within the handbook.

1. If no records relating to the subject are found, the FDNS employee must document such in FDNS-DS. If the search was requested by the BCU, the FDNS employee will then return a response to the requesting BCU officer, indicating that no relevant information was found in NCIC III.

2. If records relating to the subject are found in NCIC III, the FDNS employee will determine whether the arresting authority should be contacted to authorize release to adjudications. In making the determination whether to contact the arresting authority, the FDNS employee will evaluate the information in NCIC III and determine whether it relates to a criminal, fraud, or national security purpose for which it was sought. If the search was requested by the BCU and the FDNS employee determines that the NCIC III record is not relevant, he or she will then return a response to the BCU officer, indicating that no relevant information was found in NCIC III.

c. Coordination with the Arresting Authority

If relevant information is revealed through the NCIC III query, the FDNS employee will contact the arresting authority to obtain permission to share the information with adjudications. The FDNS employee will directly contact the entity and explain USCIS's need for the information. FDNS employees will explain to the arresting authority how the information will be used. For example, information may be used as a pointer to public record information, as the basis for a request of a criminal disposition or other evidence from the applicant, or to inform questioning during an interview.

The FDNS employee must capture the arresting authority information and details regarding the information authorized for release for input to FDNS-DS. Instructions for recording this step in FDNS-DS are detailed in sections A.3 and .5 and B.3 and .5 of Documenting NCIC III Queries within the Handbook.

d. Providing a Response to Adjudications

If the arresting authority authorizes and agrees that information may be shared with adjudications, FDNS employees will share the information in the following formats:

- National security-related information authorized for release by the arresting authority should be provided to the adjudicator or BCU officer through a Background Check and Adjudicative Assessment (BCAA); and
- Fraud and criminal information authorized for release by the arresting authority should be provided to the adjudicator or BCU officer through a Statement of Findings (SOF).

If the record owner does not agree to share the requested information, the FDNS employee must indicate this decision in FDNS-DS. If the request originated from the BCU, the FDNS employee must also inform the requesting BCU officer about the arresting agency's decision. Instructions for recording this step in FDNS-DS are detailed in sections A.5 and B.5 of Documenting NCIC III Queries within the Handbook.

Note: Screen prints of NCIC III or IdHS (formerly known as RAP sheets) from the system must not be shared with adjudications and must be destroyed after use.

2. Documenting NCIC III Queries

An existing FDNS-DS record must be updated to reflect the NCIC III check. If the subject of the NCIC III check does not have a FDNS-DS record, the FDNS employee must create one. Depending on the reason for which the check was performed, the information will be recorded under either the NS Tab (National Security) or the Case Tab (Fraud or Criminal). Each FDNS-DS record must contain the following essential elements of information:

1. Name of the individual performing the NCIC III query – record your contact information, the date on which the query was performed, and the identities that were searched;
2. Justification – provide a brief summary of the information to clearly indicate which of the three authorized reasons for access was met (an individual has been determined to have, or is likely to have, a link to a current or planned criminal activity and the case is referred to FDNS for further investigation with the appropriate law enforcement agency; when a reasonable suspicion of fraud is identified that may be referred to ICE for criminal investigation; or when an individual has been determined to be involved in current or planned terrorist activity);
3. Query result – indicate whether or not Criminal History Record Information (CHRI) was discovered that related to the applicant, petitioner, or beneficiary;
4. Arresting Agency Information (if applicable) – document the name of the arresting agency along with contact information (name of point of contact, phone number[s], and e-mail address[es]); indicate whether or not they authorized the use or release of any or all of the CHRI on the subject. In the event there is more than one record, record the contact information for each arresting agency; and
5. NCIC III information authorized for release (if applicable) – summarize the information from each record that was authorized for release; a copy of the document provided to adjudications or BCU Officer (BCAA or SOF) will be attached to the record in FDNS-DS.

a. National Security Related Requests: National Security (NS) Concerns Tab

1. NCIC III query

To record the NCIC III query:

a. Enter the subject's NS Concern. If one does not exist for the subject, create an NS Concern in accordance with the FDNS-DS NS Concerns Tab User Guide. Navigate to the Activities Sub-tab under the NS Concerns Tab. Select NN16-Fraud, NN16-Criminal, or NN16-NS, from the drop-down box under the "Type" field depending on the basis of the request. If the basis for the request does not meet the criteria for querying NCIC III, select NN16-Not Justified.
b. Next, navigate to the System Checks Sub-tab under the NS Concerns Tab and click on the "New" button to generate a blank row. The "Process Phase" field automatically populates with the current Process Phase.
    - Select NCIC III from the drop-down box under the "System" field.
    - Choose the FDNS employee who conducted the NCIC III query from the pick list in the "Conducted By" field.
    - Enter the date the FDNS employee conducted the NCIC III query in the "Conducted Date" field.

2. Justification for querying NCIC III

To record the justification for querying NCIC III, in the System Check Sub-tab entry created per the instructions in this document, Section A, Part 1(b) enter the specific facts which led the FDNS employee to conduct the query in the "Comments" field. Include:

a. The source (s) of the information, ex. Tip letter, suspicious document, other background checks; and
b. A summary of the information itself.

3. Authorization to release information to adjudications (Only required if the NCIC III query produces a record, and FDNS is permitted to share the information with adjudications). If the FDNS employee would like to share information obtained from NCIC III with adjudications, the arresting agency owning the criminal history record must first be contacted for permission. The following information must be documented in FDNS-DS:
    a. Arresting Agency Point of Contact name;
    b. Arresting Agency;
    c. Arresting Agency phone number and email address (if available); and
    d. Date the Arresting Agency either gave or declined authorization.

To record authorization information, navigate to the Deconflictions Sub-tab under the NS Concerns Tab and click on the "New" button to generate a blank row. The "Deconfliction #" field automatically populates with a unique identifier, the "Start Date" field automatically populates with the date the new row was created, and the "Phase" field automatically populates with the current Process Phase.

a. Choose the arresting agency POC contacted from the pick list in the "Agency Contact Last Name" field. The "Agency Contact First Name" will then automatically populate. The "Agency" and "Contact Phone #" fields will also automatically populate if such information is already available in FDNS-DS. If the arresting agency contact, agency, or contact phone number is missing, edit the arresting agency's contact People entry to include that information. If the arresting agency's contact is not found, create a People entry for that person by clicking on the "New" button within the pick list in the "Agency Contact Last Name" field.
b. Enter the date the arresting agency either gave or declined authorization in the "End Date" field.
c. Enter the arresting agency's contact email address in the "Comments" field.

If the arresting agency requires a written request for authorization from FDNS, this may be attached in the Attachments Sub-tab.

4. NCIC III query result
To record the NCIC III query results, in the System Check Sub-tab entry created per the instructions in Section A, Part 1(b) select the appropriate result from the "Results" field drop- down box:
a. DNR/No record – select if there is either no record or the record does not relate;
b. Record-Release – select if record relates, and the record owner has authorized the release of some or all of the information; or
c. Record-No Release – select if record relates, and the record owner has declined authorization to share information.
d. In addition, in the Activity Sub-tab entry created per the instructions in Section A, Part 1(a) select the appropriate result DNR/No record, Record-Release, or Record-No Release from the "Status" field drop-down box.

5. NCIC III information authorized for release

If the arresting agency has authorized release of information obtained from NCIC III to adjudications, provide a description of the record(s) that has been authorized to be shared in the

"Comments" field of the Authorization entry created per the instructions in Section A, Part 3. Include the following information:

a. Arrest Date;
b. Arresting agency; and
c. Disposition (if known).

Screen prints of NCIC III or IdHS (formerly known as RAP sheets) from the system must not be placed into the A-File or into FDNS-DS. FDNS will print the Background Check and Adjudicative Assessment (BCAA) and place in the A-file.

b. Fraud and Criminal Related Requests: Case Tab

1. NCIC III query

To record the NCIC III query, enter the subject's Case. If one does not exist for the subject, create a Case in accordance with the FDNS-DS User Guide. Navigate to the Activities Sub- tab under the Case Tab and click on the "New" button to generate a blank row. Select Background Checks from the drop-down box under the "Type" field depending on the basis of the request. If the basis for the request does not meet the criteria for querying NCIC III, select NN16-Not Justified.

2. Justification for querying NCIC III

To record the justification for querying NCIC III, in the Activity Sub-tab entry created per the instructions in Section B, Part 1 enter the specific facts which led the FDNS employee to conduct the query in the "Comments" field. Include:

a. The source (s) of the information, ex. Tip letter, suspicious document, other background checks; and
b. A summary of the information itself.

3. Authorization to release information to adjudications (Only required if the NCIC III query produces a record, and FDNS would like to share the information with adjudications). If the FDNS employee would like to share information obtained from NCIC III with adjudications, the arresting agency that holds the criminal history record information must first be contacted for

permission. To record authorization information, in the Activity Sub-tab entry created per the instructions in Section B, Part 1 enter the following information in the "Description" field:

a. Arresting Agency Point of Contact name;

b. Arresting Agency;

c. Arresting Agency phone number and email address (if available); and

d. Date the Arresting Agency either gave or declined authorization.

If the arresting agency requires a written request for authorization from FDNS, this may be attached in the Attachments Sub-tab.

4. NCIC III query result

To record NCIC III query results, in the Activity Sub-tab entry created per the instructions in Section B, Part 1 select the appropriate result from the "Status" field drop-down box:

a. DNR/No record – select if there is either no record or the record does not relate;
b. Record-Release – select if record relates, and the arresting agency has authorized the release of some or all of the information; or
c. Record-No Release – select if record relates, and the arresting agency has declined authorization to share information.

5. NCIC III information authorized for release

If the arresting agency has authorized release of information obtained from NCIC III to adjudications, provide a description of the record(s) that have been authorized to be shared in the "Systems Checked" field of the SOF Sub-tab under the Case Tab. Click on the "Systems Checked" Multi-Value Group (MVG), and then click on "New." Select NCIC III from the LOVs and include a summary of the following information under the "Description" field:

a. Arrest Date;
b. Arresting agency; and
c. Disposition (if known).

Screen prints of NCIC III or IdHS (formerly known as RAP sheets) from the system must not be placed into the A-File or into FDNS-DS. FDNS will produce a Statement of Findings (SOF) and place in the A-file.

H. Types of Results from TECS Queries

1. Results of TECS Queries

The following are possible system results when conducting a Subject Query:

- NO MATCH FOUND – The system did not locate any records to match query criteria. The screen shows "No Match Found" at the bottom left.
- TECS RECORD – The system located one possible match to the subject queried. The screen shows the TECS record relating to the possible match.
- HIT LIST – The system located more than one possible match to the subject queried. The screen shows a list of possible records. To view each individual record, enter "V" to the left of the record and press Enter.

2. Types of Hits

a) National Security

Any TECS hit that may indicate an NS concern must be processed in accordance with the Controlled Application Review and Resolution Program (CARRP) policy memorandum issued on April 11, 2008. Refer to section IX, Resolution: National Security Concerns (CARRP) within the Handbook. Officers may also refer to the guidance "Criteria to Consider for Determining if a NS TECS Hit Relates to an Applicant" in Part K. Resolution Process.

- Known or Suspected Terrorist (KST)
- TECS: Record number begins with the letter "P" for person and ends with "B10." The record indicates the individual is a "Suspected Terrorist" or "Known Terrorist". The record lists the contact as NTC 24X7 lookout duty officer.
- NCIC: Record requests contact with the Terrorist Screening Center (TSC). ORI is listed as the TSC. NIC # begins with the letter "T".[15]
- In accordance with CARRP, the designated officer contacts the Terrorist Screening Center to confirm whether the subject of the KST hit relates to the individual seeking an immigration benefit.
- Other NS indicators:
  - TECS hits that indicate an individual or organization may have prior, current or planned involvement in or association with an activity, individual, or organization described in section 212(a)(3)(A), (B) or (F) or 237(a)(4) (A) or (B) of the Act.
  - The following TECS and NCIC Status Codes and Code Descriptions may (or may not) be indicators of an NS concern, depending on the circumstances of the case. Further inquiry by the officer is needed. These codes should not be considered a

[15] For information and instructions on resolving NIC/T records with no corresponding TECS B10 records ("stand-alone NIC/Ts"), please refer to Section V, Part K, Step 4C within the Handbook.

complete list of codes that the officer may encounter. The officer must verify any unfamiliar codes encountered.

TECS Table Code Descriptions	
TECS Table Code	Code Description
SF	TSA "NO FLY" LIST
SK	KNOWN TERRORIST
ST	SUSPECTED TERRORIST
SX	ASSOCIATE OF TERRORIST

NCIC Offense Code Descriptions	
NCIC Offense Code	Code Description
103	Espionage
104	Sabotage
105	Sedition
5299	Weapons/Explosives (may be only a criminal indicator, must check context)

Refer to the CARRP Guidance for a detailed list of potential indicators and additional terms and acronyms related to TECS which may or may not be indicators of an NS concern, depending on the circumstances of the case.

b) Egregious Public Safety

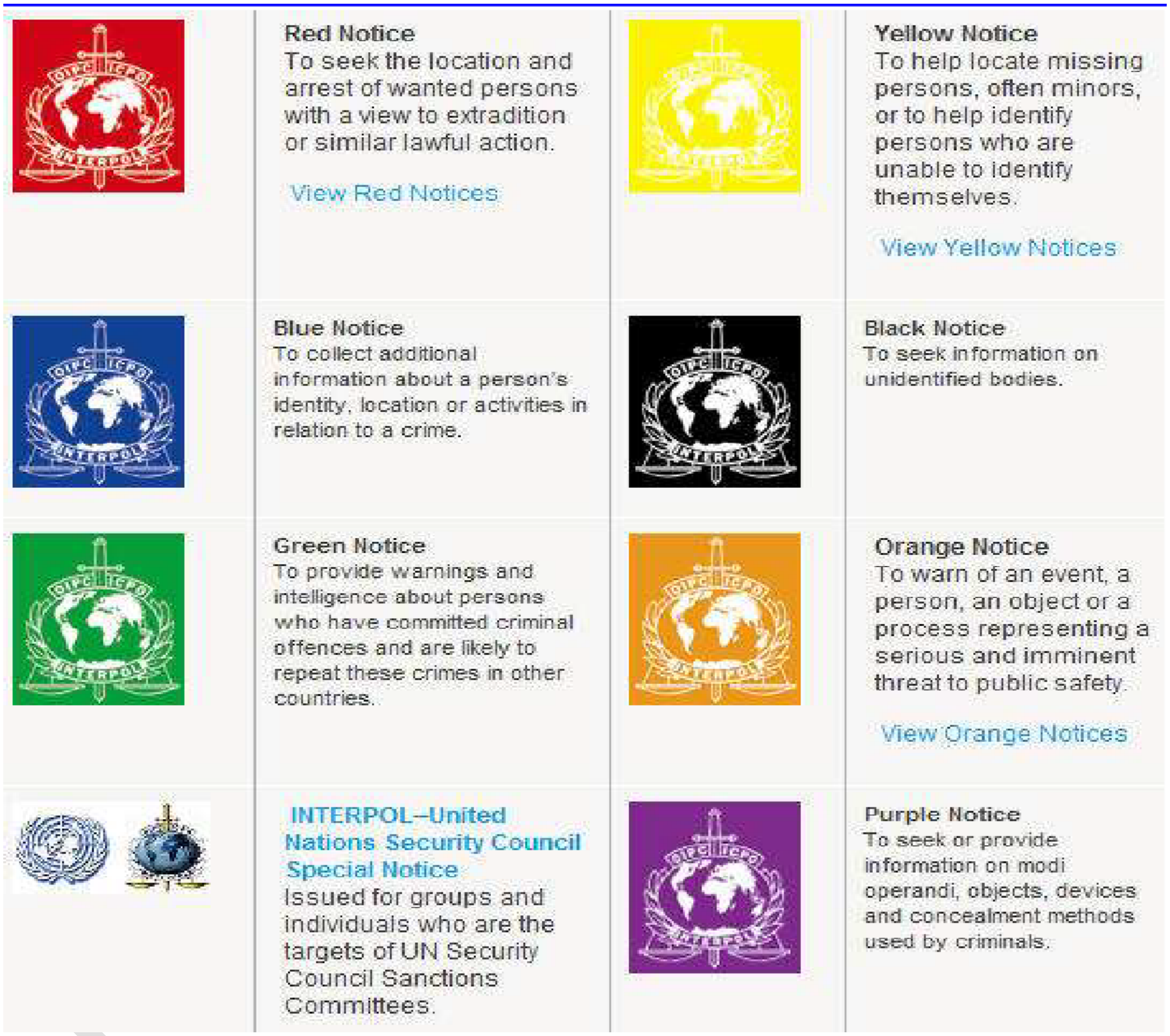
Any TECS hit that may indicate it meets the definition of an EPS case as defined in Policy Memorandum 110, refer to section X.

c) INTERPOL

The International Criminal Police Organization (INTERPOL) is the world's largest international police organization, with 188 member countries. It facilitates cross-border police co-operation, and supports and assists all organizations, authorities and services whose mission is to prevent or combat international crime.

INTERPOL aims to facilitate international police co-operation even when diplomatic relations do not exist between particular countries. Action is taken within the limits of existing laws in different countries and in the spirit of the Universal Declaration of Human Rights. INTERPOL's constitution prohibits 'any intervention or activities of a political, military, religious or racial character.' INTERPOL does not vet the evidence substantiating arrest warrants; it is a venue for the posting of information.

One of INTERPOL's most important functions is to help police in member countries share critical crime-related information using the organization's system of international notices. The seven types of notices and their objectives are:



	Red Notice To seek the location and arrest of wanted persons with a view to extradition or similar lawful action. View Red Notices		**Yellow Notice** To help locate missing persons, often minors, or to help identify persons who are unable to identify themselves. View Yellow Notices
	Blue Notice To collect additional information about a person's identity, location or activities in relation to a crime.		**Black Notice** To seek information on unidentified bodies.
	Green Notice To provide warnings and intelligence about persons who have committed criminal offences and are likely to repeat these crimes in other countries.		**Orange Notice** To warn of an event, a person, an object or a process representing a serious and imminent threat to public safety. View Orange Notices
	INTERPOL–United Nations Security Council Special Notice Issued for groups and individuals who are the targets of UN Security Council Sanctions Committees.		**Purple Notice** To seek or provide information on modi operandi, objects, devices and concealment methods used by criminals.

Please access the INTERPOL website for more information on these notices. Information about contacting INTERPOL for more information can be found on the Liaison Branch ECN page under the FDNS Directorate.

d) All Other Hit types

Examples include, but are not limited to the following:

- Agricultural violations
- Visa overstays
- Marriage fraud
- Absconders

For information and instructions on resolving NIC/T records with no corresponding TECS B10 records ("stand-alone NIC/Ts"), please refer to Section V, Part K, Step 4C within the Handbook.

I. Validity of Results from TECS Queries

The validity period for a TECS query is 180 calendar days, as stated in the April 26, 2006, memorandum entitled "Extension of the Interagency Border Inspection System (IBIS) Record Check Validity Period." However, a Just In Time (JIT) check must be conducted in TECS on the primary name and date of birth on the day of final adjudication (approval or denial) for any Form I-485, and within two (2) business days of the Oath ceremony for any approved Form N-400 (also see below). Note: A JIT check is not required within two (2) business days of a Form N-400 denial. See the February 6, 2009 memo entitled "Additional Guidance on Issues Concerning the Vetting and Adjudication of Cases Involving National Security Concerns" for further information. See also the Consolidated Handbook of Adjudication Procedures (CHAP) Volume 13, Part C, Chapter 7.

TECS queries must be valid at the following times:

- Time of final decision as indicated on the application/petition (i.e. approval, denial, abandonment denial, revocation (excluding automatic revocation), reaffirmation) (Note: A JIT check must be run on any Form I-485 on the day of final adjudication. No JIT check is required on any I-485 that is administratively closed.)
- Time of Naturalization ceremony. (Note: The general 180-day validity period applies not only at the time of Form N-400 approval, but also at the time of the N-400 applicant's Naturalization. Accordingly, offices experiencing a significant delay between Form N-400 approval and Naturalization must ensure that all required TECS checks—not merely for the primary name and DOB—will remain current on the date of Oath ceremony. In addition, a final TECS JIT check on the primary name and DOB must be run within no earlier than (2) business days prior to the date of the applicant's Naturalization Oath ceremony.

  For additional details, refer for Section V, Part B table of TECS Requirements by Form Type and Individual.
- When the beneficiary of the family-based immigrant petition (approved on or after July 27, 2006) adjusts status
  - This is a TECS query of the petitioner, per the Adam Walsh Act. Please see the Form I-485 entry in the table entitled "TECS Requirements by Form Type and Individual" in Part B of this Section.

- When a pending application/petition is relocated from a service center to a field office or asylum office.
- When an appeal or motion is relocated to an appellate body (i.e., AAO, BIA).
- When an appeal decision is rendered, or when a decision on motion to reopen or reconsider is granted by the AAO.
- When an I-751 has been denied:
  - "ADMIN CLOSED – OTHER" - only when the beneficiary was misclassified and a new card is being issued.
- When Conditional Residence Status has been terminated for failure to file and I-751:
  - "DENY FAILURE TO FILE"
- When temporary evidence of lawful permanent residence is provided to an alien (i.e. ADIT stamp in passport or on I-94)
- When notices are reissued in conjunction with a name or DOB change or with Form I-824

Notwithstanding the general 180-day validity period for TECS/NCIC queries and resolutions, TECS/NCIC queries must be re-run when a USCIS officer issues a Notice to Appear (NTA) in order to initiate removal proceedings.

TECS queries must be performed on additional name and DOB variations discovered. See Person Query Procedures (Modernized SQ11) for guidance within the Handbook.

TECS queries may not be required in the following instances because no new adjudicative action is being taken; however, look to component-specific policy:

- Updating case as ADMINISTRATIVE CLOSE (Except for denied I-751s and terminated Conditional Residence Status cases as noted above)
- Updating case as CASE TERMINATED; STATUS ACQUIRED THROUGH OTHER MEANS; PETITION TERMINATED BY DOS
- Changing validity dates of a benefit
- Re-issuing notices other than a name or DOB change or Form I-824
- Re-issuing undeliverable cards
- Issuing a card where the benefit was granted overseas
- Issuing an approval notice for North American Free Trade Agreement (NAFTA) cases adjudicated by CBP on the Canadian border
- Issuing a Refugee EAD adjudicated at the Port of Entry (POE)
- Processing refugee cases, as DOS runs comparable checks on overseas applicants and CBP conducts TECS name checks on all refugee applicants at the Port-of-Entry upon arrival

J. Where to Place Results from TECS Queries

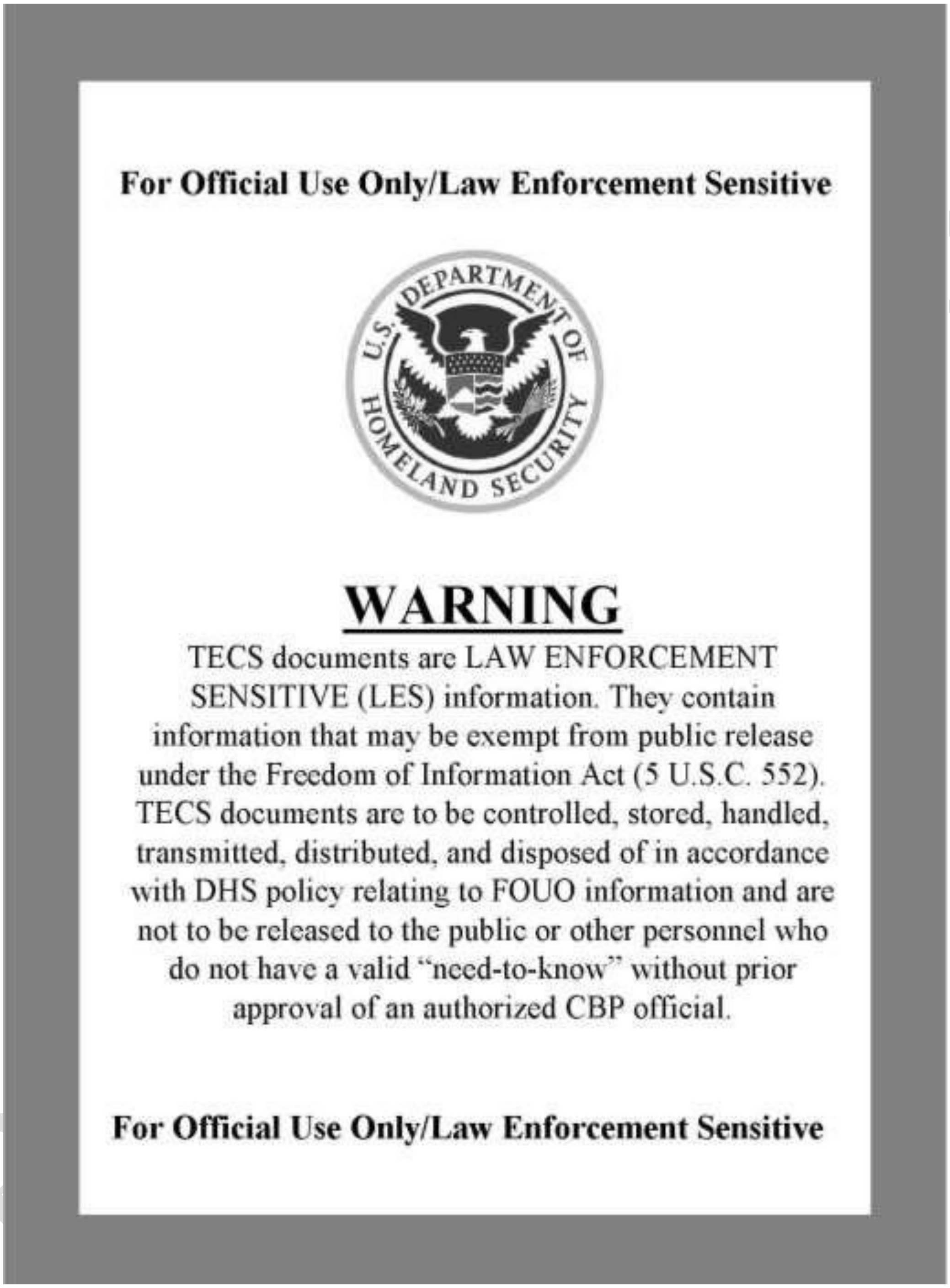
1. Retaining TECS Screen Prints

All retained TECS screen prints (hard copy or electronic) must be labeled with the following language:

FOR OFFICIAL USE ONLY (FOUO) - LAW ENFORCEMENT SENSITIVE

This document is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO. It contains information that may be exempt from release under the Freedom of Information Act (5 U.S.C.§ 552). This information shall not be distributed beyond the original addressees without prior authorization of the originator. This document and the data herein are derived from TECS and are loaned to USCIS for official use only. This document or the information contained herein should be directed to the agency from which the document/information originated or Customs and Border Protection - Freedom of Information Act (FOIA) Office. Disclosure provisions have been established by the document, Memorandum of Understanding between Customs and Border Protection (CBP) and U.S. Citizenship and Immigration Services (USCIS) for use of TECS.

Instead of marking each page with the TECS disclosure notice, officers may attach a TECS Disclosure Notice cover sheet on top of all TECS printouts. Each individual page must still be marked “For Official Use Only – Law Enforcement Sensitive,” or “FOUO/LES.”



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WARNING

TECS documents are LAW ENFORCEMENT SENSITIVE (LES) information. They contain information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). TECS documents are to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and are not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized CBP official.

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2. Documentation of TECS Query

Generally, the results of a TECS query should be documented as soon as the check is conducted. The documentation may be completed electronically or manually using the Record of Inquiry - TECS (ROIT).

At the time of final adjudication or relocation (when applicable), each file must contain documentation confirming a TECS query was performed on each and every required name and DOB variation. Documentation may take one of the following forms:

- USCIS database systems for BATCH checks printout – demonstrates results of query for the primary name and DOB only (if verified that information is correct).
- ROIT (hard copy or electronic version) – demonstrates results of queries for all name and DOB variations. For more information on the ROIT, see the section on "Annotating the ROIT" below. Note: Any manual queries must be documented in the ROIT.
- Electronic record of TECS queries (i.e. CLAIMS update, IBISMAN)

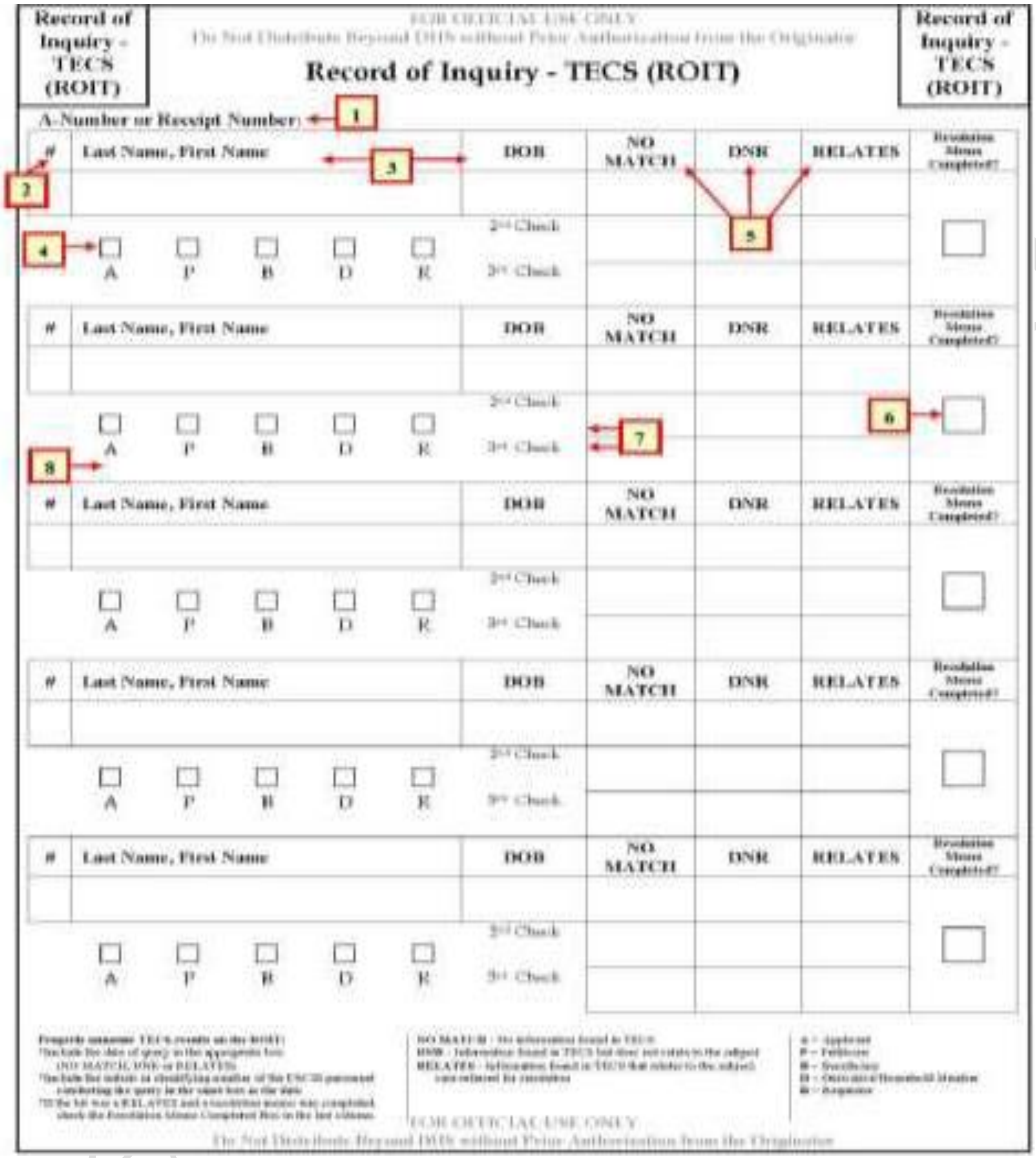
3. Annotating the ROIT

The following image contains a blank example of the ROIT. USCIS personnel must use this form (or other format approved according to local guidance) to record the results of all manual TECS queries. The ROIT may be completed electronically or by hand (hand-written entries MUST be legible), and entries made must be initialed or otherwise indicate the USCIS personnel making the notation. If annotating a ROIT with a notation other than the USCIS personnel's initials, a record must be kept identifying the other notation with the USCIS personnel.

If a system generated query is conducted and the result is a no match, an automatic update of the ROIT is permissible. The automated ROIT entry must indicate the authorized system which performed the check and the date the check was conducted in the space normally reserved for officer initials and/or identifying code.

Note: For forms that are digitally ingested and adjudicated in case management services (i.e., in ELIS, C3, GLOBAL or InFACT), all the necessary documentation of TECS queries and results may be retrieved through the system of record's risk and fraud service.

Each file must contain evidence of documentation of TECS query.



Record of Inquiry - TECS (ROIT)

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Record of Inquiry - TECS (ROIT)

Record of Inquiry - TECS (ROIT)

A-Number or Receipt Number:

#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
□ A □ P □ B □ D □ R		2nd Check				□
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
□ A □ P □ B □ D □ R		2nd Check				□
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
□ A □ P □ B □ D □ R		2nd Check				□
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
□ A □ P □ B □ D □ R		2nd Check				□
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
□ A □ P □ B □ D □ R		2nd Check				□
		3rd Check				

Properly annotate TECS results on the ROIT:
Include the date of query in the appropriate box (NO MATCH, DNR or RELATES).
Include the initials or identifying number of the USCIS personnel conducting the query in the same box as the date.
If the hit was a RELATES and a resolution memo was completed, check the Resolution Memo Completed Box in the last column.

NO MATCH - No information found in TECS
DNR - Information found in TECS but does not relate to the subject
RELATES - Information found in TECS that relates to the subject (see referral for resolution)

A - Applicant
P - Petitioner
B - Beneficiary
D - Derivative/Household Member
R - Requester

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Description of Fields on the ROIT Worksheet		
#	ROIT Field Name	Description
1	A-Number or Receipt Number	Document the appropriate number (A-Number, receipt number, RAD number). If the application/petition is not contained in a file, document the subject's A-Number.

Description of Fields on the ROIT Worksheet		
#	ROIT Field Name	Description
2	"#"	In the boxes, number each query (i.e. 1, 2, 3, 4, 5, and 6).
3	"Last Name, First Name" and "DOB"	Document the last name, first name, and date of birth exactly as queried in TECS. The "DOB" field does not apply for SQ16 queries.

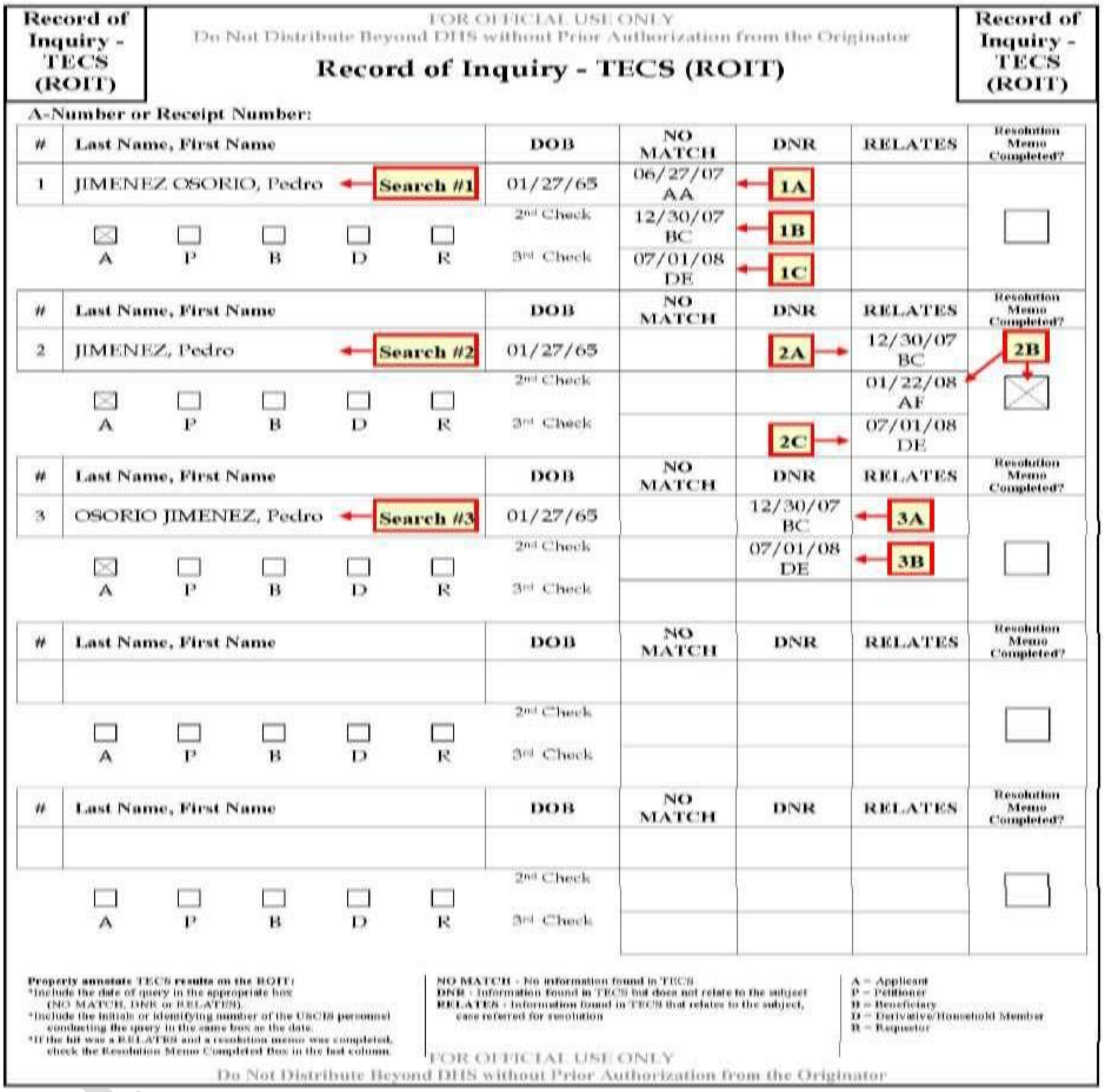
4	"A, P, B, D"	Check the appropriate box to classify the individual or organization queried:
		A=Applicant
		P=Petitioner
		B=Beneficiary
		D=Derivative/Household Member

5	"No Match, DNR, Relates"	Annotate the date of the query AND the legible initials or identifying number of the individual conducting the query. Annotate the results of the TECS query in one of the following three blocks: • Annotate in the NO MATCH block if the query results in no TECS hit. • Annotate in the DNR block the query resulted in a TECS hit that does not relate to the subject queried. • Annotate in the RELATES block if a query resulted in a TECS hit that does relate to the subject queried.
6	"Resolution Memorandum Completed?"	Check the box when a resolution memorandum is completed for a relating hit on a name and DOB variation or organization name.
7	"2nd Check" and "3rd Check"	If a name and DOB variation or an organization name is queried a second time (e.g. first check has expired), annotate the results in the appropriate block in the "2nd Check" row. If a name and DOB variation is queried a third time, annotate the results in the appropriate block in the "3rd Check" row. If a name and DOB variation is queried more than three times, attach another ROIT worksheet with the results.

Description of Fields on the ROIT Worksheet		
#	ROIT Field Name	Description
8	[Blank Space]	If any special search queries for Soundex*, Short String, or Shortened name for NCIC or Organization Name** have been conducted, annotate ROIT, and initial and date in blank space. *Note: Organization queries must be run with both Soundex off and Soundex on to capture all existing records; therefore, to avoid duplicate entries on the ROIT, organization queries do not require the ROIT to indicate that Soundex was used to run the query. **Note: There is a 38 character limit (including spaces) for the Organization Name field in the Organization Query screen; therefore, if the organization name (including spaces) exceeds 38 characters, adjust the Organization name accordingly for a maximum of 38 characters and annotate the ROIT that the Shortened Name was used. If the total of both the first and last name fields exceeds 29 letters, the query will return with an error due to length. Adjust the name fields accordingly for a maximum of 29 characters for both fields, rerun the query for NCIC results, and annotate the ROIT under that queried name – 'Re-queried shortened name for NCIC.'

4. Explanation of the Completed ROIT

Below is an ROIT based on the conducted SQ11 queries. Detailed explanations follow:



Record of Inquiry - TECS (ROIT)

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Record of Inquiry - TECS (ROIT)

Record of Inquiry - TECS (ROIT)

A-Number or Receipt Number:

#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
1	JIMENEZ OSORIO, Pedro ← Search #1	01/27/65	06/27/07 AA	← 1A		
	☒ A ☐ P ☐ B ☐ D ☐ R	2nd Check	12/30/07 BC	← 1B		☐
		3rd Check	07/01/08 DE	← 1C		
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
2	JIMENEZ, Pedro ← Search #2	01/27/65		2A →	12/30/07 BC	2B
	☒ A ☐ P ☐ B ☐ D ☐ R	2nd Check			01/22/08 AF	☒
		3rd Check		2C →	07/01/08 DE	
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
3	OSORIO JIMENEZ, Pedro ← Search #3	01/27/65		12/30/07 BC	← 3A	
	☒ A ☐ P ☐ B ☐ D ☐ R	2nd Check		07/01/08 DE	← 3B	☐
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
	☐ A ☐ P ☐ B ☐ D ☐ R	2nd Check				☐
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
	☐ A ☐ P ☐ B ☐ D ☐ R	2nd Check				☐
		3rd Check				

Properly annotate TECS results on the ROIT:
*Include the date of query in the appropriate box (NO MATCH, DNR or RELATES).
*Include the initials or identifying number of the USCIS personnel conducting the query in the same box as the date.
*If the hit was a RELATES and a resolution memo was completed, check the Resolution Memo Completed Box in the last column.

NO MATCH - No information found in TECS
DNR : Information found in TECS but does not relate to the subject
RELATES : Information found in TECS that relates to the subject, case referred for resolution

A = Applicant
P = Petitioner
B = Beneficiary
D = Derivative/Household Member
R = Requestor

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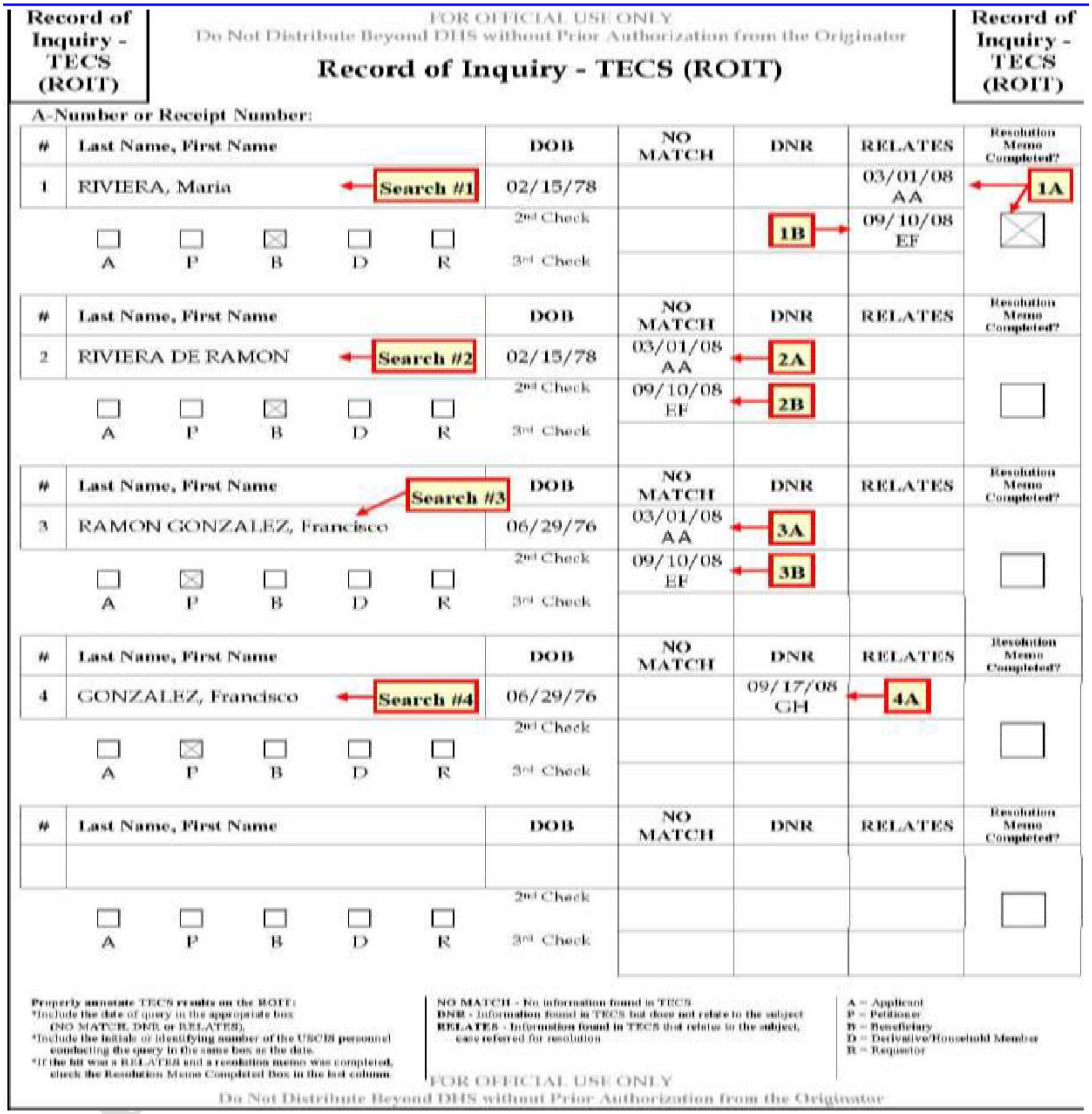
Search #	Search Criteria	Description
1	JIMENEZ OSORIO, Pedro, DOB 1/7/1965	1A: TECS returned no hits for these search criteria on the batch query (6/27/07). The ROIT was electronically pre-populated with the NO MATCH results, including the date and the initials of the officer affiliated with the batch query. 1B: TECS returned no hits from the manual SQ11 query (12/30/07). The officer annotated the NO MATCH box in the 2nd Check row with the date and her initials. 1C: At the time of final adjudication, the officer realized that the 180 day validity period had expired and re-queried these search criteria (07/01/08). TECS returned no hits. The officer annotated the NO MATCH box in the 3rd Check row with the date and his initials.

Search #	Search Criteria	Description
2	JIMENEZ, Pedro, DOB 1/7/1965	2A: TECS returned a hit from the manual SQ11 query for these search criteria (12/30/07). The officer determined that the information in the hit related to the subject. The officer annotated the RELATES box on the ROIT with the date and her initials. The hit was then forwarded to BCU for resolution. 2B: At that time the hit was resolved the BCU queried these search criteria and found the original hit, but no new hits (01/27/08). The BCU annotated the RELATES box in the 2nd Check row with the date and the BCU personnel's initials to indicate the original RELATES was found. The hit was then resolved and the "Resolution Memorandum Completed?" box on the ROIT was annotated with an "X." The case was then returned to the officer. 2C: At the time of final adjudication, the officer realized that the 180-day validity period had expired and re-queried these search criteria (07/01/08). TECS returned the hit that had previously been resolved; no new hits were found. The officer annotated the RELATES box in the 3rd Check row with the date and his initials to indicate that a match had been found (regardless of the fact that this hit had already been resolved). The officer also refreshed the resolution memorandum by annotating his initials, the date of the new TECS query, and the phrase "No new information found" on the resolution memorandum, thereby revalidating it for 180 days.
3	OSORIO JIMENEZ, Pedro, DOB 1/7/1965	3A: TECS returned a hit from the manual SQ11 query for these search criteria (12/30/07). The officer determined that the information in the hit did not relate to the subject on the application. The officer annotated the DNR box on the ROIT with the date and her initials. 3B: At the time of final adjudication, the officer realized the 180-day validity period had expired and re-queried these search criteria (07/01/08). In addition to the DNR hit previously returned, a new hit was found. The officer determined that the information in the new hit did not relate to the subject on the application. The officer annotated the DNR box in the 2nd Check row with the date and his initials.



Record of Inquiry - TECS (ROIT)

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Record of Inquiry - TECS (ROIT)

Record of Inquiry - TECS (ROIT)

A-Number or Receipt Number:

#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
1	RIVIERA, Maria Search #1	02/15/78			03/01/08 AA	1A
☐ A ☐ P ☒ B ☐ D ☐ R		2nd Check		1B	09/10/08 EF	☒
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
2	RIVIERA DE RAMON Search #2	02/15/78	03/01/08 AA	2A		
☐ A ☐ P ☒ B ☐ D ☐ R		2nd Check	09/10/08 EF	2B		☐
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
3	RAMON GONZALEZ, Francisco Search #3	06/29/76	03/01/08 AA	3A		
☐ A ☒ P ☐ B ☐ D ☐ R		2nd Check	09/10/08 EF	3B		☐
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
4	GONZALEZ, Francisco Search #4	06/29/76		09/17/08 GH	4A	
☐ A ☒ P ☐ B ☐ D ☐ R		2nd Check				☐
		3rd Check				
#	Last Name, First Name	DOB	NO MATCH	DNR	RELATES	Resolution Memo Completed?
☐ A ☐ P ☐ B ☐ D ☐ R		2nd Check				☐
		3rd Check				

Properly annotate TECS results on the ROIT:
*Include the date of query in the appropriate box (NO MATCH, DNR or RELATES).
*Include the initials or identifying number of the USCIS personnel conducting the query in the same box as the date.
*If the hit was a RELATES and a resolution memo was completed, check the Resolution Memo Completed Box in the last column.

NO MATCH - No information found in TECS
DNR - Information found in TECS but does not relate to the subject
RELATES - Information found in TECS that relates to the subject, case referred for resolution

A = Applicant
P = Petitioner
B = Beneficiary
D = Derivative/Household Member
R = Requestor

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Search #	Search Criteria	Description
1	RIVIERA, Maria, DOB 2/15/1978	1A: NBC conducted an initial query (03/01/08) on the primary name of the beneficiary/applicant. TECS returned derogatory information. The officer determined that the information in the hit related to the beneficiary/applicant. The officer annotated the ROIT as RELATES with the date and his initials. The hit was resolved and the ROIT was annotated with an “X” in the “Resolution Memorandum Completed?” box. 1B: Prior to the scheduled interview, the local office conducted a second query (09/10/08) with the same search criteria. TECS returned the same derogatory information previously resolved. The officer annotated the ROIT as RELATES in the 2nd Check row with the date and her initials. Since TECS did not return any new hits not previously resolved, the officer refreshed the resolution memorandum previously completed by NBC by annotating the memorandum with her initials, the date of the new TECS query, and the phrase “No new information found,” thereby revalidating it for 180 days.
2	RIVIERA DE RAMON, Maria, DOB 2/15/1978	2A: NBC conducted an initial query (03/01/08) on the married name of the beneficiary/applicant. TECS returned no derogatory information. The officer annotated the ROIT as NO MATCH with the date and his initials. 2B: Prior to the scheduled interview, the local office conducted a second query (09/10/08) with the same search criteria. TECS returned no derogatory information. The officer annotated the ROIT as NO MATCH in the 2nd Check row with the date and her initials.
3	RAMON GONZALEZ, Francisco, DOB 6/29/1976	3A: NBC conducted an initial query (03/01/08) on the primary name of the petitioner. TECS returned no derogatory information. The officer annotated the ROIT as NO MATCH with the date and his initials. 3B: Prior to the scheduled interview, the local office conducted a second query (09/10/08) with the same search criteria. TECS returned no derogatory information. The officer annotated the ROIT as NO MATCH in the 2nd Check row with the date and her initials.
4	GONZALEZ, Francisco, DOB 06/29/1976	4A: At the time of interview, it was discovered that the petitioner had used an alias in the past. The officer conducted a query (09/17/08) on this alias. TECS returned a system match to the search criteria entered. The officer determined that the information in the hit did not relate to the petitioner. The officer

		annotated the ROIT as DNR with the date and his initials.

K. Resolution Process

- **Step 1: Confirm Match**

Determine if the subject of the hit relates to the individual or organization seeking an immigration benefit. Refer to "Types of Hits" section on how to confirm a match within the Handbook.

For NS hits, an FDNS-IO or a designated officer has the responsibility to analyze the match and confirm whether it relates to the applicant. For Non-NS hits, refer to each Directorate's CARRP operational guidance.

Contact with the record owner may be necessary to assist in the determination. Refer to Step 1A for additional instructions when contacting the record owner.

For NS Hits	
IF….	THEN…
the NS hit is an exact match to the individual seeking an immigration benefit,	Immediately proceed to Step 2: Refer Hit as a NS Hit. The FDNS-IO or designated officer must contact the Terrorist Screening Center (TSC) to confirm the match, per local and component guidelines.
the NS hit is not an exact match but is a potential match to the individual seeking an immigration benefit,	Immediately proceed to Step 2: Refer Hit as a NS Hit. The FDNS-IO or designated officer must confirm the match by contacting the Terrorist Screening Center (TSC), per local and component guidelines.
the NS hit is clearly not a match to the individual seeking an immigration benefit,	Annotate DNR on the ROIT, place the ROIT in the file, and proceed to Step 6: Return to Work Flow.

Criteria to Consider for Determining if a NS TECS Hit Relates to an Applicant:

When determining whether a **TECS hit relates or does not relate** to the individual seeking an immigration benefit, the officer should weigh various personal identifiers. There is no specific number of data elements that must match or not match. However, officers should give more weight to biometric data than biographic data and physical descriptors. If the officer is unable to determine that the TECS hit clearly does not relate to the individual seeking an immigration benefit or the petitioner of an immigration petition, then the officer must refer the hit to FDNS for TSC vetting.

The officer will use the following personal identifiers to determine if the B10 subject **clearly does not relate** to the individual seeking an immigration benefit. While this list is non-exhaustive, it contains the most commonly seen personal identifier-related elements.

Biometric Data

- Fingerprint Identification Number (FIN)
    - Note: In Modernized TECS, officers can see if the subject of the TECS hit has a FIN number. If such information exists, officers can compare the FIN number of the TECS hit to the FIN number of the applicant. In addition, using the FIN numbers of the TECS hit and the applicant, officers will typically be able to review photos or other personal identifier-related elements in CPMS and PCQS.

Biographic Data

- Alien registration number (A-number)
- Name
- Date of birth (DOB)
- Country of birth (COB)
- Country of citizenship (COC)
- Gender
- Immigration history
    - Example: The individual seeking an immigration benefit has a Form N-400 pending and a search of the immigration history shows the individual's first encounter with USCIS was in 2010. However, when researching the subject in the B10 TECS hit, the officer discovers that the subject is currently detained, in removal proceedings and filed a defensive asylum claim. Thus, the removal proceedings and detention may indicate that the individual seeking an immigration benefit and the subject in the B10 TECS hit are two different individuals.

Physical Descriptors

- Photographs
    - Note: If both the individual seeking an immigration benefit and the subject in the TECS hit have A-numbers, officers will typically be able to review their photos in CPMS or PCQS.
- Height
- Weight
- Eye color
- Hair Color

For All Other Hits:	
IF….	THEN…
the subject of the hit does not relate to individual or organization seeking an immigration benefit,	annotate DNR on the ROIT, place the ROIT in the file, and proceed to Step 6: Return to Work Flow.
the subject of the hit relates to individual or organization seeking an immigration benefit,	Proceed to Step 2: Refer Hit.
a determination cannot be made,	Proceed to Step 2: Refer Hit.

- **Step 1A: Contact with Record Owner**

Information Sharing

Each office or center may have local policy regarding who has the authority to contact the record owner. Refer to local policy for roles and responsibilities and CARRP Policy for NS Hits.

In all instances when the record owner or another agency is contacted, USCIS officers must be aware of any limitations or restrictions on information sharing and adhere to the above-mentioned disclosure provisions previously referenced in the document. Refer to Section III.G, Confidentiality.

Documenting Contact with Record Owner

Any contact with the record owner must be documented in the file. The documentation may take different formats such as a memorandum to file, annotations on the processing worksheet for the specific form (i.e. NQP sheets), annotations on the TECS hit printout or e-mail correspondence; however, do NOT use Post-It notes or other half-page paper that can accidentally be destroyed or lost to document the contact.

The documentation should clearly indicate the date of the contact, the name of the contact, and pertinent information obtained during the phone call. If the contact was for a case with NS concerns being handled under the CARRP process, then FDNS-DS must be updated with information on the contact.

USCIS Liaison CBP

USCIS has placed a Liaison to CBP at the National Targeting Center, in order to centralize all requests from USCIS to CBP/NTC record owners. For any TECS records created by CBP and/or NTC, please send all record owner requests/deconfliction requests to ntccisliaison@uscis.dhs.gov. For specific procedures, please refer to the NTC RFA Procedures on the FDNS Liaison ECN Page.

- **Step 2: Refer Hit**

Each office or center has local policy regarding how to physically route the file to the appropriate unit or officer for screening purposes. Refer to local policy for roles and responsibilities.

Service Centers and NBC	
IF….	THEN…
NS hit,	If not teleworking, route file to BCU/FDNS-OPS within one (1) business day for immediate review. **If teleworking, notify BCU/FDNS-OPS via e-mail within one (1) business day.**[16] BCU/FDNS-OPS proceeds to Step 3: Screen Hit within the Handbook.
All other hits which relate to the individual or organization seeking an immigration benefit,	Refer to BCU/FDNS-OPS or other designated officers prior to final adjudication. BCU/FDNS-OPS proceeds to within the Handbook.
a determination cannot be made,	Refer to BCU/FDNS-OPS or other designated officers prior to final adjudication. BCU/FDNS-OPS proceeds to within the Handbook.

Field Offices and RAIO	
IF….	THEN…
NS hit,	Refer to the FDNS-IO or designated officer. The FDNS-IO or designated officer proceeds to Step 3: Screen Hit.
All other hits which relate to the subject,	In accordance with local policy, refer to an officer who resolves TECS hits. This officer then proceeds to Step 3: Screen Hit.
a determination cannot be made,	In accordance with local policy, route to an officer who resolves TECS hits. This officer then proceeds to Step 3: Screen Hit.

When referring a case electronically, please note the following:

- Create a ROIT in any automated ROIT or TECS Resolution tool containing the appropriate name variations.
- Do not print out any TECS or NCIC screen prints or ROITs until notified by a BCU Officer

[16] Teleworkers must coordinate with their Supervisors and BCU/FDNS-OPS Supervisors on an estimated delivery date for file.

- If the TECS hits have not been previously resolved in an automated TECS Resolution tool or if existing memo has TECS hits that have new information present, send an electronic referral email to the Triage mailbox
- The subject line must be written as: Priority Level (if applicable), Form Type
  a. If the case is a priority case, list the priority level before the form type
  b. Priority levels include Mandamus, Premium, Congressional, Over 80 Days I-765, Over 90 Days, I-765, and C8 I-765
- Body of the email must only include:
  a. A-Number/Receipt number(s)
- Include the receipt numbers for all pending receipts for the person with the hits
  a. TECS/NCIC record number(s)
  b. Last name of person(s) with hits
  c. Do not include first/middle names and dates of birth in the e-mail.
  d. Any family members with hits should be included in same email
- Be sure to update Claims as "Sent to BCU for Resolution."
- Hold the file until notified by a BCU Officer.
- Notification received.
  a. Resolution completed:
     i. Print the finalized resolution memo(s) from the automated TECS Resolution tool. Be aware there might be more than one resolution memo created in the automated TECS Resolution tool that are required to be printed and placed in the file
     ii. Print the updated ROIT from the automated ROIT tool
     iii. Print the related TECS hits that are listed on the finalized resolution memo when transferring the file to the field office
     iv. Ensure that each page of the TECS record printout is, at a minimum, marked or labeled with 'For Official Use Only".
     v. Follow local procedures relating to TECS screen prints
     vi. Proceed with adjudication
  b. File request notice: Send file directly to requesting BCU Officer's RAILS code and location
  c. Rejection notice:
     i. Ensure the issue stated in the rejection email is resolved
     ii. Resend electronic referral to the Triage mailbox
  d. Does Not Relate notice:
     i. Print the finalized DNR memo from the automated TECS Resolution tool, if one was created
     ii. Print the updated ROIT from the automated ROIT tool
     iii. Proceed with adjudication

Do not print out any TECS records if the memo states the hits do not relate to the subject

e. Public Safety notice:
   i. Send the file to BCU Public Safety

f. f. National Security notice:
   i. Walk the file over to BCU
   ii. Hand-deliver the file to any BCU Supervisor or any BCU Officer

- Electronic referral process complete.

When referring a case manually, include the following:

- Record of TECS Query (ROIT)
- Related screen prints from TECS/NCIC
- Include any pages indicated by More (accessed by replacing the "M" with an "X" and hitting f8)
- Referral cover sheet

REMEMBER! All TECS screen prints must be labeled in accordance with the USCIS CBP Memorandum of Understanding **on TECS.**

• Step 3: Screen Hit

A USCIS officer must verify that the hit relates to the individual or organization seeking an immigration benefit, confirm the type of hit, and the case priority.

Each office or center has local policy regarding which unit or officer screens the hit. Refer to local policy for roles and responsibilities.

Service Centers: BCU

NBC: BCU or other authorized officer per local policy

Field Offices and RAIO: Authorized officer per local policy

For NS Hits: Only the FDNS-IO or designated officer may process NS hits.

IF….	THEN…
KST hit, (B10 or NIC/T)	Proceed to Step 3A: KST Hits.
Non-KST NS concern hit,	Proceed to Step 3B: Other NS Hits.

• Step 3A: KST Hits

For KST Hits: The authorized and designated officer must contact the Terrorist Screening Center (TSC) by email at TSCEncounters@tsc.gov to confirm whether the subject of the KST hit relates to the individual seeking an immigration benefit. If the KST hit (ending in B10) indicates contact with NTC 24X7 lookout duty officer, DO NOT contact NTC, but instead CONTACT the TSC.

For KST Hits:	
IF….	THEN…
KST hit relates,	Handle according to CARRP, and proceed to Step 4A: Resolution of National Security Concerns.
KST hit clearly does not relate,	Handle according to CARRP, annotate DNR on the ROIT, place the ROIT in the file, and proceed to Step 6: Return to Work Flow.
KST hit does not relate but requires contact with the TSC to confirm that it was not a match,	Annotate DNR on the ROIT. Complete a resolution memorandum to document the date and results of the contact with the TSC. Place the ROIT and resolution memorandum in the file, and proceed to Step 6: Return to Work Flow.

- **Step 3B: Other NS Hits**

For Non-KST hits: Designated officers must determine if there is an articulable link to national security and evaluate indicators related to family members or close associates to determine if an NS concern exists. Designated officers should refer to “Guidance for Identifying a National Security Concern” (Attachment A to the CARRP operational guidance) to assist in making this determination.

Note: Officers do NOT contact TSC for Non-KST NS concerns, unless the concern is because of a B10 TECS record with a T50 or T99 exclusion code. See Section IX. B.1 Known or Suspected Terrorist (KST) for more information within the Handbook.

IF….	THEN…
Hit is not KST and it is determined there is no articulable link to an NS concern,	See Step 4A: Resolution of National Security Concerns to document in accordance with CARRP, prior to proceeding to Step 6: Return to Work Flow.
Hit is not KST and determined to be an NS concern	Proceed to Step 4A: Resolution of National Security Concerns.
Egregious Public Safety hit,	Proceed to Step 4: General Resolution and Step 4B: Resolution of Egregious Public Safety and Other Criminal Cases.

IF….	THEN…
National Targeting Center (NTC) hit other than KST (B10).	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
INTERPOL hit,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
SEVIS hit,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
Absconder hit,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
Customs & Border Protection One-day Hits Resolved in Secondary,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
High Intensity Financial Crime Area (HIFCA) hit,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
National Security Entry Exit Registration System (NSEERS) hit,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
SAO hit,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
CLASS hit,	Proceed to Step 4: General Resolution and Step 4C: Resolution of Other Commonly Encountered TECS Hits.
All other hits,	Proceed to Step 4: General Resolution.

- **Step 4: General Resolution**

Hits may be sorted based on hit type, adjudicative form type, or other criteria according to local procedure. In order to prevent the validity period of TECS queries from expiring, and thus repeatedly requiring officers to handle the same derogatory information, the processing schedule of hits should be coordinated with adjudicative divisions at each local office.

Each hit which relates to an individual or organization seeking an immigration benefit must be resolved by an authorized and/or designated officer and documented by a resolution memorandum.

National Background, Identity, and Security Check Operating Procedures

Below are basic steps which should be taken or considered by the officer when resolving each hit.

- Review of file/pending application/petition: Determine if there is additional information in the file/application/petition relating to the hit that may assist in the resolution process, e.g., IdHS (formerly known as RAP sheets), conviction records, memoranda of investigation, memoranda to the file.
- System Checks:
  - Determine which systems checks should be conducted in order to assist with the resolution process and conduct required checks and other checks as appropriate to obtain additional information necessary to resolve the hit.
  - For example, NN16 criminal history check should be conducted if evidence of criminal activity or where NS, EPS, or fraud concern exists, such as a criminal TECS hit, an IDENT fingerprint response, an IdHS (RAP sheet), and/or the existence of an FBI#. In accordance with USCIS policy, only authorized personnel may perform NCIC III (NN16 criminal history) checks. For more information access the June 3, 2005 memo, "Accessing National Crime Information Center Interstate Identification Index (NCIC III) Data". For Service Centers and NBC, authorized personnel are designated according to local policy.
  - Additional queries or search criteria may be used based on USCIS officer discretion, check local policy for additional requirements.
- Contact with Owner of Record
  - USCIS personnel are not required to contact the record owner for each TECS record. Such contact may be made if more information is needed to resolve the hit, for deconfliction with law enforcement and/or to assist the owner with his/her investigation.
  - Authorized USCIS personnel must determine appropriate handling of each case, depending on its circumstances. This may include a determination as to whether withholding adjudication under 8 CFR 103.2(b)(18) is appropriate. While some cases meet the criteria in the regulations and may be held in abeyance until the relating hit has been resolved, other cases do not justify a withholding of adjudication.
  - If the record is a CBP or NTC record, please refer to the NTC RFA Procedures to Resolve such Records.
- Referral To ICE (RTI)
  - Per USCIS policy, specific information must be forwarded to ICE for potential law enforcement or investigative action, for cases involving non-US citizens.
  - Service Center and NBC: Update CLAIMS 3 with appropriate action taken by CFDO or the BCU.
- Inconclusive Match

  - Prior to final adjudication, officers at the service centers, NBC, or in the field must confirm the match. The officer may obtain additional information to assist in the determination through an interview, a request for additional documentation, security check results, etc.
  - At the service center or NBC, in some instances the BCU/FDNS-OPS personnel may be unable to confirm the match.
  - BCU/FDNS-OPS must document the hit and include a statement in the resolution memorandum or other memoranda explaining the inconclusive nature of the match determination and actions taken to resolve the hit.
- Removal of Hit
  - If a TECS hit detected during a batch or manual backend query is removed from TECS prior to resolution, USCIS officers must annotate the ROIT with "Hit Removed from TECS" or include a local TECS Alias program print-out indicating "NO HIT" on the relevant search criteria.
  - No resolution memorandum is necessary.
- Exception: If the individual was previously identified as a KST NS concern but the record is removed and there are no other indicators of an NS concern, the individual is no longer a KST NS concern. If the individual agent who posted the KST hit is known, the FDNS-IO or designated officer handling the case must contact that LEA/record owner to:
- Confirm that the individual is no longer a KST; and
- Determine whether the record owner is aware of any additional information indicating an NS concern or of any other information relevant to the adjudication.
- If the individual agent who posted the hit is not known, contact with the KST LEA/record owner is not required; however, the FDNS-IO or designated officer must determine whether there are any other Non-KST NS concerns on the subject before proceeding with the case. The designated officer can confirm that the individual has been removed from the watch list by conducting a query in TECS. For any further assistance, the designated officer may send a request for assistance to FDNS- NSB@dhs.gov, or FDNS-NSB in Microsoft Outlook.
- To document the previously identified KST NS concern, the designated officer must update FDNS-DS to indicate that an NS concern was identified but no longer exists and to include any follow up actions that were taken.
  - Any case where a KST NS concern (B10/NIC-T TECS hit) was recorded and later removed, whether it becomes Non-NS/Non-CARRP or a Non-KST NS concern, must be checked in TECS at the time of adjudication and the results printed and documented in the file. If B10 relates to a form N-400, Application for Naturalization, TECS must be run prior to the oath ceremony in accordance with CARRP guidance. See the February 6, 2009 memo entitled "Additional Guidance on Issues Concerning

the Vetting and Adjudication of Cases Involving National Security Concerns" for further information.

- Annotate ROIT: Upon resolution of a TECS hit, authorized USCIS personnel must mark the "Resolution Memorandum Completed?" box on the ROIT for each RELATES. See Section V(I)(3), Annotating the ROIT within the Handbook for more information and an example of a completed ROIT.
    - Proceed to Step 5: Completion of Resolution Memorandum

- **Step 4A: Resolution of National Security Concerns**

NS hits are reviewed in accordance with the April 11, 2008, memorandum entitled "Policy for Vetting and Adjudicating Cases with National Security Concerns," and respective operational guidance which implemented the Controlled Application Review and Resolution Program (CARRP) Refer to Section IX, Resolution: National Security Concerns (CARRP) for additional guidance.

- **Step 4B: Resolution of Egregious Public Safety and Other Criminal Cases Egregious** Public Safety and other criminal cases are reviewed in accordance with PM-602-0050.1, entitled "Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens", dated June 28, 2018, and the USCIS Memorandum entitled and the USCIS memorandum entitled "Domestic Operations Standard Operating Procedures, Form I-862, Notice to Appear"[17] dated September 8, 2006.

  For DACA cases, refer to PM-602-0161, entitled "Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA," dated June 28, 2018 on the ECN.

  Refer to Resolution: Egregious Public Safety Concerns & Other Criminal Cases, Section X of this Handbook for additional guidance. Refer to component-specific guidance for

[17] In January of 2010, the Domestic Operations Directorate was split, as part of an agency-wide reorganization, into the Field Operations and Service Center Operations Directorates. References to Domestic Operations in the titles of memos cited in NaBISCOP should be assumed to apply to employees of both of the new directorates. The memos themselves will state whether they apply to Field Operations or Service Center Operations personnel.

additional information. General procedural information related to the background check process for NTAs will be added to the NaBISCOP upon completion.

- **Step 4C: Resolution of Other Commonly Encountered TECS Hits**

National Targeting Center (NTC)

- Known or Suspected Terrorist (B10), NIC/T, see Step 3A: KST Hits in section V of the handbook. .
- National Targeting Center (NTC) 1% Project

Review secondary inspection records related to the record. Officers may review the linklist (F14/F15) and/or conduct an Admissibility Secondary Query (IO95) within TECS to obtain inspection results. Information on one-day hits may also be found in IO25. Consider results of Inspection and the totality of the circumstances to determine if there is an articulable link to an NS concern.

The NTC 1% Project was created based on analysis of commonalities between the 19 hijackers from September 11th, 2001. The research efforts produced a list of more than 130,000 names. NTC 1% Project lookouts were created on the top 1 percent.

The NTC 1% Project has been closed and the associated records for the project have been archived. There is no cause for action on these archived records. NTC does not need to be contacted.

- NTC recommends that for all other CBP hits relating to terrorism which requires contact with NTC, USCIS contact the USCIS Liaison at the NTC to have the record vetted. For instructions on how to contact the USCIS Liaison at NTC, please refer to the NTC RFA Procedures within the Handbook.
- Secondary Inspection records with NTC Log Number.
    - An NTC log number, also referred to as an event number, is created any time an NTC Targeting Analyst receives a request to conduct research, or initiates research, or has the need to document the particulars of an incident. The existence of an NTC log number is not indicative of corresponding derogatory information. In fact, the large majority of log numbers are created on subjects who are determined to be negative matches to TIDE records. The existence of an NTC log number in secondary inspection results is not cause for contacting NTC. CBP officers annotate the log numbers in the secondary inspections on both positive and negative matches.

INTERPOL

- For contact information and guidance on the resolution of INTERPOL-related TECS hits, please refer to the USCIS-FDNS Liaison Branch page on the FDNS ECN[18].
- Officers must use extreme caution when dealing with cases involving asylum, refugees, VAWA, T and U Visas, and the Adam Walsh Act (AWA). Consult with local chain of command and local USCIS counsel. Be mindful of disclosure of Personally Identifiable Information. See Section III(E), Personally Identifiable Information (PII), for more information in the Handbook
- A suggested format to submit your request to INTERPOL can be found on the Liaison Branch ECN page.

NCIC Outstanding Wants and Warrants

- Prior to contacting the appropriate ORI, ensure that the case does not fall under Section 1367 disclosure restrictions. Please see information below on Section 1367 Disclosure Information.
- IMPORTANT: Please follow locally established procedures when resolving/vetting wants and/or warrants with the ORI. Below are general guidelines to assist FDNS-IOs or designated officers and do not supersede local office/service center procedures.
- The FDNS-IO or designated officer may need to verify information from the ORI such as:
  - Nature of offense;
  - Confirmation of match;
  - Whether the warrant is still active; or
  - Information as to whether extradition will be accomplished.
- If necessary, disseminate last known address to ORI and provide a POC, if available.
- If information rises to the level of an EPS referral, prepare referral and send NLETS message with last known address to ORI, enter all pertinent data in FDNS-DS, prepare Referral To ICE (RTI), and send to ICE.
- If necessary, send follow-up National Law Enforcement Telecommunications System (NLETS) message with identifiers and address information **pursuant to locally established procedures**. Please see sample NLETS messages below:

[18] In most circumstances, USCIS Officers will not need to contact the 24/7 INTERPOL SCIF, a service designed for Point-of-Entry personnel (i.e., CBP). However, the process for communicating with the 24/7 INTERPOL SCIF is provided here for informational purposes: 1) The designated officer contacts Washington, DC, INTERPOL to request further information, if the warrant or notice is still valid; 2) Inquires if a provisional warrant/extradition treaty with the foreign country seeking the subject exists, and 3) disseminates all information requested by INTERPOL. Additional details may be found on the Liaison Branch ECN Page.

TYPE: AM (Administrative) BODY:

<<<For information only>>>

<<<Subject is not in physical custody>>>

Subject is applying for an immigration benefit. [name], DOB [XXXXX],

WNO/OCA (warrant number).

Subjects last known address as of (date) is: [XXXXXXX]

Thank You, (Officer Name) DHS/USCIS (Officer Phone Number)

OR:

I am an officer with US Citizenship & Immigration Services. The following data is forwarded to you in response to an ncic warrant entered by your ORI. Important: the subject is not in custody. This message is being sent for notification only. If additional action or information is needed, please contact the local USCIS POC(S). the USCIS POC(S) is Officer XXXX (XXX) XXX-XXXX reference A-Number. This notice relates to NIC#W12345678, FBI#ABC12345DE, Offense: Burglary, Name: Doe, John, DOB: 01/01/1990, SSN# XXX-XX-1234, SEX: M, RACE: W. The following info was supplied on the subject's immigration filing - Address: 123 Main Street, Anytown, US 12345, Phone# 123-456-7890. Remarks: none. Sent by: ISO Smith phone# 123-456- 7890. End of message.

SECTION 1367 DISCLOSURE

Please note that information on certain individuals may be subject to to 8 U.S.C. Section 1367 restrictions. 8 U.S.C. Section 1367 applies to any information about a protected individual. This definition includes records or other information that do not specifically identify the individual as an applicant for or beneficiary of T nonimmigrant status, U nonimmigrant status, or relief under VAWA. Section 1367 information[19] covers information relating to applicants for and beneficiaries of the immigration benefits described below:

[19] Any information relating to aliens who are seeking or have been approved for nonimmigrant or immigrant status as (1) battered spouses, children, or parents under provisions of the Violence Against Women Act (VAWA); (2) as victims of a severe form of human trafficking who generally are cooperating with law enforcement authorities (T nonimmigrant status); (3) or as aliens who have suffered substantial physical or mental abuse as the result of qualifying criminal activity and have been, are being, or are likely to be helpful in the investigation or prosecution of

1. Relief under the Violence Against Women Act, including VAWA self-petitioners, as defined by Section 101(a)(51) of the INA. The following is a non-exhaustive list of forms that may be used by VAWA self-petitioners:

a. Form I-360, Petition for Amerasian, Widow, or Special Immigrant;

b. Form I-751, Petition to Remove the Conditions of Residence, where a waiver of the joint petition requirement is requested because of battery or extreme cruelty by certain family members.

2. VAWA Cancellation of Removal (also known as "Suspension of Deportation" prior to 1996) under Section 240A(b)(2) of the INA.

3. T Nonimmigrant Status, as defined by Section 101(a)(15)(T) of the INA.

a. Form I-914, Application for T Nonimmigrant Status, and relevant supplements.

4. U Nonimmigrant Status, as defined by Section INA 101(a)(15)(U) of the INA.

a. Form I-918, Petition for U Nonimmigrant Status, and relevant supplements.

b. Form I-929, Petition for Qualifying Family Member of a U-1 Nonimmigrant.

*****WHEN IN DOUBT, CONTACT AND COORDINATE WITH LOCAL OCC*****

Clarifying Meaning of "Hit" and "Record" for Resolutions		
Hit(s)	Vs.	No Hits
Relates	Vs.	Does Not Relate (DNR)
Record	Vs.	Entry

- Does Not Relate = A hit that is determined to be different from the individual being queried.
- Entry = A TECS hit that relates to border crossings, secondary inspection logs, etc. This does not require a resolution memo.

- Hit = Results that are returned by a TECS query. "Hit" is the opposite of "No Hit(s)." Multiple hits may be returned on a single query.

that activity (U nonimmigrant status). This includes information pertaining to qualifying family members who receive derivative T, U, or VAWA status.

- Record = A TECS hit that relates to the subject or business queried and retrieves a person lookout (record beginning with the letter 'P') or a business lookout (record beginning with the letter 'X'). These records require a resolution memo.

- Relates = A hit that is determined to be or is likely to be the individual being queried. "Relates" is the opposite of "Does Not Relate." Multiple hits may relate to the same query subject.

A single TECS query could result in multiple hits, some of which relate to the subject queried and some which do not. Hits that relate to the subject could include both entries and records. In these instances a resolution memo is required for the relating TECS record only.

Standalone NIC/T

NCIC has multiple NIC codes, one of which is the NIC/T code. The NCIC query result will contain a NIC/T code when there is information indicating the subject is associated with one of the following:

1. Terrorist activity
   - A terrorism-related NIC/T will include information in the hit banner message directing the officer to contact the Terrorist Screening Center (TSC). Only contact the TSC if the result relates or is likely to relate to the subject of the query. Because the NCIC search includes broad parameters, it is common to receive results that do not relate to the subject of the query. Therefore, the officer must determine whether the result relates or is likely to relate before contacting the TSC.
   - Individuals who are matches to Known or Suspected Terrorist (KST) hits will have both a TECS hit record identification number ending with "B10" and an NCIC hit with the terrorism-related NIC/T code. If the query results include both a terrorism-related NIC/T and a TECS B10 hit, contact the TSC.
   - If the query results in a terrorism-related NIC/T, but no TECS B10 hit (thus the NIC/T is a "stand-alone" NIC/T), the terrorism-related NIC/T most likely does not relate to the subject of the query. Compare the biographic data in the NIC/T with all known names, aliases and other biographic data for the subject queried to determine whether the NIC/T may relate to the subject. If there is no indication that the terrorism-related NIC/T relates to the subject of the query, do not contact the TSC.
   - If there is an indication that a "stand-alone" terrorism-related NIC/T may relate to the subject of the query, a designated officer with authorized access to the Automated Targeting System for Passengers (ATS-P), should query the Terrorist Watchlist via the ATS-P to assist in determining whether the subject may actually

be a KST. If an ATS-P Suspect and Violator Indices (SAVI) record is returned and appears to match the person queried, contact the TSC. However, these matches should be infrequent.

2. Violent gangs
   - Information relating to gang members will also have the NCIC NIC/T code. Gang-related NCIC NIC/T hits are clearly identified in the hit banner message. Gang-related NIC/Ts are different from terrorism-related NIC/Ts, and will not be accompanied by a TECS B10 hit. Like terrorism-related NIC/T hits, it is common to receive gang-related NIC/T results that do not relate to the subject of the query and, therefore, it is necessary to determine whether the hit relates before taking additional action. If a query results in a gang-related NIC/T and it is determined to relate to the subject of the query, refer to a designated officer to follow the instructions outlined in the hit and take all steps necessary to resolve it. Do not contact the TSC

Although both categories of NIC/T results include derogatory information, the procedures for handling a terrorism-related NIC/T are different from those required for a gang-related NIC/T.

SEVIS

- If a SEVIS violation would impact adjudication of the case, the officer should check SEVIS and, if necessary, contact the school, determine eligibility, and give an update to ICE-SEVIS.
- At Service Centers other than NBC: BCU or FDNS-Operations personnel are not responsible for checking SEVIS

Archived Records

- Archived Records are those that actually have the "AQ" status code and are not linked to active cases, but may still be of interest to USCIS and other agencies. USCIS no longer requires TECS users to run Archived Records when performing a TECS Person Queries (Modernized SQ11); however, individual components may continue to require that Archived Records be searched and TECS users should follow component policy. TECS users are not prohibited from running Archived Records checks with Person Queries (Modernized SQ11) and continue to have discretion to run Archived Records when the information in the Archived Records may assist in the adjudication of the requested immigration benefit or if there is evidence in the file that warrants a check in Archived Records.
- Note that in the event the Archived Records are checked and a TECS record returned, the TECS user must follow local office procedure to complete the resolution memorandum.

For instructions on how to resolve these TECS records, please refer to the paragraph titled, “CBP Encounters” below.

- Please note that Archived Records must be checked in CARRP cases.

CBP Encounters

- The majority of encounters with the CBP one-day archived lookouts (e.g. Terrorist Affiliated Country lookouts (TAC), Automated Targeting System-Passenger (ATS-P), and Passenger Analysis Unit (PAU)) are entered by CBP for pattern and analysis purposes. Many are computer generated lookouts that were resolved by CBP during a secondary inspection with no NS or other concerns documented by CBP. These types of TECS records do not need to be referred if no other national security issues are identified.[20]
- Officers must review and consider the results of any secondary inspection relating to the hit.
- Officers may review the link list (F14/F15) and/or query IO95 within TECS.
- Officers should consult "Guidance for Identifying NS Concerns" in the Appendix A within the Handbook to determine if there is information that rises to the level of an NS concern.

Absconders

Absconders are aliens who have been ordered to be excluded, deported, or removed by an Immigration Judge, but failed to leave as instructed. The subject may also have departed voluntarily without notifying the requisite authorities. Therefore, officers need to verify if the subject is an active absconder.[21] Officers should conduct appropriate system checks for the subject’s current immigration status and the date the subject was ordered to be excluded, deported, or removed. Officers should send ICE notification only if the individual is an active absconder.

- Field Offices: Contact record owner and local ICE Enforcement and Removal Operations (ERO) for further instructions on case handling.

[20] See Michael Aytes Memo dated February 16, 2007, "National Security Reporting Requirements"

[21] An active absconder is an absconder who has not been apprehended or self-deported, or the order has not been canceled. ICE does not delete absconder TECS records ending in “B06” even when the absconder is no longer considered an active absconder.

- NBC: Officers should follow the same process to resolve an absconder hit as any other hit type, with the following exception: At the time of resolution and after determining the subject of the record is an active absconder, the officer must capture the form type, form date, receipt number, alien number, last name, first name, DOB, country of birth, and the most recent address including street number and name, apartment/unit number, city, state, and zip code. These data elements must be manually or electronically placed on the ERO Notification spreadsheet and forwarded weekly to the ERO.
- Service Centers: BCU or FDNS-Operations personnel should follow the same process to resolve an absconder hit as any other hit type, with the following exception: At the time of resolution and after determining the subject of the record is an active absconder, BCU or FDNS-Operations must capture the form type, form date, receipt number, alien number, last name, first name, DOB, country of birth, and the most recent address including street number and name, apartment/unit number, city, state, and zip code. These data elements must be manually or electronically placed on the ERO Notification spreadsheet and forwarded weekly to the ERO.

High Intensity Financial Crime Area (HIFCA) Cases

- For unexpired HIFCA hits, USCIS personnel must attempt to contact the record owner to obtain additional information. Officers should consult "Guidance for Identifying NS Concerns" to determine if there is information in the hit that rises to the level of an NS concern.
- If no record owner response is received within 48 hours, a Request for Assistance (RFA) can be forwarded through local management to HQFDNS, National Security Branch.

Hits from Department of State (DOS)

- For DOS Hits, USCIS personnel should determine if information is available in DOS's CCD which will assist in the resolution process. A TECS Travel Document Query (Modernized SQVS) may also provide useful information (e.g. date of visa issuance or refusal, foil # on visa) to confirm whether a visa was issued to the individual.
- TECS hits for NSEERS and SAOs such as VISA MANTIS, VISA BEAR, VISA CONDOR, VISA DONKEY, VISA EAGLE, are not considered NS concerns unless there is a specific DOS record or sub-record that identifies an NS concern. VISA VIPER PROGRAM should be considered an NS indicator.

Security Advisory Opinions (SAO)

- The DOS SAO clearance process is mandatory for DOS cases of name check-based hits, nationality-based requirements, or an alien's background and/or intentions while in the United States. Officers should look to the EXC/SITE fields and the remarks section of the TECS record which should provide additional information such as inadmissibility findings for NS reasons (e.g. 3A, 3B) or visa revocations.
- The following is a partial list of different types of SAO clearances which may be requested by DOS:

VISA BEAR	VISA MANTIS	VISA CONDOR	VISA DONKEY	VISA EAGLE

- Officers should consult local guidance and the Adjudicator's Field Manual for any VISA MANTIS reporting requirements.

Consular Lookout and Support System (CLASS) Hits

- First, check DOS's CCD to determine what information is readily available on the individual. If you need to contact DOS, you should reach out to their Fraud Prevention Manager (FPM) at the specific overseas post which entered the record. The FPM contact information for each post is in the CCD. Click on the "Administrative" tab, then click "Public Post Contact Information." Send the appropriate FPM an e-mail with the CLASS record number (referenced in the TECS lookout) and the reason you are requesting the information.

Refugee Processing Center (RPC) Hits

If a TECS record reveals a SITE code of RPC, the reviewer should contact the International and Refugee Affairs Division at RAD-SVPI@uscis.dhs.gov to obtain additional details about the lookout and the associated denial. The contact e-mail should include the following information regarding the subject of the TECS record: Name; DOB; Exclusion code; Date of the record, and remarks from the record (which often includes the relevant refugee case number and A-Number in records created after 2013).

Policy Relating to CCD

- See the June 17, 2008, memorandum entitled "Access to the Department of State's Consular Consolidated Database (CCD); Use of CCD Visa Data Safeguards Regarding Disclosure of Visa Data in Immigration Adjudications".
- See the Asylum Division policy memorandum entitled "Disclosure of Consular Affairs Visa Data in Asylum Adjudications," dated January 24, 2008.

Transnational Organized Crime (TOC) Hits (TECS BTP)

- Transnational Organized Crime (TOC) is a category of individuals who have been nominated and accepted for placement on the TOC Watch List, and have a specially-coded lookout posted in TECS, and/or CLASS, as used by DOS. If the record indicates that the individual is a TOC actor through a TECS BTP record, the hit should be resolved according to standard operating procedures for individuals who with criminal activity. A TOC actor in TECS has a record number beginning with "P" (indicating that the record is a "person" record) and ending with "BTP."
- With TECS BTP records, USCIS officers must contact the Terrorist Screening Center (TSC) via email at TSCEncounters@tsc.gov with a cc to TOCNotification@uscis.dhs.gov, an email monitored by HQFDNS Public Safety Division, to advise of the hit and request confirmation. TSC will prove or disprove a match between a petitioner, an applicant, or a family member of an applicant and the TECS BTP record. In cases in which the TSC confirms a match between a petitioner, an applicant, or a family member of an applicant and a TECS BTP record, HQFDNS Public Safety Division will respond to the same email to the field officer with the available derogatory information on the record.

- ### Step 5: Completion of Resolution Memorandum

The resolution memorandum is the formal documentation of the reconciliation of a relating hit. This is a mandatory action that must be completed before rendering a final adjudicative decision. Before completing the adjudication, the officer should ensure that each resolution memorandum completely resolves the hit. Each resolution memorandum must be an original (without alterations or correction tape/ink), bearing an original signature.*

* For forms that are digitally ingested and adjudicated in case management services (i.e., in ELIS, C3, GLOBAL or InFACT), electronic resolutions may take the place of a physical file/paper- based resolution memorandum and should include all required resolution content listed below.

For a relating hit, a separate resolution memorandum must be completed for EACH:

- Subject with a relating hit; and
- File containing a relating hit.

Note: If the hit relates to both the petitioner and the beneficiary (for example, a protection order), then only one resolution memorandum needs to be created to cover both subjects.

a. Format of Resolution Memorandum

Formats for the resolution memorandum may be developed locally.

Content

- A-Number or Receipt number
- Primary Name and DOB
- The Alias(es) related to the Hit (follow local office procedures)
- Applicant/Requestor/Petitioner/Beneficiary/Derivative/Household Member
- Related TECS and/or NCIC record number(s)
- Summary of the findings
  - Indicate any communication with the record owner (For example, date/name of record owner, results of conversation/e-mail, etc). If unsuccessful, document any efforts to contact the record owner, and articulate those efforts and any supervisory review or chain of command review for final resolution.
  - Document the results of any system checks that may have been accomplished. For example, SEVIS, EARM, ADIS, etc. (if required).
  - Summarize how or if the TECS record may affect eligibility of the immigration benefit sought (pursuant to local office procedures).
- Completion date of resolution memorandum
- Name or identifying number of authorized personnel who resolved the hit(s)
- Signature of supervisor or authorized personnel: an electronic signature or signature stamp may be used by the supervisor or authorized officer

The resolution memorandum should NOT include:

- Abbreviations (e.g., EARM codes) without definitions (citations such as from 8 CFR or the Act are acceptable);
- Subjective comments, personal opinions; or
- Conclusive statement or recommendations of adjudicative actions:
  - “The person is inadmissible.” However, the person “appears” to be inadmissible would be an appropriate statement.
  - “This application is deniable.” However, “This applicant appears ineligible based on…”

Note: Various formats have been used to report and resolve NS concerns as USCIS policy and procedures evolve. Officers may find any of the following documentation in a file to record the existence of an NS concern:

- Significant Incident Report (SIR);
- National Security Notification (NSN);
- Case Resolution Record (CRR);
- National Security Record (NSR);
- Background Check Assessment (BCA);
- Background Check and Adjudicative Assessment (BCAA);
- Memorandum to the File;
- CARRP Worksheets; or
- Statement of Findings (SOF).

b. Who May Complete a Resolution Memorandum

For cases other than national security which are processed by designated officers in accordance with CARRP, the following officers may complete resolution memoranda:

- **Service Centers**: USCIS officers may complete resolution memoranda. Each memorandum requires concurrence from a supervisor or a certified officer. Service centers may develop a local certification process.
- **National Benefits Center**: USCIS officers may complete resolution memoranda. Each memorandum requires concurrence from a supervisor or a certified officer, as per local policy.
- **Field Office**: USCIS officers may complete resolution memoranda. Each memorandum requires supervisory concurrence.
- **Overseas Office**: In USCIS offices outside of the United States where there are two officers, including an immigration services officer (ISO) and a field office director (FOD), the memoranda will require supervisory concurrence. In offices where there is only an FOD, no supervisory concurrence is required.

c. Validity of Resolution Memorandum

Any USCIS office may accept a resolution memorandum completed by an authorized officer at any USCIS center or field office, as valid evidence that a TECS hit has been resolved.

TECS query results are valid for 180 calendar days, *unless* the form type in question requires a JIT check. Refer to Part I. of this Section, "Validity of Results from TECS Queries," for additional details.

If a resolution memorandum is not completed within 180 calendar days after the TECS query is conducted at the time of adjudication, USCIS personnel MUST:

- Re-query all name and DOB variations.
- Record the results of those queries on the ROIT.
- If the query results in a new hit, the personnel should proceed to Step 1, Confirm Match, as instructed above.
- If the query results in the same TECS record previously resolved by the resolution memorandum, a USCIS officer may revalidate the expired resolution memorandum. See section (d), "Revalidation of Expired Resolution Memorandum," directly below.

If, after completion of a Resolution Memorandum, a new alias is discovered, USCIS personnel must query that alias and record the results of that query on the ROIT. If the query results in a new hit, personnel should vet the hit and refer any relating hit to the authorized officer, as instructed above. If the query results in the same TECS record previously resolved, USCIS personnel may consider the hit to be resolved and revalidate the expired resolution memorandum.

d. Revalidation of Expired Resolution Memorandum

To revalidate a resolution memorandum, the officer must annotate the resolution memorandum with:

- Initials or identifying number of the officer;
- New date of TECS queries; and
- The phrase "No new information found".

e. Service Center Archive Policy

- Service centers are required to physically and/or electronically archive each resolution memorandum completed.
- NBC is not required to archive each resolution memorandum completed, per local policy.
- Go to Step 6: Return to Work Flow.

Step 6: Return to Work Flow

After completing a resolution memorandum, the application/petition should be returned to its appropriate place in the normal workflow. Upon resolution of a referred case, the officer can route the case directly for adjudication according to local procedure.

Go to the next step, Record of Proceeding (ROP).

- **Record of Proceeding (ROP)**

Resolution memorandums, ROITs, and screen prints must be placed on the non-record side of the file (right side).

1. Transferring the file within DHS?
   If the application/petition will be transferred to another office within DHS, the resolution memorandum(s), ROIT(s), and screen prints should remain in the file.

2. File unavailable?
   Attach the documents to the loose application/petition, create a T-file for future consolidation with supervisory concurrence, and route them to the A-file pertaining to that application/petition.

3. Subject doesn't have an A-file or Receipt file?
   Either electronically archive the documents or retain them in a work folder and store in an area designated for TECS resolutions.

4. Sending the petition to the National Visa Center (NVC) or Kentucky Consular Center (KCC)?
   Do NOT forward any documentation specifically disclosing information from TECS or screen prints to the NVC or KCC. Remove and shred screen prints at the time of final adjudication. However, the resolution memorandum(s) and ROIT(s) should remain with the copy of the petition and have the appropriate markings.

5. Hit does not relate?
   If you have printed hits that Do Not Relate (DNR) to the subject, shred them or otherwise dispose of them according to USCIS procedures for disposing of sensitive information. DO NOT place them in the file.

   For NCIC screen prints which contain portions of two separate hits, one which relates and one which does not, redact the personal identifying information with a thick marker for the subject that does not relate. Identifying information includes, but is not limited to the following: names, aliases, SSNs, A-Numbers, and FBI numbers.

6. Hit relates to the petitioner?
   Place the TECS printouts for the petitioner in the appropriate applicant or beneficiary file. In those few instances when the application/petition will not be matched to the A-file, the documents should remain with the application/petition, placed on top of the ROP.

ROIT should be directly under the resolution memorandum. Supporting screenshots and documents such as TECS, NCIC, and NN16 should be placed directly under the

ROIT. These documents must be placed on the non-record side (right side).

The order of the ROIT, resolution memorandum, and supporting documents supersedes all other instructions; however, the combined TECS materials will continue to be filed according to the applicable ROP policies such as N-400 (NQP), I-485, I-129s, Asylum, etc. Additional guidance for ROP may be found in the Records Policy Manual.

Remember: All TECS screen prints must be labeled in accordance with the USCIS CBP MOU on TECS.

L. Other Procedures Relating to TECS Queries

1. Discretionary Authority

USCIS officers are encouraged to conduct additional TECS queries when they believe the queries would result in more complete and accurate information or would yield information that may improve the quality of the adjudication. Officers should follow local policy for such cases. Below are some examples to illustrate the different queries and search criteria that may be warranted if not already required per policy:

- Archived Records[22]
- Linked/related records and reports;
- Crossings;
- Secondary Inspections;
- Non-Suspects;
- Incident Logs;
- Driver Query/DQ (Modernized NN11) – for those that are both authorized and certified per local policy
- NCIC III Criminal History Query Procedures (Modernized NN16) - for those that are both authorized and certified per local policy
- Canadian Nlets Query (Modernized NN17) – for those that are both authorized and certified per local policy
- Organization Query (Modernized SQ16)
- I-94 Query Procedures (Modernized SQ94)
- Address Query Procedures (Modernized SQAD)
- Encounter History Query (Modernized SQPQ)
- First and Last Name fields only with no DOB (May be helpful with unique names);

[22] CARRP designated officers must query Achieved Records for CARRP Cases.

- First and Last Name fields with zeros (00000000) instead of the DOB;
- First and Last Name fields only with DOB transposed (8/7/1975 vs. 7/8/1975);
- Misspelling or inaccurate transliteration of a first or last name;
- Various transliterations of a foreign first or last name, for example, the Russian name ШОСТАКОВИЧ could be transliterated as:
    - SHOSTAKOVICH (transliterated in the UK);
    - SCHOSTAKOWITSCH (transliterated in Germany);
    - CHOSTAKOVICH (transliterated in France);
    - SZOSTAKOWICZ (transliterated in Poland); or
    - SJOSTAKOVITSJ (transliterated in the Netherlands);
- Inaccurate translation/Anglicization of foreign first or last name;
- Use of additional identifiers (e.g. SSN, A-Number) with or without the First and Last Name and DOB; or
- Wildcard searches (*) Person and Organization Queries (in Modernized SQ11 and Modernized SQ16) (Note: If the wildcard is used in a Person Query, NCIC results will not be returned).

2. Information Sharing Best Practice

The best way to share information with another agency that is a TECS user is to provide only the TECS Record ID. Since that agency will then be directly accessing the information, the Third Agency Rule will not apply.

3. Adam Walsh Act (AWA)

Any TECS hits on family-based visa petitions that meet Adam Walsh Act criteria must be treated in accordance with the guidance provided in the Memoranda entitled "Guidance for Adjudication of Family-Based Petitions and I-129F Petition for Alien Fiancé(e) under the Adam Walsh Child Protection and Safety Act of 2006" dated February 8, 2007.

Moreover, a Final AWA TECS check on the petitioner of the family-based visa petition, as well as a TECS JIT check for the beneficiary, must be conducted on the same day the final decision is made. Any resulting hits must be treated in accordance with current TECS procedures.

M. National Security Entry Exit Registration System (NSEERS) Hits

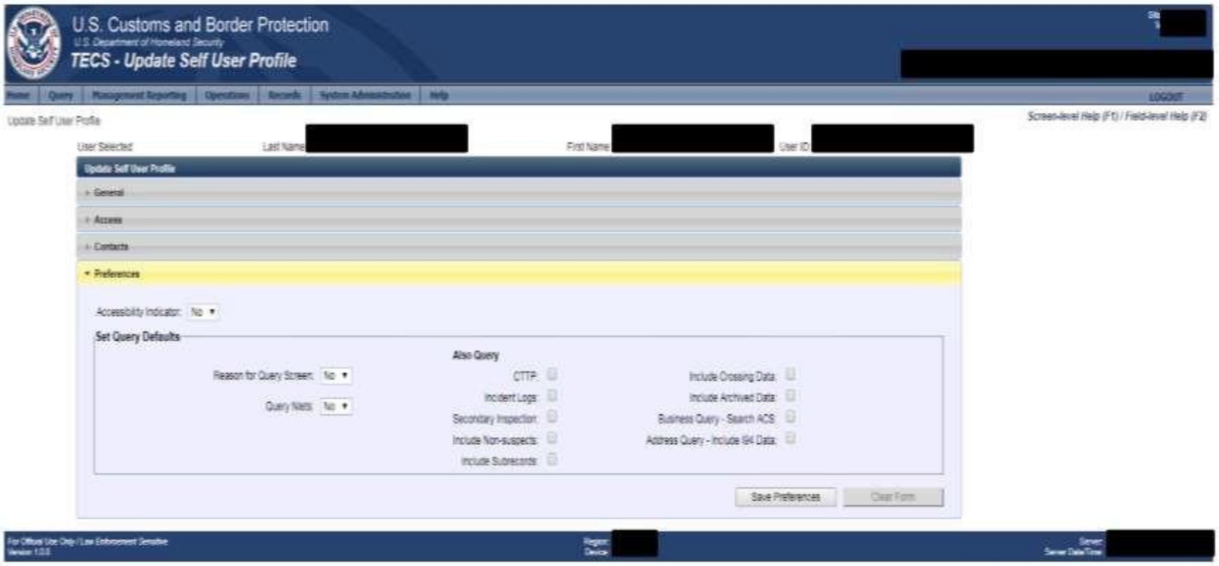
When the NSEERS program was established in 2002, DOS agreed to notify ports of entry of the names of visa applicants subject to the special clearance procedures so that these persons could be registered in the NSEERS program.

DOS notifies the ports of entry by putting the names of the visa applicants into TECS with the "NSER" code in the EXC/SITE fields of TECS.NSER is not derogatory: It is a fundamental principle of NSEERS that the registration of the alien nonimmigrant in NSEERS does not in and of itself denote anything derogatory about the alien.

For more information on handling NSEERS hits, please review the June 20, 2012 memoranda, "Adjudication of applications that are submitted by individuals subject to the registration and reporting requirements of the National Security Entry Exit Registration System ("NSEERS" or "Special Registration"); Addition of Adjudicator's Field Manual (AFM) Chapter 10.23 (AFM Update AD12-08)".

N. Best Practices: TECS Queries – Query Defaults

1. Update Self User Profile



U.S. Customs and Border Protection
U.S. Department of Homeland Security
TECS - Update Self User Profile

[redacted]

[redacted]

Home | Query | Management Reporting | Operations | Records | System Administration | Help
LOGOUT
Update Self User Profile
Screen-level Help (F1) / Field-level Help (F2)

User Selected Last Name [redacted] First Name [redacted] User ID [redacted]

Update Self User Profile
+ General
+ Access
+ Contacts
▾ Preferences

Accessibility Indicator: No ▾

Set Query Defaults

Reason for Query Screen: No ▾

Query Nlets: No ▾

Also Query

CTTP: □
Incident Logs: □
Secondary Inspection: □
Include Non-suspects: □
Include Subrecords: □

Include Crossing Data: □
Include Archived Data: □
Business Query - Search ACS: □
Address Query - Include I94 Data: □

For Official Use Only / Law Enforcement Sensitive
Version [illegible]

Region:
Device: [redacted]

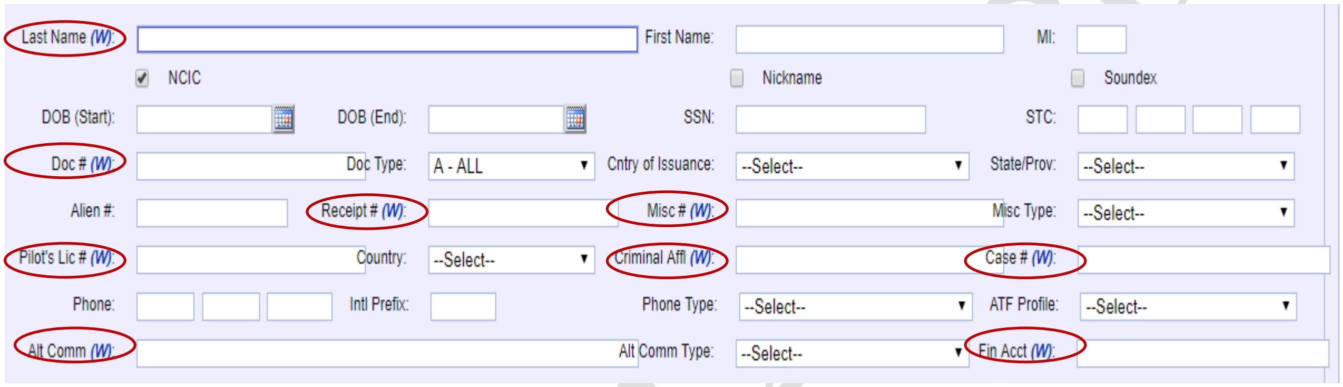
Server:
Server Date/Time: [redacted]

To set up discretionary checks such as archived records and NLETS as part of your default queries, select "System Administration" on the Menu Bar. Scroll down the pop up menu to select "User Administration." A second expandable menu will pop up to the right. On this menu, select "Update Self User Profile." The screen will open your "General" TECS account settings menu, which only may be modified by a TECS SCO. Go to the "Preferences" menu at the bottom of the screen to view and adjust your Query Defaults. (Note: Refer to component- specific guidance prior to making changes to this section of your profile.)

2. Wildcard Queries

TECS provides for the use of a special character, the asterisk (*), to conduct wildcard queries for both letters and numbers. A search using the wildcard broadens the search criteria by allowing the user to enter a portion of the name or number followed by the asterisk (*).

The wildcard feature (*) can be used in any field marked with a blue "W" in parentheses *(W)* on the screen. The *(W)* is found after the field name (Screenshot below shows wildcard-enabled fields available for Person Queries).



Last Name *(W)*:		First Name:		MI:			
	☑ NCIC		☐ Nickname		☐ Soundex		
DOB (Start):		DOB (End):		SSN:		STC:	
Doc # *(W)*:		Doc Type:	A - ALL	Cntry of Issuance:	--Select--	State/Prov:	--Select--
Alien #:		Receipt # *(W)*:		Misc # *(W)*:		Misc Type:	--Select--
Pilot's Lic # *(W)*:		Country:	--Select--	Criminal Affl *(W)*:		Case # *(W)*:	
Phone:		Intl Prefix:		Phone Type:	--Select--	ATF Profile:	--Select--
Alt Comm *(W)*:		Alt Comm Type:	--Select--	Fin Acct *(W)*:			

Based on the officer's discretion, a wildcard query may supplement the search criteria established in this SOP.

For Person Queries (Modernized SQ11)

To query on a subject's name, enter the LAST NAME in this field. If you are unsure of the spelling of the last name, you can enter a portion of the name followed by "*". The system will retrieve all LAST NAMES that match the character string you entered. Note: If the wildcard is used for a Person Query, NCIC results will not be returned.

For Organization Queries (Modernized SQ16)

A wildcard search can be performed on this field by entering at least the first two characters of the name followed by an asterisk.

"SMITH*" will retrieve all the business names in the first example, along with SMITHSON, INC., DAVIS J. SMITHE LTD.

Note: You cannot perform a NCIC or Soundex query if you use a wildcard search in the name fields.

3. TECS Usage

Data in TECS is "For Official Use Only (FOUO)," and access is granted on a need-to-know basis for official use only. According to DHS Management Directive 11042.1, there are numerous additional caveats (i.e. "Law Enforcement Sensitive") used by various agencies to identify unclassified information as "Sensitive but Unclassified (For Official Use

Only)." Regardless of the caveat used for identification, the reason for designation does not change.

All TECS users must be certified through an online security certification test and must be re-certified every two years. Abuse or misuse of TECS could result in loss of access, termination of employment, and/or criminal prosecution.

Mandatory TECS usage requirements:

- Never leave a terminal unattended while logged into TECS.
- Never leave TECS materials unattended in unprotected places.
- Never store TECS information or records on the hard drive.
- Ensure all TECS printouts are secured or destroyed.
- Never confirm or deny the existence of a TECS record to the public or unauthorized users.
- Only use TECS to perform official duties required by your job. Use of TECS for personal reasons is strictly prohibited. Browsing is not permitted. Do not query friends, family members, well-known personalities (unless in the course of official use) or yourself; do not access TECS simply out of curiosity.

4. Record Level & Disclosure

TECS records are referred to as Level 1, 2, or 3, depending on their sensitivity. Each level has its own disclosure requirement. A record's level can be determined by pressing F9 (VIEW ACCESS). The "Access Code" number is the Level number.

Level 1 records (which are the most common) may be disclosed to a third agency, if otherwise authorized by law, without the prior knowledge and consent of the owning agency IF (1) the information is being released to an employee of a TECS user agency, and (2) the information that is disclosed is labeled as FOUO derived from TECS. If a non-TECS user agency requests Level 1 information, it cannot be released without first obtaining the consent of the owning agency.

Level 2, 3, and 4 data cannot be released to a third agency without the prior knowledge and consent of the owning agency. For example, a Level 3 record owned by the FBI cannot be released by USCIS to DOS without the consent of the FBI.

On all disclosures that relate to information about a person an automated CBF-191 Record of Disclosure must be completed. The CBF-191 form is accessed by pressing F11 (DISCLOSURE). On the CBF-191 screen, fill in to whom the information is being disclosed and the reason for the request under "NATURE OF DISCLOSURE." Place a printout of the completed CBF-191 in the file on the non-record side.

5. TECS Equipment and Technical Assistance

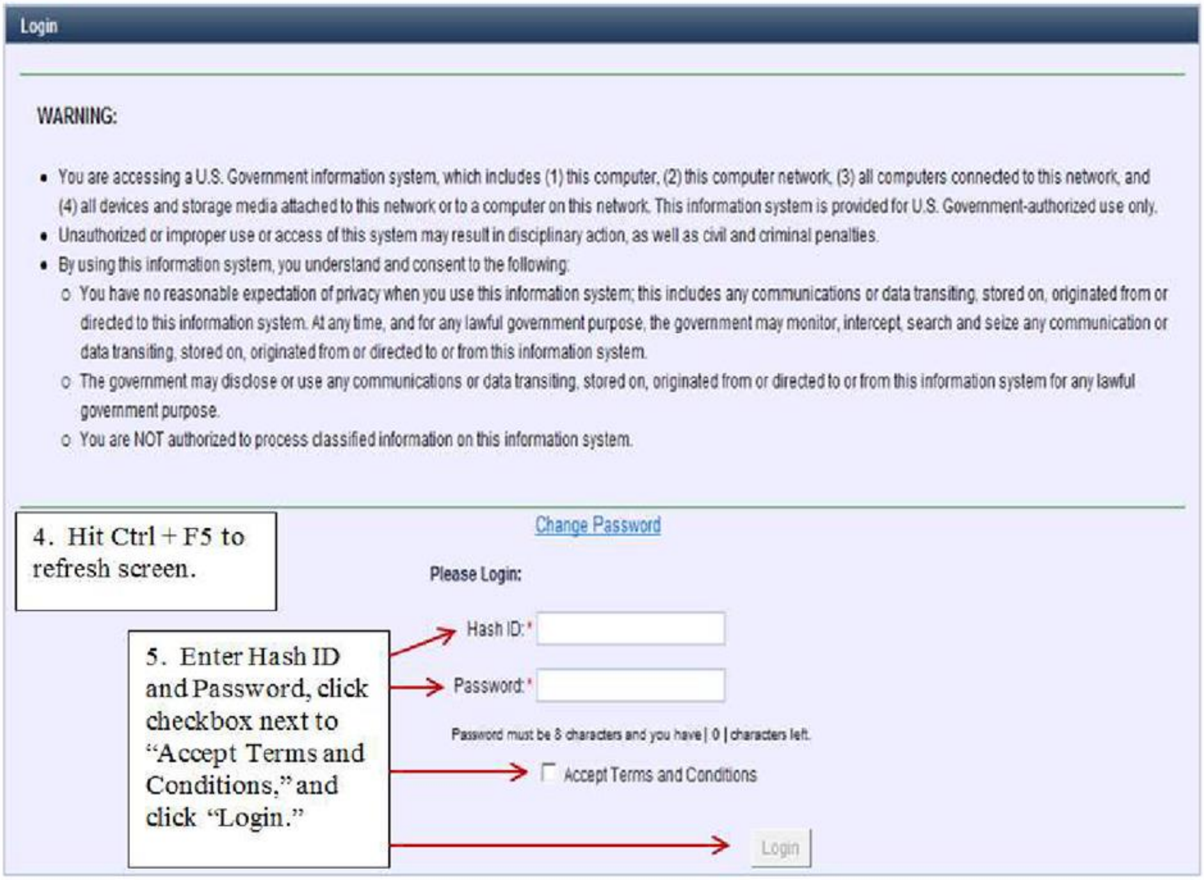
Guidelines regarding TECS equipment and technical assistance include:

TECS Mod/Portal

On December 12, 2016, the last functions were turned off in TECS Mainframe. Currently, SEACATS is still available in Mainframe under TECSMENU.

Users of TECS Mod/Portal are advised that Internet Explorer (IE Version 11 or higher) is the only tested, approved browser for this web-based application. Results of queries executed in other browsers may contain incomplete or inaccurate results.

Note: Many users have experienced difficulties logging on to Modernized TECS using IE. The work-around described in the screen shots below may be useful until such time as a technical fix is implemented:



Login

WARNING:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this information system.
  - The government may disclose or use any communications or data transiting, stored on, originated from or directed to or from this information system for any lawful government purpose.
  - You are NOT authorized to process classified information on this information system.

4. Hit Ctrl + F5 to refresh screen.

5. Enter Hash ID and Password, click checkbox next to "Accept Terms and Conditions," and click "Login."

Change Password
Please Login:
Hash ID:*
Password:*
Password must be 8 characters and you have | 0 | characters left.
□ Accept Terms and Conditions
Login

- For help concerning TECS access issues, contact the local system control officer (SCO).
- For technical help concerning TECS issues, contact the TECS Help Desk at (703) 921-6000.
- All workstations' Virtual Terminal Access Module (VTAM) identification (ID) addresses and Internet Protocol (IP) addresses will be statically assigned and coordinated with TECS personnel prior to installation or changes.

Questions about the technical aspects of TECS should be referred to CBP as the owner of the system. Refer all inquiries about TECS system to:

U.S. Customs and Border Protection
Office of Regulations and Rulings
Regulations and Disclosure Law Branch
1300 Pennsylvania Avenue, N.W. Washington, DC 20229

6. Third Agency Rule in the USCIS-CBP MOU

The 2006 Memorandum of Understanding between USCIS and CBP on the use of TECS, sets out a system specific Third Agency Rule. This MOU provision uses a different definition of "agency" than is used under the Privacy Act and only applies to TECS records. Under the MOU, information from TECS could not be shared by USCIS with other DHS components (e.g. ICE,

Transportation Security Administration (TSA), U.S. Coast Guard) without CBP's permission. Nonetheless, with regard to sharing information within DHS, the MOU between

CBP and USCIS has now been superseded by the February 1, 2007, memorandum of Secretary Chertoff, establishing a "one agency" policy within DHS. In accordance with that policy, USCIS may share TECS information with other components of DHS without prior permission from CBP.

7. Privacy Act and the Third Agency Rule

Information on a USC or an LPR that can be released under the Privacy Act must also be vetted under the Third Agency Rule prior to release.

O. CBP Vetting

As part of their ongoing efforts to improve access to information contained within the TECS databases, CBP has recently released a new interface system, called CBP Enforcement Vetting (CBP Vetting). CBP Vetting features a web-based interface, which allows batch searching and enhanced usability. Several USCIS field office locations have begun utilizing this new service. As USCIS increases implementation of CBP Vetting, more guidance will be issued by USCIS, including updates to this document, as appropriate.

For any administrative issues, please reach out to either, Laura Holder or Dan Williams, the USCIS CBP Vetting Administrators

VI. Security Check: FBI Name Check

A. FBI Name Check

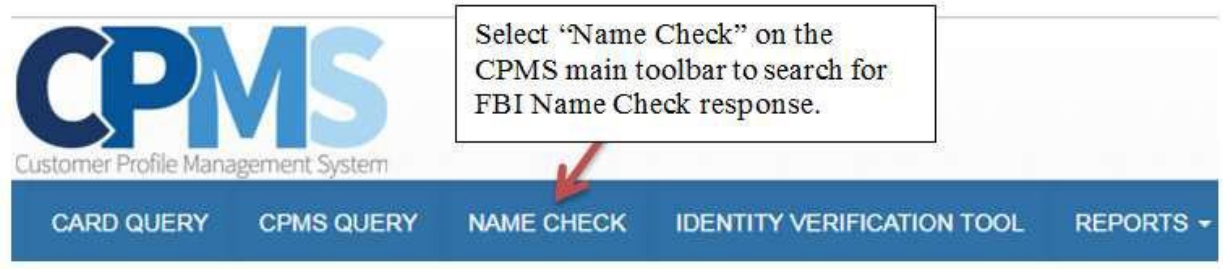
The FBI's National Name Check Program (NNCP) researches and disseminates, in accordance with applicable laws, orders, rules and policy, information contained in the FBI's files in response to FBI Name Check requests. The FBI Name Check searches the FBI's Automated Case Support system and Sentinel, which contain personnel, administrative, applicant, intelligence, and criminal files that have been compiled for law enforcement purposes. NNCP staff review and analyze potential identifiable documents to determine whether a specific individual has been the subject of or been mentioned in any FBI investigation(s), and if so, whether relevant information, if any, may be disseminated to the requesting agency. The records are searched to determine whether an individual has a record that might have an impact on the individual's eligibility for the benefit sought. In most instances, applicable information found in the FBI's Name Check search will be returned as Letterhead Memorandums (LHMs) or Reports.

Name checks are conducted using information provided by USCIS, including an applicant's name, date of birth, and social security number (if applicable) as listed on the application. Names are searched in a multitude of combinations, switching the order of the first, middle, and last names, as well as combinations of just the first and last names, first and middle names, etc.; this is referred to as an Around the Clock, Three-Way, Phonetic (ATP) search. Through this process, the FBI automatically rotates the names submitted, and the check will match against the primary name on record as well as any of the name rotations. If the name submitted was Jose Garcia Rodriguez, for example, the following names would be checked automatically:

Rodriguez, Jose, Garcia	Jose, Garcia, Rodriguez	Garcia, Rodriguez, Jose
Rodriguez, Jose, G	Jose, Garcia, R	Garcia, Rodriguez, J
Rodriguez, Jose	Jose, Garcia	Garcia, Rodriguez

The name check automatically includes a phonetic and nickname search, retrieving records with similar spelling variations (e.g. Rodriguez = Rodrigues) and nicknames (Mike = Michael).

Name Check Search in CPMS



Select "Name Check" on the CPMS main toolbar to search for FBI Name Check response.

CPMS
Customer Profile Management System
CARD QUERY
CPMS QUERY
NAME CHECK
IDENTITY VERIFICATION TOOL
REPORTS

B. Who Requires FBI Name Checks

The table below lists those forms and individuals requiring FBI Name Checks under current agency guidance. Individuals requiring FBI Name Checks are designated with an "x." If a form is not included in this table, then an FBI Name Check should not be initiated.

Please note that name checks may be requested by other agencies and its results may be included in the A-file

FBI Name Check Requirements by Form Type and Individual						
Form	**Individual Requiring FBI Name Check** (designated with "x")					**Special Instructions**
	Applicant	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-192	x					
I-485	x					FBI Name Check not required on an individual who is more than 80 years and one day old.
I-589	x			x		
I-590	x			x	x	For certain refugee applicants, FBI biographic checks are conducted through the SAO process.
I-601	x					Except when filed Overseas. See Section IV, Part C for more information on applications filed overseas.
I-601A	x					Except when filed Overseas. See Section IV, Part C for more information on applications filed overseas.
I-687	x					
I-698	x					

FBI Name Check Requirements by Form Type and Individual						
Form	**Individual Requiring FBI Name Check** (designated with "x")					**Special Instructions**
	Applicant	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-730			x			When the beneficiary is in the U.S.
I-881	x					
N-400	x					

Note: Pursuant to the Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance issued on December 26, 2018, FBI Name Checks also are required for NTA issuance purposes, in some cases for applicants/requestors not previously required to undergo a Name Check. USCIS must issue an NTA after denying applications/requests or claims as described in "Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens," dated June 28, 2018, and the USCIS memorandum entitled "Domestic Operations Standard Operating Procedures, Form I-862, Notice to Appear" [23] dated September 8, 2006.

For DACA cases, refer to PM-602-0161, entitled "Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA," dated June 28, 2018.

For additional information regarding FBI Name Check requirements specific to NTA issuance, refer to Section XII. Security Checks Required for Issuance of Form I-862 – Notice to Appear and Form I-863 – Notice of Referral to an Immigration Judge in the handbook.

C. FBI Name Check Procedures

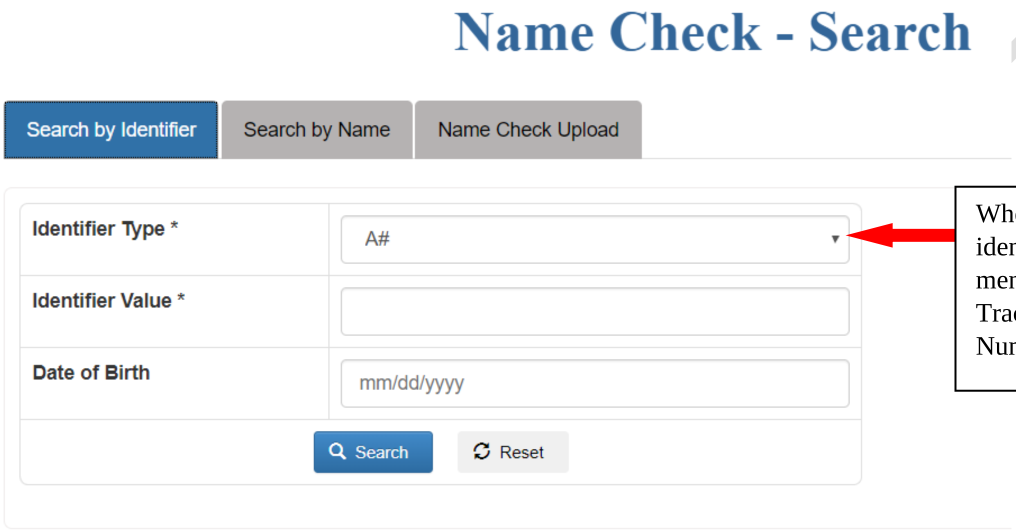
These procedures apply to forms that require FBI Name Checks under current agency guidance; see Section VI, Part B: Who Requires FBI Name Checks for a complete list. Users should query a response to a name check in the name check database by using the Alien Registration Number (A-Number), Tracking ID, or Receipt Number of the applicant. When querying the system by

[23] In January of 2010, the Domestic Operations Directorate was split, as part of an agency-wide reorganization, into the Field Operations and Service Center Operations Directorates. References to Domestic Operations in the titles of memos cited in NaBISCOP should be assumed to apply to employees of both of the new directorates. The memos themselves will state whether they apply to Field Operations or Service Center Operations personnel.

name, it is recommended to broaden the search by changing the '"Name Search" value to "Exact Match" or "Partial Match."

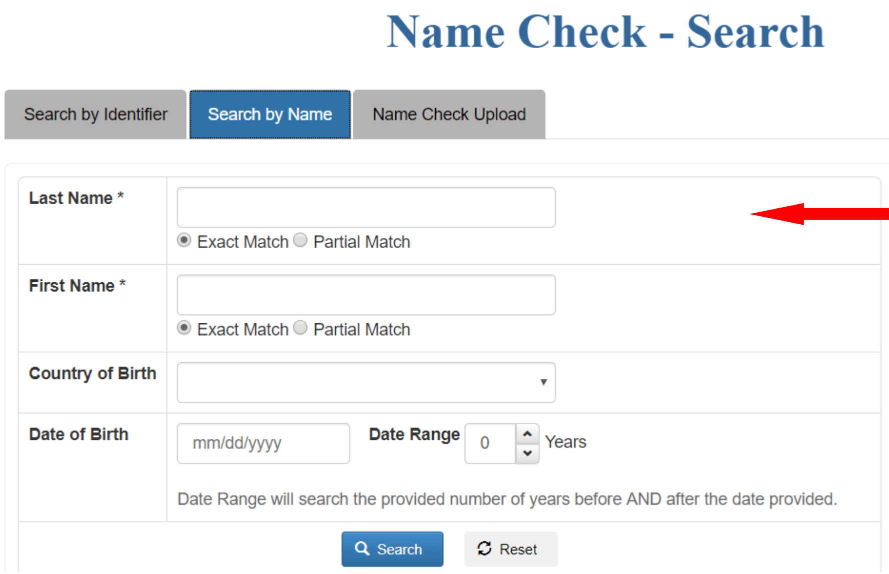
FBI Name Checks that return to USCIS with compressed names (i.e. Jose GARCIARODRIGUEZ) are not considered an error or an alias, and do not require a manual FBI Name Check to be completed with the proper spacing, such as Jose GARCIA RODRIGUEZ.

"FBI Name Check Search Criteria"



Identifier Type *	A# ▾
Identifier Value *	
Date of Birth	mm/dd/yyyy

When searching by identifier, use the dropdown menu to search by A#, Tracking ID, or Receipt Number.



Last Name *	● Exact Match ○ Partial Match
First Name *	● Exact Match ○ Partial Match
Country of Birth	▾
Date of Birth	mm/dd/yyyy Date Range 0 Years Date Range will search the provided number of years before AND after the date provided.

When searching by name, select "Exact Match" or "Partial Match." Last Name and First Name are mandatory fields.

The name check database will provide one of several different results in response to a query. All FBI Name Check responses from the FBI with process dates on or after December 1, 2002, are valid responses. FBI Name Check responses received prior to December 1, 2002 must be resubmitted. The system default is to display the most recent data. The table below is a synopsis of the specific codes that a user will see in the name check database.

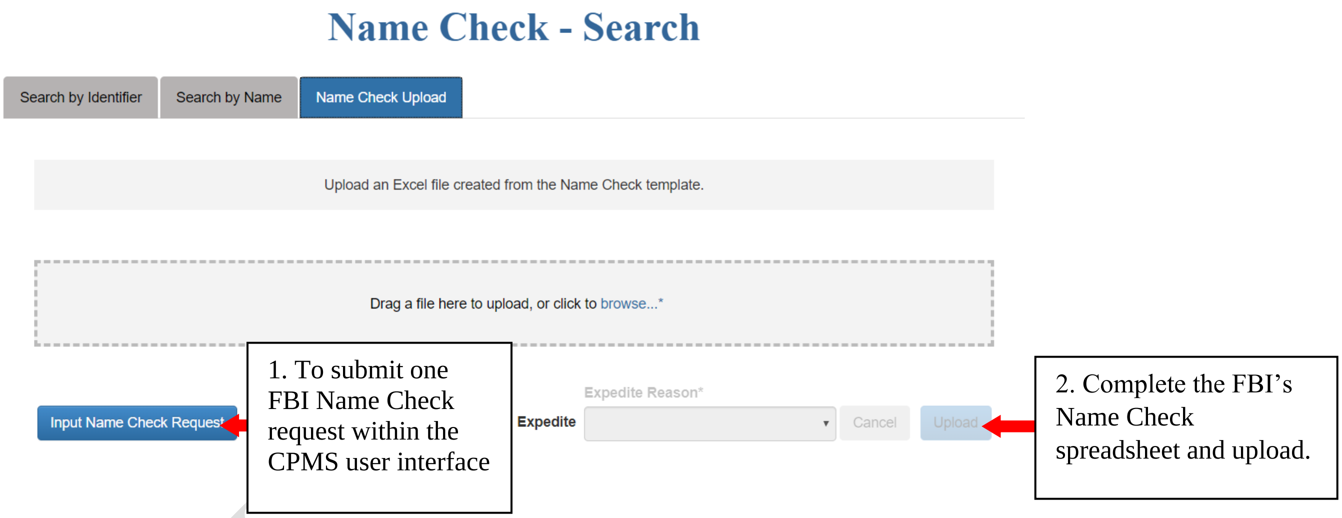
FBI Name Checks are automatically initiated by the case management systems such as ELIS, CLAIMS or GLOBAL on a primary name and DOB when a petition or application is filed and current USCIS policy requires an FBI Name Check on that particular petition or application. However, there may be times when a local officer must manually request an FBI Name Check outside of those automatically initiated. These situations include, but are not limited to:

- An applicant turns fourteen (14) years of age during the time his/her case is pending and, therefore, requires an FBI Name Check to be completed.
- "No Data Found" or "PENDING" response cases: If the case management system shows "No Data Found" or "PENDING" for a case more than ninety (90) days after the date the information was entered into the relevant DHS system (CLAIMS/GLOBAL/etc.), contact your regional or service center POC through the appropriate channels prior to resubmitting name check requests or expedite requests.
    - If a name check request was submitted through the FBI Name Check spreadsheet process and ninety (90) days have passed without a response posted in the database, the local office should contact their regional or service center POC in order to verify that the name was included on the weekly report submitted to HQ. If it is verified that the name was included on the submission to HQ, the regional or service center point of contact should report the missing name check to the HQ POC. If the name check request cannot be verified as having been forwarded to HQ, then the local office will need to resubmit the name check request on the FBI Name Check spreadsheet to their regional or service center POC
    - For asylum cases, initial requests for FBI Name Checks of primary names and aliases can be submitted directly in GLOBAL. If there is a "No Data Found" response after 90 days, contact the local FBI Name Check POC.
- "ERROR" response cases: If FBI Name Check system shows an "ERROR" response, the office with the case must resubmit the case data if the error has not been corrected in 30 days.
- Prior to issuance of an NTA if an FBI Name Check has not been initiated.

Manual FBI Name Checks are completed by using the "Name Check Upload" tab in CPMS. If submitting multiple name checks, designated users must use the approved FBI Name Check spreadsheet. Information and formatting guidance is available in the FBI Name Check spreadsheet by clicking on the title of the column. Additional information can be found in the Name Check Quick Reference Guide and a training video in PALMS. To access the training video, enter “CPMS Manual Name Check” in PALMS’s search box.

Users can submit a manual name check two ways; see CPMS Name Check Quick Reference Guide for step-by-step instructions:

1. Select the “Input Name Check Request” button (this option allows users to submit one name check request within the CPMS user interface).
2. Uploading the FBI Name Check spreadsheet which allows users to submit multiple name check request.



Upload an Excel file created from the Name Check template.

Drag a file here to upload, or click to browse...*

1. To submit one FBI Name Check request within the CPMS user interface

2. Complete the FBI’s Name Check spreadsheet and upload.

After successfully uploading the FBI Name Check spreadsheet in the “Name Check Upload” tab, a response file will be provided via e-mail to designated users at the group email box titled namecheckfiles@uscis.dhs.gov. Users must ensure their submissions were accepted or failed in the response file. Any failures must be corrected and resubmitted.

An expedited FBI Name Check can be requested by an office for cases with significant and compelling issues or when the FBI Name Check system shows “No Data Found” or “PENDING.” Request for expedited name checks must meet at least one of the following criteria for expeditious treatment:

1. Age-out cases not covered under the provision of the Child Status Protection Act (CSPA);

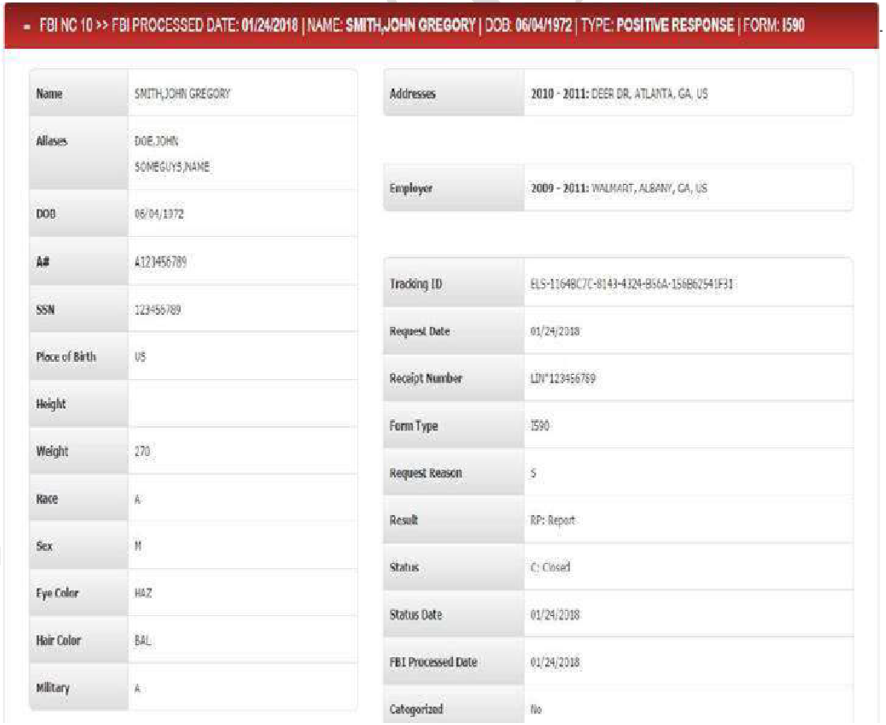
2. Compelling reasons as provided by the requesting office (e.g., critical medical conditions);
3. Applications affected by sunset provisions such as Diversity Visas (DVs);
4. Humanitarian;
5. Mandamus
6. Military Deployment;
7. MAVNI; or
8. Loss of Social Security benefits or other subsistence in the discretion of the District Director.

Expedited requests must be coordinated with users' Name Check Point of Contact in their directorate.

D. Types of Results from FBI Name Checks

The results of the FBI Name Check are based on a name and birth year query in the FBI's Automated Case System (ACS). This security check is not biometric.

"Example of the FBI Name Check Response"



- FBI NC 10 >> FBI PROCESSED DATE: **01/24/2018** | NAME: **SMITH,JOHN GREGORY** | DOB: **06/04/1972** | TYPE: **POSITIVE RESPONSE** | FORM: **I590**

Name	SMITH,JOHN GREGORY
Aliases	DOE,JOHN SOMEGUYS,NAME
DOB	06/04/1972
A#	A123456789
SSN	123456789
Place of Birth	US
Height	
Weight	270
Race	A
Sex	M
Eye Color	HAZ
Hair Color	BAL
Military	A

Addresses	**2010 - 2011:** DEER DR, ATLANTA, GA, US

Employer	**2009 - 2011:** WALMART, ALBANY, GA, US

Tracking ID	ELS-11648C7C-8143-4324-B56A-156B62541F31
Request Date	01/24/2018
Receipt Number	LIN*123456789
Form Type	I590
Request Reason	S
Result	RP: Report
Status	C: Closed
Status Date	01/24/2018
FBI Processed Date	01/24/2018
Categorized	No

The table below shows the various response codes used by the FBI, how the response codes translate into responses for USCIS, and how USCIS may proceed upon receipt of a particular response.

FBI Response Codes resulting from FBI Name Checks		
FBI Response Code	**USCIS Response**	**USCIS Action**
NR, ND, NP	NO RECORD	No pertinent or derogatory information identified as a result of the FBI Name Check. No further action required as to that particular name.
IP, H, I	PENDING	The FBI Name Check request is being reviewed by the FBI. For Field Offices and Service Centers, only one definitive response is necessary for each name and DOB variation submitted. Adjudication may continue in those instances where a final FBI response has been received even though additional "pending" responses remain unresolved for that name. The Asylum Division requires a definitive "no record" response or resolution of any positive response for all name and DOB combinations prior to final approval of an asylum application. For NACARA approvals, the Asylum Division requires a definitive "no record" response or resolution of any positive response for all primary names. At the time of final adjudication the system shall be checked again to determine if any "pending" or duplicate responses have subsequently resulted in a "PR." In instances where a "PR" is returned, adjudication shall cease and offices are to await the result of the positive responses. **Note:** Do **not** resubmit a name because it has been pending for an extended period. A duplicate request does not facilitate the resolution of pending FBI Name Checks.
PR, DS, RP, OC, RF, AR	POSITIVE RESPONSE	Potentially derogatory information has been identified which may relate to the USCIS subject. Hard copy response is forwarded to the NBC for triage and then disseminated to the respective File Control Office (FCO). Response may be classified or unclassified. Local offices are responsible for the review and resolution of all POSITIVE RESPONSES. See component-specific guidance for more information on resolving positive responses.

UN	UNKNOWN RESPONSE	If processed by the FBI in December 2007 or after: The FBI has identified the request as an expedited request in their system. The UNKNOWN RESPONSE code does not necessarily mean that the request has been processed. The FBI should send the final response which should update the results in FBI Name Check system. Until that time, the hard copy response may be used for processing. The hard copy response may indicate that potentially derogatory information has been identified which may relate to the USCIS subject OR it may indicate no pertinent or derogatory information was identified as a result of the FBI Name Check. If processed by the FBI before December 2007: UNKNOWN RESPONSE indicated there was a POSITIVE RESPONSE to the FBI Name Check. The hard copy response was disseminated to the respective File Control Office (FCO). Response may be classified or unclassified. Local offices are responsible for the review and resolution of all these responses.
DD/D	DUPLICATE	The FBI previously processed the Name Check. The previous response should be shown in FBI Name Check system. The previous response could be a pending response. The previous response could also be a name that is a variation of the name with a Duplicate response. All duplicate responses must have a definite response prior to final approval.
RC	REQUEST CANCELLED	The FBI Name Check request has been cancelled. Resubmit the name using the manual process if you have not already done so.
E	ERROR	The FBI Name Check request could not be processed due to formatting or code error. Please make sure the name is unique and is not a variation on a name previously submitted. If the name is unique and the error has not been corrected within 30 days, resubmit the case data on the manual spreadsheet.
No Data Found (Blank Screen when queried by A-Number or Name and (DOB)	No Data Found	The query provided no information that the FBI Name Check has been initiated. If more than 90 days have passed since the original submission of the name, refer to the manual processing process described above.

1. Overview of the Positive Response

The results of a Positive Response (and in some instances an Unknown Response) indicating potentially derogatory information are forwarded to USCIS as a hard copy response: LHM or a Third Agency Referral. These responses may be classified or unclassified.

NBC Triage of Positive Responses

The National Benefits Center (NBC) LHM team categorizes all LHMs in one of the four categories (National Security, Egregious Public Safety, Fraud, or Criminal Only/Other). The LHMs categorized as National Security are referred to the NBC National Security Section and triaged by the NBC Controlled Application Review and Resolution Process (CARRP) teams. The LHMs categorized as Egregious Public Safety are referred to the NBC Background Check Unit (BCU) for triage and processing. The LHMs categorized as Fraud are referred to the NBC FDNS Fraud Section for triage and processing. The LHMs categorized as Criminal Only/Other are interfiled and the A-file is returned for normal processing.

NOTE: The NBC does not review the content of an LHM for eligibility determinations.

UNCLASSIFIED LHMs: Unclassified LHMs are interfiled in the appropriate A-file for non-ELIS cases if the A-file is located at the NBC. Interfiling will include attaching an LHM FOUO coversheet as well as attaching the LHM to a purple backing for easier identification. If the A-file is located at the Field Office, the NBC LHM team will notify the Field Office having jurisdiction over the application via e-mail that an unclassified LHM is available for viewing in the Customer Profile Management System (CPMS). For ELIS applications, the NBC LHM team will categorize the LHM in CPMS, and will complete the appropriate referral in ELIS if applicable, but will not interfile the unclassified LHM as the unclassified LHM is available for viewing in CPMS.

CLASSIFIED LHMs: Non-ELIS cases located at the NBC will have a 4b memo interfiled in the A-file to indicate the existence of a classified LHM. The LHM can be accessed through the Citizenship and Immigration Data Repository (CIDR), on the HSDN Network. If the FCO does not have access to HSDN, they will need to contact their District or Region for assistance in gaining access to view the classified LHM. If the A-file is located at the Field Office, the NBC LHM team will notify the Field Office having jurisdiction over the application via e-mail that a classified LHM is available for viewing in CIDR. For ELIS applications[24], the NBC LHM team also categorizes the LHM in CPMS, and will complete the appropriate referral in ELIS if

[24] If a recent LHM has been generated, the previous LHM will not be replaced by the recent one. Officers will be able to review all related LHMs.

applicable, but will not interfile the 4b memo as CPMS and ELIS both indicate the existence of a classified LHM.

The information in the LHM belongs to the FBI. Therefore, it cannot be shared with a Third Agency without permission from the FBI.

Classified LHMs may only be accessed by individuals who have been granted an NSI security clearance. Security clearances are granted only to individuals who have been identified by a formal request from their supervisor to have a need to access classified information in the performance of their assigned job duties. For more information see the USCIS Security Handbook Chapter 8: Classified National Security Information (NSI).

As with the results of any security check, USCIS must first confirm whether the results relate to the individual seeking an immigration benefit by reviewing the response.

2. Positive Response: LHM

The LHM contains information from FBI investigative files. The information may or may not indicate a conclusive finding by the FBI.

The LHM usually indicates whether the individual was a subject of a "main file" where the name of an individual is the subject of an FBI investigation, or the individual was "referenced" which means the name being searched is just mentioned in an investigation. An individual may be referenced in an investigation for a variety of reasons and does not necessarily mean he or she is a person of concern. An individual may be referenced in an investigation because they are the neighbor of the target, or because they were a witness.

3. Positive Response: Third Agency Referral

The Third Agency Referral is one type of document generated by the FBI as a result of a positive response to the FBI Name Check.

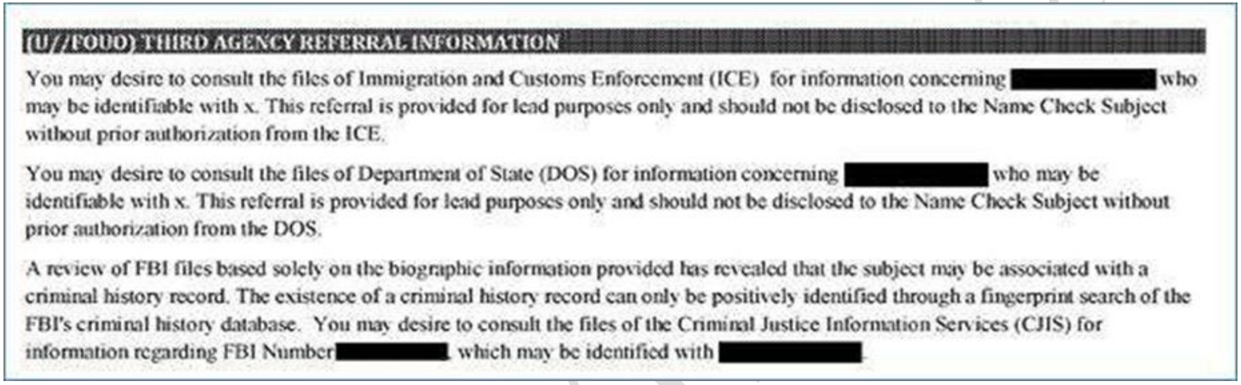
The Third Agency Referral generally indicates the following statement, "You may desire to consult the files of …," which means that the FBI is in possession of information provided by another agency which they cannot release to USCIS because of the Third Agency Rule.

Third Agency Referrals generally only list the acronym or name of the federal, state or local agency (e.g. DEA, ATF, SSA). In some cases, the acronym may refer to entities within the Canadian government, such as the Royal Canadian Mounted Police (RCMP).

The designated POC must contact the Third Agency to determine the nature of the information and how it affects eligibility for the benefit.

USCIS officers should be able to establish points-of-contact (POC) locally or to identify contact information on the internet for a specific agency. In some instances, there might also be a TECS record relating to the same incident which will provide a record owner as a POC. Officers should follow CARRP operational guidance for cases involving NS concerns, especially KSTs.

Example of a Third Agency Referral Document

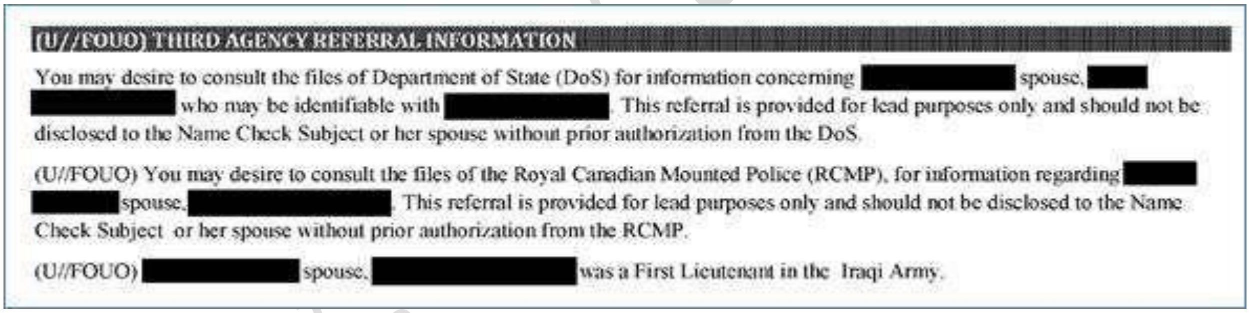


(U//FOUO) THIRD AGENCY REFERRAL INFORMATION

You may desire to consult the files of Immigration and Customs Enforcement (ICE) for information concerning [redacted] who may be identifiable with x. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject without prior authorization from the ICE.

You may desire to consult the files of Department of State (DOS) for information concerning [redacted] who may be identifiable with x. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject without prior authorization from the DOS.

A review of FBI files based solely on the biographic information provided has revealed that the subject may be associated with a criminal history record. The existence of a criminal history record can only be positively identified through a fingerprint search of the FBI's criminal history database. You may desire to consult the files of the Criminal Justice Information Services (CJIS) for information regarding FBI Number [redacted] which may be identified with [redacted].

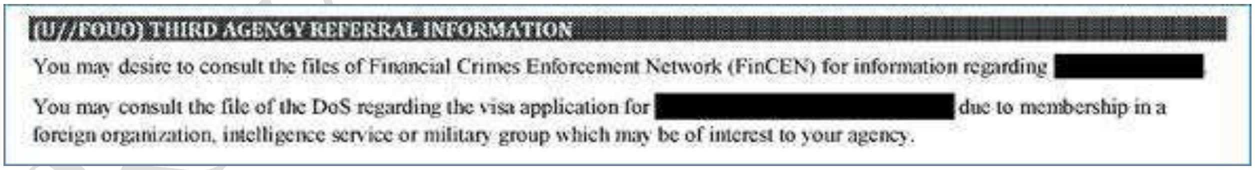


(U//FOUO) THIRD AGENCY REFERRAL INFORMATION

You may desire to consult the files of Department of State (DoS) for information concerning [redacted] spouse, [redacted] who may be identifiable with [redacted]. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject or her spouse without prior authorization from the DoS.

(U//FOUO) You may desire to consult the files of the Royal Canadian Mounted Police (RCMP), for information regarding [redacted] spouse, [redacted]. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject or her spouse without prior authorization from the RCMP.

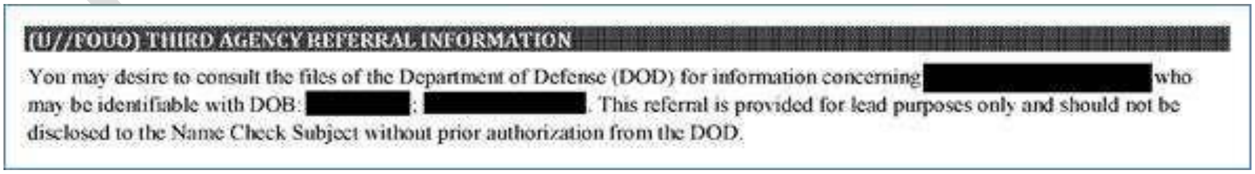
(U//FOUO) [redacted] spouse, [redacted] was a First Lieutenant in the Iraqi Army.



(U//FOUO) THIRD AGENCY REFERRAL INFORMATION

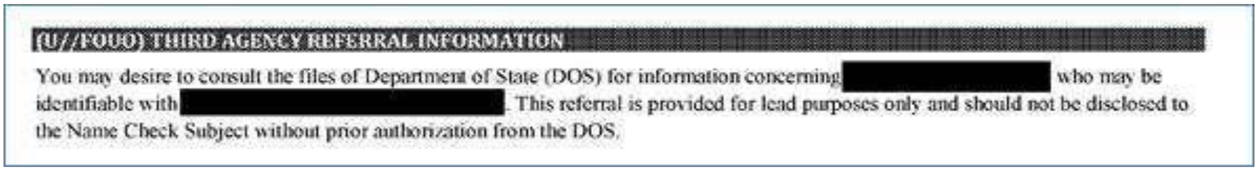
You may desire to consult the files of Financial Crimes Enforcement Network (FinCEN) for information regarding [redacted]

You may consult the file of the DoS regarding the visa application for [redacted] due to membership in a foreign organization, intelligence service or military group which may be of interest to your agency.



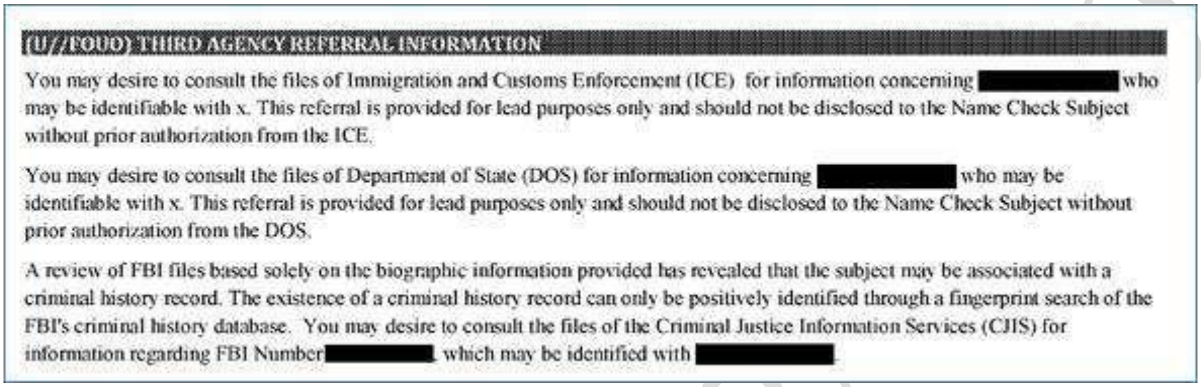
(U//FOUO) THIRD AGENCY REFERRAL INFORMATION

You may desire to consult the files of the Department of Defense (DOD) for information concerning [redacted] who may be identifiable with DOB: [redacted] ; [redacted]. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject without prior authorization from the DOD.



(U//FOUO) THIRD AGENCY REFERRAL INFORMATION

You may desire to consult the files of Department of State (DOS) for information concerning [redacted] who may be identifiable with [redacted]. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject without prior authorization from the DOS.



(U//FOUO) THIRD AGENCY REFERRAL INFORMATION

You may desire to consult the files of Immigration and Customs Enforcement (ICE) for information concerning [redacted] who may be identifiable with x. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject without prior authorization from the ICE.

You may desire to consult the files of Department of State (DOS) for information concerning [redacted] who may be identifiable with x. This referral is provided for lead purposes only and should not be disclosed to the Name Check Subject without prior authorization from the DOS.

A review of FBI files based solely on the biographic information provided has revealed that the subject may be associated with a criminal history record. The existence of a criminal history record can only be positively identified through a fingerprint search of the FBI's criminal history database. You may desire to consult the files of the Criminal Justice Information Services (CJIS) for information regarding FBI Number [redacted] which may be identified with [redacted].

The table below lists some commonly encountered Third Agency Referrals and methods to assist in the resolution process if no POC is identified in the referral.

Third Agency Referrals and Resolution Methods

Third Agency Referral	**Resolution Methods**
Criminal Justice Information Services (CJIS), a division within the FBI	Most referrals to CJIS include an FBI Number which indicates that the individual has an administrative or criminal history record with the FBI. If the FBI Number is available, query the FBI Number in NCIC III (NN16 in TECS) instead of contacting CJIS. **Please note that access to NCIC III is limited to FDNS personnel only. In addition, FDNS personnel may only access NCIC III under specific circumstances.** Please see Policy Memorandum 602-0058, *Revised Guidance for Accessing National Crime Information Center – Interstate Identification Index (NCIC III) Data*, dated March 18, 2012. Since the FBI Name Check is not a biometric check, consider the results of the FBI Fingerprint Check to confirm that the criminal history does indeed relate to the individual requesting an immigration benefit.
Drug Enforcement Administration (DEA)	Contact the El Paso Intelligence Information Center (EPIC) to obtain DEA case agent's contact information. First, create a profile with EPIC at https://esp.usdoj.gov. Only individuals with TECS access can create a profile. Once the account is approved, EPIC will provide their phone number.

Third Agency Referrals and Resolution Methods	
Third Agency Referral	**Resolution Methods**
DOS	The pertinent or derogatory information may be available in the DOS case management system, CCD. If not, contact the most appropriate consular office or Fraud Prevention Manager (FPM) overseas for assistance.
Bureau of Prison (BOP)	Bureau of Prison's website (http://www.bop.gov/) under "BOP Quick Links", "Tools" has an inmate locator, facility locator, and address directory.
DHS Component (i.e. CBP, FEMA, TSA, USCG, USICE, USSS)	If the referral does not include a POC, DHS component information may be found on the DHSONLINE PORTAL intranet by click on the tab "Components" to get a full listing, or in Microsoft OUTLOOK. Current contact information may also be found by running an Advanced Find in OUTLOOK. Query by "Company" and "City". Companies are listed as follows in OUTLOOK: CBP, FEMA, TSA, USCG, USCIS, USICE, USSS. **Note:** Not all individuals have a "Company" with their names.
INTERPOL	Contact the Washington, DC, general number or number provided in the LHM. If no known record owner, request assistance from HQFDNS in accordance with the procedures set out on the Liaison Branch ECN page. If EPS, please follow guidance issued by PM-602-0050.1, entitled "Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens," dated June 28, 2018 or (for DACA cases) PM-602-0161, entitled "Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA," dated June 28, 2018.
Intelligence Community (e.g. Defense Intelligence Agency, CIA)	Process in accordance with current CARRP policy, procedure, and guidance.

4. Positive Response: Miscellaneous Issues

a) *No LHM or Third Agency Referral Found in CPMS or CIDR*

If CPMS indicates a positive name check response, the associated LHM should be available for viewing in either CIDR or CPMS within one month. If CPMS indicates a positive name check response was received more than one month ago and the unclassified LHM is not available for viewing in CPMS or the classified LHM is not available for viewing in CIDR please follow guidance below.

For Positive Responses to the FBI Name Checks processed by the FBI after February 1, 2008, the field may send an electronic inquiry to lhm.nbc@uscis.dhs.gov, referencing "LHM" in the subject line. The NBC LHM team will reach out to the appropriate contacts to have the missing LHM uploaded into CPMS or CIDR as appropriate.

If an FBI Name Check indicates an electronic Positive Response in a USCIS system processed prior to June 2004, and the hard copy Positive Response cannot be located, the field should submit a Name Check request on the manual spreadsheet in accordance with the December 21, 2006, memorandum entitled "FBI Name Check Policy and Process Clarification for Domestic Operations," asylum officers should submit their request to check primary names through GLOBAL; aliases should be submitted through the manual process.

Unclassified LHMs and Third Agency Referrals received by HQFDNS from June 2004 to February 2008 were uploaded into FDNS-DS.

If the electronic Positive Response indicates that it was processed between June 2004 and February 2008, please check the A-file first for a hard copy. If the hard copy is not located in the A-file, request assistance to locate the hard copy response through your chain of command to HQFDNS.

b) *NS and EPS Concerns in Positive Responses*

NS or EPS Concerns must be handled in accordance with established USCIS policy and guidance. Additional guidance is in section IX for NS concerns and section X for EPS concerns.

National Security Indicators:

The following terms may be contained in LHMs. They relate to law enforcement investigations, and are examples of indicators of an NS concern:

- Foreign Counterintelligence;
- Acts of Terrorism;

- International Terrorism;
- Domestic Terrorism;
- Espionage;
- Hostage-Taking-Terrorism;
- Money Laundering or suspicious financial transactions with some link to a NS activity;
- Violations of Arms Control Treaty Measures;
- Sabotage;
- Bombings and Explosives Violations;
- Threats or Attempts to Use, Possess, Produce, or Transport Weapons of Mass Destruction (WMD); and
- Use, Possession, Production, or Transport of WMD.

More indicators are listed in the Guidance for Identifying National Security Concerns issued with the CARRP operational guidance on April 11, 2008.

Please note that reference to a "closed" law enforcement investigation does not necessarily mean that there is no NS concern or that the NS concern was resolved during the course of the investigation. Law Enforcement Agencies (LEAs) close investigations for a number of reasons, some substantive and others administrative. FDNS-IOs or designated officers need to gather additional information to determine whether an NS concern remains despite closure of an investigation.

Exception: In some instances, a LHM may indicate that upon completion and closure of the investigation, the case agent made a definitive finding of no nexus to national security in relation to the USCIS subject. No NS concern exists if the LHM indicates a definitive finding of no nexus to national security to the USCIS subject, and no other indicator of an NS concern exists.

c) *Request for Assistance to HQFDNS for Third Agency Referrals*

If the field receives a referral to a member of the Intelligence Community, the field must request assistance from HQFDNS. For all other instances where the field is unable to find a point-of-contact for a Third Agency Referral, the field may request assistance from HQFDNS.

Send a request for assistance to FDNS-NSB@uscis.dhs.gov. When sending a request containing PII, officers must comply with the PII requirements explained in the PII manual. The request should be marked "For Official Use Only (FOUO)" and include the following information:

- Subject: Request for Assistance: FBI Name Check Third Agency Referral;
- Full Name (Applicant, Petitioner, Beneficiary, Derivative or Company);
- A-Number;

- Pending Application(s) and/or Petition(s) Form Type(s);
- Nature of assistance requested (e.g. Contact with Intel Community OR Unable to find a POC for FBI Name Check Third Agency Referral);
- Requesting officer and Contact Information;
- FDNS-DS NS concern number (if applicable);
- Litigation case information (e.g., court deadline), if relevant; and
- Next court date, if relevant.

If a case requires immediate action due to pending litigation or another urgent matter, officers must ensure that the e-mail sent to the mailbox above is marked urgent and includes the court date or any other deadlines.

E. Validity of Results from FBI Name Checks

Definitive responses are valid indefinitely for the application for which they were conducted. Definitive responses used to support other applications are valid for 15 months from the FBI process date. An example is provided below to clarify this distinction.

Example

An I-485 is filed on June 1, 2004, and a definitive FBI Name Check response is processed for that application on December 1, 2004. The I-485 is denied on February 15, 2005, and another I-485 is filed for the same applicant on May 15, 2005. The December 1, 2004, FBI response may be used for the I-485 filed on May 15, 2005, even if another FBI Name Check has been initiated. However, final adjudication or naturalization must occur within the 15-month validity period or a new FBI Name Check will be required.

Only one definitive response is necessary for each name and DOB variation submitted. Adjudication may continue in those instances where a final FBI response has been received even though additional "pending" responses remain unresolved for that name.

F. Where to Place Results from FBI Name Checks

Results from the FBI Name Check, along with any resolution memorandum for the hit, must be placed on the right side (non-record) side of the file. Do not upload FBI Name Check Letterhead Memoranda into the Fraud Detection and National Security-Data System (FDNS-DS).

G. Best Practices: FBI Name Checks

In some instances, LHMs may not have the proper classification marking; therefore, officers should review the entire LHM for portion markings such as (U) for Unclassified, (C) for Confidential, and (S) for Secret to determine the classification of the entire document. If the officer identifies a portion marking (C) or (S) anywhere within the document, AND the document has not been marked accordingly, the officer should notify his or her supervisor immediately to ensure that a security violation has not occurred.

VII. Security Check: FBI Fingerprint Check

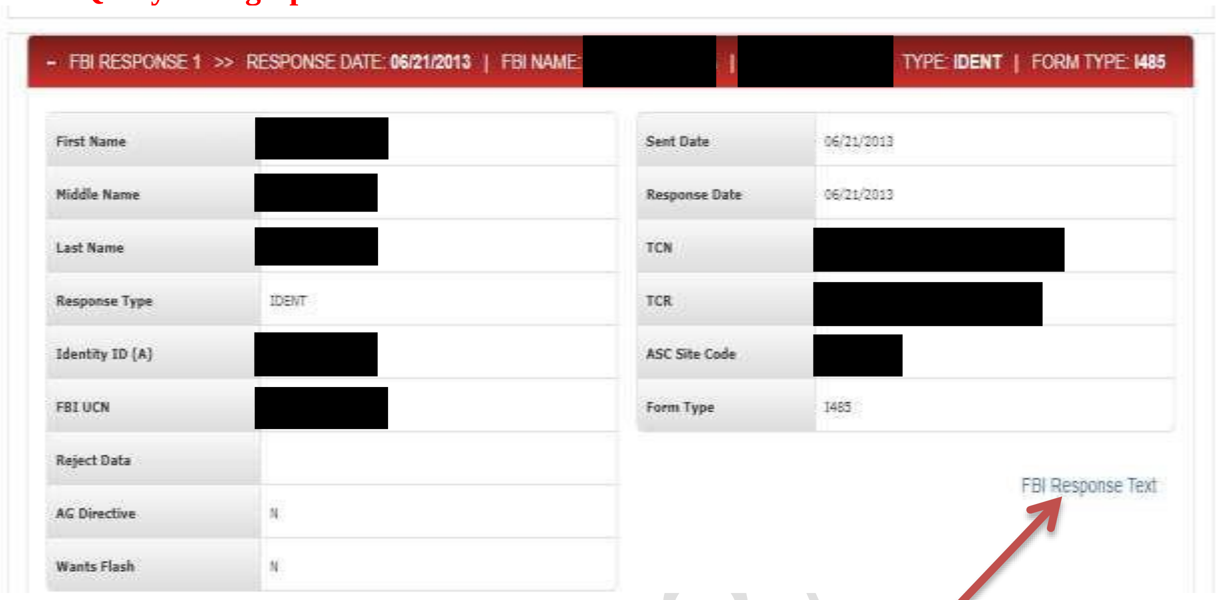
A. FBI Fingerprint Check

The FBI Fingerprint Check provides summary information of an individual's administrative or criminal record within the United States. The FBI Fingerprint Check is conducted through the Next Generation Identification (NGI) system (formerly known as IAFIS). The NGI is a national fingerprint and criminal history system maintained by the FBI's CJIS Division.

State, local, and federal law enforcement agencies submit fingerprints and corresponding administrative or criminal history information to the NGI. Participation by state and local agencies is not mandatory, so the FBI Fingerprint check does not contain records from every jurisdiction. The information contained in the record is obtained using prior fingerprint submissions to the FBI related to arrests and, in some instances, federal employment, naturalization, or military service.

The application support center (ASC) captures fingerprints for required individuals who come into the ASC for that purpose. This data is transmitted daily to the FBI's database. This query submits fingerprints, without any names associated with the prints. Results of this query are all the names of individuals that match the prints in the FBI's system. Historically, these results were loaded into FD-258. As of March 31, 2018, the FD-258 function was decommissioned, and all fingerprint records migrated to CPMS. There are two results that return from an FBI fingerprint check: NON-IDENT and IDENT. If the results show a NON-IDENT response, it means that a record was not found for that individual. The case can proceed in the adjudications process. If the results indicate an IDENT hit, a record was found.

CPMS Query – Fingerprint Check



- FBI RESPONSE 1 >> RESPONSE DATE: 06/21/2013 | FBI NAME: [redacted] | [redacted] TYPE: IDENT | FORM TYPE: I485

First Name	[redacted]	Sent Date	06/21/2013
Middle Name	[redacted]	Response Date	06/21/2013
Last Name	[redacted]	TCN	[redacted]
Response Type	IDENT	TCR	[redacted]
Identity ID (A)	[redacted]	ASC Site Code	[redacted]
FBI UCN	[redacted]	Form Type	I485
Reject Data			
AG Directive	N		
Wants Flash	N		

From this view, the CPMS user may retrieve the IdHS (formerly known as RAP sheet) associated with an "IDENT" response by clicking "FBI Response Text."

B. Who Requires FBI Fingerprint Checks

Several applications and petitions require individuals to submit to a search of their fingerprints in the FBI's Next Generation Identification (NGI) (formerly known as IAFIS). Generally, applicants ages 14 and over must be fingerprinted. If an applicant turns 14 during the course of adjudication, then an FBI fingerprint check must be performed for the individual.

Several applications/petitions have upper-age limits also, typically age 75 or 79. Check your component's operational guidance for the upper-age limit requirement. The table below lists those forms and individuals requiring FBI Fingerprint Checks. Individuals requiring FBI Fingerprint checks are designated with an "x."

FBI Fingerprint Check Requirements by Form Type and Individual							
Form	**Individual Requiring FBI Fingerprint Check** **(designated with “x”)**						**Special Instructions**
	Applicant	**Requestor**	**Petitioner**	**Beneficiary**	**Derivatives**	**Household (HH) Members**	
I-90	X						
I-129 F			X				Fingerprints may be required per Adam Walsh Act SOP of September 24, 2008.
I-130			X				Fingerprints may be required per Adam Walsh Act SOP of September 24, 2008.
I-131	X						Form is multi-purpose. Biometrics are required for applicants for a re-entry permit and refugee travel documents. An FBI Fingerprint check might be required for applicants for humanitarian parole.
I-192	X						
I-485	X						
I-539	X				X		Exceptions are the following: certain A, G, and NATO nonimmigrants are not required to pay a fee, and attend a biometric appointment.
I-589	X				X		
I-590	X				X	X	Refugee applicants aged 14 – 79 are fingerprinted overseas with mobile units or FD-258 and, by CBP at the POEs upon arrival. For certain refugee applicants, FBI biographic checks are conducted through the SAO process.
I-600			X	X		X	HH members 18 years of age and older; Beneficiaries between 14-16 years old.

FBI Fingerprint Check Requirements by Form Type and Individual

Form	Individual Requiring FBI Fingerprint Check (designated with "x")						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-600A	X					X	HH members 18 years of age and older.
I-601	X						See Section IV, Part C for more information on applications filed overseas.
I-601A	X						
I-687	X						
I-698	X						
I-730				X			If beneficiary is in the United States.
I-800			X	X		X	HH members 18 years of age and older; Beneficiaries between 14-16 years old.
I-800A	X					X	HH members 18 years of age and older.
I-817	X					X	
I-821	X						
I-821D		X					
I-829	X				X		
I-881	X						
I-914	X						
I-918			X				
N-400	X						

FBI Fingerprint Check Requirements by Form Type and Individual						
Form	Individual Requiring FBI Fingerprint Check (designated with “x”)					Special Instructions
	Petitioner		Beneficiary	Derivatives	Household (HH) Members	
	Conditional Resident (CPR)	USC/LPR through whom CPR status acquired				
I-751	X*			X		* Fingerprints are required for the Conditional Permanent Resident (CPR) only (not for the USC/LPR through whom the CPR status acquired)[25]

Note: Pursuant to the Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance issued on December 26, 2018, FBI Fingerprint Checks also are required for NTA issuance purposes, in some cases for applicants/requestors who have not previously submitted biometrics to USCIS. USCIS must issue an NTA after denying applications/requests or claims as described in “Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens,” dated June 28, 2018, and the USCIS memorandum entitled “Domestic Operations Standard Operating Procedures, Form I-862, Notice to Appear” [26] dated September 8, 2006.

For DACA cases, refer to PM-602-0161, entitled “Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA,” dated June 28, 2018.

For additional information regarding FBI fingerprint check requirements specific to NTA issuance, refer to Section XII of this Handbook.

[25] Refer to the SCOPS I-751 Adjudication SOP.

[26] In January of 2010, the Domestic Operations Directorate was split, as part of an agency-wide reorganization, into the Field Operations and Service Center Operations Directorates. References to Domestic Operations in the titles of memos cited in NaBISCOP should be assumed to apply to employees of both of the new directorates. The memos themselves will state whether they apply to Field Operations or Service Center Operations personnel.

1. Waiver of Fingerprints Due To Health Issues

An individual may be unable to provide any fingerprints or legible fingerprints due to various circumstances (e.g., a birth defect, physical deformity, or skin condition), and may be granted a waiver of the fingerprint requirements. Only an individual in charge of biometrics collection (i.e., ASC immigration services officer (ASC-ISO) or designated overseas officers) may grant a fingerprint waiver. To qualify for a waiver, an applicant must be scheduled for and appear at a biometrics appointment so a determination can be made as to whether they are eligible for a fingerprint waiver.

If a fingerprint waiver is granted, the following occurs:

- The ASC-ISO or designated officer annotates the biometrics appointment notice and issues an Applicant Police Clearance Notice. The annotations to the biometrics appointment notice detail the condition(s) that warrant(s) the fingerprint waiver.
- The individual granting the waiver (i.e. ASC-ISO) provides a copy of the annotated biometrics notice and the original Applicant Police Clearance Notice to the individual requesting the fingerprint waiver. The Applicant Police Clearance Notice instructs an individual who was unable to have biometrics collected to obtain police clearances and arrest reports (if any) from every jurisdiction (inside and outside of the United States) where they resided or were physically present for six (6) months or more during the past five (5) years, and to bring the clearances to their interview or examination.
    - If an individual is unable to obtain police clearance(s) from a jurisdiction outside the United States where they resided or were physically present for six (6) months or more within the past five (5) years, the individual must provide a detailed sworn statement, attestation, or written description of the reason why they are unable to obtain police clearances from jurisdictions outside the United States. This description must include steps that were taken to attempt to procure police clearances and should include any supporting documentation the individual possesses.
    - Asylum and refugee applicants and derivatives and individuals who hold or have held asylum- or refugee-based status are not required to procure police clearance(s) from the country or countries in which they experienced or fear persecution, but must still provide a sworn statement, attestation, or written statement explaining that this is the reason they cannot procure police clearance(s) from that country or countries.
    - USCIS will ultimately determine on a case-by-case basis whether the written description and supporting documentation is sufficient to excuse the absence of police clearances from jurisdictions outside the United States.

  - USCIS should only excuse the absence of police clearances in the most exceptional circumstances, when an individual is unable to obtain a police clearance from every jurisdiction inside the United States where the individual resided or was physically present for six (6) months or more within the past five (5) years.
- The ASC sends the original annotated biometrics notice and a copy of the Applicant Police Clearance Notice to the service center having jurisdiction over the biometrics site, which should in turn forward the documents to the A-file.
- At the time the fingerprint waiver is granted, ASC personnel inform the applicant that police clearances will be required and give the applicant a notice explaining the documentation required. USCIS personnel will administer the Record of Sworn Statement (Fingerprints) to the person seeking the waiver, if an interview is normally required for the application and/or petition in question.

If the individual admits to a criminal history during the completion of the Record of Sworn Statement (Fingerprints), or police clearance documents indicate a criminal record, the USCIS officer requests submission of all related arrest records and court dispositions. However, if the IdHS is interfiled and contains the disposition of the crime and the crime does not affect eligibility to benefits sought, the related arrest records and court dispositions may not be needed. In such case, the officer should annotate "Do not request arrest records and court dispositions" on the worksheet.

2. Age-related Exemptions

An applicant who is at least 75 years old or is at least 79 years old for some applications is exempt from fingerprinting requirements. To see specific procedures and requirements for completing the Record of Sworn Statement (Fingerprints) or requesting police clearance documents, please see the specific form guidance.

C. FBI Fingerprint Check Procedures

For most immigration benefits, fingerprints are requested automatically during the upfront processing of the immigration form. Domestically, individuals who must provide fingerprints receive appointment notices to appear at the appropriate USCIS ASC. Fingerprints taken at an ASC are submitted electronically through the NGI system (formerly known as IAFIS). USCIS links fingerprints to one or more of the receipts for which they are collected (e.g., a stand-alone I-539, a concurrently filed Form I-485 and I-131, etc.). However, if an individual submits multiple or stand-alone immigration filings, each with an associated biometrics requirement, a new biometric collection and updated criminal history background checks are required. USCIS requires that fingerprints be collected for each application, petition, or benefit request with an associated biometrics requirement, not only to initiate criminal history background checks but also for identity verification purposes.

There are two exceptions to the requirement to collect new biometrics:

- Military Naturalization: a biometric background check must be performed, but USCIS may use previously collected fingerprints from a different immigration filing or may use fingerprints collected as part of enlistment processing to perform the check.
- Notice to Appear (NTA) Issuance: USCIS permits the reuse of previously collected fingerprints because the NTA is not an application, petition, or benefit request submitted by an individual.[27]

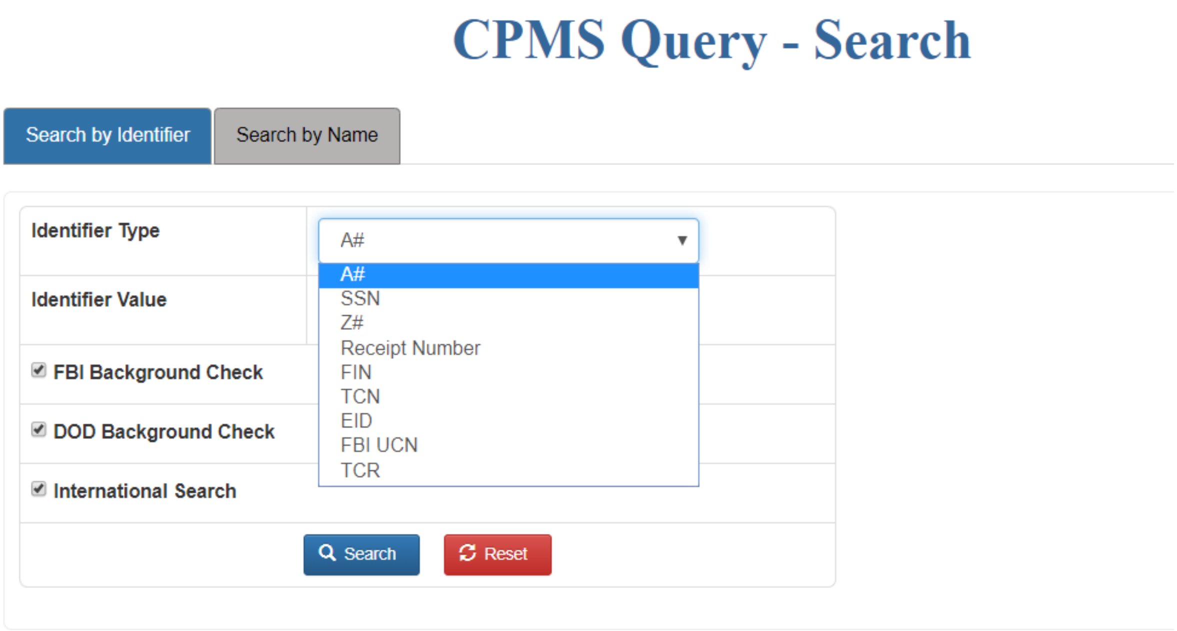
USCIS receives electronic responses to ten-print fingerprint submissions within two hours. The results are returned electronically in the Customer Profile Management System (CPMS).[28] Within days, the FBI Fingerprint Check results are made available in GLOBAL, CAMINO, and ELIS.

Individuals residing overseas who are applying for an immigration benefit may be fingerprinted, at the discretion of the FOD or DD, by USCIS officers overseas, a U.S. consular officer at a U.S. Embassy or consulate, or at a U.S. military installation abroad. For the majority of refugee applicants, authorized personnel collect their fingerprints at the time and location of the refugee interview.

[27] Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance, dated December 26, 2018. Departure-Related Systems Checks Requirement Preceding Notice to Appear (NTA) Issuance, dated December 26, 2018.

[28] CPMS has been identified as the data repository that directly receives fingerprint data from the ASC fingerprint capturing devices and then passes the fingerprint data on to other databases, include CPMS QUERY. Therefore, CPMS should be used as an authoritative source for determining whether an FBI response exists or whether someone has been fingerprinted at the ASC. If the FBI response is IDENT and within the last 15 months, IDHSs may be obtained directly from CPMS. CPMS should not be confused with the Biometrics Online Web Site, which connects to the same data repository, but displays only information related to the photograph right index print and signature image taken at the ASC.

CPMS Query – FBI Fingerprint Check Criteria



CPMS Query - Search

Search by Identifier | Search by Name

Identifier Type: A#

Identifier Value

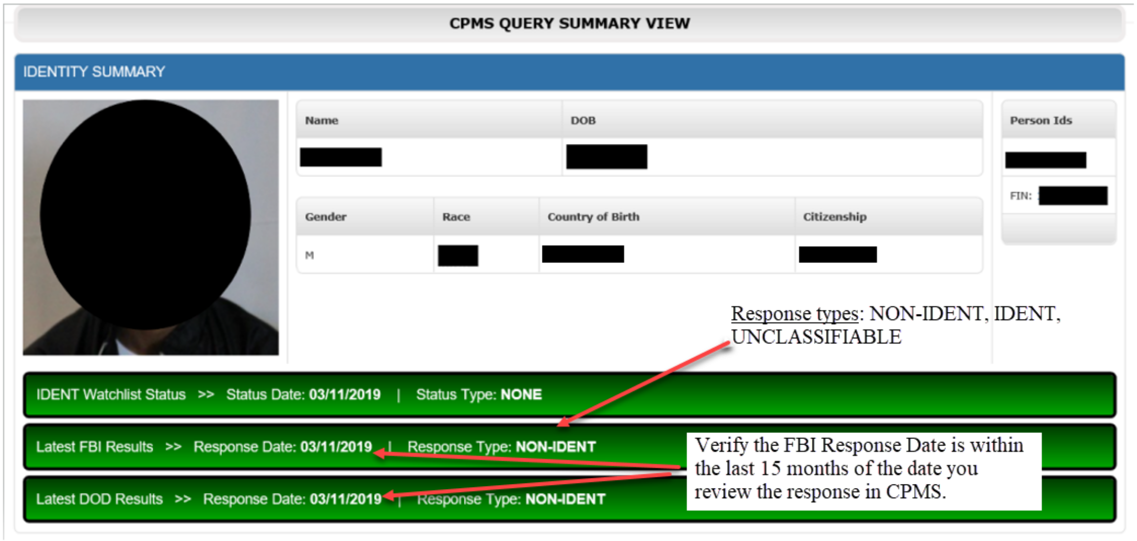
☑ FBI Background Check

☑ DOD Background Check

☑ International Search

D. Types of Results from FBI Fingerprint Checks

CPMS Query Summary View



CPMS QUERY SUMMARY VIEW

IDENTITY SUMMARY

Name	DOB
[redacted]	[redacted]

Gender	Race	Country of Birth	Citizenship
M	[redacted]	[redacted]	[redacted]

Person Ids: [redacted]

FIN: [redacted]

Response types: NON-IDENT, IDENT, UNCLASSIFIABLE

IDENT Watchlist Status >> Status Date: 03/11/2019 | Status Type: NONE

Latest FBI Results >> Response Date: 03/11/2019 | Response Type: NON-IDENT

Latest DOD Results >> Response Date: 03/11/2019 | Response Type: NON-IDENT

Verify the FBI Response Date is within the last 15 months of the date you review the response in CPMS.

Fingerprint checks are returned as one of three results:

Description of FBI Response	
FBI Response	**Description of FBI Response**
Non-IDENT	FBI possesses no administrative or criminal history for the individual. **Note:** Since participation by state and local agencies is not mandatory, the FBI Fingerprint check does not contain records from every jurisdiction. Therefore, Non-IDENT does not mean that the individual has no administrative or criminal history. If a criminal hit comes up in another system, the individual testifies to or provides other evidence of criminal activity that does not appear in the fingerprint results or IdHS, USCIS personnel should follow specific form SOPs (where applicable) for determining what additional steps are needed to address the derogatory information.
Unclassifiable	If second set are returned as "Unclassified", the applicant must provide (1) police clearances for the previous five years from every jurisdiction where they have resided or were physically present for six months or more during the past five (5) years and (2) if an interview of the individual is required for the application or petition filed, a Record of Sworn Statement (Fingerprints) disclosing any and all criminal history (arrests, charges, etc.), including overseas, will be taken. Any USCIS personnel adjudicating an application or petition which does not routinely require an interview of the individual may, at their discretion and based on a totality of the circumstances of the case, request the individual to appear for an interview at the appropriate Office, during which a Record of Sworn Statement will be taken. Only the ASC ISO may grant a waiver of the fingerprints. Refer to the latest version of the ASC SOP for detailed guidance on ASC procedures. If an individual is unable to obtain a police clearance from a jurisdiction outside the United States where they resided or were physically present for six (6) months or more within the past five (5) years, they must provide a detailed sworn statement, attestation, or written description of the reason why they are unable to obtain police clearances from jurisdictions outside the United States. This description must include steps that were taken to attempt to procure police clearances and should include any supporting documentation the individual possesses. Exceptions to the requirement to procure a police clearance from every U.S. residence or U.S. place where the individual was physically present for six (6) months or more within the past five (5) years should only be granted in the most exceptional circumstances.

Description of FBI Response	
FBI Response	**Description of FBI Response**
	If a refugee applicant’s fingerprint results return as unclassifiable two times, all other security checks are clear, and the applicant is otherwise eligible, the applicant will be conditionally approved for refugee status and fingerprinted by CBP at the POE. Note: Certain Form I-601 applicants are not required to return to a USCIS office to submit a Record of Sworn Statement[29], provided all the following conditions are met: • Reside outside the United States • Do not have access to a USCIS office, and • Have 2 sets of unclassifiable fingerprints. The following may be used in lieu of a Sworn Statement: • **Cuban Family Reunification Parole Applications**: Form DS-230, Application for Immigrant Visa and Alien Registration, Part II • **Immigrant Visa and Diversity Visa Program Applications**: Form DS-260, Immigrant Visa and Alien Registration Application, **Security and Background Questions.**
IDENT	There is an administrative or criminal record listed in the FBI files relating to the individual. The FBI forwards a copy of the IdHS (the record) to USCIS for review and consideration in the adjudication process. NS or EPS Concerns, as well as cases with criminal history for removable offenses, must be handled in accordance with established USCIS policy and guidance. Refer to sections IX and X for more information within the handbook. USCIS personnel should be alert to certain indicators of an NS concern which may be present in responses to the FBI Fingerprint Check which would require processing under CARRP: • Classified by the Attorney General as a known terrorist; • Charged in immigration court with an inadmissibility/removability ground in sections 212(a)(3)(A), (B), or (F), or 237(a)(4)(A) or (B) of the Act (charges related to national security); or • Arrested/detained by the U.S. military overseas (e.g., detainees in Iraq

[29] See the International Operations Division Field Guidance on Application for Waiver of Grounds of Inadmissibility, Form I-601.

Description of FBI Response	
FBI Response	**Description of FBI Response**
	or Guantanamo). Note: A criminal charge of "terroristic threats" is not necessarily an indicator of an NS concern. For example, the "terroristic threats" offense is often used by local prosecuting authorities to charge a domestic violence crime. A request for additional documents such as certified police reports or court dispositions may be required to determine if the charge or conviction is an indicator.
No Data Found	No data was found.

E. IdHS Review

The IdHS (formerly known as the RAP Sheet), or Identity History Summary, is issued when an individual's fingerprints are identified in the FBI's database and describes arrests and subsequent dispositions attributable to that individual. For immigration, criminal history information is important to determine eligibility for the benefit sought. Review the IdHS carefully for additional A-numbers.

The IdHS is composed of two sections, the cover page and the arrest and court data. The cover page includes the FBI Universal Control Number (UCN), a unique control number assigned to every submission in NGI (formerly known as IAFIS). The use and dissemination restrictions and the descriptive information about the subject fingerprinted are also included in the cover page.

The arrest and court data consists of information submitted to the FBI from local, state, federal, and international criminal justice agencies. It can include arrest information, court information, supervision or custody, wanted information, and/or sexual offender registry information.

The arrest and court data section will also include the master name. This is the name associated with the first set of fingerprints submitted to the FBI for a subject. In most cases, this name and a unique identifying number will always be associated to the record. The FBI UCN is the unique number assigned by the FBI to a subject of a record.

The arrest record will appear from oldest to newest and include the date of arrest, a State Identification Number (SID), assigned to the individual by the state where the arrest occurred.

The Originating Agency Identifier (ORI) is the number of the agency that submitted the information. The IdHS will list the charges at the time of the arrest, and when available court disposition or the date when the FBI last received information on this record.

When court information is submitted by the state to the FBI, it will include the charge, sentence, and the date of sentencing. Please note that the charge in the arrest might differ from the court information due to amended or reduced charges. Review this information thoroughly, as felony charges may have been reduced to a misdemeanor charge.

If an outstanding warrant for the individual exists, it will appear at the end of an IdHS with a notice and the wanted information. This will include Wanting/Originating Agency, NCIC Number, Wanted Name, which might differ from master name, charges, case number, date of warrant, and ORI with contact information. Follow local policy for contacting the law enforcement agency to confirm the warrant and for appropriate action.

F. Validity of Results from FBI Fingerprint Checks

According to USCIS policy, a fingerprint result expires 15 months after the date of the FBI response. The FBI response date is displayed in CPMS Query as the PROCESS DATE and for asylum applications in GLOBAL, in the RESULT field. This may differ from the date printed on the IdHS.

USCIS requires that fingerprints must be collected for each application, petition, or benefit request with an associated biometrics requirement (e.g., I-485, N-400, I-539, I-589, I-821D, etc.).[30] Except in the case of military naturalization (as noted in FBI Fingerprint Check Procedures), fingerprints cannot be reused from one receipt or form type to another.

An IdHS is only valid for 15 months after the FBI response. In most cases, an updated IdHS is required for individuals whose fingerprint result is more than over 15 months old (see exceptions below).

An updated IdHS is also required when IDENT (Legacy US-VISIT IDENT) reveals new criminal information dated after the most recent FBI Fingerprint Check was completed. Please see "How to Obtain an Updated IdHS" for information on obtaining an updated IdHS.

In cases with an associated biometrics requirement, USCIS collects biometrics, initiates security checks, and obtains a fingerprint result. However, due to extended processing times or backlogs, a fingerprint result may expire prior to adjudication due to the passage of 15 months. USCIS

[30] Previously collected fingerprints may be reused for Military naturalization and NTA (I-862) issuance. However, only complete sets of fingerprints that previously yielded an IDENT or NON-IDENT response may be reused for NTA issuance.

collected biometrics on the application, petition, or benefit request in question and verified the identity of the subject at the original ASC appointment. As such, USCIS may "refresh" the expired fingerprint result without requiring a second biometrics collection.

A fingerprint "refresh" is different from fingerprint "reuse." A fingerprint "refresh" is a resubmission of previously collected fingerprints to the FBI for an updated result *for the same receipt number*. A fingerprint "refresh" is sometimes referred to as a fingerprint "resubmit" (e.g., in CPMS). A fingerprint "refresh" or "resubmit" is permissible when the fingerprint result expires prior to adjudication because of extended processing times or backlogs.

- Example: Subject files an N-400 on January 1, 2020. Subject appears for biometrics collection on February 1, 2020 and the FBI result is dated that same day. Subject's N-400 is not adjudicated by May 1, 2021 due to processing delays, causing the fingerprint result to be expired and must be refreshed. This type of action is permitted.

If, for any reason, the fingerprint refresh does not generate an updated fingerprint result, then the subject must be scheduled for a second ASC appointment because of the prohibition on adjudicating with an expired FBI fingerprint check result.

A fingerprint "reuse" is using a fingerprint result/IdHS from one application or petition to satisfy the fingerprint requirement on a different application or petition (*including* a subsequent filing of the same form type). A fingerprint "reuse" may also mean resubmitting fingerprints collected for one receipt to obtain a current fingerprint result/IdHS on any other receipt (*including* a subsequent filing of the same form type). Both actions are not permissible. USCIS does not permit fingerprint reuse without first having biometric identity verification, except for military naturalization cases and NTA issuance. *See* Part C: FBI Fingerprint Check Procedures. Biometric identity verification typically occurs at an ASC appointment.

- Example: Subject files an I-485 on January 1, 2020. Subject appears for biometrics collection on February 1, 2020 and the FBI result is dated that same day. Subject files an I-131 on March 1, 2020. Subject fails to appear for Form I-131 biometrics collection on April 1, 2020. USCIS personnel must not use the FBI fingerprint result from the Form I-485 to satisfy the fingerprint check requirement for the Form I-131. There is no identity verification in this scenario which is why fingerprint "reuse" is not permitted.
- Example: Subject files an I-90 on January 1, 2020. Subject fails to appear for biometrics collection on February 1, 2020. While checking CPMS, the adjudicator notices the previous I-90 fingerprint result is on record. USCIS personnel must not use the FBI fingerprint result from a previous immigration filing—even the same form type—to satisfy the fingerprint check requirement for the pending I-90. USCIS requires that fingerprints must be collected for each application, petition, or benefit request with an associated biometrics requirement. There is no identity verification in this scenario which is why fingerprint "reuse" is not permitted.

G. Where to Place Results from FBI Fingerprint Checks

The IdHS (original from CJIS or system generated copy from CPMS) must be placed on the non-record (right) side of the file. The screen shot results of the FBI Fingerprint Check must also be placed on the non-record side of the file.

H. Other Procedures Relating to FBI Fingerprint Checks

1. How to Obtain an IdHS When Not in the File

If the IdHS is not located in the A or T file, USCIS personnel may:

- Query the individual's receipt number, A-number, social security number, or first and last name in the Customer Profile Management System (CPMS) Online Archive Web Site, available at https://cpms.uscis.dhs.gov/.[31] Ensure that the IdHSs obtained through CPMS are complete and accurate.
- If CPMS does not contain a record that corresponds with the IDENT result, and if the office has not received an IdHS, USCIS personnel may contact the Office of Fingerprint Liaison (OFL) to assist in troubleshooting the applicable transaction and corresponding results.
- The applicable USCIS office primary or alternate fingerprint coordinator designated to contact the OFL may send a request by completing an IdHS request form. See the spreadsheet example below.
- E-mail the IdHS request form to the USCIS, Office of Fingerprint Liaison at e-mail address "Fingerprint, Liaison (Liaison.Fingerprint@uscis.dhs.gov)." Status inquiries may be directed to the same e-mail address.

If the request pertains to an applicant whose fingerprint processing has been expedited, identify it as such in the subject line of the e-mail.

APPLICANT Name (LAST NAME, FIRST NAME)	**A-NUMBER** (If orphan, use S in front of number: e.g., A0re45678)	**DATE PRINTS LAST PROC. BY FBI**	FBI No. (UCN)[32] (This is not an internal USCIS Control Number)	**Applicant DOB** (optional)
SAMPLE,JOHN	DO NOT USE spaces in the number	2/15/03	202778NB8	12/16/48

[31] Note, consult the USCIS Service Desk if the link does not work.

[32] "FBI Universal control Number" [formerly known as the FBI Number (FNI)]

2. How to Obtain an Updated IdHS

Fingerprint Resubmission Instructions for IDENT/NON-IDENT

The instructions below describe the standardized process for submitting IDENT and NON-IDENT Fingerprint Resubmission requests. (Refresh and resubmissions are synonymous - for the purpose of these instructions, resubmission will be the terminology used).

Step 1: File Preparation / Verification

- All A-numbers must include the preceding 'A' followed by the 9 numerical characters.
- The form type must be written with no spaces or hypens between the first and second characters. For example, I485, I765, etc.
- If the request is not submitted on the correct Resubmission Template, it will be returned to the sender for corrective action.
- Fingerprints may be resubmitted 12 months since the last (re)submission. Fingerprints that are submitted prior to the 12 months may be flagged as "Existing Fingerprints." If the requesting official has reason to believe the applicant's background status has changed, include "Requesting Priority Resubmission" in the body of the email request.
- All resubmissions must be submitted using the template found at the link below:

Resubmission Template

Step 2: Submitting Request

- It is recommended that the subject line of the email read "Fingerprint Resubmission for [submission date], [total number of records]". For example, "Fingerprint Resubmission for 2/26/15, 10 records". NOTE: This is a suggestion only. Please follow local procedures.
- Please email the resubmission request to cpmssupport@uscis.dhs.gov. Requests sent to other email boxes will not be honored.
- NOTE: Fingerprints originally submitted during the following time periods cannot be resubmitted and will need to be scheduled for an ASC appointment.
  - Prior to 2006
  - December 1, 2007 to March 31, 2008
  - September 1, 2008 to October 31, 2008

3. How to Obtain a Complete IdHS when National Fingerprint File (NFF) state Criminal History Record Information (CHRI) is Missing

Upon receiving a civil applicant fingerprint check, FBI CJIS reaches out electronically to applicable NFF states in the event of an IDENT with an identity held in the Interstate

Identification Index (III). Sometimes the NFF state response times-out and the FBI CJIS response to USCIS fails to include applicable NFF state CHRI. USCIS components may contact the Office of Fingerprint Liaison to obtain a complete IdHS. This procedure only applies to incomplete NFF state responses.

NFF states include: Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Maryland, Minnesota, Missouri, Montana, New Jersey, New York, North Carolina, Ohio, Oklahoma, Oregon, Tennessee, West Virginia and Wyoming.

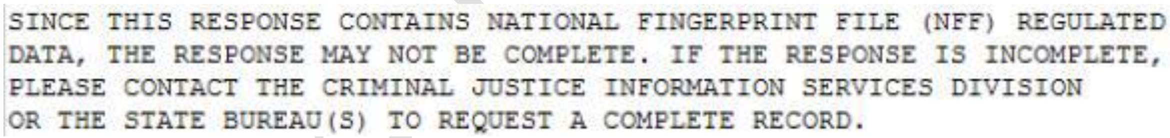
Non-NFF states include: Alabama, Alaska, Arizona, Arkansas, California, Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Louisiana, Maine, Massachusetts, Michigan, Mississippi, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, and Wisconsin.

Incomplete responses from non-NFF (Purpose Code I) states may be resolved by the adjudication's component with the applicant.

Requests for a complete IdHS when the NFF state response is missing may be made by sending an email with a completed Excel spreadsheet/request form attached to the Office of Fingerprint Liaison at Liaison.Fingerprint@uscis.dhs.gov, listed in Outlook as Fingerprint, Liaison.

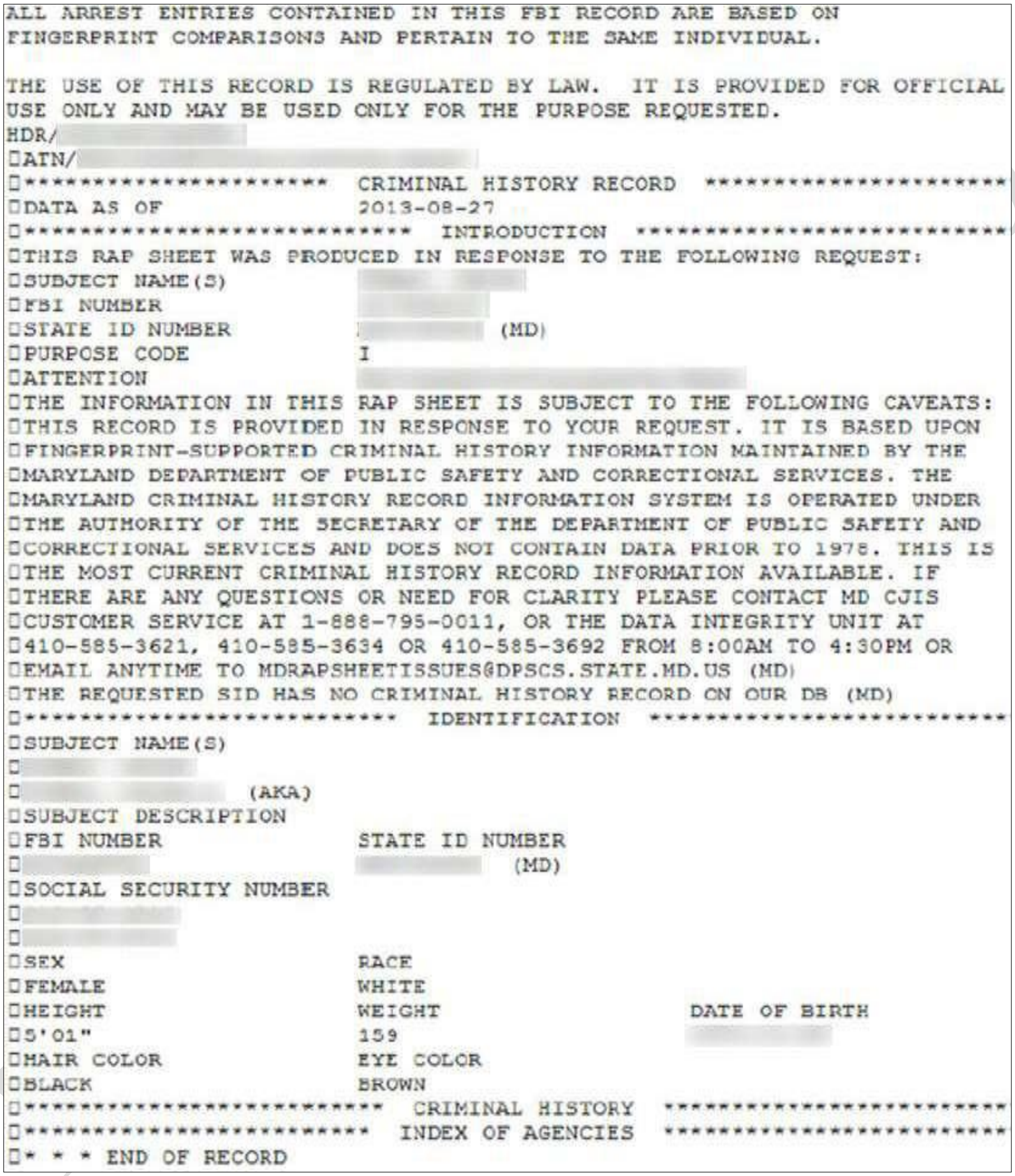
Examples:

1. All Records:



```
SINCE THIS RESPONSE CONTAINS NATIONAL FINGERPRINT FILE (NFF) REGULATED
DATA, THE RESPONSE MAY NOT BE COMPLETE. IF THE RESPONSE IS INCOMPLETE,
PLEASE CONTACT THE CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
OR THE STATE BUREAU(S) TO REQUEST A COMPLETE RECORD.
```

2. Maryland

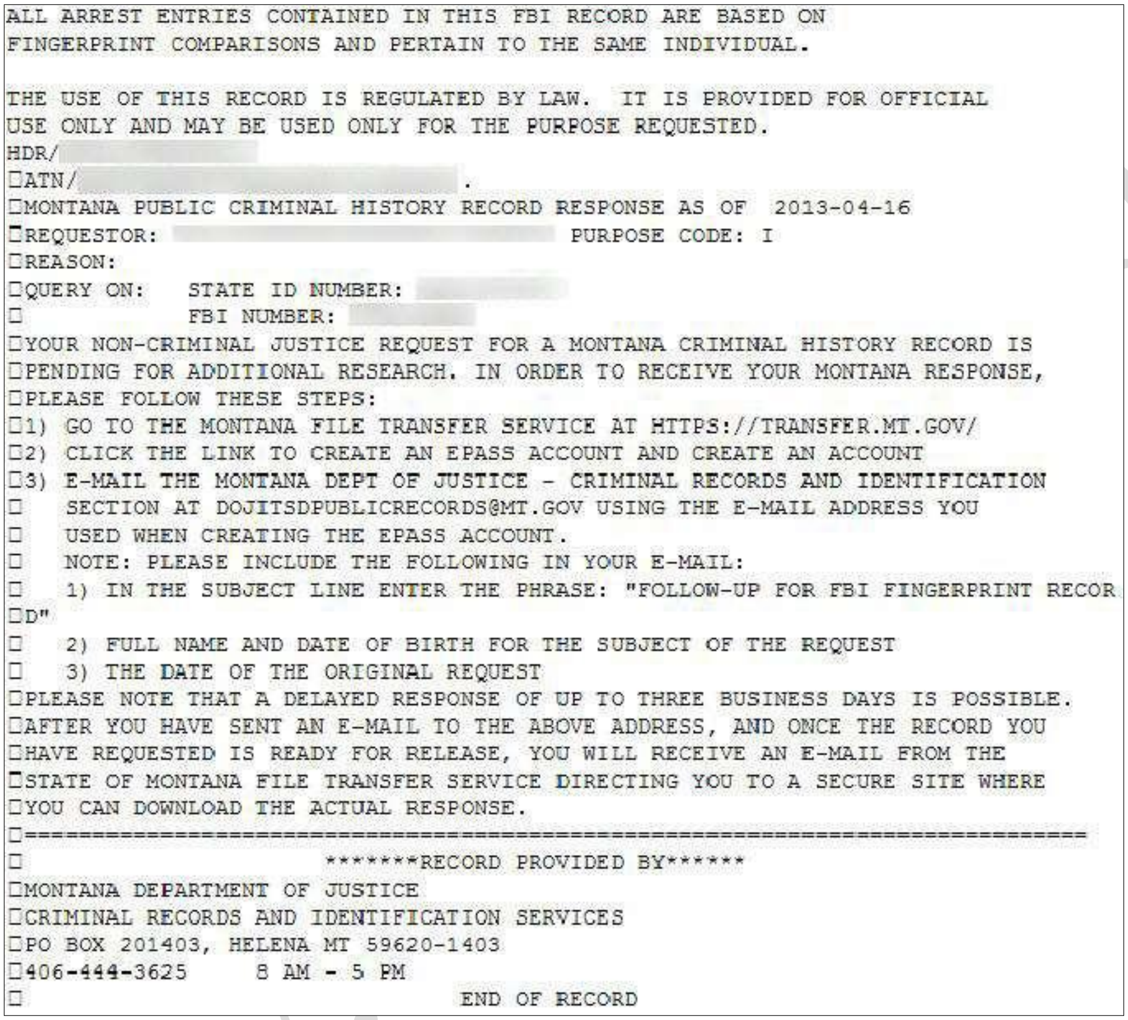


```
ALL ARREST ENTRIES CONTAINED IN THIS FBI RECORD ARE BASED ON
FINGERPRINT COMPARISONS AND PERTAIN TO THE SAME INDIVIDUAL.

THE USE OF THIS RECORD IS REGULATED BY LAW.  IT IS PROVIDED FOR OFFICIAL
USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.
HDR/[redacted]
□ATN/[redacted]
□**********************  CRIMINAL HISTORY RECORD  **********************
□DATA AS OF                2013-08-27
□****************************  INTRODUCTION  **************************
□THIS RAP SHEET WAS PRODUCED IN RESPONSE TO THE FOLLOWING REQUEST:
□SUBJECT NAME(S)           [redacted]
□FBI NUMBER                [redacted]
□STATE ID NUMBER           [redacted] (MD)
□PURPOSE CODE              I
□ATTENTION                 [redacted]
□THE INFORMATION IN THIS RAP SHEET IS SUBJECT TO THE FOLLOWING CAVEATS:
□THIS RECORD IS PROVIDED IN RESPONSE TO YOUR REQUEST. IT IS BASED UPON
□FINGERPRINT-SUPPORTED CRIMINAL HISTORY INFORMATION MAINTAINED BY THE
□MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES. THE
□MARYLAND CRIMINAL HISTORY RECORD INFORMATION SYSTEM IS OPERATED UNDER
□THE AUTHORITY OF THE SECRETARY OF THE DEPARTMENT OF PUBLIC SAFETY AND
□CORRECTIONAL SERVICES AND DOES NOT CONTAIN DATA PRIOR TO 1978. THIS IS
□THE MOST CURRENT CRIMINAL HISTORY RECORD INFORMATION AVAILABLE. IF
□THERE ARE ANY QUESTIONS OR NEED FOR CLARITY PLEASE CONTACT MD CJIS
□CUSTOMER SERVICE AT 1-888-795-0011, OR THE DATA INTEGRITY UNIT AT
□410-585-3621, 410-585-3634 OR 410-585-3692 FROM 8:00AM TO 4:30PM OR
□EMAIL ANYTIME TO MDRAPSHEETISSUES@DPSCS.STATE.MD.US (MD)
□THE REQUESTED SID HAS NO CRIMINAL HISTORY RECORD ON OUR DB (MD)
□*************************  IDENTIFICATION  *************************
□SUBJECT NAME(S)
□[redacted]
□[redacted]  (AKA)
□SUBJECT DESCRIPTION
□FBI NUMBER                STATE ID NUMBER
□[redacted]                [redacted] (MD)
□SOCIAL SECURITY NUMBER
□[redacted]
□[redacted]
□SEX                       RACE
□FEMALE                    WHITE
□HEIGHT                    WEIGHT                   DATE OF BIRTH
□5'01"                     159                      [redacted]
□HAIR COLOR                EYE COLOR
□BLACK                     BROWN
□*************************  CRIMINAL HISTORY  ************************
□************************  INDEX OF AGENCIES  ************************
□* * * END OF RECORD
```

Please Note: This document is current only as of the date of access. Please do not create/retain electronic or paper versions of the NaBISCOP—in whole or in part—unless absolutely necessary. Updates to the NaBISCOP are made on a regular basis. Therefore, users must refer to the NaBISCOP ECN for the most recent procedural guidance.

3. Montana



```
ALL ARREST ENTRIES CONTAINED IN THIS FBI RECORD ARE BASED ON
FINGERPRINT COMPARISONS AND PERTAIN TO THE SAME INDIVIDUAL.

THE USE OF THIS RECORD IS REGULATED BY LAW.  IT IS PROVIDED FOR OFFICIAL
USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.
HDR/[redacted]
□ATN/[redacted] .
□MONTANA PUBLIC CRIMINAL HISTORY RECORD RESPONSE AS OF  2013-04-16
□REQUESTOR: [redacted]                           PURPOSE CODE: I
□REASON:
□QUERY ON:   STATE ID NUMBER: [redacted]
□            FBI NUMBER: [redacted]
□YOUR NON-CRIMINAL JUSTICE REQUEST FOR A MONTANA CRIMINAL HISTORY RECORD IS
□PENDING FOR ADDITIONAL RESEARCH. IN ORDER TO RECEIVE YOUR MONTANA RESPONSE,
□PLEASE FOLLOW THESE STEPS:
□1) GO TO THE MONTANA FILE TRANSFER SERVICE AT HTTPS://TRANSFER.MT.GOV/
□2) CLICK THE LINK TO CREATE AN EPASS ACCOUNT AND CREATE AN ACCOUNT
□3) E-MAIL THE MONTANA DEPT OF JUSTICE - CRIMINAL RECORDS AND IDENTIFICATION
□   SECTION AT DOJITSDPUBLICRECORDS@MT.GOV USING THE E-MAIL ADDRESS YOU
□   USED WHEN CREATING THE EPASS ACCOUNT.
□   NOTE: PLEASE INCLUDE THE FOLLOWING IN YOUR E-MAIL:
□   1) IN THE SUBJECT LINE ENTER THE PHRASE: "FOLLOW-UP FOR FBI FINGERPRINT RECOR
□D"
□   2) FULL NAME AND DATE OF BIRTH FOR THE SUBJECT OF THE REQUEST
□   3) THE DATE OF THE ORIGINAL REQUEST
□PLEASE NOTE THAT A DELAYED RESPONSE OF UP TO THREE BUSINESS DAYS IS POSSIBLE.
□AFTER YOU HAVE SENT AN E-MAIL TO THE ABOVE ADDRESS, AND ONCE THE RECORD YOU
□HAVE REQUESTED IS READY FOR RELEASE, YOU WILL RECEIVE AN E-MAIL FROM THE
□STATE OF MONTANA FILE TRANSFER SERVICE DIRECTING YOU TO A SECURE SITE WHERE
□YOU CAN DOWNLOAD THE ACTUAL RESPONSE.
□================================================================================
□                       *******RECORD PROVIDED BY******
□MONTANA DEPARTMENT OF JUSTICE
□CRIMINAL RECORDS AND IDENTIFICATION SERVICES
□PO BOX 201403, HELENA MT 59620-1403
□406-444-3625     8 AM - 5 PM
□                                  END OF RECORD
```

VIII. Security Check: IDENT (Legacy US-VISIT IDENT)

A. About IDENT

The Office of Biometric Identity Management (Legacy US-VISIT IDENT), under the Management Directorate of the Department of Homeland Security (DHS), provides biometric identification services that is part of a continuum of security measures that begins overseas and continues through a visitor's arrival in and departure from the United States. It incorporates eligibility determinations made by both DHS and DOS. The main repository for OBIM is IDENT, or the Automated Biometric Identification System. It is the largest biometric repository in the U.S. government.

In many cases, IDENT records begin overseas at, at locations such as the U.S. consulates issuing visas or refugee circuit ride locations, where prospective visitors' or immigrants' biometrics (digital finger scans and photographs) are collected and checked against a database of known criminals and suspected terrorists. When the visitor or prospective immigrant arrives at the port of entry, IDENT provides CBP officers with the ability to instantly check that the person is the same person who received the visa or was approved for immigration benefits. In other instances, IDENT records may begin domestically, when an individual is encountered by CBP or ICE as part of a finding of inadmissibility or an enforcement action.

IDENT encounter searches currently are mandatory for all asylum[33] and, refugee; applicants and dependents aged 14 to 79 as well as individuals being screened for credible fear or reasonable fear aged 14 or older. Due to processing times, IDENT screening may be initiated for these populations before they reach the age of 14. (Refer to component-specific guidance for additional details.)

1. CPMS IVT (Legacy Secondary Inspections Tool – SIT)

The Secondary Inspections Tool (SIT) was established as part of the broader US-VISIT Program established under the Homeland Security Act of 2002. While some components still employ SIT, most have adopted to the Customer Profile Management System Identity Verification Tool (CPMS IVT), which is a Web-based application that interfaces with the Automated Biometric Identification System (IDENT) database. CPMS IVT includes the following features of interest to the USCIS user community:

- 1:1 Verification Tool, which allows the ability to verify that the person who submitted fingerprints at the ASC is the same person submitting fingerprints at the field office.
- Access to biometric encounter data, which is owned by various DHS components as well as DOS and DoD, and maintained by OBIM in IDENT (including consular, entry/exit, watch list, recidivist, asylum and other records).

[33] Refer to the Affirmative Asylum Procedures Manual (AAPM).

- Access to certain biometric encounter data owned by Canada, Australia, New Zealand, and Mexico.
- Access to biometric encounter data owned by the FBI as well as biometric encounter data collected by foreign governments and provided to by the FBI.

Using CPMS IVT, the officer may verify that the person who appeared at the ASC is the same person who is appearing for the interview. USCIS District and Field Offices are required conduct IVT verification at the time of appearance for interview when fingerprint information is captured by an Application Support Center (ASC) and:

- The applicant/petitioner has filed one of the following form types: I-90, I-130 (in some cases*), I-131, I-539, I-485, I-600, I-600A, I-687, I-698, I-751, I-800, I-800A, I- 817, I-821, I-829, N-336, N-400
- An interview at a domestic USCIS District/Field Office is required as part of the adjudication process; or
- A customer appears at a domestic USCIS District/Field Office to obtain documentation of an immigration benefit (e.g. temporary I-551 or travel document).

*Note: The only U.S. citizen petitioners who would be subject to IVT would be petitioners filing orphan or adoption petitions (Forms I-600/600A or Forms I-800/800A) and U.S. citizen petitioners of family-based petitions required to appear at an ASC for biometric capture for purposes of complying with the Adam Walsh Act (AWA).

Also, prior to the adjudication (approval or denial) of any application, USCIS officers must use IVT for any applicant (with two exceptions for U.S. citizen petitioners) age 14 and over for naturalization cases and ages 14 to 79 for adjustment of status cases:

- Who is appearing at a domestic USCIS District/Field Office for a required interview in connection with an immigration or naturalization benefit, or to receive a document evidencing an immigration benefit (those cases where the interview is waived will not require IVT verification);
- Whose fingerprint information is required to support the immigration benefit sought (in order to perform a 1:1 comparison with an ASC encounter, the applicant must have appeared at the ASC and was required to do so as a prerequisite for the benefit being sought); and
- The applicant was required to appear at an ASC for biometric collection.

Refer to Volume 13, Chapter 8 of the Consolidated Handbook of Adjudication Procedures (CHAP) for additional guidance.

Within RAIO, Asylum uses CPMS IVT to biometrically verify the identity of previously-fingerprinted I-589 applicants at the time of interview. IVT is also used, in some locations, when the applicant receives the final decision. Additionally, International and Refugee Affairs Division (IRAD) uses IVT in certain international locations as part of adjudicating I-131 applications for Refugee Travel Document based upon an underlying I-589 or I-590 application. (Refer to component-specific guidance for additional details.)

2. ASC Processing

When an applicant/beneficiary appears at the ASC, ASC personnel digitally capture the following biometrics from the applicant/beneficiary:

- Photograph (all applicants)
- Signature (all applicants)
- Right index fingerprint (applicants requiring a card to be produced) and/or
- 10-prints (for applicants aged 14 and older requiring FBI Fingerprint Check and IDENT enrollment). Refer to component-specific guidance for additional details on biometrics collection for applicants below this age.

The photograph, signature, and right index fingerprint are stored in CPMS and may eventually be used by USCIS to create Form I-765, Employment Authorization Documents (EAD), if applicable. The 10-prints are electronically submitted to the FBI to search against the NGI (formerly known as IAFIS) system (FBI Fingerprint) database and certain RAIO forms (I-589, I-590, and certain I-730s) are submitted to the DoD Automated Biometric Information System (ABIS). In addition, the 10-prints and photograph are electronically submitted to and searched against the IDENT database. The responses from the FBI and DoD are stored in CPMS along with the IDENT status.

3. Parameters of Encounter Data Contained in IDENT

The IDENT database currently contains biometric identifying information for the following individuals but is not all inclusive of the data found in IDENT:

- Individuals who have applied for visas at all overseas DOS visa-issuing posts as of the dates listed in Appendices 3 (Immigrant Visas) and 4 (Non-Immigrant Visas).
- In-scope individuals who have applied for admission at all ports of entry as of the dates listed in the chart below (NOTE: “In-scope” are any individuals subject to entry/exit processing. Some aliens, depending on the POE where they entered, the class of visa they hold and certain nationals of Mexico and Canada are not considered to be “in- scope”.).
- Individuals who have for Border Crossing Cards (BCCs) since 1998.

- All USCIS applications requiring 10-prints who appeared for fingerprinting at an ASC based on applications or petitions filed since April 2003.
- Individuals who have been enrolled in frequent traveler programs by CBP (includes Free and Secure Trade (FAST), Northern Border Crossing System (NEXUS), and Secure Electronic Network for Travelers' Rapid Inspection (SENTRI)).
- U.S. citizens who have been enrolled in CBP's USPASS program because they regularly cross northern or southern land ports of entry.
- Individuals who have applied to the Transportation Security Administration (TSA) Alien Flight School Program.
- Individuals who have applied for jobs as TSA aviation workers. (Certain datasets in IDENT are circumscribed by specific time parameters, as outlined below.)
- Individuals who have applied for jobs abroad with coalition forces, DoD, U.S. embassies in selected locations (i.e., Iraq, Afghanistan), as well as individuals who were issued Iraqi gun cards/licenses. Note: FINs for such records are promoted and language is similar to that of the watch list dataset, but "foreign national hire" verbiage usually will be included to distinguish the records as non-derogatory.
- Certain individuals who were fingerprinted in Canada as part of their refugee processing.
- Individuals in the "recidivist" dataset (explained below).
- Individuals in the "watch list" dataset (also explained below). Please note that Asylum Office personnel have not generally enrolled individuals who were under 14 years of age at the time of interview.
- Individuals in the National Security Threat (NST) Military Detainee (MILDET) dataset, who have been detained by the United States Military for two weeks or more in a conflict zone.

Individuals applying at ports of entry were added to the IDENT database according to the following table:

Date	Dataset	CBP/US-VISIT Deployment or Application
1/5/2004	Entry	113 airports and 12 seaports
1/5/2004	Exit	Baltimore-Washington International Airport and Miami International Cruise Line Terminal
8/2004 (rolling basis)	Exit	Chicago O'Hare International Airport
8/20/2004	Entry	Albany International Airport, St. Petersburg/Clearwater International Airport, Port Everglades seaport, Andrews Air Force Base, New York City seaport, and Port Canaveral - Terminal 10

8/20/2004	Exit	Seattle/Tacoma International Airport and Ft. Lauderdale/Hollywood International Airport
9/2004 (rolling basis)	Exit	Atlanta Hartsfield International Airport, Dallas/Fort Worth International Airport, Denver International Airport, Detroit Metropolitan Wayne County Airport, Newark International Airport, Philadelphia International Airport, Phoenix Sky Harbor International Airport, San Francisco International Airport, Luis Munoz Marin International Airport (San Juan, Puerto Rico), San Pedro and Long Beach Seaports (Los Angeles, California)
9/30/2004	Entry/Exit	Visa Waiver Program travelers
11/15/2004 to 12/31/2004	Entry	50 busiest land ports of entry
12/31/2005	Entry	All ports of entry

Note: Exit encounters were not required during IDENT's proof of concept. Therefore, USCIS officers should not interpret a lack of exit data as evidence that an applicant did not leave the United States. Certain individuals and groups of travelers are exempt from IDENT's fingerprint processing during Entry and Exit, and will have no Entry encounter details. These include:

- Visitors admitted on an A-1, A-2, C-3, G-1, G-2, G-3, G-4, NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, or NATO-6 visa;
- Children under the age of 14;
- Persons over the age of 79;
- Classes of visitors the secretary of state and the secretary of Homeland Security jointly determine shall be exempt;
- An individual visitor the secretary of state and the secretary of Homeland Security or the director of Central Intelligence Agency jointly determine shall be exempt;
- Taiwan officials who hold E-1 visas and members of their immediate families who hold E-1 visas;
- Mexican citizens not requiring an I-94; and
- Canadian citizens not requiring an I-94.

Individuals applying for immigrant visas at US Consulates overseas were added to the IDENT database according to the timetable listed in Appendix 3. Individuals applying for nonimmigrant visas at US Consulates overseas were added to the IDENT database according to the timetable listed in Appendix 4. In evaluating a negative result, it will be incumbent upon field office personnel to check to see if an applicant's biometric data should have been captured, according to the above timetables, keeping in mind that at times systems are down and that individuals who should have been enrolled on a particular day may not have been.

3.1: Watch List Dataset[34]

The watch list dataset currently includes records of individuals who meet any of the criteria indicated in the Data Interpretation Tables of OBIM's "Biometrics Data Interpretation Guide," which receives regular updates. OBIM uses Derogatory Information (DI) to determine an individual's watchlist level and the level of scrutiny that should be given an individual. Each mission partner determines which DI types will place an identity on its own organizational watchlist and at what level. Specific language in records may vary depending on whether it originated with DoD[35], CBP, FBI, ICE, DOS, or another agency. In some cases, records may have "inactive," "historical" or other markings indicating resolution already may have taken place. Records of a historical/informational nature should be reviewed alongside information from other DHS systems to make case-by-case determinations as to whether or not the information is unique, specific, and in need of deconfliction/vetting to resolve. The IDENT watch list dataset includes, but is not limited to:

- Known or suspected terrorists, including fingerprints of the military detainees being held in Afghanistan, Pakistan, and Guantanamo Bay.
- Aliens with active warrants, according to the FBI.
- Subjects of INTERPOL notices.
- Deported felons.
- Sexual registrants, who, according to the FBI, are convicted sexual predators or offenders.
- Aliens who have been convicted of an aggravated felony as defined in section 101(a)(43) of the Act.
- Aliens with previous criminal histories, according to the FBI.
- Aliens who an immigration officer knows or has reason to believe are or have been illicit traffickers in any controlled substance and who are inadmissible under section 212(a)(2)(C) of the Act.
- Deported/removed aliens.
- Aliens who have been removed under expedited removal.

[34] Inclusion in the BDIG watch list dataset does not indicate the existence of derogatory information in the Terrorist Identities Datamart Environment (TIDE) and should not serve as the sole basis for a National Security referral. However, individuals in the IDENT watch list may need to be evaluated for possible action under CARRP.

[35] Click here for examples of DoD IDENT watch list records.

- Active or former gang members, according to the FBI database.
- Aliens who have absconded to avoid deportation, according to the Department of Homeland Security.
- Category 1 visa refusals (a list of visa refusal codes and their corresponding meanings can be found in Appendix 5).
- Confirmed visa overstays, according to ADIS.
- Aliens who have been refused admission into the United States for any reason.
- Aliens for whom a DHS officer determines a record should be entered based on considerations such as officer safety.
- Individuals identified as possible alien smugglers.
- Aliens who have medical alerts posted for them.
- Aliens permitted to withdraw an application for admission in accordance with section 235(a)(4) of the Act.
- Aliens permitted to depart voluntarily the United Stated in lieu of being subject to proceedings in accordance with section 240B of the Act.
- Individuals who are subjects of a previous CBP adverse action.
- Aliens encountered by CBP who claimed asylum prior to 2017, even without any adverse action.
- Legacy INS enrollments.
- Aliens encountered and detained by the United States Military for two weeks or more in a conflict zone (NST-MILDET dataset)

The fact that an individual is enrolled on the IDENT watch list, particularly in any instance of a CBP adverse action, is not sufficient evidence of actual derogatory information on that individual.

3.2 : Recidivist Dataset

The recidivist dataset currently contains records of individuals who meet any of the following criteria:

- Aliens who have an administrative final order of removal (including expedited removals), exclusion or deportation who are not entered into the watch list database.
- Aliens with a voluntary removal (usually from a Border Patrol apprehension).
- Aliens deported or with a formal order of removal who have not yet been enrolled in the watch list.
- Aliens with an order of exclusion.
- Aliens who have been paroled.

- Aliens with an administrative deportation order I-851, I-851a.
- Aliens with a reinstatement of deport order I-871.
- Aliens who have been enrolled in the DHS Special Alien database as part of a special registration program, including the National Security Entry-Exit Registration System (NSEERS). (Note: Enrollment in the NSEERS program is not deemed to be derogatory information about an applicant.)

The fact that an individual does not have an encounter in the recidivist dataset is not sufficient evidence that the individual does not meet any of the above categories.

B. Who Requires CPMS-IVT/IDENT-based Checks

Applicants and beneficiaries aged 14 and older (see component-specific guidance regarding biometrics collection for applicants below this age) who appear at a USCIS District/Field Office or Asylum Office for interview have their identities verified through a 1:1 IDENT match using CPMS-IVT. If the individual appearing at the Field Office is not the same individual who appeared at the ASC (an "imposter"), the Field Office will follow applicable program and local procedures for referral of imposters.

There may be occasions where an applicant's identity cannot be verified biometrically on the day of or at the time of the interview due to system difficulties or, in rare circumstances, resource constraints. In these instances, field office personnel will attempt to verify the applicant's identity biometrically after the interview on the same date. In any case, applicants' identities must be verified prior to adjudication (approval or denial). And additional A-files identified during the verification process must be requested, consolidated, and any discrepancies resolved. Any hit information associated with the record must be considered prior to the issuance of any approval.

Form I-485

In addition, a Final IDENT check must be conducted on the day of final adjudication for all Form I-485 applicants, whether approved or denied. Note: Final IDENT checks are not required on:

- Withdrawals,
- The following denials executed at the NBC in the preprocessing of I-485s
  - Insufficient Filings – denied very early after contractor review for lack of initial evidence
  - Fingerprint Abandonment – denied after the applicant fails to show for fingerprint appointment

NOTE**:** Denials for the above stated reasons executed at any Field Office must run the Final IDENT Check prior to final adjudication.

Form N-400

The Final IDENT check (also known as Oath IDENT Report) must be conducted within one business day of the naturalization Oath ceremony for all Form N-400 naturalization candidates. Note: Final IDENT checks are not required on:

- Withdrawals,
- The following denials executed at the NBC in the preprocessing of N-400s
  - Insufficient Filings – denied very early after contractor review for lack of initial evidence
  - Fingerprint Abandonment – denied after the applicant fails to show for fingerprint appointment

NOTE: Denials for the above stated reasons executed at any Field Office must run the Final IDENT Check within one business day of the final adjudication.

No Final IDENT checks are required on any I-485s or N-400s that are administratively closed.

Refer to Volume 13, Chapter 5 (Final IDENT Checks) and Chapter 8 (Customer Profile Management System–IDENTity Verification Tool (CPMS-IVT) of the CHAP or other component-specific procedural guidance for detailed information on triaging, referring, and resolving IDENT-based information.

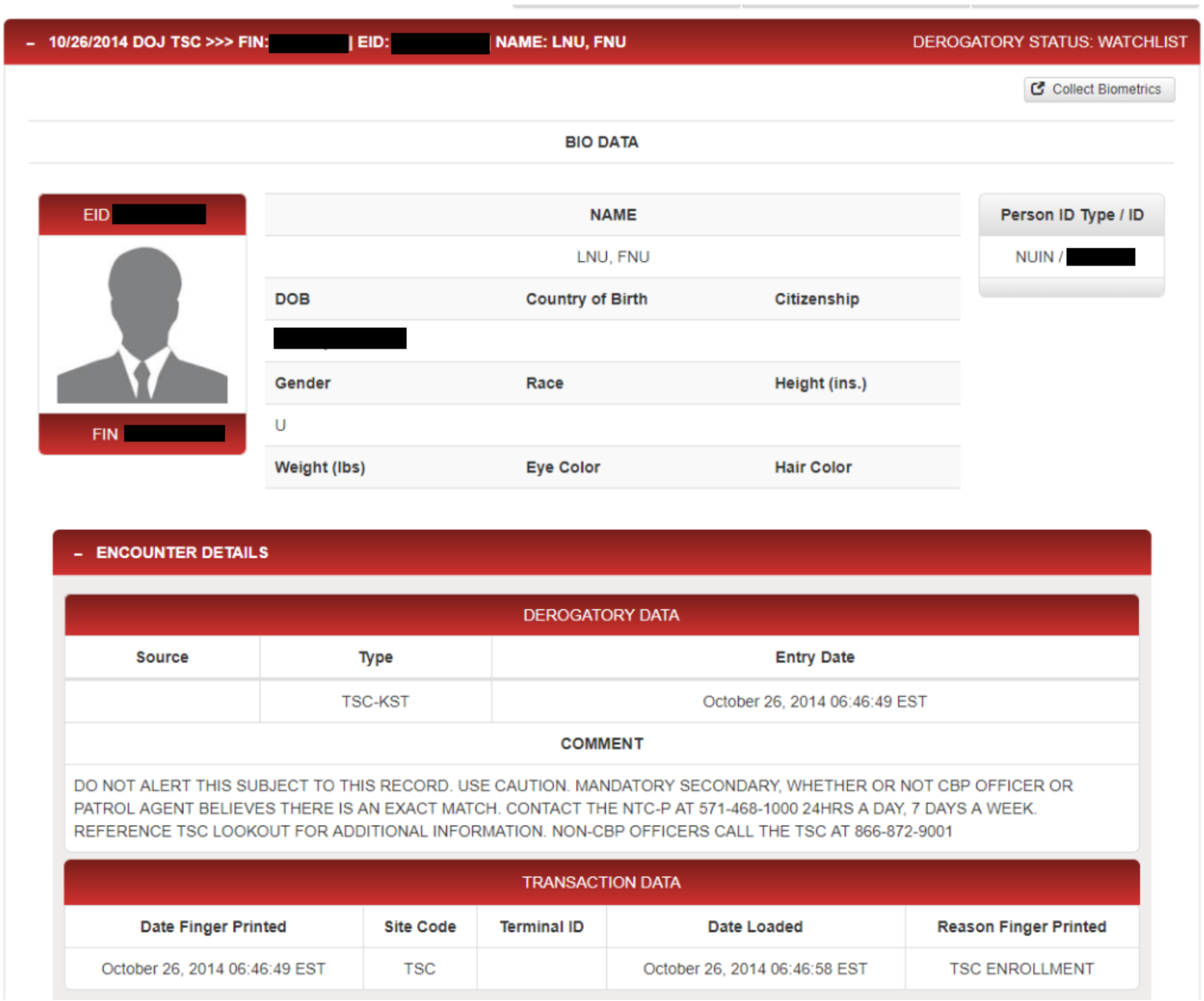
C. Types of Results from IDENT Checks

1. National Security Indicators

Various government agencies, including DHS components (USCIS, CBP, and ICE), DOS, the FBI, and the National Ground Intelligence Center (NGIC), load biographic and biometric information into IDENT. The IDENT Watchlist includes, but is not limited to, biographic and/or biometric derogatory information relevant to national security concerns, such as fingerprints for military detainees held in Afghanistan, Pakistan, and Guantanamo or other military detainees held in a conflict zone for two weeks or more (NST-MILDET); and individuals inadmissible or removable under sections 212(a)(3)(A), (B), or (F), or 237(a)(4)(A) or (B) of the Act.

National security indicators that exist in IDENT but not in biographic security systems

The 2018 Watchlisting Guidance allows latent biometrics to be elevated to the DHS IDENT Watchlist and the Terrorist Screening Database (TSDB) (e.g., prints collected from an improvised explosive device (IED)). IDENT, therefore, includes records where the identifying information is the biometric record (latent fingerprint) itself without including any biographic information.



– 10/26/2014 DOJ TSC >>> FIN: [redacted] | EID: [redacted] NAME: LNU, FNU DEROGATORY STATUS: WATCHLIST

BIO DATA

EID [redacted]

FIN [redacted]

NAME
LNU, FNU

DOB	Country of Birth	Citizenship
[redacted]		
Gender	Race	Height (ins.)
U		
Weight (lbs)	Eye Color	Hair Color

Person ID Type / ID
NUIN / [redacted]

– ENCOUNTER DETAILS

DEROGATORY DATA

Source	Type	Entry Date
	TSC-KST	October 26, 2014 06:46:49 EST

COMMENT

DO NOT ALERT THIS SUBJECT TO THIS RECORD. USE CAUTION. MANDATORY SECONDARY, WHETHER OR NOT CBP OFFICER OR PATROL AGENT BELIEVES THERE IS AN EXACT MATCH. CONTACT THE NTC-P AT 571-468-1000 24HRS A DAY, 7 DAYS A WEEK. REFERENCE TSC LOOKOUT FOR ADDITIONAL INFORMATION. NON-CBP OFFICERS CALL THE TSC AT 866-872-9001

TRANSACTION DATA

Date Finger Printed	Site Code	Terminal ID	Date Loaded	Reason Finger Printed
October 26, 2014 06:46:49 EST	TSC		October 26, 2014 06:46:58 EST	TSC ENROLLMENT

In cases where the IDENT Watchlist record labels the individual as “TSC-KST” in the Derogatory Data section but no biographic security system (e.g., TECS) indicates the individual to be a national security concern, the FDNS-IO or designated officer must contact the Terrorist Screening Center (TSC) by email at TSCEncounters@tsc.gov to confirm whether the subject of the TSDB derogatory information relates to the individual seeking an immigration benefit. The FDNS-IO or designated officer should fill out the TSC Request Form, providing any information available. This may include the TSC Number, National Unique Identification Number (NUIN), Fingerprint Identification Number (FIN), name, date of birth, and/or photos.

If the TSC confirms a match, officers should process the individual as a “Non-KST” NS concern. If the TSC uses the information provided by USCIS to enhance the TSDB record associated with an individual and generates a TECS record beginning with “P” and ending with “B10,” USCIS may reclassify the subject from a Non-KST to a KST.

Generally, the TSC or the DHS Office of Biometric Identity Management Office (OBIM) nominates individuals to the IDENT Watchlist or enhances existing records. USCIS, however, can provide data elements to enhance the records through coordination with the Immigration Vetting Division (IVD) at HQFDNS. IVD can be contacted by email at USCISWatchlisting@uscis.dhs.gov.

NST-MILDET Dataset

The NST-MILDET dataset includes subjects that did not meet the criteria to be watchlisted as a U.S. Known or Suspected Terrorist (KST) but may still pose a threat to the United States. NST-MILDET dataset includes individuals who were officially detained for two weeks or more during military operations in a conflict zone for engaging in conduct constituting, preparing for, aiding, or relating to enemy acts against U.S., Allied, or Coalition forces; and received an Internment Serial Number (ISN) (or any equivalent successor designation) but were not detained as Enemy Prisoners of War.[36]

Sample Language for NST-MILDET dataset:

Encounter Organization/Unit/SubUnit: DOJ.TSC.NSTMIL
Derogatory Information Type: NSTMILDET
Encounter Comment Language: DO NOT ALERT THIS INDIVIDUAL TO THIS RECORD. USE CAUTION. CONTACT THE TSC AT TSCEncounters@tsc.gov 24HRS A DAY, 7 DAYS A WEEK FOR IDENTITY RESOLUTION AND FURTHER GUIDANCE. ADDITIONALLY, MANDATORY SECONDARY BY CBP OFFICER OR PATROL AGENT EVEN IF NOT AN EXACT MATCH.

In cases where the IDENT Watchlist record labels the individual as "NST-MILDET" in the Derogatory Information Type section, the FDNS-IO or designated officer must contact the Terrorist Screening Center (TSC) by email at TSCEncounters@tsc.gov to confirm whether the subject of the TSDB derogatory information relates to the individual seeking an immigration benefit. The FDNS-IO or designated officer should fill out the TSC Request Form, providing any information available. This may include the TSC Number, National Unique Identification Number (NUIN), Fingerprint Identification Number (FIN), name, date of birth, and/or photos. The TSC can provide additional derogatory information through the TSC Operations Unit.

2. Criminal History Indicators

IDENT checks may reveal the FBI has criminal information related to an individual. An IDENT record will sometimes list an FBI number with a match to the FBI Criminal Master File. Officers should review the IDENT records with matches to the FBI Criminal Master File to ensure that

[36] Attorney General Order (AGO) 3378-2013.

the results of the FBI Fingerprint Check are valid. Please see Internal USCIS Policy Relating to IDENT Checks for information on the Validity of Results from FBI Fingerprint Checks.

D. Validity of Results from IDENT Checks

IDENT checks do not expire. However, since new information may be added to the IDENT record at any time, the best practice is to perform a check prior to final adjudication, in accordance with local and component guidance.

E. Where to Place Results from IDENT Check

All biometric matches discovered through the USVISIT-SIT or CPMS IVT should be printed and placed on the non-record (right) side of the file.

Please Note: This document is current only as of the date of access. Please do not create/retain electronic or paper versions of the NaBISCOP—in whole or in part—unless absolutely necessary. Updates to the NaBISCOP are made on a regular basis. Therefore, users must refer to the NaBISCOP ECN for the most recent procedural guidance.

IX. Resolution: National Security Concerns (CARRP)

A. CARRP Policy and Operational Guidance

On July 26, 2011, USCIS issued an updated policy memorandum entitled "Revision of Responsibilities for CARRP Cases Involving Known or Suspected Terrorists," as well as associated Supplemental Guidance.

The policy memorandum and subsequently issued operational guidance for the following USCIS components apply to all applications and petitions that convey an immigrant or nonimmigrant status in which an officer identifies a National Security (NS) Concern.

April 11, 2008, policy memorandum "Policy for Vetting and Adjudicating Cases with National Security Concerns (CARRP Memorandum)," signed by Deputy Director Jonathan R. Scharfen.

April 24, 2008, operational guidance entitled "Operational Guidance for Vetting and Adjudicating Cases with National Security Concerns."

February 6, 2009, policy memorandum "Additional Guidance on Issues Concerning the Vetting and Adjudication of Cases Involving National Security Concerns (Clarification Memorandum)," signed by Acting Deputy Director Michael Aytes.

March 26, 2009, policy memorandum entitled "Uniform Instructions for Standardized CARRP File Identification and Movement of CARRP Cases within USCIS (File Movement Memorandum)".

B. Definition of NS Concern

At any stage of the screening or adjudicative processes, an officer may identify an indicator of an NS concern with respect to an individual or organization. An NS concern exists when an individual or organization has been determined to have an articulable link to prior, current, or planned involvement in, or association with, an activity, individual, or organization described in sections 212(a)(3)(A), (B), or (F), or 237(a)(4)(A) or (B) of the Immigration and Nationality Act (the Act). This includes, but is not limited to, terrorist activity; espionage; sabotage; and the illegal transfer of goods, technology, or sensitive information.

When deciding whether an NS concern exists:

- Consider the activities, individuals, and organizations described in sections 212(a)(3)(A), (B), and (F), and 237(a)(4)(A) and (B) of the Act.
- Need not consider satisfying the legal standard used in determining admissibility or removability.

- Consider the totality of circumstances to determine whether an articulable link exists between the individual or organization and prior, current, or planned involvement in, or association with, an activity, individual, or organization described in sections 212(a)(3)(A), (B), or (F), or 237(a)(4)(A) or (B) of the Act.

A NS concern can be either a Known or Suspected Terrorist (KST) or Non-KST NS Concern.

1. Known or Suspected Terrorist (KST)

In accordance with CARRP policy, there are two types of NS concerns, Known or Suspected Terrorist (KST) and Non-KST. Each type requires specific handling which is outlined in the policy and in greater detail in the operational guidance.

KST is a category of individuals who have been nominated and accepted for placement in the Terrorist Screening Database (TSDB), are on the Terrorist Watch List, and have a specially-coded lookout posted in NCIC, TECS, and/or CLASS, as used by DOS. For information on standalone NIC/T records, refer to Chapter V, Section K, Step 4C within the NaBISCOP Handbook. A KST in NCIC has an “NIC/T” number. However, if the record indicates that the individual is a gang member and there are no additional indicators that the individual is an NS concern, the hit should be resolved according to standard operating procedures for individuals who are a risk to public safety. A KST in TECS has a record number beginning with a “P” for person and ending in a “B10,” and should indicate that the individual is a “Known Terrorist” or a “Suspected Terrorist.”

TECS B10 records with an exclusion code of T50 or T99 are not KSTs, though they do require contact with the TSC to determine whether the KST NS concern relates to the individual and to record the encounter. Subjects with a TECS B10 record with an exclusion code other than T50 or T99 (i.e., traditional TECS B10 records) must be treated as KSTs under CARRP, per existing USCIS, directorate, and local guidance. Once officers have contacted TSC to report the encounter and confirm if the B10 record is a positive match, T50 and T99 hits confirmed to match to the current subject should be processed as Non-KST NS concerns under CARRP. For more information officer should consult the May 23, 2012, FDNS Policy Memorandum entitled, "Updated Instructions for Handling TECS B10 Records".

Note: A KST NS record can be added or removed during any stage of the CARRP process. The FDNS-IO or designated officer must confirm that the subject is no longer a KST NS concern. Officers should consult the June 5, 2009, Domestic Operations memorandum entitled, “Clarification and Delineation of Vetting and Adjudication Responsibilities for Controlled Application Review and Resolution Program (CARRP) Cases in Domestic Field Office”.

2. Non-KST NS Concern

A Non-KST NS concern includes all other NS concerns, regardless of source, including, but not limited to: associates of KST(s), un-indicted co-conspirators, terrorist organization members, persons involved with providing material support to terrorists or terrorist organizations, and agents of foreign governments.

Officers should refer to Guidance for Identifying National Security Concerns, as a tool for assistance in identifying NS indicators. Pay particular attention to the following sections:

- Statutory Indicators;
- Non-Statutory Indicators;
- Security Check Indicators;
- FBI Name Check;
- FBI Fingerprint or NCIC Criminal History Check (NN16);
- IDENT; and
- TECS.

3. Non National Security (NNS)

At any time during the adjudication process, a determination may be made that an NS concern no longer exists or that an NS indicator, after further research, does not meet the definition of an NS concern in accordance with CARRP. Once a determination has been made that an NS concern no longer exists, the case no longer falls under CARRP processing and must be returned to routine work flow not withstanding any other issues such as EPS or fraud and following supervisory approval.

C. Four Step Approach to Cases with National Security Concerns

The CARRP process provides a disciplined approach to identify, record, and adjudicate applications and petitions where a National Security (NS) concern is identified, and applies to all applications and petitions that convey an immigrant or nonimmigrant status. Officers should refer to relevant guidance for instructions on adjudication of applications and petitions that do not convey an immigrant and nonimmigrant status but have a NS or egregious public safety concern.

This CARRP process is applied **by officers designated within each operational component** and involves four (4) distinct, yet not mutually exclusive, processing steps:

1. *Identifying an NS Concern:* The process of identifying and confirming whether the indicator relates to the applicant, petitioner, beneficiary or derivative (hereafter,

"individual"[37]), and whether there is an articulable link between the individual and activities, individuals or organization described in section 212(a)(3)(A), (B) or (F) or 237(a)(4) (A) or (B) of the Act (related to national security).

2. *Internal Vetting and Assessing Eligibility in Cases with NS Concerns:* If it is determined that an NS concern exists, the case is forwarded to a designated officer for a thorough review of the record associated with the application/petition to determine if the individual is eligible for the benefit sought.
3. *External Vetting of NS Concerns*: If after completion of the eligibility assessment and internal vetting, the individual appears eligible for the benefit sought, or if field management determines further processing is necessary to strengthen or support a decision, the application/petition proceeds to the External Vetting stage. The field is responsible for external vetting of all KST and Non-KST NS concerns.
   See the memo entitled "Revision of Responsibilities for CARRP Cases Involving Known or Suspected Terrorists."
4. *Adjudication of NS Cases*: The focus of this stage is to evaluate any additional information obtained during the vetting process to determine if the NS concern has been resolved or confirmed, whether the application/petition should be approved or denied, and when appropriate, to proceed with removal, rescission, termination, or revocation.

If, after completing the vetting and deconfliction processes in KST cases, there continue to be national security concerns, and there is insufficient evidence or other grounds to deny the application, offices are to seek further guidance from their respective HQ Directorate, in consultation with local counsel and HQ counsel when appropriate.

Note: The field is NOT authorized to approve CARRP cases involving KSTs unless guidance and written approval is received from USCIS Headquarters.
Pursuant to each component's CARRP operational guidance, information on the vetting and adjudication of the NS concern is entered into the Fraud Detection and National Security Data System (FDNS-DS).

Deconfliction is of utmost importance throughout the CARRP process. Designated USCIS officers must conduct deconfliction with the appropriate law enforcement agency or record owner to ensure that any USCIS action does not adversely impact any investigative or other interest.

[37] For purposes of this memorandum, the term "individual" may include a petitioning company.

D. Employment and Travel Authorization Applications with NS concerns

If an individual with an NS concern files Form I-765 and/or Form I-131, the application will be released for adjudication, even if vetting is not complete within sixty (60) days of the date that the application was received.

For stand-alone I-765 and I-131 applications, the officer should determine if the NS concern supports removal, revocation, rescission, or termination of the underlying status.

Prior to action on the application, designated officers must deconflict with the record owner(s) and/or law enforcement agency.

E. Form I-90 with NS Concerns

A permanent resident holds lawful status and is entitled to evidence of that status until it is removed through rescission or removal proceedings. The CARRP process does not apply to I-90 applications. Officers should refer to the February 9, 2009, policy memorandum entitled "Revised Guidance Pertaining to the Adjudication of Form I-90, Application to Replace Permanent Resident Card" for instructions on adjudication of I-90 applications. This policy memorandum revised the guidelines for adjudicating the I-90 application established in Policy Memorandum 110 (PM 110).

The revised policy establishes that Form I-90 and Form N-565 will be adjudicated when the following conditions have been met:

- The applicant has established his or her identity;
- It has been established that the applicant is a lawful permanent resident; and
- Security checks are completed and valid at the time of adjudication.

Any derogatory information received as a result of the security checks will be resolved **only after** the adjudication of the I-90 application. The issuance of the Form I-551, Permanent Resident Card, Certificate of Citizenship, or Certificate of Naturalization must not be delayed due to any pending resolutions. The adjudication of such cases will no longer be suspended as provided in PM 110.

F. Santillan (EOIR Grants) with NS Concerns

Santillan class members are those who have been granted permanent resident status by the Executive Office of Immigration Review (EOIR) and who have not been issued evidence of their status. These individuals are currently covered by the terms of the injunction order issued on December 22, 2005 (published at 2005 WL 3542661).[38] The injunction mandates that USCIS issue documentation of permanent resident status to class members within a specific time frame from the date of the class member's InfoPass appointment with USCIS after he or she receives the EOIR grant. Generally, the documentation must be issued within 30 days, if the status was granted on or after April 1, 2005, or 60 days, if the status was granted before April 1, 2005. USCIS is bound by the terms of the injunction regardless of NS concerns and must follow the procedures outlined in the December 29, 2005 memorandum on interim guidance. If NS concerns remain after issuance of the Permanent Resident Card, the case should be referred to the local FDNS component.

G. Request for Assistance to HQFDNS National Security Immigration Vetting Division (IVD), National Security and Vetting Branch (NSVB)

The field may contact HQFDNS for assistance during the processing of an application/petition with an NS concern. Prior to requesting assistance from HQ FDNS-NSVB, the Designated Officer must:

- Complete all internal vetting and the initial eligibility assessment
- Obtain local management approval prior to sending a RFA request
- Make sure the system generated BCAA is complete
- Create an NSVB RFA (HQ RFA) record after the required management approval

Refer to the current FDNS-DS User Guide regarding how to complete a RFA request via the Special Actions Sub Tab in FDNS-DS.

[38] This memorandum complements the guidance contained in the December 29, 2005 memorandum entitled "Interim Guidance for Processing of Status Documentation for EOIR-adjusted Lawful Permanent Residents Pursuant to the Permanent Injunction in Santillan," et al. No. C-04-2686 (N.D. CA Dec. 22, 2005), as well as the March 31, 2005 memorandum entitled Executive Office for Immigration Review (EOIR) Processing, and the April 8, 2005, memorandum entitled "Clarification of Memorandum Executive Officer for Immigration Review (EOIR) Processing."

X. Resolution: Egregious Public Safety Concerns & Other Criminal Cases

A. Egregious Public Safety (EPS) Policy and Guidance

In 2011, USCIS signed a Memorandum of Agreement between USCIS and United States Immigration and Customs Enforcement (ICE) on the issuance of Notices to Appear to aliens encountered during an adjudication. The accompanying policy memorandum, entitled "Revised Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Removable Aliens" dated November 7, 2011, has been referred to as the New NTA Policy Memorandum. However, this memo has since been superseded by two (2) companion policy memorandums: PM-602-0050.1, entitled "Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens," dated June 28, 2018, and (for DACA cases) PM-602-0161, entitled "Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA," dated June 28, 2018.

The NaBISCOP adopts the procedures outlined in PM-602-0050.1 and PM-602-0161. Refer to component-specific guidance for additional information. General procedural information related to the background check process for NTAs will be added to the NaBISCOP upon completion.

B. EPS Case Definition

An EPS case is defined as any case where information indicates the alien is under investigation for, has been arrested for (without disposition), or has been convicted of any of the following:

- Murder, rape, or sexual abuse of a minor as defined in 101(a)(43)(A) INA;
- Illicit trafficking in firearms or destructive devices as defined in 101(a)(43)(C) INA;
- Offenses relating to explosive materials or firearms as defined in 101(a)(43)(E) INA;
- Crimes of violence for which the term of imprisonment imposed or where the penalty for a pending case is at least one year as defined in 101(a)(43)(F) INA;
- An offense relating to the demand for or receipt of ransom as defined in 101(a)(43)(H) INA;
- An offense relating to child pornography as defined in 101(a)(43)(I) INA;
- An offense relating to peonage, slavery, involuntary servitude, or trafficking in persons as defined in 101(a)(43)(K)(iii) INA;
- An offense relating to alien smuggling as described in 101(a)(43)(N) INA;
- Human Rights Violators, known or suspected street gang members, or INTERPOL hits; or
- Re-entry after an order of exclusion, deportation, or removal subsequent to conviction for a felony where a Form I-212, Application for Permission to Reapply for Admission into the U.S. after Deportation or Removal, has not been approved.

Arrests without Disposition for above Offenses

The MOA between USCIS and ICE indicates that, even without a conviction, an alien may be an EPS case if there has been an arrest "without disposition." This applies specifically to an arrest where charges are still **pending**. If the alien was arrested but the charges were dropped or the alien was acquitted, the case will not be referred under this provision of the MOA. Also, if an arrest was for an offense described above, but the conviction was ultimately for an offense not defined as an EPS case, the case will not be referred under this provision of the MOA.

C. EPS Adam Walsh Act

The Adam Walsh Act (AWA) prohibits U.S. citizens and LPRs who have been convicted of certain "specified offenses against a minor" from filing a family based immigration petition on behalf of any beneficiary. Besides guidance in this SOP, vetting officers should also follow procedures in the February 8, 2007, memorandum entitled "Guidance for Adjudication of Family-Based Petitions and I-129F Petition for Alien Fiancé(e) under the Adam Walsh Child Protection and Safety Act of 2006," and the SOP for the adjudication of family-based petitions under the Adam Walsh Act signed by Acting Associate Director Donald Neufeld on September 24, 2008.

D. International Marriage Broker Regulation Act

If certain criminal convictions are revealed during the adjudication of a K nonimmigrant visa for an alien fiancé(e) (K-1) or alien spouse (K-3), adjudicators should follow the guidance in the July 21, 2006, memorandum entitled "International Marriage Broker Regulation Act Implementation Guidance".

E. Referral to ICE (RTI) for EPS Case

EPS cases must be referred to ICE for possible removal proceedings prior to adjudication, subject to the following procedures:

- Suspend adjudication for 60 days, or until ICE provides notification of its action on the case, whichever is earlier.[39]
- Refer case immediately to the appropriate officer or unit for creation of a RTI.
  - Service Centers and the NBC: Route immediately to appropriate BCU/FDNS- OPS.
  - Field Offices: Route immediately to the FDNS-IO or other authorized officer in accordance with local policy.

[39] 8 CFR 103.2(b)(18)

The appropriate officer or unit conducts the following:

1. Prepare RTI.
   - The RTI should include any relevant attachments that USCIS has at the time, such as a copy of the IdHS (formerly known as RAP sheet), arrest disposition, a copy of the application.
   - If certified conviction records are available in the file, include those records, but do not hold an RTI to obtain them.
2. Update FDNS-DS as appropriate.
3. Forward a copy of the RTI to appropriate ICE office.
   - Service centers and the NBC forward a copy to the ICE Benefit Fraud Unit (BFU).
   - Field offices forward a copy to the local ICE Special Agent in Charge (SAC).
4. Place a hard copy of the RTI in the A-file or Receipt file.
5. Update appropriate systems as required by local guidance (CLAIMS).
6. Retain the file unless ICE requests it or 60 days expire from the time the referral is received by ICE.

IF	THEN
ICE does not respond within 60 days,	Resume adjudication, taking into account the basis for the RTI.
ICE declines the RTI,	Resume adjudication, taking into account the basis for the RTI.
ICE accepts case,	Deconflict prior to adjudication and provide assistance to ICE where appropriate.

1. USCIS retains discretion to formally place the case in abeyance for ICE to conduct further investigation.
2. Complete resolution memorandum referencing the content of the RTI and response (if any) from ICE prior to any local adjudicative action.
3. Update appropriate systems as required by local guidance (CLAIMS).

F. Referral to ICE for Other Criminal Cases

In all cases in which it appears that the alien is inadmissible or removable for a criminal offense not included in the EPS case list, USCIS will complete the adjudication prior to referring the case to ICE. ICE will decide whether and how it will institute proceedings and whether or not they will detain the alien.

Once adjudication is completed immediately refer the case to the appropriate officer or unit for creation of a RTI.

- Service Centers and the NBC: Route immediately to appropriate BCU.

- Field Offices: Route immediately to the FDNS-IO or other authorized personnel in accordance with local policy.

The appropriate officer or unit conducts the following:

1. Prepare RTI.
   - The RTI should include any relevant attachments that USCIS has at the time, such as a copy of the IdHS (formerly known as RAP sheet), arrest disposition, a copy of the application.
   - Where USCIS obtains certified conviction records through normal processing of the application, include those records but do not hold an RTI on a completed case to obtain those records.
2. Update FDNS-DS as appropriate.
3. Forward a copy of the RTI and the accompanying file, if in the possession of the office or center issuing the RTI, directly to the appropriate ICE field operations director (FOD) or designated POC.
4. Concurrently transmit a copy of the RTI to ICE HQDRO Criminal Alien Division at CriminalNon-Egregious.CISRFI's@ice.dhs.gov for statistical monitoring purposes.

G. Exceptions to EPS RTI Criteria

A case that otherwise meets the referral criteria should not be referred to ICE, but should be resolved by the BCU, FDNS-IO, or designated officer, when the subject:

- Was removed/excluded and there is no reason to believe he or she has reentered the United States.
- Was granted relief or proceedings were terminated by an Immigration Judge (IJ), and no new qualifying crimes (which qualify for EPS vetting) have been reported since relief was granted/proceedings were terminated.
- Has a pending case with the Executive Office for Immigration Review (EOIR) and no new qualifying crime which require mandatory detention.
- Is currently in custody with an ICE detainer.
- Is currently under an Immigration Order of Supervision, is reporting as required, and no new qualifying crime which require mandatory detention.
- Is under final order of removal, but has not been removed.

H. Employment and Travel Authorization Applications with EPS Concerns

If an individual with an EPS concern files Form I-765 or Form I-131, the officer will suspend adjudication for no more than sixty (60) days from the date the file is received by ICE, or until ICE provides notification of its intended action(s), whichever date is earlier.

I. Form I-90 with EPS Concerns

An applicant who is a Lawful Permanent Resident (LPR) holds such status unless it is:

1. Abandoned by the applicant,
2. Revoked through rescission and/or removal proceedings, or
3. Superseded by naturalization.

Otherwise, the applicant is entitled to evidence of his or her status. All I-90 applications will be adjudicated when all of the filing requirements and the following conditions have been met:

1. The applicant has established his or her identity; and
2. It has been established that the applicant is a lawful permanent resident.

Please note that officers must ensure that fingerprint checks and TECS checks have been initiated, completed, and are valid at the time of adjudication of the I-90; however, any derogatory information received as a result of these checks are to be resolved only after the adjudication of the I-90.

Similarly, I-90 applications with associated EPS concerns are to be adjudicated pursuant to the above-mentioned instructions before an ICE referral is made. The I-90 adjudication must not be suspended due to any EPS concerns. An I-90 that meets the definition of an EPS case will be referred to ICE pursuant to established procedures only after the adjudication of the I-90 has been completed.

For further information, please see the February 9, 2009, policy memorandum signed by Donald Neufeld revising the guidelines for the adjudication of I-90 application for further information. The memo may be accessed by clicking the following link, "Revised Guidance Pertaining to the Adjudication of Form I-90, Application to Replace Permanent Resident Card". (This policy memorandum revised the guidelines for adjudicating the I-90 application established in Policy Memorandum 110 (PM 110).

J. Santillan (EOIR Grants) with EPS Concerns

Santillan class members are those who have been granted permanent resident status by the Executive Office of Immigration Review (EOIR) and who have not been issued evidence of their status. These individuals are currently covered by the terms of the injunction order issued on December 22, 2005 (published at 2005 WL 3542661).[40] The injunction mandates that USCIS issue documentation of permanent resident status to class members within a specific time frame

[40] This memorandum complements the guidance contained in the December 29. 2005 memorandum entitled, Interim Guidance for Processing of Status Documentation for EOIR-adjusted Lawful Permanent Residents Pursuant to the Permanent Injunction in Santillan, et al. No. C-04-2686 (N.D. CA Dec. 22, 2005), as well as the March 31, 2005 memorandum entitles Executive Office for Immigration Review (EOIR) Processing, and April 8, 2005 memorandum entitled Clarification of Memorandum Executive Officer for Immigration Review (EOIR) Processing.

from the date of the class member's InfoPass appointment with USCIS after he or she receives the EOIR grant. Generally, the documentation must be issued within 30 days, if the status was granted on or after April 1, 2005, or 60 days, if the status was granted before April 1, 2005. USCIS is bound by the terms of the injunction regardless of EPS concerns and must follow the procedures outlined in the December 29, 2005, memorandum on interim guidance. If EPS concerns remain after issuance of the Permanent Resident Card, the case should be referred to the local FDNS component.

XI. Resolution: Immigration Fraud

A. Immigration Benefit Fraud Policy and Guidance

USCIS has signed a Memorandum of Agreement between USCIS and United States Immigration and Customs Enforcement (ICE) on the Investigation of Immigration Benefit Fraud in September 2008. Officers should refer to the Fraud Detection Standard Operating Procedures dated December 6, 2019 for explanations of commonly encountered immigration fraud and for an in-depth understanding of the referral process to FDNS and to ICE which can be found under the FDNS ECN Page.

XII. Security Checks Required for Issuance of Form I-862 – Notice to Appear and Form I-863 – Notice of Referral to an Immigration Judge

A. Form I-862 - Notice to Appear (NTA) and Form I-863 – Notice of Referral to an Immigration Judge

Form I-862, *Notice to Appear* (NTA), is filed with the Executive Office of Immigration Review (EOIR) in order to commence removal proceedings under section 240 of the INA. USCIS was delegated the authority by the Secretary of the U.S. Department of Homeland Security (DHS) to issue Form I-862, *Notice to Appear* in order to initiate removal proceedings. See *Delegation by the Secretary of the Department of Homeland Security to the Bureau of Citizenship and Immigration Services, Delegation Number 0150.1; Paragraph II(N)*. This delegation did not extend to International District Directors and officers, who are not authorized to issue NTAs. U.S. Immigration and Customs Enforcement (ICE) and U.S. Customs and Border Protection (CBP) also have legal authority to issue NTAs. As such, USCIS must ensure that issuance of NTAs fits within and supports the Department's overall removal priorities – promoting national security and the integrity of the immigration system.

On January 25, 2017, the President issued Executive Order (EO) 13768 *Enhancing Public Safety in the Interior of the United States*. EO 13768 sets forth the President's immigration policies for enhancing public safety and articulates the priorities for removal of aliens from the United States. Additionally, EO 13768 instructs that the government will no longer exempt classes or categories of removable aliens from potential enforcement.

On February 20, 2017, the DHS Secretary issued an implementation memorandum related to the President's immigration enforcement priorities entitled, *Enforcement of the Immigration Laws to Serve the National Interest*. The memorandum sets forth guidance for all DHS personnel regarding the enforcement priorities.

On June 28, 2018, the USCIS Director issued PM-602-0050.1, *Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens*. PM 602-0050.1 provides updates to USCIS guidelines for referring cases to ICE and issuing NTAs. PM 602-0050.1 supersedes the November 7, 2011, PM-602-0050, *Revised Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Removable Aliens*.[41]

[41] With the noted exception relating to Deferred Action for Childhood Arrivals (DACA) cases. When adjudicating or taking adverse action in a DACA case, officers must continue applying the November 7, 2011 PM 602-0050. See

National Background, Identity, and Security Check Operating Procedures

On December 26, 2018, the Director issued the Memoranda *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance* and *Departure-Related Systems Checks Requirement Preceding Notice to Appear (NTA) Issuance* in order to clarify security checks and systems checks requirements for officers when reviewing for potential NTA issuance. The Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance*, expressly rescinded and superseded the previous security check requirements guidance *Security Check Requirements Proceedings Notice to Appear Issuance*, dated March 2, 2004.

Law enforcement and criminal history background checks (collectively referred to here as "security checks") routinely identify a significant number of national security threats, public safety risks, aliens not lawfully present in the United States, aliens who have engaged in fraud or willful misrepresentation in connection with any official matter or application before a governmental agency, and aliens subject to other grounds of removal. Completion of security checks during the course of adjudications provides an early opportunity for USCIS to determine eligibility, identify potential national security and public safety risks, and discover any relevant and potential grounds for removal prior to initiating removal proceedings. USCIS initiates security checks immediately prior to NTA issuance in order to assess any changes in security check results that may impact or inform the issuance of an NTA, provide up-to-date records, and help ensure that the EOIR and ICE are fully informed regarding both an alien's immigration history and any criminal background. USCIS conducts departure-related systems checks immediately prior to NTA issuance to determine whether an alien departed the United States, thereby supporting the Department's overall removal priorities while simultaneously supporting the ability of EOIR to control its dockets and prioritize cases for removal.

USCIS officers must either initiate or complete, as described below and subject to the current age restrictions, the following checks: FBI Fingerprint Checks, TECS/NCIC checks, FBI Name Checks, and any departure-related systems check intended to determine whether an alien departed the United States (i.e., Arrival and Departure Information System (ADIS) checks or Unified Passenger (UPAX) system checks). These security checks and systems checks required for NTA issuance are the baseline requirements for screening and vetting immediately prior to NTA issuance. Local policies and procedures may require additional security checks pursuant to local OCC, SOPs, adjudication guides, or agreements with ICE. Furthermore, the security checks

PM 602-0161 *Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA*, dated June 28, 2018.

required for NTA issuance are ***in addition*** to any security checks that may be required by USCIS for adjudication of an application, petition, or benefit request. Nothing in the NaBISCOP is intended to supersede, negate, or replace any particular local guidance. If there is a contradiction or a perceived contradiction between NaBISCOP security checks and a local policy regarding NTA issuance, officers should raise that to their chain of command and/or local OCC.

USCIS officers working in Refugee, Asylum, and International Affairs (RAIO) Directorate, should consult with OCC or RAIO leadership to determine which security checks and systems checks contained in this section of NaBISCOP must be completed, or merely initiated, prior to NTA issuance for aliens who are in custody (detained). These cases proceed on a different path to EOIR than NTAs issued by other directorates, such as Field Office Directorate (FOD) or Service Center Operations (SCOPS).

B. FBI Fingerprint Check Requirement

The Federal Bureau of Investigation (FBI) Fingerprint check results provide summary information of an individual's administrative or criminal record within the United States. FBI Fingerprint checks will often include immigration enforcement information as well. FBI Fingerprint check results are currently returned in the form of an Identity History Summary (IdHS), formerly known as a Record of Arrest and Prosecution (RAP Sheet). The IdHS describes arrests and, when available, subsequent dispositions attributable to that individual. For USCIS, criminal history record information (CHRI) is important to determine both eligibility for any underlying immigration benefit request as well as all appropriate charges to be listed in the Notice to Appear (NTA). For detailed information on FBI Fingerprint Checks see NaBISCOP Section VII. Security Check: FBI Fingerprint Check.

As a general rule, USCIS must have a ***valid*** FBI Fingerprint result ***prior*** to NTA issuance, subject to the guidance below. *See* Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018. Pursuant to Section VII of this NaBISCOP, a particular "fingerprint result expires 15 months after the date of the FBI response." *See* NaBISCOP Section VII. Security Check: FBI Fingerprint Check, Part F.

NOTE: Regarding the biometrics services fee, USCIS has the authority to collect a biometrics services fee under 8 CFR 103.17 for any biometric collection pertaining to "requests for benefits." However, Form I-862 and I-863 are not requests for benefits. Consequently, USCIS is ***not*** authorized to collect the biometric services fee when scheduling an alien for biometrics collection associated with Form I-862.

1. Age-related Exemptions

Presently, USCIS is limited in the collection of biometrics or fingerprints to certain age groups by regulation, depending on the particular application or petition filed.[42] Further, even in cases where USCIS is permitted to collect fingerprints for individuals under 14, the FBI may not return CHRI pertaining to juvenile adjudications. Finally, the current language of 8 CFR 236.5 appears to limit fingerprint collection associated with commencing removal proceedings to aliens "14 years of age or older."[43] For these reasons, depending on the underlying application or petition filed with USCIS and the age of the alien, USCIS may not have the authority to require an alien to submit biometrics or fingerprints *solely* in order to issue an NTA.

If USCIS already has the biometrics of an alien under the age of 14 due to a previously filed application or petition, officers must resubmit or "refresh" those fingerprints to the FBI prior to NTA issuance in order to obtain an updated IdHS for the alien and satisfy the required NTA security checks.

If USCIS never previously collected the biometrics of an alien under the age of 14, USCIS may not have the legal authority to request biometrics solely to issue the NTA. In these cases, officers should request guidance through their chain of command and/or local OCC prior to issuing an ASC notice for Form I-862.

2. Validity of Results from FBI Fingerprint Checks

Fingerprints are one of many biometric modalities collected by USCIS. Fingerprints themselves never expire. FBI Fingerprint *results*, also referred to as an IdHS, do expire. Presently, IdHS are only valid for 15 months from the date of the FBI response. See NaBISCOP Section VII, Part F, Validity of Results from FBI Fingerprint Checks. NaBISCOP contains a general prohibition against reusing fingerprint results from one form type to another. See NaBISCOP Section VII, Part F, Validity of Results from FBI Fingerprint Checks. NaBISCOP clearly states that "Fingerprints must be obtained for each application filed that requires the biometrics be captured…" See NaBISCOP Section VII, Part F, Validity of Results from FBI Fingerprint Checks.

However, this general prohibition against reusing fingerprint results from one application or form type to another does not apply to NTAs since Form I-862 and I-863 are not benefit requests submitted by an alien. Fingerprints previously collected by USCIS for an application, petition, or

[42] See 8 CFR §235.1(f)(1)(iv)(A) requirement to provide biometric identifiers does not apply to "aliens younger than 14 or older than 79 on date of admission"; 8 CFR §264.2(d) requiring that after filing an application, each applicant 14 years of age or older shall be fingerprinted as prescribed in 8 CFR 103.16; 8 CFR §264.5(b)(8) requiring permanent residents to file for a replacement Permanent Resident Card when they reach the age of 14 years ensuring the child is fingerprinted as required under INA 262; 8 CFR 245a.4(b)(5) requiring fingerprint card for applicants 14 years and older; and 8 CFR 210.2(c)(2)(i) requiring submission of fingerprints for special agricultural workers age 14 and older.

[43] See 8 CFR 236.5 "Every alien 14 years of age or older against whom proceedings based on deportability under section 237 of the Act are commenced under this part by service of a notice to appear shall be fingerprinted and photographed."

benefit request may be re-submitted to the FBI or "refreshed" in order to comply with security check requirements for NTA issuance. As a matter of course, only complete sets of fingerprints that previously yielded an IDENT or Non-IDENT response may be re-used for NTA issuance. Solely in the context of NTA issuance, these fingerprints are re-submitted to the FBI, at no cost to the alien, in order for USCIS to obtain an updated fingerprint result/IdHS in order to satisfy the security check requirements for NTA issuance.

The validity period for FBI fingerprint results is calculated from the date of the FBI fingerprint response on the IdHS to the date of potential NTA issuance—***not*** the time of final adjudication of the underlying application, petition, or benefit request. In other words, FBI fingerprint results may have been valid at the time of final adjudication and expired in the period prior to NTA issuance. If an IdHS was valid at the time of the denial, but expired by the time an officer is reviewing for potential NTA issuance, the fingerprints must be refreshed to obtain a valid result.

There are several scenarios for FBI fingerprint checks that an officer may encounter when conducting security checks prior to NTA issuance. Where the alien's previous fingerprint result/IdHS:

- Is less than 15 months old. The officer will use the last fingerprint result/IdHS from the underlying application, petition, or benefit request to satisfy the security check requirements for NTA issuance. There is no need to refresh these fingerprint results.
- Is 15 months old or older. The officer will resubmit or "refresh" the last valid fingerprints in order to generate an updated fingerprint result/IdHS to satisfy the security check requirements for NTA issuance. The officer must follow the standard procedures for submitting a request to resubmit or "refresh" the expired fingerprint results, just as the officer would for fingerprint results that expire prior to the adjudication of an open application or petition. The officer is not limited to only "refreshing" the fingerprints from the underlying or "last" application, petition, or benefit request, rather the officer can request a "refresh" of any fingerprints collected by USCIS that previously yielded an IDENT or Non-IDENT response from the FBI. When refreshing fingerprints for NTA issuance, officers must change the "form type" in the dropdown list in CPMS from whatever the underlying form type was, to select Form I-862, *Notice to Appear*. This will simplify data and tracking of fingerprint refreshes conducted in order to issue an NTA.
- Was never generated. In some cases, USCIS never collected an alien's fingerprints in the past or only collected a single press-print due to the particular biometrics requirement of a previous application, petition, or benefit request. Consequently, there will be no valid set of fingerprints for the officer to resubmit or "refresh" with the FBI. In these cases, the officer must issue an ASC appointment notice and schedule the alien for biometrics collection at the next available date and time. Relevant facts to note:

- USCIS considers issuance of an ASC appointment notice as satisfying the requirement at 8 CFR 1003.47(e) that USCIS "initiate" relevant security checks prior to NTA issuance.
- The ASC appointment notice must reflect that biometrics are requested for Form I-862 – *Notice to Appear*. This will simplify data and tracking of ASC appointments scheduled in order to issue an NTA.
- The officer will not delay NTA issuance in order to ascertain if the alien appeared for biometrics collection at the scheduled ASC appointment.
- Requests to reschedule ASC appointments issued for Form I-862 are not favored.
- USCIS is ***not*** authorized to collect the biometric services fee when scheduling an alien for biometrics collection associated with Form I-862.

Questions or concerns about whether or not an officer can or should refresh a particular alien's previous fingerprint results or schedule an alien for biometrics collection at an ASC in order to satisfy security checks prior to NTA issuance, should be raised through the chain of command and/or local OCC.

C. TECS/NCIC Checks Requirement

TECS (formerly known as the Treasury Enforcement Communications System) is an automated enforcement and inspection lookout system maintained by CBP. The National Crime Information Center (NCIC) is a database maintained by the FBI. NCIC contains lookout information posted by federal, state, and local governmental agencies. Security checks have been expanded to include TECS on individuals seeking immigration benefits and travel documents. USCIS personnel regularly use TECS/NCIC checks to: identify individuals who may pose a risk to national security and/or public safety, identify aliens who may be present in the United States without lawful immigration status, identify aliens who are subjects of current criminal investigations, prevent ineligible aliens from obtaining immigration benefits, screen for active arrest warrants, and identify registered sex offenders in accordance with the Adam Walsh Act. For detailed information on TECS/NCIC checks, including individuals who must be queried, name and date of birth variation requirements, and properly documenting queries.

Subject to the guidance below, USCIS officers[44] must conduct TECS/NCIC security checks an alien immediately ***prior*** to NTA issuance. *See* Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018. Different directorates generate, process, and issue NTAs differently.

[44] For credible fear cases interviewed by RAIO's Asylum Division, the aliens are detained prior to NTA issuance. ICE runs TECS/NCIC checks on these aliens prior to any release. Therefore, this requirement does not apply to aliens in the credible fear context.

- For RAIO's Asylum Division, the TECS/NCIC security check must be conducted and the results reviewed either at the time the NTA is generated by the Asylum Officer or at the time the NTA is served on the alien. Asylum Offices may choose to conduct and review the TECS/NCIC security check at both points in time but are not required to do so.
- For all other divisions and directorates, the phrase "immediately prior to NTA issuance" means the TECS/NCIC check must be conducted and the results reviewed on the same day as serving the NTA. Offices may choose to also conduct the TECS/NCIC check when the file is initially reviewed for possible NTA issuance or at the time the NTA is generated where that date is different than the date the NTA is served, but this guidance only requires the TECS/NCIC check on the same day as serving the NTA.

Different applications, petitions, or benefit requests may require additional individuals to be queried in TECS/NCIC prior to an adjudication (i.e., a spousal petitioner, derivatives, adult household members, etc.), for purposes of conducting security checks prior to NTA issuance only the alien who will receive the NTA needs to be queried. However, this necessarily includes all appropriate name and date of birth variations for that alien. The standard requirements for documenting TECS/NCIC queries, hits, and resolutions still apply to TECS/NCIC security checks conducted prior to NTA issuance.

1. Age-related Exemptions

Pursuant to NaBISCOP Section V, Part D TECS Person Query Procedures, TECS and NCIC security checks will be run on subjects "age 14 and over" prior to NTA issuance. TECS queries are not required on subjects under age 14 when conducting security checks prior to NTA issuance.

When calculating whether an alien is "age 14 and over" for purposes of security checks prior to NTA issuance, officers should calculate the alien's age at the time of possible NTA issuance, ***not*** the alien's age at the time of the denial of the underlying application, petition, or benefit request. Consequently, an alien may "age in" to TECS and NCIC security checks due to the passage of time between the issuance of a denial and review for potential NTA issuance.

2. Validity of Results from TECS/NCIC Checks

The validity period for a TECS/NCIC query is 180 calendar days, as stated in the memorandum entitled "Extension of the Interagency Border Inspection System (IBIS) Record Check Validity Period" dated April 26, 2006 ("2006 IBIS memorandum) and this NaBISCOP. *See* NaBISCOP Section-V, Part I - Validity of Results from TECS Queries. Notably, this interoffice memorandum expressly superseded the March 1, 2006 IBIS SOP policy which previously established the TECS/NCIC query validity period of 90 days. Further, the Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA)*

Issuance, dated December 26, 2018, rescinded the previous guidance on this issue which memorialized that TECS/NCIC checks were valid for 90 days when conducting security checks prior to NTA issuance. *See* Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance,* dated December 26, 2018. Because the 2006 IBIS memorandum remains valid and the 2004 NTA Security Checks memorandum was rescinded by the Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance,* dated December 26, 2018, the validity period for TECS and NCIC security checks is now uniformly established at 180 days.

Officers must query an alien specifically for the purpose of conducting security checks prior to NTA issuance and ***not*** simply rely on TECS/NCIC results conducted at the time the underlying application, petition, or benefit request was denied—even where those previous TECS/NCIC queries are less than 180 days old. Consistent with other TECS/NCIC queries, they are run at distinct times and documentation is retained in the A-file/receipt file. NaBISCOP requires that TECS/NCIC checks be run at the time of NTA issuance. *See* NaBISCOP, Section V, Part I – Validity of Results from TECS Queries. Furthermore, the 2018 Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance*, clearly mandates that USCIS officers "must conduct" TECS/NCIC security checks expressly for the purpose of NTA issuance.

According to the 2018 Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance*, officers must re-query a subject in the interests of obtaining up-to-date derogatory information solely for the purpose of issuing an NTA. If new derogatory information is discovered, then it must be resolved prior to NTA issuance and according to existing guidance. However, if no new derogatory information is discovered, officers are not required to re-resolve TECS/NCIC hits if the previous resolution is otherwise valid. Consequently, depending on the outcome of the TECS/NCIC checks, officers may only need to resolve new or subsequent derogatory information for purposes of NTA issuance. Further, while officers are required to re-query the name and date of birth combinations on the ROIT for NTA issuance, if no subsequent derogatory information is discovered, there is no prohibition against revalidating or recertifying the TECS/NCIC resolutions from the time of denial pursuant to local policies and procedures.

Questions or concerns about whether or not an officer must re-query names and dates of birth or may revalidate a previous TECS/NCIC resolution in order to satisfy security checks prior to NTA issuance, should be raised through the chain of command and/or local OCC.

D. FBI Name Check Requirement

The FBI's National Name Check Program (NNCP) researches and disseminates, in accordance with applicable laws and policies, information contained in FBI files in response to Name Check requests. When USCIS sends an alien's name and date of birth to the FBI, NNCP staff searches FBI records to determine whether that name and date of birth has a record potentially impacting benefit eligibility and whether that information may be disseminated to USCIS. FBI Name Check responses can be: NO RECORD, PENDING, POSITIVE RESPONSE, UNKNOWN RESPONSE, DUPLICATE RESPONSE, CANCELLED, and ERROR. In most instances where a positive response exists, it is returned to USCIS in the form of a Letterhead Memorandum (LHM). Similar to a TECS/NCIC hit, a positive FBI Name Check result must be resolved by USCIS prior to adjudication of the application/petition. For detailed information on FBI Name Checks, including required form types and individuals who require them, see NaBISCOP Section VI. Security Check: FBI Name Check.

FBI Name Checks must be completed or initiated, based on the underlying benefit request, prior to NTA issuance subject to the guidance below.

1. Age-related Exemptions

FBI Name Checks are required for several forms filed with USCIS.[45] For all underlying adjudications that require FBI Name Checks, the requirement applies for each applicant age 14 and older at the time of adjudication, without any upper-age limit,[46] who submits their application from inside the United States. *See* *FBI Name Checks and Process Clarification for Domestic Operations*, dated December 21, 2006.

While no express authority exists with respect to applicants who "age in" to FBI Name Checks for purposes of NTA issuance, officers will be required to manually request FBI Name Checks for this population of aliens. Without regard to NTA issuance, guidance states that, "if an applicant is less than 14 years of age at the time of filing, but turns 14 years old while the application is pending, then a name check is required." See *FBI Name Checks and Process Clarification for Domestic Operations*, dated December 21, 2006. If an applicant can "age in" to FBI Name Checks for purposes of an adjudication, then it logically follows that applicants can "age in" to FBI Name Checks for purposes of NTA issuance. As such, in cases where an applicant turns 14 years of age ***subsequent*** to their underlying denial but ***prior*** to possible NTA issuance, officers must manually request an FBI Name Check for that alien in order to satisfy the security checks for NTA issuance.

2. Validity of Results from FBI Name Checks

[45] Presently there is a discrepancy in resources listing the forms that require FBI Name Checks security vetting for underlying applications. *FBI Name Checks and Process Clarification for Domestic Operations* dated December 21, 2006, lists seven forms, while NaBISCOP lists 11, and CLAIMS3 is automatically sending data on two additional forms to the FBI. The NaBISCOP Advisory Panel is working to resolve this issue.

[46] On noted exception is Form I-485 – *Application to Register Permanent Residence or Adjust Status*, which has an upper-age limit of 80 years old. See *FBI Name Checks and Process Clarification for Domestic Operations*, dated December 21, 2006.

"A completed name check or an initiated name check is required ***prior*** to issuance of a Notice to Appear." *See* *FBI Name Checks and Process Clarification for Domestic Operations*, dated December 21, 2006 and Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance,* dated December 26, 2018. Officers will be confronted with two scenarios with respect to FBI Name Checks for NTA issuance: 1) cases where the underlying benefit request required an FBI Name Check result as part of that adjudication; and 2) cases where the underlying benefit request did not require an FBI Name Check as part of that adjudication.

For those underlying applications and petitions where an FBI Name Check was already completed as part of that adjudication,[47] a new name check is not required before issuing a Form I-862 or Form I-863. *See* Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018.

However, most of the applications, petitions, and benefit requests filed with USCIS do not require FBI Name Checks as a security check. In these cases, where the underlying adjudication did not require an FBI Name Check as a security check, officers must manually request an FBI Name Check in order to satisfy security checks prior to NTA issuance. *See* Memorandum *Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018.

Questions or concerns about whether or not an officer may rely on a previous FBI Name Check result or whether they must manually request a new FBI Name Check in order to satisfy security checks prior to NTA issuance, should be raised through the chain of command and/or local OCC.

E. Confirmation of an Alien's Departure Prior to NTA Issuance Requirement

Arrival and Departure Information System (ADIS)

The Visa Waiver Permanent Program Act (VWPPA) enacted on October 30, 2000, required the Attorney General to develop and implement a fully automated entry and exit control system that collected a record of arrival and departure for every alien who arrived in and departed from the United States by sea or air at a port of entry (POE). The Arrival and Departure Information System (ADIS), was initially maintained by the US-VISIT Program to achieve this end. ADIS supported the goal of matching arrival and departure records so that the Office of the Attorney General could calculate, for each country, the portion of nationals of that country that arrived but for whom no record of departure existed (unconfirmed overstays), as well as those nationals for whom there were records of departure but who stayed in the United States beyond the CBP Admit Until Date (AUD) (confirmed overstays). ADIS expanded to serve as a repository for storing, reconciling, and reporting of non-U.S. citizen (USC) air and sea traveler information.

On October 1, 2002, ADIS began receiving arrival and departure data from the Advance

[47] *See* NaBISCOP, Section VI.

Passenger Information System (APIS). Information received from APIS includes data from arrival and departure passenger manifests. In December 2003, ADIS began collecting adjustments to status information from the Computer-Linked Application Information Management System 3 (CLAIMS3) and the Student and Exchange Visitor Information System (SEVIS). More recently, ADIS was adapted to incorporate additional data elements and transactions associated with the Automated Biometric Identification System (IDENT) and other related immigration systems in order to maintain consistent alien travel histories. Today, ADIS maintains real-time travel histories and current immigration status on 270 million alien traveler identities. It matches departure records with arrivals to determine alien overstays, creates and stores arrival and departure records, and provides a wide range of ad hoc queries and reporting capabilities on these data.

ADIS has many functions, including: determining a traveler's immigration status, ascertaining whether an alien is an in country overstay, determining whether an alien is an out of country overstay, etc.

Unified Passenger (UPAX)

CBP's Automated Targeting System – Passenger (ATS-P) is another system containing certain departure information. ATS-P is one of a suite of Targeting and Analysis Systems Program Division (TASPD) applications that provide users with targeting, situational awareness, and decision support. However, these CBP applications were previously not sufficiently integrated to allow for the efficient transfer of information within a single unified view. The Targeting Framework (TF) application was used to provide case management support to vet and analyze information on applicants who wish to travel to the United States (legally or illegally) on any type of conveyance including airline, truck, passenger vehicles, sea going vessels, rail, etc. The intent of the Unified Vetting program was to integrate the currently separate applications into a single unified system by streamlining the user interface between ATS-P and TF applications resulting in UPAX.

CBP is in the process of decommissioning ATS-P and migrating the data into Unified Passenger (UPAX). ATS-P Unified Vetting (UV) along with the Unified Targeting were brought together in UPAX to streamline the applicant screening business process and have unified processing across all Hotlists currently supported by ATS-P. Regardless of the system designation, now or in the future, officers are required to conduct departure-related systems checks in order to attempt to verify the alien's departure prior to NTA issuance.

UPAX may contain data separate and distinct from the departure data found in ADIS. While some departure data may be found in both systems, officers will not satisfy system checks for ADIS by checking UPAX or vice versa.

USCIS has the authority to issue NTAs under the immigration laws, but as a matter of policy determined that NTAs will generally not be issued against aliens who depart the United States after receiving a denial on an application, petition, or benefit request.

In the context of NTA issuance, USCIS officers[48] are required to conduct system checks in ADIS, UPAX, or any successor system in order to ascertain whether or not an alien departed the United States. *See* Memorandum *Departure-Related Systems Checks Requirement Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018. All the standard requirements for documenting ADIS and UPAX system checks and queries still apply to ADIS and UPAX checks conducted immediately prior to NTA issuance.

1. Age-related Exemptions

There are no age restrictions related to the information stored in ADIS or UPAX for alien travelers. While one of the DHS systems that feeds data elements to ADIS and UPAX is IDENT, and IDENT contains biographic information that is subject to certain regulatory age restrictions, those age restrictions do not apply directly to ADIS and UPAX. Furthermore, the specific purpose for USCIS running system checks in ADIS and UPAX is to ascertain whether an alien departed the United States prior to NTA issuance, given that particular information would be stored in ADIS or UPAX regardless of the alien's age, there are no age restrictions for conducting departure-related systems checks in ADIS and UPAX prior to NTA issuance. In other words, officers should conduct ADIS and UPAX systems checks on every alien, regardless of age, in order to determine if they departed the United States prior to issuing an NTA. *See* Memorandum *Departure-Related Systems Checks Requirement Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018.

2. Validity of Results from ADIS and UPAX System Checks

There is no express policy guidance pertaining to the validity period of queries or results from ADIS or UPAX systems checks. According to NaBISCOP, "IDENT checks do not expire. However, the best practice is to perform a check prior to final adjudication, in accordance with local and component guidance." NaBISCOP Section VIII Security Check: IDENT, Part D. ADIS is no longer part of the US-VISIT Program.

While Section VIII of NaBISCOP does not expressly include ADIS or UPAX, for purposes of conducting systems checks prior to NTA issuance, officers are required to conduct departure-

[48] This requirement does not apply to NTAs issued by the Asylum Division of RAIO.

related systems checks immediately prior to NTA issuance in order to determine if the alien departed the United States subsequent to the underlying denial. This means the departure-related systems checks must be conducted and the results reviewed on the same day as serving the NTA. Offices may choose to also conduct the departure-related systems checks when the file is initially reviewed for possible NTA issuance or at the time the NTA is generated where that date is different than the date the NTA is served, but this guidance only requires the departure-related systems checks on the same day as serving the NTA. *See* Memorandum *Departure-Related Systems Checks Requirement Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018.

Any ADIS and UPAX systems checks conducted at the time the underlying denial was issued, do ***not*** satisfy the systems checks requirement for NTA issuance. Officers are required to conduct new ADIS and UPAX checks, subsequent to the issuance of any denial and prior to NTA issuance, in order to determine if the alien departed the United States. *See* Memorandum *Departure-Related Systems Checks Requirement Preceding Notice to Appear (NTA) Issuance*, dated December 26, 2018. Further, ADIS and UPAX systems checks conducted subsequent to the underlying denial, but for a different application, petition, or benefit request, do ***not*** satisfy the ADIS and UPAX systems checks requirement for NTA issuance.

Questions or concerns about when an officer must conduct ADIS and UPAX systems checks prior to NTA issuance, should be raised through the chain of command and/or local OCC.

Appendix A: Security Check Requirements by Form Type & Quick Reference

The following table shows, by form type, on which individuals USCIS personnel MUST conduct the following security checks: TECS (T), FBI Name Check (N), and FBI Fingerprint Check (F).

Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
BONDS				T			
EOIR-29	T		T	T	T	T	Query those subjects required on the underlying petition/application type. HH members 18 years of age and older.
I-90	T, F						Derogatory information from security checks to be resolved after adjudication.
I-94	T						
I-95	T						
I-102	T						
I-129			T	T			Business entities which are employment- based petitioners do not need to be queried, including sole proprietorship operated under a business name. But sole proprietorships operated under the owner's personal name must be queried and may require an RFE or additional system checks (e.g. CLEAR/Accurint) to obtain the biographical data needed for a TECS check.
I-129F			T, F	T			Fingerprints may be required per Adam Walsh Act SOP of September 24, 2008.
I-129R Religious			T	T			Petitioner query to include any names and addresses found in the file,

Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
Worker							belonging to the petitioning organization.
I-129S			T	T			
I-130			T, F	T[49]	T[50]		Fingerprints may be required per Adam Walsh Act SOP of September 24, 2008.
I-131	T, F						T: Both petitioners and beneficiaries of HRIFA applications must be queried. Form is multi-purpose. Biometrics are required for applicants for a re-entry permit and refugee travel documents. An FBI Fingerprint check might be required for applicants for humanitarian parole.
I-131A	T						Officers should consult the September 29, 2016 Standard Operation Procedure for issuing Carrier Documentation. USCIS International Operations ceased issuing "Boarding Letters" with the implementation of Form I-131A.

[49] In the case of individuals residing outside the United States, depending upon the application or petition type, security checks may be performed multiple times prior to their arrival into the United States by USCIS during the adjudication and travel document issuance process; by Department of State during the visa application or boarding foil issuance process; and by Customs and Border Protection inspectors at ports of entry as part of the admission process.

[50] TECS check to be completed on the derivative spouse in the event of death of the petition beneficiary, where petition reinstatement has been requested. This does not apply to USCIS International Operations, which only adjudicates I-130 Petitions filed on behalf of immediate relatives (spouse, child, parent), who may not claim derivatives.

Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-140			T	T	T		Business entities which are employment-based petitioners do not need to be queried, including sole proprietorship operated under a business name. But sole proprietorships operated under the owner's personal name must be queried and <u>may</u> require an RFE <u>or</u> additional system checks (e.g. CLEAR / Accurint) to obtain the biographical data needed for a TECS check.
I-191	T						
I-192	T,N,F						
I-212	T						DOS will conduct CLASS and SAO checks when applicant is overseas. See Section IV, Part C for more information on applications filed overseas.
I-290B	T		T	T	T	T	Query those subjects required on the underlying petition/application type.
I-360			T	T			T: Except for religious worker petitions, business entities to include sole proprietorships which are employment- based petitioners do not need to be queried. Individual persons are not considered business entities

Form	**Individual Requiring Security Check** **T: TECS** **F: FBI Fingerprint Check** **N: FBI Name Check**						**Special Instructions**
	Applicant	**Requestor**	**Petitioner**	**Beneficiary**	**Derivatives**	**Household (HH) Members**	
							and require a TECS Person Query (Modernized SQ11).
I-360 Religious Worker			T	T			Petitioner query to include any names and addresses found in the file, belonging to the petitioning organization.
I-485	T, N, F –		T *				- A TECS JIT check must be run on the applicant's primary name and DOB on the date of final adjudication of the form. Note: Administratively closed cases are not final adjudications and do not require a TECS JIT check. *TECS must also be run on the petitioner of the family-based visa petition at the time of final adjudication in support of the Adam Walsh Act. (Final AWA TECS check) N: FBI Name Check not required on an individual who is more than 80 years and one day old.
I-485 Suppl. J	T						T: TECS should be run upon Supplement J submission (front end run from CLAIMS3) and again at the time of final I-485 adjudication.
I-526			T	T			
I-539	T, F				T, F		Exceptions are the following: certain A, G, and NATO nonimmigrants are not required to pay a fee, and attend a biometric appointment.

Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
I-589	T, N, F				T, N, F		IDENT check also required.
I-590	N, F				N, F	N, F	T: DOS initiates CLASS checks on all applicants and SAO checks for required nationals. IRAD conducts TECS checks of U.S. based anchor and qualified family members during RAVU processing of P-3, family reunification cases. CBP conducts TECS checks on all refugee applicants upon arrival at the POE. F: For certain refugee applicants, FBI biographic checks are conducted through the SAO process. Refugee applicants aged 14 – 79 are fingerprinted overseas with mobile units or FD-258 and, by CBP at the POEs upon arrival. If an I-590 Request for Reconsideration is approved, these checks must be re-run, if expired.
I-600			T,F	T,F		T,F	HH members 18 years of age and older; Beneficiaries between 14-16 years old.
I-600A	T, F					T, F	HH members 18 years of age and older.
I-601	T, N, F						Query those subjects required on the underlying petition/application type.

Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
							See Section IV, Part C for more information on applications filed overseas.
I-601A	T, N, F						DOS will conduct CLASS and SAO checks when applicant is overseas. See Section IV, Part C for more information on applications filed overseas.
I-602	T						
I-612	T						
I-687	T, N, F						
I-690	T						
I-694	T						
I-698	T, N, F						
I-700	T						
I-730			T	T,N, F			T: See Section IV, Part C for more information on applications filed overseas. N: When the beneficiary is in the U.S.
I-751			T	T,F	T,F		T: Query spouse/step-parent through whom conditional residence was gained. F: * Fingerprints are required for the Conditional Permanent Resident (CPR) only (not for the USC/LPR

Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
							through whom the CPR status acquired)[51]
I-765	T						
I-800			T,F	T,F		T,F	HH members 18 years of age and older; Beneficiaries between 14-16 years old.
I-800A	T,F					T,F	HH members 18 years of age and older.
I-817	T,F					T,F	T: Also query the legalized alien.
I-821	T,F						
I-821D		T, F					
I-824	T		T	T	T		T: Follow TECS querying procedures required by the underlying petition/application.
I-829	T,F				T,F		
I-881	T, N, F						IDENT check also required.
I-914	T, F						
I-914A	T						
I-918			T, F		T		
I-924	T*						*TECS is required on the applicant and the principals of the regional center, as well as on the address of the principal, and the name and address of the regional center.
I-924A	T*						*TECS is required on the applicant and the principals of the regional center, as well as on the address of the principal, and the name and

[51] Refer to the SCOPS I-751 Adjudication SOP.

Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check						Special Instructions
	Applicant	Requestor	Petitioner	Beneficiary	Derivatives	Household (HH) Members	
							address of the regional center, and the name and address of any affiliated Commercial Enterprises.
N-300	T						
N-336	T						
N-400	T, N, F				T		T: Query applicant's foreign born children between the ages of 14-18. If an applicant requests a name change, query the new name also. All required TECS checks for the applicant and children (i.e., all AKAs and name variants for the applicant, primary name, and DOB for children) must be valid (no more than 180 days old) on the date of approval of the Form N-400 and on the date of the Naturalization Oath ceremony. Notwithstanding the above TECS checks, a TECS JIT check must be run on the applicant's primary name and, DOB no earlier than (2) business days prior to the date of the applicant's Naturalization Oath ceremony.
N-470	T				T		
N-565	T*						*Derogatory information from security checks to be resolved after adjudication.
N-644	T						T: Query the decedent.

TECS Requirements by Form Type and Individual			
Form	Individual Requiring Security Check T: TECS F: FBI Fingerprint Check N: FBI Name Check		Special Instructions
	Applicant	Child	
N-600	T	T	Query the applicant as well as the parent through which U.S. citizenship is derived or acquired. If the parent or legal guardian is the applicant filing on behalf of a minor child, then query the applicant as well as the child (if over 14) who will derive or acquire citizenship.
N-600K	T	T	T: Query the applicant as well as the child (if over 14) who will naturalize. For the purpose of this form *only*, the applicant is the parent, grandparent, or legal guardian who signs/files the form on behalf of the child.

Appendix B: Description of Form Numbers

Form Number	Form Name
EOIR-29	Notice of Appeal to the Board of Immigration Appeals from a Decision of a USCIS officer
I-90	Application to Replace Permanent Resident Card
I-94	Arrival/Departure Record
I-95	Crewman’s Landing Permit
I-102	Application for Replacement/Initial Nonimmigrant Arrival-Departure Document
I-129	Petition for a Nonimmigrant Worker
I-129F	Petition for Alien Fiance(e)
I-129S	Nonimmigrant Petition Based on Blanket L Petition
I-130	Petition for Alien Relative
I-131	Application for Travel Document
I-140	Immigrant Petition for Alien Worker
I-192	Application for Advance Permission to Enter as a Nonimmigrant
I-212	Application for Permission to Reapply for Admission into the United States After Deportation or Removal
I-290B	Notice of Appeal or Motion
I-360	Petition for Amerasian, Widow(er), or Special Immigrant
I-485	Application to Register Permanent Residence or Adjust Status
I-526	Immigrant Petition by Alien Entrepreneur
I-539	Application To Extend/Change Nonimmigrant Status
I-589	Application for Asylum and Withholding of Removal
I-590	Registration for Classification as Refugee
I-600	Petition to Classify Orphan as an Immediate Relative
I-600A	Application for Advance Processing of Orphan Petition
I-601	Application for Waiver of Ground of Inadmissibility
I-601A	Application for A Provisional Unlawful Presence Waiver
I-602	Application By Refugee For Waiver of Grounds of Excludability
I-612	Application for Waiver of the Foreign Residence Requirement (under Section 212(e) of the Immigration and Nationality Act, as Amended)
I-687	Application for Status as a Temporary Resident Under Section 245A of the Immigration and Nationality Act
I-690	Application for Waiver of Grounds of Inadmissibility Under Sections 245A or 210 of the Immigration and Nationality Act
I-694	Notice of Appeal of Decision Under Sections 245A or 210 of the Immigration and Nationality Act

Form Number	Form Name
I-698	Application to Adjust Status from Temporary to Permanent Resident (Under Section 245A of Public Law 99-603)
I-700	Application for Temporary Resident Status as a Special Agricultural Worker
I-730	Refugee/Asylee Relative Petition
I-751	Petition to Remove the Conditions of Residence
I-765	Application for Employment Authorization
I-800	Petition to Classify Convention Adoptee as an Immediate Relative
I-800A	Application for Determination of Suitability to Adopt a Child from a Convention Country
I-817	Application for Family Unity Benefits
I-821	Application for Temporary Protected Status
I-823	Application - Inspections Facilitation Program
I-824	Application for Action on an Approved Application or Petition
I-829	Petition by Entrepreneur to Remove Conditions
I-881	Application for Suspension of Deportation or Special Rule Cancellation of Removal (Pursuant to Section 203 of Public Law 105-100 (NACARA))
I-914	Application for T Nonimmigrant Status
I-914A	Application for Immediate Family Member of T-1 Recipient
I-918	Petition for U Nonimmigrant Status
I-924	Application For Regional Center Under the Immigrant Investor Pilot Program
I-924A	Supplement to Form I-924
N-300	Application to File Declaration of Intention

Form Number	Form Name
N-336	Request for a Hearing on a Decision in Naturalization Proceedings (Under Section 336 of the INA)
N-400	Application for Naturalization
N-470	Application to Preserve Residence for Naturalization Purposes
N-565	Application for Replacement Naturalization/Citizenship Document
N-600	Application for Certificate of Citizenship
N-600K	Application for Citizenship and Issuance of Certificate under Section 322
N-644	Application for Posthumous Citizenship
N-648	Medical Certification for Disability Exceptions

Appendix C: TECS Terms Indicating Possible NS Concerns

The following tables contain certain common terms and acronyms related to TECS. The terms and acronyms in the table below may (or may not) be indicators of an NS concern, depending on the circumstances of the case. Further inquiry by the officer is needed. This list is not all inclusive.

The terms and acronyms in the tables below are additional terms and acronyms commonly encountered in TECS.

Table 1 - Common Terms and Acronyms Related to TECS	
DPT-00 **DPT-0**	This is a DOS classification code referring to visa applicants subject to special clearance requirements for security-related reasons. This code may also show up in TECS as "0" or "00" without the letters "DPT." The decision to refer these cases to BCU is made on a case-by-case basis.
DTOS	Domestic Terrorism Operations Section, which is one of five sections within the FBI's Counter-Terrorism Operations Branch.
EXODUS	Failure to obtain DOS License – Subject may have attempted to export machinery or articles that would/could be utilized in production of a weapon, aircraft, or other restricted item. These should be considered a possible threat to national security.
FINANCIAL CRIMES	Hits related to bulk cash smuggling, money laundering, or other financial crimes may indicate potential national security concerns, especially if the crimes were used to support Tier I, II, or III terrorist groups or other individuals, groups, or activities defined in INA sections 212(a)(3)(A), (B) or (F) or 237(a)(4) (A) or (B).
FTTTF	Foreign Terrorist Tracking Task Force – established by Homeland Security Presidential Directive (HSPD)-2, dated October 29, 2001.
HAWALA	Hawala is an alternative or parallel remittance system. It exists and operates outside of, or parallel to, "traditional" banking or financial channels. It was developed in India, before the introduction of western banking practices, and is currently a major remittance system used around the world. The components of Hawala are trust and the extensive use of connections such as family relationships or regional affiliations. Unlike traditional banking, Hawala makes minimal (often no) use of any sort of negotiable instrument. Transfers of money take place based on communications between members of a network of Hawaladars, or Hawala dealers.
ITOS I	International Terrorism Operations Section I, which is one of five sections within the FBI's Counter-Terrorism Operations Branch. This section is assigned to al-Qaeda and other Sunni-type terrorist groups.

Table 1 - Common Terms and Acronyms Related to TECS

ITOS II	International Terrorism Operations Section II, which is one of five sections within the FBI’s Counter-Terrorism Operations Branch. This section is responsible for other than al-Qaeda and other Sunni-type terrorist groups.
JITF-CT	DEA’s Joint Intelligence Task Force – Combating Terrorism
JTTF	Joint Terrorism Task Force
NCTC	National Counterterrorism Center. In August 2004, the President established NCTC to serve as the primary organization in the United States Government for integrating and analyzing all intelligence pertaining to terrorism and counterterrorism (CT) and to conduct strategic operational planning by integrating all instruments of national power. It is a multi-agency organization.
NJTTF	National Joint Terrorism Task Force
OPERATION CROSSPOINT	Terrorist identification operation. A89 references a lost or stolen document.
OPERATION GREENQUEST	Pertains to money laundering. These hits should be considered to have potential terrorist ties. Contact with record holder required to identify true NS issue.
OPERATION SHIELD AMERICA	These hits should be considered to have terrorist ties.
OPERATION SPEAR	Suspicious Passenger Enforcement Action Referral – an Air Marshall working a domestic flight will file a report regarding any suspicious activity/flight incidents by a passenger. The report generates the hit under this code name.
PENTTBOM	Pentagon/Twin Tower. Investigative Code Name for the 9/11 investigation.
RED FLAG	National security notice
SCOPE	This refers to a Secure Counter-Terrorism Operational Prototype Environment, which allows the FBI to use a number of specialized tools to identify and present hidden relationships found in data.

Table 1 - Common Terms and Acronyms Related to TECS	
SECURITY GROUNDS	Hits containing references to sections of immigration law relating to security grounds, including INA sections 212(a)(3)(A), (B) or (F) or 237(a)(4) (A) or (B). may indicate potential NS concerns, depending on the circumstances.
TACTICS	DOS began sharing names from the TIPOFF/VIPER counter-terrorism database with the Australian Government under a program called TACTICS.
TECHNOLOGY ALERT LIST	Visa applicants who may be subject to ineligibility based on possible illegal technology transfer activity.
TEI	Terrorism Enterprise Investigation
TFOS	Terrorist Financing Operations Section which is one of five sections within the FBI's Counter-terrorism Operations Branch.
TIPPIX PROGRAM	In May 1997, the TIPPIX Program was initiated to scan the photographs of suspected terrorists, obtained from Foreign Service posts and other sources, into the TIPOFF/VIPER counter-terrorism database and the TECS lookout system.
TIDE	Terrorist Identities Datamart Environment. This refers to a counter-terrorism database that coordinates the use of sensitive interagency intelligence for watch listing terrorists. This database was formerly known as TIPOFF and managed by DOS.
TIPS	This is an acronym for the Terrorism Information and Prevention System established by the FBI. TIPS consists of a website and a toll free 1-800 number for reports of any information from the public about possible terrorism crimes.
TRRS	Terrorism Reports and Requirement Section, which is one of five sections within the FBI's Counter-terrorism Operations Branch.
TSC	This refers to the Terrorist Screening Center at FBI. Do not contact the TSC unless the lookout directly instructs contact or it is a NTC "Suspected Terrorist" lookout.

TTIC	Terrorist Threat Integration Center Since August 2004, superseded by the National Countertorrism Center (NCTC)
VGTOF	This term relates to the Violent Gang and Terrorist Organization File found in the NCIC portion of TECS. The VGTOF was designed to provide law enforcement personnel with the means to exchange information on violent criminal gangs and terrorist organizations and their members.
TUSCAN	In April 1998, DOS began sharing names from the TIPOFF/VIPER counter-terrorism database with the Canadian Government under a program called TUSCAN.
VISA VIPER	DOS nomination process for suspected terrorists

Table 2 - Additional Terms and Acronyms commonly Encountered in TECS

ATS-P	Automated Targeting System – Passenger; generally, a one-day lookout because the passenger bought the ticket, or acted, in an unusual manner.
BOLO	Be On The Lookout For; found in INTERPOL Notices.
DHS-2-ICE TIPLINE	This refers to where the information in the hit came from. Not to be confused with the terrorist "Tip" code.
DIFFUSIONS	This is a term for an INTERPOL Notice.
INTERPOL	International Criminal Police Organization - This acts as a channel through which law enforcement officials can contact their counterparts in member countries for assistance and information. Each participating country operates a National Central Bureau, which serves as a point of contact. The National Central Bureau for the United States is located in Washington, DC and is controlled by the Department of Justice.
IPSG	INTERPOL's Fugitive Investigative Service's Unit.
MS-13 GANG	Run criminal history checks on subject.
NSEERS PENSAO	Pending Security Advisory Opinion; treat as an NSEERS hit.
OPERATION BOOMERANG	A joint US/Canada Customs operation. Based on suspect travel to source countries and other suspicious indicators developed through airline reservation systems, prior to TECS and NCIC information, and checks through Canada's criminal history systems.
PROJECT 1%	The NTC 1% Project was created based on analysis of commonalities between the 19 hijackers from September 11, 2001. The project took into account data such as Florida driver's licenses, FAA licenses, Social Security data, credit reports, Post Office boxes, and addresses and phone numbers associated with the hijackers. This information was compiled with the assistance of local and state law enforcement entities. The research efforts produced a list of more than 130,000 names. NTC 1% Project lookouts were created on the top 1 percent.

	The NTC 1% Project has been closed and the associated records for the project have been archived. There is no cause for action on these archived records. NTC does not need to be contacted.
RED NOTICE	An INTERPOL Notice for an internationally-wanted person.

Table 3 - Other Common TECS Subject Status Codes	
JT	JOINT TERRORISM TASK FORCE
SA	INS LOOKOUT-Alien
SC	SC SUBJECT OF CURRENT INVESTIGATION
SH	NAILS RECORD-UNKNOW CITZ.
SN	NARCOTICS SUSPECT
SO	SO SUSPECT, OTHER
SU	SU INS LOOKOUT – US CITIZEN
SW	SW NCIC WANTED PERSON – ATF
S3	S3 MISSING PERSON
JT	JOINT TERRORISM TASK FORCE
SU	INS LOOKOUT – US CITIZEN
SW	NCIC WANTED PERSON – ATF
S3	MISSING PERSON
S5	WANTED/STOLEN ADIT CARD
S6	EXCLUDABLE PERSON – WAR CRIMES **(treat as Top 1)**
S7	STATE DEPARTMENT EXCLUDABL3E
S8	INS – SUSPECT
XJ	FUGITIVE, DEA
XK	XK FUGITIVE, ATF
XL	XL FUGITIVE, WANTED BY STATE/LOCAL AG
XM	XM FUGITIVE, MARSHALS SERVICE
XO	XO FUGITIVE, WANTED BY ANOTHER RED AG
XS	XS FUGITIVE, STATE DEPARTMENT
ZA	ZA CONVICTED FELON, ALIEN
ZC	ZC CONVICTED FELON, US CITIZEN

Table 4 - Non-NS/PS Offenses

Although at the time of adjudication an officer may deem some or all of the offenses/violations listed below pertinent to his/her work, these offenses/violations have been deemed not to rise to the level of a threat to National Security or Public Safety (NS/PS) under current guidance. These cases should be resolved using current resolution procedures. Non-NS/PS crimes include but are not limited to:

- Any DWI, DUI, DWAI or OUI
- BAD CHECK
- Civil Print
- DEPORTATION PROC, DEP PROC, Removal Proceedings, Rem Proc
- DISORDERLY CONDUCT, DC
- DRUG RELATED (including Possession, Sale, Trafficking, etc)
- Entry Without Inspection, EWI, ILLEG ENT US
- FORGERY
- FRAUD
- HARRASSMENT
- IMMIGRANT W/O IMM VISA
- Immigration Violation
- INTENT TO DEFRAUD
- MENACING 2
- NO DRIVERS LICENSE
- PETIT LARCENY
- PROSTITUTION (all types)
- RECEIPT/POSSESSION OF STOLEN PROPERTY
- SHOPLIFTING
- SIMPLE ASSAULT
- Simple POSSESSION OF A FIREARM
- SMUG (Alien Smuggling)
- THEFT (including Grand Larceny) TRESPASSING
- UTTERING
- VISA OVERSTAY
- VTL #####; where # is a numeral or 8 USC ####; where # is a numeral Where charging agency is USINS or USBP

Appendix D: List of Acronyms

Acronym	Description
A#	Alien Registration Number
AAO	Administrative Appeals Office
ABIS	Automated Biometric Identification System
ACD	Assistant Center Director
ACS	FBI’s Automated Case System
ADIT Stamp	Alien Documentation Identification Technology Stamp
APIS	Advance Passenger Information System
APSS	Asylum Pre-Screening System
ARD	Associate Regional Director
ASCM	Application Support Center Manager
ASC	USCIS Application Support Center
ASC-ISO	Application Support Center Immigration Services Officer
ASU	Adjudication Support Unit
AUSA	Assistant United States Attorney
AWA	Adam Walsh Act
BCA	Background Check Assessment
BCAA	Background Check and Adjudicative Assessment
BCC	Border Crossing Card
BCU	Background Check Unit
BIA	Board of Immigration Appeals
BOP	Bureau of Prison
CA	Consular Affairs
CARRP	Controlled Application Review and Resolution Program
CFR	Code of Federal Regulations
CBP	U.S. Customs and Border Protection
CCD	DOS’s Consular Consolidated Database
CFDO	Center Fraud Detection Operations
CIDN	Customer Identification Number
CIDR	Citizenship and Immigration Data Repository
CIS	Central Index System
CJIS	Criminal Justice Information Services
CLAIMS	Computer-Linked Applications Information Management System
CLASS	Consular Lookout and Support System (DOS)
COB	Country of Birth
COC	Country of Citizenship
CPMS	Customer Profile Management System
CRR	Case Resolution Record
DEA	Drug Enforcement Administration

Acronym	Description
DHS	Department of Homeland Security
DNR	Does Not Relate
DOB	Date of Birth
DOS	Department of State
DRO	Detention and Removal Operations
EAD	Employment Authorization Document
EARM	ENFORCE Alien Removal Module
EDMS	Enterprise Document Management System
EOIR	Executive Office for Immigration Review
EPIC	El Paso Intelligence Center
EPS	Egregious Public Safety
ESB	Enterprise Service Bus
FBI	Federal Bureau of Investigation
FCO	File Control Office
FDNS	Office of Fraud Detection and National Security
FDNS-DS	Fraud Detection and National Security Data System
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
FPM	Fraud Prevention Manager (DOS)
FPS	Federal Protective Service
FTO	Foreign Terrorist Organization
GAO	Government Accountability Office
HIDTA	High Intensity Drug Trafficking Area
HIFCA	High Intensity Financial Crime Area
HSDN	Homeland Security Data Network
HPD	Humanitarian Parole Database
HQ	Headquarters
HSTC	Human Smuggling and Trafficking Center
IAFIS	Integrated Automated Fingerprint Identification System (FBI) [now called the Next Generation Identification (NGI)
IBIS	Formerly the Interagency Border Inspection System and is now TECS
IBIS SOP	Interagency Border Inspection System Standard Operating Procedures
ICE	Immigration and Customs Enforcement
IDENT	Automated Biometrics Identification System
IJ	Immigration Judge
IO	Immigration Officer
IRAD	International and Refugee Affairs Division
IRS	Intelligence Research Specialist
ISRS	Image Storage Retrieval System
KCC	Kentucky Consular Center (DOS)

Acronym	Description
KST	Known or Suspected Terrorist
LEA	Law Enforcement Agency
LES	Law Enforcement Sensitive
LESO	Law Enforcement Support Operations
LHM	Letterhead Memorandum
LPR	Lawful Permanent Resident
MFAS	Marriage Fraud Amendment System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NACI	National Agency Check with Inquiries
NAILS	National Automated Immigration Lookout System
NBC	National Benefits Center
NaBISCOP	National Background Identity and Security Checks Operating Procedures
NCIC	FBI National Crime Information Center
NCIC III	National Crime Information Center Interstate Identification Index
NFTS	National File Tracking System
NGI	Next Generation Identification (formerly known as IAFIS)
NIIS	Nonimmigrant Information System
NLETS	National Law Enforcement Telecommunications System
NQP	Naturalization Quality Procedures
NNCP	National Name Check Program
NS	National Security
NSAU	National Security Adjudication Unit
NSB	National Security Branch
NSEERS	National Security Entry Exit Registration System
NSN	National Security Notification
NSR	National Security Record
NSRV	National Security and Records Verification Directorate
NSTP	National Security Threat Protection Unit
NSU	National Security Unit
NTA	Notice to Appear
NTC	National Targeting Center
NVC	National Visa Center (DOS)
OFL	Office of Fingerprint Liaison
OGA	Other Government Agency
OPE	Overseas Processing Entity
ORI	Originating Agency Identifier
OSI	Office of Security and Integrity
PCQS	Person-Centered Query System
PICS	Password Issuance and Control System

Acronym	Description
POC	Point-of-Contact
RAFACS	Receipt and Alien File Accountability and Control System
RAIO	Refugee, Asylum and International Operations
RAP	Record of Arrest and Prosecution
RAPS	Refugees, Asylum and Parole System
RCMP	Royal Canadian Mounted Police
RFE	Request for Evidence
RNACS	Re-engineered Naturalization Application Casework System
ROIT	Record of Inquiry – TECS
ROIQ	Record of IBIS Query
ROP	Record of Proceeding
RPM	Records Policy Manual
RSO	Regional Security Offices
RTI	Referral to ICE
SAO	Security Advisory Opinion
SAW	Seasonal Agricultural Worker
SBU	Sensitive But Unclassified
SCI	Sensitive Compartmented Information
SCO	Security Control Officer
SCOPS	Service Center Operations
SEVIS	Student and Exchange Visitor Information System
SIMS	Secure Information Management System
SIR	Significant Incident Report
SIT	Secondary Inspection Tool
SOF	Statement of Findings
SOP	Standard Operating Procedures
SORN	Systems of Record Notices
SPII	Sensitive Personally Identifiable Information
SSN	Social Security Number
STE	Secure Telephone Equipment
STU III	Secure Telephone Unit – Third Generation
TECS	Treasury Enforcement Communications System (former full name)
TIDE	Terrorist Identities Datamart Environment
TPS	Temporary Protected Status
TSA	Transportation Security Administration
TSC	Terrorist Screening Center
TSDB	Terrorist Screening Database
TSOU	Terrorist Screening Operations Unit
UNI	FBI’s Universal Index
USC	United States Citizen

Acronym	Description
U.S.C.	United States Code
USCG	United States Coast Guard
USCIS	U.S. Citizenship and Immigration Services
USSS	United States Secret Service
US-VISIT	United States-Visitor and Immigrant Status Indicator Technology
VAWA	Violence Against Women Act
VGTOF	Violent Gang and Terrorist Organization File
WMD	Weapons of Mass Destruction
WRAPS	DOS's Worldwide Refugee Admissions Processing System

Appendix E: Glossary of Terms

Term	Description
Absconder	An alien who failed to surrender after receiving a final order of deportation or removal.
Action Code	The computer codes used to update a CLAIMS History File. Each code indicates the completion of a different action during the adjudicative process.
Aggravated Felon	Any alien who has been convicted of a criminal offense within the definition of 101(a)(43) of the Act.
Alias	An additional (e.g., nicknames, maiden names or other married names) or assumed name.
Ancillary Application	Applications for travel, employment authorization, or applications which do not convey an immigrant or nonimmigrant status, and are filed in connection with a primary or underlying application or petition.
Applicant	The individual listed on an application as the recipient of the immigration benefit sought. (Note: On the Form N-600K or, in some cases, the Form N-600, the adult who signs/files the application is treated as the applicant, although the child listed on the form receives the benefit.)
ASU	Adjudication Support Unit. Division within the National Security Branch at HQ FDNS which provides adjudicative assistance to the field such as the development, coordination, and implementation of case resolution strategies for cases with national security concerns. ASU also coordinates with Intelligence and Law Enforcement Agencies to declassify or to obtain permission to use classified information for such cases when appropriate.
Back End Checks	Security and systems checks performed immediately before the adjudication of an application or petition.
Batch Processing	The process by which a list of search criteria is electronically compared with database such as TECS. The list of search criteria can be generated either by extracting information from a separate database, such as CLAIMS, or through another spreadsheet or database.
BCAU	Background Check Analysis Unit. Division within the National Security Branch at HQ FDNS responsible for external vetting of KST cases and providing advice and technical assistance to the field for vetting cases with national security concerns.
BCU	Background Check Unit. Division found at service centers and the National Benefit Center. This division is responsible for reviewing and resolving TECS hits and other concerns as designated by local office policy.
Beneficiary	The individual listed on a petition as the recipient of the immigration benefit sought.

Please Note: This document is current only as of the date of access. Please do not create/retain electronic or paper versions of the NaBISCOP—in whole or in part—unless absolutely necessary. Updates to the NaBISCOP are made on a regular basis. Therefore, users must refer to the NaBISCOP ECN for the most recent procedural guidance.

Term	Description
Carrier ID	A six-digit identifier used to distinguish batches. The first three digits will always be "CIS," followed by the first letter of the center (C, M, N, T, or V) conducting the batch query. The last two digits are used to identify a specific batch for a particular day within a center.
Center	Service center and/or National Benefits Center
CFDO	Center Fraud Detection Operations. A unit within FDNS located at each service center and the National Benefit Center responsible for referral of suspected fraud and public safety cases to ICE.
Component	Refers to the following divisions within USCIS: Office of Field Operations Service Center Operations Refugee Affairs Division Asylum Division International Operations
CRR	Case Resolution Record. Title of the form used for NS referrals to HQ FDNS prior to the National Security Record (NSR). Use was discontinued in May 2006.
Derivative	An individual who receives benefits from an application/petition without filing an application/petition on his or her own behalf.
Derivative of N-400	Child of N-400 applicant who meets all of the following criteria: 1) under 18 years of age, 2) lawful permanent resident, 3) resides in the United States in the legal and physical custody of the N-400 applicant parent (320 INA).
Director	District director and/or center director, asylum office directors, field office directors, and international operations district directors.
eCISCOR	The Enterprise Citizenship and Immigrations Services Centralized Operational Repository, eCISCOR, serves as an intermediary repository for immigration and naturalization information derived from several USCIS systems and will replace the Citizenship and Immigration Services Centralized Oracle Repository (CISCOR). eCISCOR is being built to interface with the Standard Management Analysis Reporting Tool (SMART) and PCQS. The CISCOR database consolidates data from USCIS's five Computer-Linked Application Information Management System 3.0 (CLAIMS 3) service center local area networks (LANs) to support CLAIMS 3 adjudications, workflow management, performance measurement, and ad hoc queries. eCISCOR is modelled on CISCOR, but utilizes replication technology to immediately capture data changes in the source system to prevent data discrepancies. eCISCOR is being developed and implemented in an effort to streamline access to information by

Term	Description
	consolidating immigration and naturalization information from several USCIS systems into a centralized repository. eCISCOR will replicate and load read-only records from the following systems: Claims 3 (C3), CLAIMS 4 (C4), CIS2, GLOBAL, AR11, RAILS, RNACS, MFAS, and the Enterprise Service Bus (ESB) Background Vetting Service (BVS), which is used to determine whether a specified offense against a minor is included in an individual's criminal history record originally derived from the Federal Bureau of Investigation (FBI) Integrated Automated Fingerprint Identification System (IAFIS).
Egregious Public Safety Concern	Any case where information indicates the alien is under investigation for, has been arrested for (without disposition), or has been convicted of any of a list of criminal concerns, including but not limited to murder, rape, sexual abuse of a minor, trafficking in firearms or explosives, or other crimes listed in the MOA with ICE, Policy Memorandum 110, and section X, above.
ENFORCE	Enforcement Case Tracking System, ENFORCE is an event-based case management system that integrates and supports functions including subject processing, biometric identification, allegations and charges, preparation and printing of appropriate forms, data repository, and interface with the national database of enforcement events.
Field	Field refers to field offices, service centers, the National Benefits Center, and equivalent offices within the Refugee, Asylum, and International Operations Directorate (RAIO).
Final Adam Walsh Act (AWA) TECS Check	At the time a final decision is made on the beneficiary's adjustment of status, a final TECS check on the petitioner of the family-based visa petition to ensure no new information in TECS has been posted that would indicate possible AWA concerns for the petitioner.
Final Decision (aka: Final Adjudicative Action(s))	Any decision of approval, denial, abandonment denial, revocation (excluding automatic revocation), rescission, reaffirmation, referral to immigration judge, or withdrawal of a benefit application/petition. Final decisions (final adjudicative action(s)) do NOT include: Administrative closures of any kind.
Final IDENT check (aka: OBIM-IDENT Check or Oath Ceremony IDENT Report)	Final IDENT check (also known as the OBIM-IDENT check and the Oath Ceremony IDENT Report) is conducted immediately prior to the grant of Lawful Permanent Residence or U.S. Citizenship. The primary purpose is to verify that no new derogatory information has been posted. For all Forms I-485, Application to Register Permanent Residence or Adjust Status, Final IDENT checks must be conducted on the day of final

Term	Description
	decision (aka: final adjudicative action) (Approval or denial. See instructions for list of exact final adjudicative actions, *including exemptions for specific I-485 denials executed at the NBC*, which require the Final IDENT Check to be performed). For all Forms N-400, Application for Naturalization, Final IDENT checks must be conducted no more than one (1) business day prior to the Oath ceremony. Final IDENT checks may be run using one of the four (4) identifiers: A Number, Encounter Identity (EID) number, Fingerprint Identification Number (FIN), or Receipt Number. Final IDENT checks should **NOT** be run on any I-485 or N-400 cases that have been *administratively closed*.
Front End Check	Security and systems checks performed at the receipt of an application or petition to screen for NS, EPS, fraud, or other criminal concerns.
FTO	Foreign Terrorist Organization. Foreign organizations are designated by the Secretary of State in accordance with section 219 of the Immigration and Nationality Act (INA), as amended.
GLOBAL	GLOBAL is the Refugee, Asylum and International Operations (RAIO) case management system that assists the RAIO Directorate in the adjudication process for applicants. The case management system supports RAIO and USCIS in the screening of individuals in the credible fear, reasonable fear, affirmative (I-589), defensive, and NACARA (I-881) processes. It provides the means for tracking of asylum cases as they progress from application filing through final determination/decision or referral to the U.S. Immigration Courts.
Hot Files	The subset of NCIC records accessed during a TECS query. Records include: Wants/Warrants, Foreign Fugitives, Missing Persons, Registered Sex Offenders, Deported Felons, Supervised Release, and Protection Orders.
Household Member	An individual 18 years of age or older living at the residence of an I-600 or I-800 petitioner or an I-600A or I-800A applicant.
HQ FDNS	Headquarters Office of Fraud Detection and National Security. Office within the National Security and Records Verification Directorate of USCIS.
Hit	A record returned by a security or background check system in response to a query, the subject of which may or may not relate to the subject being queried.
	International Criminal Police Organization, the world's largest international police organization. This organization facilitates cross-

Term	Description
INTERPOL	border police co-operation and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime.
Just In Time (JIT) Check	Just In Time (JIT) TECS checks for Forms I-485 and N-400 are limited to the primary name and date of birth listed on the application (no alias). JIT checks conducted immediately prior to the grant of Lawful Permanent Residence or U.S. Citizenship, the primary purposes of which is to ensure that no new Terrorism Information (TI), also referred to as Known or Suspected Terrorist (KST) lookouts, have posted since the last check was completed. For all Form I-485, Application to Register Permanent Residence or Adjust Status, JIT checks must be conducted on the day of final decision (aka: final adjudicative action) (approval or denial, see Appendix E: Glossary for exact list of final decisions). Note: No JIT check is required for any administratively closed I-485. For all Form N-400, Application for Naturalization, JIT checks must be conducted within no more than (2) business days prior to the date of the applicant's Naturalization Oath ceremony. JIT checks should NOT be run on either I-485 or N-400 applications that have been administratively closed.
JTTF	Joint Terrorism Task Force. Run by the FBI, JTTF are small cells of highly trained, locally based members from U.S. law enforcement and intelligence agencies. JTTF is responsible for all domestic and international terrorism matters.
KST	Known or Suspected Terrorist is a category of individuals who have been nominated and accepted for placement in the Terrorist Screening Database (TSDB), are on the Terrorist Watch List, and have a specially-coded lookout posted in TECS, and/or CLASS, as used by DOS. A KST in TECS has a record number beginning with a "P" for person and ending in a "B10," and should indicate that the individual is a "Known Terrorist" or "Suspected Terrorist."
LHM	Letterhead Memorandum. A written summary of derogatory and/or pertinent information on an individual, prepared by the FBI, as a result of a positive response to the FBI Name Check request. The LHM may be classified or unclassified, or may contain a reference to a third agency (Third Agency Referral).
MMT	The Manifest Message Transmission is a CBP service typically used for batch TECS / NCIC queries. MMT provides all API data transmissions, including carrier, arrival and departure date and location,

Term	Description
	all directions and all modes of travel.
Name Smearing	The process by which Modernized TECS generates and stores alternate name variants entered by users or received via system-to-system interfaces in order to increase the chances of successfully searching. The algorithms are designed to handle: 1) Matching multi-particle names such as AL IRAQI even if some particles are missing or rearranged; 2) Partner systems that sometimes remove spaces between name particles (i.e., rendering "AL IRAQI" as "ALIRAQI"); 3) First name/last name reversals, and 4) Foreign characters such as Ç, and characters that are not printable on US equipment. This process is used not only for Person names but also for Organization and Vessel names, as well as Thing descriptions.
NCIC Certification Test	The online test that must be successfully completed by each TECS user in order to obtain access to NCIC information. Certification remains valid for two years, after which re-certification is required.
NCTC	National Counterterrorism Center. In August 2004, the President established NCTC to serve as the primary organization in the United States Government for integrating and analyzing all intelligence pertaining to terrorism and counterterrorism (CT) and to conduct strategic operational planning by integrating all instruments of national power. It is a multi-agency organization.
NNSV	The NCIC Nlets Services (NNSV) provides CBP as well as External agencies with query/record entry capabilities to the FBI's National Crime Information Center (NCIC) data and data owned by the states, INTERPOL, ICE, Canada, and NICB via Nlets.
No Match	This annotation is used on the ROIT if a TECS query results in no TECS hit.
Non-KST	A Non-KST NS concern includes all other NS concerns, regardless of source, including but not limited to: associates of KST(s), unindicted co-conspirators, terrorist organization members, persons involved with providing material support to terrorists or terrorist organizations, and agents of foreign governments.
NSR	National Security Record. Document used to record national security referrals from the field to HQ FDNS and to transmit the results of background check resolution activities from HQ FDNS to the originating office. Use was discontinued in May 2008.
NSRV	National Security and Records Verification Directorate. Directorate within USCIS.
NSTP	National Security Threat Protection unit. A component of ICE that assumed national security TECS resolution activity from the INS National Security Unit.
NSU	National Security Unit. Division within Immigration and Customs Enforcement (ICE).

Term	Description
OSI	Office of Security and Integrity
Record Owner	The person who created or owns a given record, or the agency for whom that person works.
Petitioner	The individual, business, school, or other organization listed on the petition as the entity seeking an immigration benefit on behalf of a beneficiary.
PICS Officer	The officer within a USCIS office who is responsible for granting access to certain systems for USCIS personnel and maintaining relevant documentation.
Primary Name and DOB	The name and date of birth provided by the applicant or petitioner as his or her given name and date of birth. This is generally listed in the first part of the application/petition.
Query	A search in a security or background check system for relevant information through the data entry of search criteria relating to the subject. This query may be conducted through manual data entry or an electronic batch process.
Relates	This annotation is used on the ROIT if a TECS query results in a hit that closely corresponds to the subject queried.
Resolution	A determination of the effect or relevance of the available information on the eligibility of the applicant, petitioner, beneficiary, or derivative for the benefit sought.
ROIQ	Record of IBIS Query. This form was formerly used to record the search criteria queried and the results of those queries.
ROIT	Record of Inquiry - TECS. This form is currently used to record the search criteria queried and the results of those queries.
SCO	The local USCIS officer who is responsible for implementing USCIS policy for TECS use and coordinating the designation and assignment of the TECS access for all applicable USCIS personnel. This officer serves as the local point of contact within USCIS for general TECS access issues.
Search Criteria	The search criteria for an SQ11 query include last name, first name and date of birth of a subject. The search criteria for an SQ16 query are comprised of the name of the business or school.
Security Check	Specific checks or combination of checks required for each application or petition type, pursuant to each component's procedures.
Shortened Name Query	Notation on the ROIT where first names and last names exceeds 29 characters and NCIC query returns with an error due to length. USCIS personnel are instructed to adjust the name fields for a maximum of 29 characters for both name fields, rerun the query for NCIC results, and notate under the name with 'shortened name query' on the ROIT.
Shorter String	Refers to the first name field in TECS in which results of a TECS query may match all or only a portion of the queried first name. In the case of a subject with multiple variations of a first name or compound first name,

Term	Description
Match Search	USCIS personnel may query the portion of the first name that is common to all variations. If the shorter string match search was used, USCIS personnel are required to notate "shorter string" on the ROIT.
Supporting Documentation	Documentation provided by the applicant, petitioner, or their designee in conjunction with an application/petition. This documentation includes all USCIS required forms and documents that establish relationship or identity. Examples of accepted documents include: passports, visas, Border Crossing Cards, Form I-94, Birth Certificates, Marriage Certificates, Divorce Decrees, diplomas/academic transcripts, student identification cards, military identification cards, driver's licenses, Social Security Cards.
System Match	A record returned by TECS in response to a query, the subject of which may or may not relate to the subject being queried. Same as TECS Hit.
TECS	Formerly known as the Treasury Enforcement Communications System/Interagency Border Inspection System. This is a computer system containing lookout and wants and warrants from various law enforcement and intelligence agencies. The system is maintained by CBP.
TECS by ELIS (TbE)	TECS by ELIS (TbE) is an electronic application that provides results of automated TECS/NCIC background checks via ATLAS for queries systematically run in systems such as CLAIMS 3 (C3) cases.
TECS Certification Test	The online test that must be successfully completed by each user in order to obtain access to TECS. Certification remains valid for two years, after which re-certification is required.
TECS Record	A uniquely numbered and identifiable entry into TECS or NCIC made by a contributing agency.
TECS Resolution Memo	Formal documentation of the reconciliation of a relating hit. The completion of this documentation is mandatory and must be completed before rendering a final decision.
TEL	Terrorist Exclusion List. Section 411 of the USA PATRIOT ACT of 2001 (8 U.S.C. § 1182) authorized the Secretary of State, in consultation with or upon the request of the Attorney General, to designate terrorist organizations for immigration purposes. This authority is known as the "Terrorist Exclusion Lis (TEL)" authority. A TEL designation bolsters homeland security efforts by facilitating the USG's ability to exclude aliens associated with entities on the TEL from entering the United States.
Terrorist Activity	Defined in 212(a)(3)(B)(iii) of the Act.
Third Agency Referral	A referral by the FBI to a third agency as a result of a positive response to the FBI Name Check Request.
TIDE	Terrorist Identities Datamart Environment. This database contains all source highly classified information provided by members of the Intelligence Community such as CIA, DIA, FBI, NSA. From this classified database, an unclassified extract is provided to the TSC. That

Term	Description
	information, in turn, is used in compiling various watch lists such as the TSA's No-Fly list, State Department's Visa and Passport Database, Homeland Security's Boarder System, and FBI's NCIC for state and local law enforcement.
TIPOFF	Program at DOS which managed the most comprehensive terrorist database. The TIPOFF database was enhanced and became the National Counterterrorism's primary terrorist identities database which is now known as the Terrorist Identities Datamart Environment (TIDE).
TSC	Terrorist Screening Center. Created in September 2003 to consolidate terrorist watch lists and provide 24/7 operational support for thousands of Federal screeners across the country and around the world. Administered by the FBI.
TSDB	Terrorist Screening Database. Houses the consolidated terrorist watch list which is maintained by the TSC. The information is extracted from the classified database, TIDE.
TSOU	Terrorist Screening Operations Unit. If there is a positive match for a subject on the terrorist watch list, the TSC notifies the TSOU. TSOU coordinates with the case agent/originating agency which nominated the individual to be placed on the watch list.
USCIS Officer	The following officers, including senior and supervisory officers: immigration analyst, intelligence research specialist, immigration information officer, immigration officer, field office director, immigration services officer, asylum officer or refugee officer).
USCIS Personnel	A person employed by USCIS or a company or agency that entered into a contract with USCIS to perform specified functions.
Valid TECS Query	A query completed within the previous 180 days, *unless* a JIT check is required. A final adjudicative decision cannot be made if all required TECS queries have not been conducted within the prescribed timeframe for the form type.
VGTOF	Violent Gang and Terrorist Organization File. The file has been designed to provide identifying information about violent criminal gangs and terrorist organizations and members of those gangs and organizations to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about these organizations and members to facilitate criminal investigations. USCIS has access to VGTOF through NCIC.
Work Folder	An unofficial file created at a local office for working purposes.

Appendix F: Records Maintenance (Modernized MS92)

The Record Maintenance (Modernized MS92) function is specifically utilized to create TECS lookout records and sub-records as well as edit/update and delete records as needed Aircraft, Person, and Thing are the only record types currently available for this function. Others will be added as TECS modernization continues.

Why Enter a Record into TECS?

The 2013 TECS Record Creation SOP provides the most complete guidance on best practices for TECS record creation and maintenance. The information provided below is a snapshot of what is contained in the SOP. Most questions regarding specific requirements/recommendations for TECS record entry and maintenance may be answered by reviewing the aforementioned SOP. All other questions should be referred, through the chain of command, to the component-specific TECS SCO.

USCIS creates TECS records to alert TECS users to immigration and benefit related issues such as the following:

1. Pre-Adjudication – suspected fraud
2. Pre-Adjudication – confirmed fraud
3. Post-Adjudication – suspected fraud, denial notice issued
4. Post-Adjudication – suspected or confirmed fraud, benefit granted
5. Inadmissibility findings in accordance with the Immigration and Nationality Act (INA) § 212(a)
6. Involvement in or suspected involvement in immigration benefit fraud.
7. Impostors/Identity Compromise: Impostors may use someone else's document and genuine documents may be obtained by persons who are not entitled to them through identity fraud. Such fraud is common with the Permanent Resident Card, Form I-551. Often, the true bearer of a document is complicit in the act of fraud, by either giving their genuine document to a look-alike (impostor) or allowing another person to obtain a genuine card in the true bearer's name, but with the other person's photograph. TECS records must be created that will alert USCIS and law enforcement entities when such fraud has been committed.
8. Alert for Lost/Stolen Documents such as Permanent Resident Cards and/or Employment Authorization Documents (EADs).
9. Threats to Officer or Public Safety: As we want to safeguard our borders, so do we want to safeguard all personnel who may encounter persons posing a potential threat to public safety.
10. Non-Known of Suspected Terrorist (Non-KST) concerns with no prior TECS record.
11. Issuance of an NTA/Referral to Immigration Judge.[52]

[52] Refer to component-specific guidance for NTA processing.

Who Enters a Record into TECS?

FDNS immigration officers, Background Check Unit (BCU) staff and other USCIS officers as designated by local policy, may be required to enter records into TECS. No classified information may be entered into TECS. Certain fields are automatically system-generated and require no input from the user. Those who enter TECS records are responsible for maintaining the records as needed, ensuring the records contain complete and current information. Those unable to maintain TECS records they have created due to change of role or relocation should coordinate the transfer of these records to the appropriate POC(s) as determined by local policy.

The tables below outline the steps for creating and modifying TECS records.

Note: Clicking F1 while on the "Record Maintenance" screen in TECS will pull up a comprehensive overview of TECS record management including detailed instructions and screenshots. The tables below are intended only as a supplement to the guidance already available within TECS.

How to Enter a TECS Record		
Step	**Action Required**	**Notes**
1	Log in to TECS.	
2	On the Menu Bar, select "Records," then "TECS Records."	
3	A second expandable menu will pop up to the right. On this menu, select "Records Maintenance." You have now accessed the "Manage Records" subsystem. Enter the Last Name, First NAME of the person in the "Description" field. (Note: This field is *not* case sensitive.)	
4	Enter a "P" in the "Description" field	
5	Click "Subject Type." Scroll down the expandable menu to select "Person TECS Record."	If the record is for a business or organization, enter **X** (Business/ Organization).

How to Enter a TECS Record		
Step	**Action Required**	**Notes**
6	Leave the "TECS ID" field blank if there is no TECS ID Number related to the person.	If there is an existing record related to the person, you may wish to edit/update the record or create a linked sub-record. Instructions for these processes are found in the tables below.
7	Click "Go" to start the query process	
8	At the "Person Query" screen, enter all identifying information available on the subject to retrieve any records relating to the individual. Ensure that all boxes are checked under "Extend Query to Include" at the bottom of the screen.	Boxes for "Sub-Records", "Non-Suspects," and "Archived Records" should be checked.
9	Click "Run Query" button.	If the system finds a record that matches the query criteria, the record will display and allow the user the option to use the record or create a sub-record. If the system finds more than one record, it will display all matching records on a hit list. The user will then have the option to select a record from the hit list or create a new record. If a record matches your query you can edit or delete the record if: • You are the record owner; or • You are the supervisor or SCO and the record owner is in your downward supervisory/SCO chain; or, • Your record update level is higher than the record owner's.

How to Enter a TECS Record		
Step	**Action Required**	**Notes**
		Select "Edit" button to modify the record. This button will not be enabled if you are not authorized.
10	If no record on the "Person Hit List" matches your query, click "Create New Record." The Person Details screen will appear.	The "Person Details" screen has two separate columns with scrollbars. To create a record, you must, at minimum, update all mandatory fields marked by an asterisk (*) in both of these columns.
11	"TECS Record ID" (at the top of the left-hand column) is a system-generated field.	The 14-character TECS record identification number is unique for each TECS record. The record ID consists of: • First Character—type of record, (e.g. P for Person or X for organization) • Six character sequence number assigned by the system • Two position derivative number used to indicate sub-records • Three-Character Agency Code from the User Profile Record (UPR)
12	"Entry Date" is a system-generated field.	This is the date the record was added to the TECS database.
13	"Start" is a system-generated field.	This field contains the date (MMDDCCYY) that the subject record was created. The date defaults to a time period of one year for most records.
14	"Stop" is a system-generated field.	This field contains the ending date (MMDDCCYY) for the period that a lookout is in effect for the subject. The date defaults to a time period of one year for most records.

How to Enter a TECS Record		
Step	**Action Required**	**Notes**
		Records will be archived automatically after the stop date passes.
15	In the left-hand column, select the appropriate "Record Status" from the drop-down menu.	In most cases, the record status should be "SA – SUSPECT ALIEN" or "SU— INS lookout—U.S. CITIZEN Refer to component-specific guidance.
16	Select the appropriate "Category" from the drop-down menu.	In most cases, category should be "IN—INS CASE."
17	Select the appropriate code from the "Query Notify" drop-down menu to indicate whether or not you wish to be notified when your record is retrieved by selecting "0—NO NOTIFICATION" or "1—NOTIFICATION TO RECORD OWNER."	
18	From the "Primary Action" drop-down menu, select the code which specifies whether the record should be on viewed on primary inspection and what type of action should be taken if the subject is encountered.	In general, this code should either be "4—REFER TO IMMIGRATION" or "7—SILENT HIT." Note: DO NOT select primary action codes 1 (ARMED & DANGEROUS) or 3 (PRIOR PORT RUNNER/FAILURE TO YIELD). These codes are intended to place port of entry officials on alert, and may result in inappropriate handling/undue delays at ports of entry.
20	Enter the last name of the person in the "Last Name" field (if the name does not auto-populate from the previous screen).	If the name is hyphenated, be sure to enter the hyphen.

How to Enter a TECS Record		
Step	**Action Required**	**Notes**
		TECS will store the name of the person in all possible first and last name combinations. The system will store the name variations on the alias screen and will automatically enter M in the ALIAS field.
21	Enter the first name of the person in the “First Name” field (if the name does not auto-populate from the previous screen).	
22	“Middle Name” entry is optional.	
23	Select “Y—YES” from the drop-down menu at the “Name Flip” field.	Selecting this option tells TECS to run an additional query with the first and last name fields reversed.
24	Enter any known alias names/DOBs (MMDDCCYY format).	
25	Enter the person’s date of birth (MMDDCCYY format) in the “DOB” field.	
26	Indicate the person’s race (if known).	When in doubt, select “U—Unknown” or leave the “Race” field blank.
27	In the right-hand column, enter the essential information regarding the nature and purpose of the TECS record in the free text box under “Remarks.” “Remarks Date” is a system-generated field.	For example, why the subject was entered into TECS and the actions to be taken if the subject is encountered. If needed, you may click the “Add More” button to enter additional remarks. Refer to component-specific guidance for recommended remarks verbiage, depending on the type of TECS record.

How to Enter a TECS Record		
Step	**Action Required**	**Notes**
28	"Personal Data" fields are optional.	Details such as height, weight, hair color and eye color generally should not be entered by USCIS personnel unless based on direct observation and necessary to distinguish the person from multiple similar individuals.
29	Select the appropriate country of citizenship (COC) and resident status from the drop-down menus under "Personal Identification." One or more SSNs used by the person also may be entered here (if applicable).	
30	Select the appropriate country and/or state of birth from the drop-down menus under "Birth Place," and type in the city of birth (if known).	
31	Enter the person's alien registration number (if applicable) in the File # box under "Alien Info."	
32	Select any applicable codes and sites from the drop-down menus under "Exclusion Info."	When in doubt, leave these fields blank. Incorrect exclusion code/site information may result in incorrect processing when the person is encountered at a port of entry.
33	Enter the person's passport #, issue date and/or expiration date, passport type, and country of issuance from the drop-down menus under "Passport Info."	
34	Enter the person's last known address and select the applicable country, state, and type from the drop-down menus under "Address Info."	

How to Enter a TECS Record		
Step	**Action Required**	**Notes**
35	"Driver License Info," "Phone," "Alt Communication," and all "Additional Info" fields are optional.	"Spouse Info" should be entered, if available and relevant to the purpose of the TECS record.
36	"Contact Info" is a system-generated field.	This field contains the name of the agency (USCIS) that should be contacted for more information about the subject record. If any of the information is not correct, you may update it using the "Update Self User Profile" function of the "System Administration" tab on the main toolbar.

How to Link Existing TECS Records		
Step	**Action Required**	**Notes**
1	Follow steps 1 through 5 from the "How to Enter a TECS Record" table above.	These instructions apply only when linking records owned by you or to another user belonging to the same agency/sub-agency. If the users belong to different Agency/Sub-Agencies, sub-records must be created prior to linking. See "How to Create Sub-Records" below for instructions on creating this type of record.
2	Enter the known TECS ID of the record in the "TECS ID" field.	Examples of when to link existing records: • The evidence on record reflects that a family relationship exists between two people who are the subject of TECS records;

How to Link Existing TECS Records		
Step	**Action Required**	**Notes**
		• A person has disclosed working for a particular organization, and both the person and organization are the subjects of TECS records.
3	Select the type of record from the "Subject Type" drop-down menu.	
4	Select "Add New Row" for each additional record that will be linked to other records. When you have added all of the TECS Record IDs, select "Go" next to the specific record, or click the "Continue" button at the bottom of the page, and the system will start with the first subject.	
5	On the "Details" screen, select "Continue." The system displays the "Manage Records" screen.	
6	Select the "Link" checkbox.	
7	Repeat steps 4-6 as necessary.	
8	Select "Manage Links."	
9	Select the relationship between each record from the drop-down menu and select "Save."	After going through the steps, the best practice is to return to the main TECS landing page and query one of the records to ensure that the linking process has been successful. If the records have been linked, the "Linked Record" button will be enabled on the "Details" screen. Clicking this button will pull up a list of all linked records.

How to Create Sub-Records		
Step	**Action Required**	**Notes**
1	Follow steps 1 through 5 from the "How to Link Existing TECS Records" table above.	You can add a sub-record if your query results match an existing record owned by another agency/sub-agency.
2	On the "Details" screen, select "Create Sub Record."	
3	Complete all mandatory fields, update the "Access Control" field and select "Save." The system displays the "Manage Records" screen.	
4	Follow steps 6 through 9 from the "How to Link Existing TECS Records" table above.	

How to Edit/Delete Subject Records in TECS[53]		
Step	**Action**	**Notes**
1	Follow steps 1 through 5 from the "How to Enter a TECS Record" table above.	If you have update access, you can edit and/or delete the record.
2	Enter the known TECS ID of the record in the "TECS ID" field.	Entering the 14-character TECS ID number is the fastest/preferred way to locate an existing record.
3	To edit or delete more than one record, select "Add New Row" and repeat STEP 1. When you've completed the list of subjects, select "Go" next to the record you want to edit first, or click the	

[53] Record owners may access/edit records individually or in groups, as described in this table, or pull up a complete listing of all TECS records they own through the "Record Maintenance by Owner" option (listed just under "Record Maintenance" option on the expandable menu that appears under "TECS Records.")

How to Edit/Delete Subject Records in TECS[53]		
Step	**Action**	**Notes**
	"Continue" button at the bottom of the screen, and the system will start with the first subject.	
4	From the Query screen that displays next, query the database to locate records that match your search criteria.	
5	From the Details screen, select the "Edit" or "Delete" button.	

Appendix G: List of References

1. "Accessing National Crime Information Center Interstate Identification Index (NCIC III) Data" dated June 3, 2005, and signed by William R. Yates and Joseph Cuddihy.
2. "Additional Guidance: Processing Fingerprint Checks Prior to the Filing of Form I-600 Abroad" dated May 13, 2003, and signed by William R. Yates.
3. Asylum Division issued on May 14, 2008: "Issuance of Revised Section of the Identity and Security Checks Procedures Manual Regarding Vetting and Adjudicating Cases with National Security Concerns" signed by Joseph Langlois.
4. Attachment: "Enhanced Processing Instructions"
5. Attachment: "IBIS National Security Case Resolution Record,"
6. Attachment: "IBIS National Security Case Notification,"
7. Attachment: "IBIS National Security Case Resolution Request,"
8. Attachment: "IBIS NN16 User Agreement"
9. Attachment One: "Fingerprint Waiver Policy for All Applicants for Benefits under the Immigration and Naturalization Act and Procedures for Applicants Whose Fingerprint Responses Expire after the Age Range during which Fingerprints are Required"
10. Attachment Two - Beginning on page 6: "National Quality Procedures, Part III, Fingerprint Check Integrity"
11. "Benefits-Related Fingerprint Clearance Policy" dated April 2, 1997, and signed by Paul W. Virtue HQPGM.
12. "Clarification and Modification of New Resolution Process for IBIS National Security/Terrorism-Related Positive Results" dated March 29, 2005, and signed by William R. Yates.
13. "Clarification of February 14, 2003 Memorandum Concerning Fingerprint Check Integrity When Adjudicating Orphan Petitions" dated May 15, 2003, and signed by William R. Yates and Janis Sposato.
14. "Closing of Cases with Pending Law Enforcement Checks" dated April 5, 2004, and signed by William R. Yates and Janis Sposato.
15. "Completion of Interagency Border Inspection System (IBIS) Lookout Checks on Applications/Petitions for Immigration Benefits" dated September 5, 2001, and signed by Michael A. Pearson.
16. Cornell University Law School, Legal Information Institute U.S. Code Collection § 552a. Records Maintained on Individuals, (2009).
17. Department of Homeland Security, Locate Ports of Entry, (December 28, 2017)
18. Department of Homeland Security Management Directive System, Safeguarding Sensitive But Unclassified (For Official Use Only) Information, January 6, 2005 (MD Number: 11042.1).
19. "Discontinuation of IBIS Alias Name Checks for Petitions and Applications When the Beneficiary and Dependents are not Physically Present in the United States," dated March 23, 2005, and signed by William R. Yates.

Please Note: This document is current only as of the date of access. Please do not create/retain electronic or paper versions of the NaBISCOP—in whole or in part—unless absolutely necessary. Updates to the NaBISCOP are made on a regular basis. Therefore, users must refer to the NaBISCOP ECN for the most recent procedural guidance.

20. Domestic Operations issued on April 24, 2008: "Operational Guidance for Vetting and Adjudicating Cases with National Security Concerns."
21. Memorandum from Don Neufeld, Acting Associate Director, Domestic Operations, to Regional Directors, District Directors, Field Office Directors, Service Center Directors, Operational Guidance for Vetting and Adjudicating Cases with National Security Concerns, April 24, 2008 (HQ 70/28.1).
22. Domestic Operations Division issued on June 5, 2009: "Clarification and Delineation of Vetting and Adjudication Responsibilities for Controlled Application Review and Resolution Program (CARRP) Cases in Domestic Field Offices," signed by Donald Neufeld
23. Donald Hawkins, Privacy Officer, Office of Security and Integrity, Chapter 8: Classified National Security Information (NSI), September 10, 2009.
24. Donald Hawkins, Privacy Officer, Office of Security and Integrity, Personally Identifiable Information (PII), September 3, 2009.
25. Donald Hawkins, Privacy Officer, Office of Security and Integrity, Safeguarding Classified and Sensitive Unclassified Information, May 2013.
26. Donald Hawkins, Privacy Officer, Office of Security and Integrity, Significant Incident Reports (SIRs), September 3, 2009.
27. "Expeditious Processing of Civil Fingerprint Cards, Forms FD-258" dated May 18, 2000, and signed by William R. Yates.
28. "Facilitated Process for Conducting FBI Checks for Diversity Visa and Age Out Adjustment of Status Applications (FBI-G-325 Name Checks --Expedites)" dated August 14, 2001, and signed by William R. Yates and Joseph Cuddihy.
29. "FBI Name Check Procedures" dated September 30, 2004, and signed by Joseph E. Langlois.
30. "FBI Name Check Procedures (Part II)" dated March 16, 2005, and signed by Joseph E. Langlois.
31. "FDNS Processing of Positive FBI Responses to G-325 Name Checks" dated October 21, 2004, and signed by Don Crocetti.
32. "Fingerprint Waiver Policy for Naturalization Applicants who are Unable to be Fingerprinted (NQP Policy Memorandum No. 60" dated November 15, 1999, and signed by William R. Yates.
33. "Fingerprint Check Integrity When Adjudicating Orphan Petitions" dated February 14, 2003, and signed by Johnny N. Williams.
34. "Fingerprint Waiver Policy for All Applicants for Benefits under the Immigration and Naturalization Act and Procedures for Applicants Whose Fingerprint Responses Expire after the Age Range during which Fingerprints are Required," dated July 20, 2001, and signed by Michael Pearson.
35. "Guidance on the Acceptance and Handling of FD-258 Fingerprint Cards (NQP Policy Memorandum No. 32" dated March 27, 1998, and signed by James S. Angus.
36. "Handling of all Pending Significant Incident Reports (SIRs)" dated May 27, 2005, and

signed by William R. Yates.

37. "IBIS Naming Conventions" dated December 30, 2005, and signed by Michael Aytes.
38. "Increased Vigilance and Heightened Awareness; Increasing Intensity of Inspections at Land Border Ports-of-Entry: Operations Plans for IBIS Name Queries of Drivers and Passengers" dated October 31, 2002, and signed by Johnny N. Williams.
39. "INS Policy on the Usage of the Interagency Border Inspection System" dated July 31, 2001, and signed by Michael D. Cronin.
40. "Interagency Border Inspection System Records Check," dated July 2, 2002, and signed by Johnny N. Williams and Thomas Schiltgen.
41. "Instructions on Conducting IBIS Checks for Employment-Based Immigrant and Nonimmigrant Petitions and Employment-Based Applications for Adjustment of Status," dated April 29, 2004, and signed by William R. Yates.
42. "Interagency Border Inspection System Processing Completed at the National Benefits Center" dated December 7, 2005, and signed by Michael Aytes.
43. "Interagency Border Inspection System Records Check Requirements" dated January 20, 2004, and signed by William R. Yates.
44. International Operations issued on April 28, 2008: "Guidance for International Operations Division on the Vetting, Deconfliction, and Adjudication of Cases with National Security Concerns" signed by Alanna Ow.
45. INTERPOL, INTERPOL Notices, September 3, 2009.
46. Johnny Williams memorandum entitled "Enhanced Processing Instructions" dated March, 18, 2002, and William Yates memorandum entitled "Revised Enhanced Processing Instructions" dated April 5, 2005.
47. Memorandum from Donald K. Hawkins, Chief Privacy Officer, to all USCIS employees and contractors, USCIS Policy Regarding Personally Identifiable Information, July 8, 2008.
48. Memorandum from Donald Neufeld, Acting Associate Director, Office of Domestic Operations, to Field Leadership, Access to the Department of State's Consular Consolidated Database (CCD); Use of CCD Visa Data Safeguards Regarding Disclosure of Visa Data in Immigration Adjudications, June 17, 2008 (DOMO 70/2.2).
49. Memorandum from Donald Neufeld, Acting Associate Director, Office of Domestic Operations, to Field Leadership, Transmittal of SOP for Adjudication of Family-Based Petitions under the Adam Walsh Child Protection and Safety Act of 2006, September 24, 2008 (HQ 70/1-P).
50. Memorandum from Donald Neufeld, Acting Associate Director, Office of Domestic Operations, to Field Leadership, National Security Adjudication and Reporting Requirements- Update, February 9, 2009 (HQ 70/23 & 70/28.1).
51. Memorandum from Joseph E. Langlois, Chief, Asylum Division, to Asylum Office Directors and Deputy Directors, Supervisory Asylum Officers, Quality Assurance/Training Officers, and Asylum Officers, Production and Distribution of New

Watch List Hit Reports by the Asylum Division, December 14, 2006 (HQRAIO 120/9.3a).

52. Memorandum from Joseph E. Langlois, Chief, Asylum Division, to all Asylum Office Personnel, Issuance of Updated IBIS and US-VISIT Procedures and Security Checklist, January 26, 2007 (HQRAIO 120/9.3a)
53. Memorandum from Joseph E. Langlois, Chief, Asylum Division, to Asylum Office Directors and Deputy Directors, Disclosure of Consular Affairs Visa Data in Asylum Adjudications, January 24, 2008 (HQRAIO 50/18.5.9).
54. Memorandum from Louis D. Crocetti, Jr., Director, Office of Fraud Detection and National Security, to Asylum Directors, Center Directors, Regional Directors, and District Directors, Criteria for Referring Benefit Fraud Cases, December 14, 2004 (HQ FDNS 70/2.1).
55. Memorandum from L. Francis Cissna, Director, USCIS, Departure-Related Systems Checks Requirement Preceding NTA Issuance, December 26, 2018.
56. Memorandum from L. Francis Cissna, Director, USCIS, Updated Guidance for Security Check Requirements Preceding Notice to Appear (NTA) Issuance and Departure-Related Systems Checks, December 26, 2018.
57. Memorandum from Michael Aytes, Associate Director, Domestic Operations, to all Service Center Directors, Regional Directors, District Directors, and Officers-in-Charge, Interim Guidance for Processing Status Documentation for EOIR–adjusted Permanent Residents pursuant to the Permanent Injunction in Santillan et al v. Gonzales, No. C 04-02686 (N.D. CA Dec. 22, 2005), December 29, 2005.
58. Memorandum from Michael Aytes, Associate Director, Domestic Operations, to all Service Center Directors, Regional Directors, District Directors, and Officers in Charge, International Marriage Broker Regulation Act Implementation Guidance, July 21, 2006 (HQOPRD 70/6.2.11).
59. Memorandum from Michael Aytes, Associate Director, Domestic Operations, to Regional Directors, Service Center Directors, District Directors (except foreign), Officers in Charge (except foreign), and National Benefit Center Director, FBI Name Checks Policy and Process Clarification for Domestic Operations, December 21, 2006.
60. Memorandum from Michael Aytes, Associate Director, Domestic Operations, to Regional Directors, District Directors, including Overseas District Directors, Service Center Directors, National Benefits Center Director, Associate Director of National Security and Records Verification, Guidance for Adjudication of Family-Based Petitions and I-129F Petition for Alien Fiancé(e) under the Adam Walsh Child Protection and Safety Act of 2006, (February 8, 2007) (HQDOMO 70/1-P).
61. Memorandum from Michael Aytes, Associate Director, Domestic Operations, to Associate Director of National Security and Records Verification, Regional Directors, District Directors, Director of National Benefits Center, Service Center Directors, Chief of Service Center Operations, Chief of Field Operations, Revised Guidance for the

Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Removable Aliens," dated November 7, 2011, and also referred to as the New NTA Policy Memorandum, November 7, 2011 (Subject Code: PM-602-0050).

62. Updated Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) in Cases Involving Inadmissible and Deportable Aliens, dated June 28, 2018 (Subject Code: PM-602- 0050.1).
63. Guidance for the Referral of Cases and Issuance of Notices to Appear (NTAs) When Processing a Case Involving Information Submitted by a Deferred Action for Childhood Arrivals (DACA) Requestor in Connection With a DACA Request or a DACA-Related Benefit Request (Past or Pending) or Pursuing Termination of DACA, date June 28, 2018 (PM-602-0161).
64. Memorandum from Michael Aytes, Associate Director, Domestic Operations, and Louis D. Crocetti, Jr., Division Chief, Office of Fraud Detection and National Security, to Fraud Detection Unit Chiefs, Regional Directors, District Directors, National Benefits Center Director, Service Center Directors, Standard Operating Procedures for Religious Worker Petition Anti-Fraud Enhancements, July 5, 2006 (HQFDNS 180/8.1-P).
65. Memorandum from Michael Aytes, Associate Director, Domestic Operations, Janis Sposato, Associate Director, Immigration, Integrity, and Information, and Tracy Renaud, Acting Director, Officer of Refugee, Asylum, and International Operations, to Regional Directors, District Directors, Asylum Directors, National Benefits Center Director, Service Center Directors, and Fraud Detection Unit Chiefs, Extension of the Interagency Border Inspection System (IBIS) Record Check Validity Period, April 26, 2006 (HQFDNS 180/10.2-P).
66. Memorandum from Paul A. Schneider, Under Secretary for Management, and Hugo Teufel III, Chief Privacy Officer, Review of Safeguarding Policies and Procedures for Personnel- Related Data, June 13, 2007.
67. Memorandum from William R. Yates, Acting Associate Director for Operations, to Regional Directors, Service Center Directors, and District Directors, Adjudication of Benefit Applications Involving NSEERS Registrants, April 2, 2004 (HQOPRD 70/6.22/04) .
68. Memorandum from William R. Yates, Associate Director of Operations, U.S. Citizenship and Immigration Services, to Regional Directors, Service Center Directors, District Directors, and National Benefit Center Director, Discontinuation of IBIS Alias Name Checks for Petitions and Applications When the Beneficiary and Dependents are not Physically Present in the United States, March 23, 2005.
69. Memorandum from William R. Yates, Associate Director of Domestic Operations, and Joseph Cuddihy, Associate Director, Office of Refugee, Asylum and International Operations, to Asylum Directors, Regional Directors, District Directors, National Benefits Center Director, Service Center Directors, Accessing National Crime

Information Center Interstate Identification Index (NCIC III) Data, June 3, 2005(HQFDNS 70/2.1-P).

70. "National Security Adjudication and Reporting Requirements Update" dated February 9, 2009, and signed by Donald Neufeld.
71. "National Security Unit Case Closures" dated February 19, 2004, and signed by William R. Yates.
72. "New Resolution Process for IBIS National Security/Terrorism-Related Positive Results," dated November 29, 2004, and signed by William R. Yates.
73. "Non-U.S. Citizens Prohibited from Access to DOJ Information Technology (IT) Systems," dated March 4, 2002, and signed by Robert F. Diegelman.
74. "Operational Guidance for Conducting and Documenting NCIC III Checks"
75. "Policy for Requesting Updated Rap Sheets for Expired Fingerprint Results", dated December 27, 2001, and signed by William R. Yates.
76. Policy Memorandum, Adjudication of applications that are submitted by individuals subject to the registration and reporting requirements of the National Security Entry Exit Registration System ("NSEERS" or "Special Registration"); Addition of Adjudicator's Field Manual (AFM) Chapter 10.23 (AFM Update AD12-08) , June 20, 2012.
77. "New National Security-Related IBIS Procedures," dated May 21, 2004, and signed by William R. Yates.
78. Privacy Policy Guidance Memorandum from Hugo Teufel III, Chief Privacy Officer, to DHS Directorate and Component Leadership, Use of Social Security Numbers at the Department of Homeland Security, June 4, 2007 (2007-2).
79. "Processing Fingerprint checks Prior to the Filing of Form I-600 Abroad" dated April 7, 2003, and signed by William R. Yates and Janis Sposato.
80. "Production and Distribution of New Watch List Hit Reports by the Asylum Division" dated December 14, 2006, and signed by Joseph E. Langlois,
81. Refugee Affairs Division, "National Security Concerns in Refugee Cases Standard Operating Procedure (RAD CARRP SOP)" March 2018.
82. "Request for Duplicate Rap Sheets and Inquiries", dated February 22, 2001, and signed by William R. Yates.
83. "Responsibilities of Adjudicators" dated November 13, 2002, and signed by Johnny N. Williams.
84. "Revised Enhanced Processing Instructions" dated April 5, 2005, and signed by William R. Yates.
85. "Revised Guidance for Accessing National Crime Information Center – Interstate Identification Index (NCIC III) Data" dated March 18, 2012
86. "Revised Guidance Pertaining to the Adjudication of Form I-90, Application to Replace Permanent Resident Card" dated February 6, 2009, and signed by Donald Neufeld.
87. "Revised National Security Adjudication and Reporting Requirements" dated February 4, 2008, and signed by Michael Aytes.
88. "Revision of the SQ11 IBIS Background Check Policy Guidance for pending I-360 and I-129 Religious Worker Petitions" dated September 18, 2006, and signed by Michael Aytes

and Janis Sposato.

89. "Securing Compliance with Fingerprinting Requirements Prior to the Asylum Interview and Amending Procedures for Issuance of Recommended Approvals – Revised" dated October 4, 2006, and signed by Joseph E. Langlois.
90. "Transition and Revised Processing Procedures for FBI Biographic Name Check (G-325 or G-325A) Hit (NQP Policy Memorandum No. 68)" dated July 25, 2000, and signed by William R. Yates, LIMITED OFFICIAL USE ONLY - NOT FOR PUBLIC USE.
91. United States Citizenship and Immigration Services, Asylum Division, Fact Sheet: Federal Regulations Protecting the Confidentiality of Asylum Applicants, June 3, 2005.
92. United States Citizenship and Immigration Services, Domestic Operations, Standard Operating Procedure Form I-862, Notice to Appear, September 8, 2006.
93. United States Citizenship and Immigration Services, Form G-639, Freedom of Information Act/Privacy Act Request, September 1, 2009.
94. United States Citizenship and Immigration Services, Office of Fraud Detection and National Security, CARRP, Policy for Vetting and Adjudicating Cases with National Security Concerns, April 11, 2008.
95. United States Citizenship and Immigration Services, Office of Fraud Detection and National Security, Fraud Detection Standard Operating Procedures, December 6, 2019.
96. United States Citizenship and Immigration Services, Office of Fraud Detection and National Security, IBIS Standard Operating Procedure, March 1, 2006.
97. United States Citizenship and Immigration Services, Office of Fraud Detection and National Security, Attachment A – Guidance for Identifying National Security Concerns, April 11, 2008.
98. United States District Court, Northern District of California, San Francisco Division, Maria Santillan, et al., vs. Alberto R. Gonzales, Attorney General of the United States; Michael Chertoff, Secretary of Homeland Security, The United States Citizenship and Immigration Services; Emilio Gonzalez, USCIS Director; David Still, USCIS San Francisco District Director, (Case No. C 04-2686-MHP).

Appendix H: USCIS - Fraud Detection and National Security (FDNS) Liaisons to Law Enforcement (LE)/ Intelligence Community (IC) Partner Agencies

USCIS has designated officers assigned to assist in information sharing with the following agencies:

Terrorist Screening Center (TSC)

FBI National Name Check Program (NNCP)

National Joint Terrorism Task Force (NJTTF)

Homeland Security Investigations-Forensic Laboratory (HSI-FL)

CBP National Targeting Center (NTC)

Human Smuggling Trafficking Center

INTERPOL United States National Central Bureau (USNCB)

National Counterterrorism Center (NCTC)

For contact information and guidance on submitting requests to these agencies refer to the USCIS-FDNS Liaison Branch page on the FDNS ECN site.

Appendix I: Quick Reference

TECS: Person Subject Query SQ11 & NCIC "Hot Files		
IF	**THEN**	**Evidence in File (Non-record Side)**
No match found,	Annotate ROIT in the "No Match" box. Proceed to adjudication.	ROIT
Hit does not relate,	Annotate ROIT in the "DNR" box. Proceed to adjudication.[54]	ROIT
Hit relates and is NS,	Annotate ROIT in the "Relates" box. Cannot proceed to adjudication. Refer for CARRP processing in accordance with the April 11, 2008, memorandum entitled "Policy for Vetting and Adjudicating Cases with National Security Concerns".[55]	ROIT, Relevant TECS screen prints
Hit relates and is EPS,	Annotate ROIT in the "Relates" box. Cannot proceed to adjudication. Refer for EPS processing per Policy Memorandum 110. (Asylum and TPS cases not included)	ROIT, Relevant TECS screen prints
Hit relates and is other concern,	Annotate ROIT in the "Relates" box. Cannot proceed to adjudication. Follow local resolution processing.	ROIT, Relevant TECS screen prints

Validity of TECS Query? 180 calendar days.

FBI Fingerprint Check	
IF	**THEN**
Non-IDENT	FBI possesses no administrative or criminal history for the individual. Proceed with adjudication. Note: Since participation by state and local agencies is not mandatory, the FBI's repository does not contain records from every jurisdiction. Therefore, Non-IDENT does not mean that the individual has no administrative or criminal history in the U.S. If information about criminal activity arises that did not result from the FBI Fingerprint check, USCIS personnel should follow specific form SOPs for determining what additional steps must be taken.

[54] NS hits excluded.

[55] If contact with the Terrorist Screening Center is required to determine that a hit does not relate, a designated officer must contact the TSC.

FBI Fingerprint Check	
IF	**THEN**
Unclassifiable	Individual's fingerprints were unacceptable for fingerprint analysis and the individual must be reprinted. If fingerprinted at the ASC, the ASC schedules the appointment for the reprint. If second set are returned as "Unclassified", the applicant must provide (1) police clearances for the previous five years from every jurisdiction where they have resided or were physically present for six months or more during the past five (5) years and (2) if an interview of the individual is required for the application or petition filed, a Record of Sworn Statement (Fingerprints) disclosing any and all criminal history (arrests, charges, etc.), including overseas, will be taken. Any USCIS personnel adjudicating an application or petition which does not routinely require an interview of the individual may, at their discretion and based on a totality of the circumstances of the case, request the individual to appear for an interview at the appropriate Office, during which a Record of Sworn Statement will be taken. Only the ASC ISO may grant a waiver of the fingerprints. Refer to the latest version of the ASC SOP for detailed guidance on ASC procedures. If an individual is unable to obtain a police clearance from a jurisdiction outside the United States where they resided or were physically present for six (6) months or more within the past five (5) years, they must provide a detailed sworn statement, attestation, or written description of the reason why they are unable to obtain police clearances from jurisdictions outside the United States. This description must include steps that were taken to attempt to procure police clearances and should include any supporting documentation the individual possesses. Exceptions to the requirement to procure a police clearance from every U.S. residence or U.S. place where the individual was physically present for six (6) months or more within the past five (5) years should only be granted in the most exceptional circumstances. If a refugee applicant's fingerprint results return as unclassifiable two times, all other security checks are clear, and the applicant is otherwise eligible, the applicant will be conditionally approved for refugee status and fingerprinted by CBP at the POE.

FBI Fingerprint Check	
IF	**THEN**
IDENT	There is an administrative or criminal record listed in the FBI files relating to the individual. Cannot proceed to adjudication until IdHS (formerly known as RAP sheet) has been reviewed and considered. For EPS concerns, refer for EPS processing in accordance with Policy Memorandum 110. (Asylum and TPS cases not included) For NS concerns, refer for CARRP processing in accordance with the April 11, 2008, memorandum entitled "Policy for Vetting and Adjudicating Cases with National Security Concerns".
No Record Found based on A# and	Determine if individual has been scheduled for fingerprinting. Determine if individual should be scheduled for reprint in accordance with SOP for specific form type. Schedule any reprints in accordance with local policy.

Validity of FBI Fingerprint Check - 15 months from FBI process date.

FBI Name Check			
FBI Code	**CPMS QUERY/ GLOBAL Code**	**USCIS Action**	**Evidence in File**
NR, ND, NP	NO RECORD	No pertinent or derogatory information identified. No further action required as to that particular name.	Screen print or faxed expedite response for each name/DOB submitted.

IP, H, I	PENDING / NOT YET RETURNED	May deny or accept withdrawal (USCIS Policy Transmittal #53 dated 04-05-2004) A definitive FBI fingerprint check and the IBIS check must be obtained and resolved before an Application for Adjustment of Status (I-485), Application for Waiver of Ground of Inadmissibility (I-601), Application for Status as a Temporary Resident Under Section 245A or the Immigration and Nationality Act (I-687), or Application to Adjust Status from Temporary to Permanent Resident (Under Section 245A of Public Law 99-603) (I-698) is approved. (February 9, 2009 memo, National Security Adjudication and Reporting Requirements-Update.) When processed by the FBI, a PENDING should be updated to NO RECORD or POSITIVE RESPONSE.	Withdrawals/denials – Screen print; annotate unresolved checks, post audit required.
PR, DS, RP, OC, RF, AR	POSITIVE RESPONSE	Potentially derogatory information has been identified which may relate to the USCIS subject. Hard copy response is forwarded to the NBC for triage and then disseminated to the respective File Control Office (FCO). Response may be classified or unclassified. Local offices are responsible for the review and resolution of all POSITIVE RESPONSES.	Screen print **AND** hard copy response from FBI (Letterhead Memorandum or Third Agency Referral).

UN	UNKNOWN RESPONSE	If processed by the FBI in December 2007 or after: The FBI has identified the request as an expedited request in their system. The UNKNOWN RESPONSE code does not necessarily mean that the request has been processed. The FBI should send the final response which should update the results in FBIQUERY. Until that time, the hard copy response may be used for processing. The hard copy response may indicate that potentially derogatory information has been identified which may relate to the USCIS subject OR it may indicate no pertinent or derogatory information was identified as a result of the FBI Name Check. If processed by the FBI before December 2007: UNKNOWN RESPONSE indicated there was a POSITIVE RESPONSE to the FBI Name Check. The hard copy response was disseminated to the respective File Control Office (FCO). Response may be classified or unclassified. Local offices are responsible for the review and resolution of all these responses.	Screen print **AND** Either faxed expedited response indicating NO RECORD or hard copy response from FBI (Letterhead Memorandum or Third Agency Referral)
DD/D	DUPLICATE	The FBI previously processed the name check. The previous response should be shown in FBIQUERY. The previous response could be a pending response. The previous response could also be a name that is a variation of the name with a Duplicate response.	
RC	REQUEST CANCELLED	Request has been cancelled. Resubmit the name using the manual process if has not already been resubmitted.	

E	ERROR	Request could not be processed due to formatting or code error. Ensure the name is unique and is not a variation on a name previously submitted. If the name is unique and the error has not been corrected within 30 days, resubmit the request on the manual spreadsheet.	
	No Data Found (Blank Screen when queried by A# or Name & DOB)	No information that a name check has been initiated. If more than 90 days have passed since the original submission of the name, resubmit the request on the manual spreadsheet.	

Validity of FBI Name Check Query - Indefinitely for the application for which it was requested. If used for another application, it must be within 15 months of the FBI Processed date. Only one definitive response is necessary for each name and DOB variation submitted.

Appendix J Recommended Systems List

The following table shows systems, databases, and queries USCIS personnel use in the course of conducting security and background checks. Links to access forms are provided in the table below. To see more detail about each system, click on the link in the System Name column.

NOTE:

Some systems are not available to all USCIS personnel. Please check with your supervisor if you have questions about which of the following systems you can or should use.

- If you have questions on what background checks are mandatory please see Background Check Process.
- If you have questions on when other system checks are required, please consult local management and/or immediate supervisor.

***Printer-Friendly version of the Recommended Systems List available here.**

Recommended Systems List		
System Name	**Common Searches**	**System Information**
Accurint - LexisNexis Enterprise Solution (**Non-U.S. Government System*)	•Name/DOB •SSN	Accurint/LexisNexis is a data fusion system for law enforcement that increases efficiency and investigative effectiveness. Accurint is not to be cited in USCIS notices or decisions; rather, information obtained through Accurint must be independently verified through the original source (i.e., via the applicable Judicial Branch, DMV, or State Corporation Commission website). **Access/Further Info: Field OPS** - see Regional Accurint/CLEAR systems administrator. **SCOPS and RAIO** - see HQ Component systems administrator. URL: https://secure.accurint.com/app/bps/main
Arrival Departure Information System (ADIS)	• Ad-hoc Name/DOB query • Passport Number • Naturalization date • I-94	ADIS is a CBP system which aggregates travel and border crossing records, including arrivals and departures from the U.S. of LPRs, Refugees, and Asylees. This database provides more complete arrival and departure records than SQ94. **Access/Further Info:** HASH ID and temporary

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		password are issued by local SCO (list of local SCOs available at: http://ecn.uscis.dhs.gov/team/fdns/TECS/Lists/SCO%20C ontact%20list/AllItems.aspx). Once access is granted, use https://adis.cbp.dhs.gov/ADIS/Logon.faces to open the web-based system.
Analytic Framework for Intelligence (AFI)	• Name/DOB • A-Number	AFI is a single sign-on (SSO) system which allows a federated search across law enforcement and intelligence systems, which enhance DHS's ability to identify, apprehend, and prosecute individuals who pose a potential law enforcement or security risk. This aids in the enforcement of customs, immigration, and other laws enforced by CBP, ICE, and others. Access to information from over 60 data sources with a single sign-on: APIS, LEXIS NEXIS, CIMRs, EID, NSEERS, IOIL, S/A/S, ICE Intel Products, IIRs, SEVIS, CCD, CEE, Visa data, ROIs (historic), LETC, LIESS, TECS Intel (MOIRs), Primary Name and Vehicle, and many more. Also allows: • Google-like searches of narrative data from source systems • Keyword Concept, Structured and Unstructured searches. • Map and Link Analysis Searches • Save and share your searches or export them to analytical tools. • Analytical and visualization tools avail- able to detect trends, patterns, and emerging threats. • Centralized dissemination of Intelligence Products across DHS. • IntelView access provides provisioned, searchable access to all intelligence products published in and to AFI on self-selected topics AFI replaces Intel Fusion/Avalanche

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		(subject/matrix search). AFI replaces the ICE- The U.S. Immigration and Customs Enforcement (ICE) Law Enforcement Intelligence Fusion System (IFS), which is the comprehensive analytical and investigative tool that enables ICE and other Department of Homeland Security (DHS) personnel to access large volumes of information from many data sources. **Access/Further Info:** CBP controls user ID/password issuance. URL: http://afi.cbp.dhs.gov/login/
Alien Change of Address Query Request (AR-11)	•Name, by country of Citizenship (COC) and/or DOB •A-number •Fingerprint Identification Number (FIN) •Admission Number (I-94)	AR-11 is a Change of Address (COA) system (Since December 2018, a sub-system of CIS2) dedicated to housing address change information submitted by nonimmigrants and lawful permanent residents (all of whom are required, by regulation, to report all temporary or permanent changes of address within ten days).
Case and Activity Management for International Operations (CAMINO)	•Name/DOB •A-Number •SSN •Consulate •Case Number •Email Address WRAPS Request/Person ID	CAMINO is a web-based, centralized case management system used worldwide by USCIS International Operations to adjudicate pending applications. **Access/Further Info:** Limited to authorized personnel of International Operations.
CBP Vetting	•Name/DOB •A-Number •SSN •Consulate •Case Number •Email Address WRAPS Request/Person	CBP Vetting is an application that provides for the vetting of subject and other information by government agencies. Processes vetting requests against TECS and National Crime Information Center (NCIC) databases and produce response files for viewing or downloading. Participation in CBP Enforcement Vetting gives

Recommended Systems List		
System Name	**Common Searches**	**System Information**
	ID Name/DOB •Name/DOB •Passport Number •Visa Control Number Foil Number	users the ability to submit vetting requests via onscreen entry or by uploading vetting request files that conform to specific formatting requirements. Users can then view or download the vetted response file that is created as a result of the vetting request submission. **Access/Further Info:** CBP controls user ID/password issuance. CBP vetting data may be available through other systems. URL: https://vetting.cbp.dhs.gov/
Consular Consolidated Database (CCDI/CCD)		The CCD is the database in the Washington, D.C. area that holds all of the current and archived data from all of the Consular Affairs post databases around the world. This includes the data from the ACS, CST, DV, IV (Immigrant Visa), NIV (Nonimmigrant visa), eClass, and IDENT applications (Note: Often contains photos of applicants, scanned copies of visa applications, and biographic information; May have lookout information and reasons for visa refusal.) The American Citizen Record Query (ACRQ) feature provides U.S. Citizen passport information. CCD actually consists of several interconnected database, web, and other servers in multiple locations. In addition to Consular Affairs data, other data is integrated into the CCD, such as the "Master Death Database" from the Social Security Administration. The CCD also provides access to passport data in TDIS, PLOTS, and PIERS. The data from each worldwide post is updated to the CCD continuously. Occasionally, the communication from a post to Washington, D.C. may be temporarily interrupted. When this occurs, the data entered at the post is queued, and when the communication from that post to Washington, D.C. is restored again, the data is copied to the CCD.

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		CCD is used for many purposes, including: • Automated screening of applicants in eCLASS • Automated checking of applicant fingerprints through IDENT • Registration of applicant images for Facial Recognition • Reports requesting data on a particular applicant or post, or data from multiple applicants or posts • Reports that provide reference information for DOS users, such as post codes and post directory information • Supervisor and administrator reports to track work or review applicant data Distributing data to outside agencies to enable them to receive information on post applicants and provide timely responses • Reports which display the status of post databases and post upgrades • Security Advisory Opinion (SAO) and IP processing by outside agencies **Access/Further Info:** DOS controls User ID and password issuance. If you have not yet created an account that can be enabled in the DHS/USCIS/OFO User Location, please do so at https://ccdi.state.osis.gov/. Then, create a ticket online at "My IT" at https://dhsuscisprod.service-now.com/myIT/ and be sure to attach the form and Rules of Behavior. Thereafter, the best way to contact the current USCIS CCD Certifying Authorities (non-IVAMS), whether you need your password reset, your e-mail address affirmed, or general inquiries, is to create a ticket on USCIS myIT at

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		https://dhsuscisprod.service-now.com/myIT/. Please click on **System Access Request** followed by **Other System Access** and enter the information listed below in the **Additional information about my need** field and click on the "**Order Now**" button. **Additional Information about my need:** System: **CCD** Existing User ID (if applicable): ***[Your CCD User Location and User ID***] Access Requested: **password reset, your e-mail address** Additional Information: Once access is granted, use the web-based system via https://ccdi.state.osis.gov/ccdi.html.
Citizenship and Immigration Data Repository (CIDR)	•Name/DOB •A-number	CIDR stores and houses USCIS unclassified data sets (currently CLAIMS 3, and ultimately, CLAIMS 4) on the DHS classified network at the Secret (HSDN) and, in the near future, Top Secret (C-LAN) level. CIDR allows FDNS Immigration Officers to perform federated searches of data as well as comprehensive data analysis of large data sets using a suite of Commercial Off the Shelf (COTS) analytical tools. Stores classified FBI LHMs on the HSDN, enabling users to retrieve and review information efficiently. **Access/Further Info:** Limited to authorized personnel with "Secret" clearance. For additional details, go to http://ecn.uscis.dhs.gov/team/fdns/osb/CIDR/Lists/CIDR%20access%20with%20workflow/Item/newifs.aspx?
Central Index System 2 (CIS2)	•Name, by COC and/or DOB • A-Number •9101 Search by A-Number	The Central Index System (CIS) is a repository of electronic data used to maintain alien biographic, and current and historical immigration status information. CIS maintains information on lawful permanent residents, naturalized citizens, U.S.

Recommended Systems List		
System Name	**Common Searches**	**System Information**
	•9102/9103 Search by Name/DOB •9504 Review A-file location •9106	border crossers, apprehended aliens, legalized aliens, aliens who have been issued employment authorization and other individuals of interest to the DHS. Information contained within CIS is used for immigration benefit determination and for immigration law enforcement operations by U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), and U.S. Customs and Border Protection (CBP). Information contained within CIS is also used by federal, state and local benefit granting programs, and by federal, state and local law enforcement entities. Central Index System 2 (CIS2) replaced the mainframe application with a web-based application. All CIS mainframe functionality are available in CIS2. The CIS2 screens mirror the CIS mainframe screens with only slight differences as CIS2 is Section 508 compliant, whereas CIS mainframe was not. All current CIS mainframe interfaces continue to exist in CIS2. CIS runs the following search queries: • 9101 (ID # search/display) • 9102 ('sounds like' search) • 9103 (exact name search) • 9106 ('sounds like' w/DOB search) • 9222 (ARC/BCC card display) • AR-11 (alien change of address query) • PF7 (card history) **Access/Further Info:** PICS ID and password are used to obtain access through "MyIT" icon on desktop, or at https://dhsuscisprod.service-now.com/myIT/ (Select "Business System Access" button and follow the prompts). Once access is

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		granted, use "National" icon on desktop to open the system.
Computer-Linked Application Information Management System-3 (CLAIMS-3/C3)	•Name/DOB of beneficiary or petitioner •Receipt Number •A-Number	CLAIMS-3 (C3) is a database for all petitions or applications that are processed by the Service Centers. It allows USCIS users to view, update and track applications and petitions, from receipting fees to final adjudication through motions and appeals. It is accessed by a password, and level of access differs depending on user need. Users can view biographic data, case status and history for many types of forms. **Access/Further Info:** PICS ID and password are used to obtain access through "MyIT" icon on desktop (Select "Business System Access" button and follow the prompts). Once access is granted, use "National" icon on desktop to open the system. *Note: C3MF was placed in read-only mode on January 7, 2018. C3LAN will continue to be used for case updates. Users need to ensure that they have the eCISCOR-C3LAN PCQS user role to access case information.*
Computer-Linked Application Management System-4 CLAIMS 4/C4 - Legacy)	•Name/DOB •A-Number • SSN •Attorney •Address	Legacy CLAIMS-4 (C4) is a LAN-based software application called Switchboard. CLAIMS 4 offers USCIS a means of tracking immigrant status from initial status through work authorization, legal permanent residence, and citizenship. This national database was initially implemented for Form N-400 (Application for Naturalization) and interfaces with CIS, RAFACS, and FBI systems. While most N-400s are now processed either through web-based CLAIMS 4 or through ELIS, Legacy CLAIMS 4 remains the system of record for receipting and adjudicating the following forms: N-600, Application for Certificate of Citizenship; N-600K, Application for Citizenship and Issuance of Certificate Under Section 322, and N-565, Application for Replacement

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		Naturalization/Citizenship Document. It offers automated support for the variety of tasks associated with processing and adjudicating immigration benefits, including inputting application information, automated scheduling of examinations and adjudication, scheduling of oath ceremonies, generating notices, and enforcing standardized processes and work flow for each application type. **Access/Further Info:** PICS ID and password are used to obtain access through "MyIT" icon on desktop or at https://dhsuscisprod.service-now.com/myIT/. (Select "Other System Access," and specify Legacy C4. The local C4 administrator will need to give final approval. Once access is granted, use "Switchboard" icon on desktop to open the system.) *Note: Current plans are to decommission C4 (both web and legacy) in September 2019.*
Computer-Linked Application Management System-4 (CLAIMS 4/C4 – Web-Based)	•Name/DOB •A-Number •SSN •Attorney •Address	Web-based CLAIMS 4 (C4) stems from a LAN-based software application called Switchboard. CLAIMS 4 offers USCIS a means of tracking immigrant status from initial status through work authorization, legal permanent residence, and citizenship. This national database was initially implemented for Form N-400 (Application for Naturalization) and interfaces with CIS, RAFACS, and FBI systems. It offers automated support for the variety of tasks associated with processing and adjudicating immigration benefits, including inputting application information, automated scheduling of examinations and adjudication, scheduling of oath ceremonies, generating notices, and enforcing standardized processes and work flow for each application type.

Recommended Systems List

System Name	Common Searches	System Information
		Access/Further Info: PICS ID and password are used to obtain access through "MyIT" icon on desktop or at https://dhsuscisprod.service-now.com/myIT. (Select "Other System Access," and specify Web-based C4. Once access is granted, use https://c4web.uscis.dhs.gov/to open the web-based system.) *Note: Current plans are to decommission C4 (both web and legacy) in September 2019.*
Consular Lookout and Support System (CLASS)	N/A	CLASS contains records from numerous USG entities. Information includes visa refusals, lost and stolen passports, immigration violations, criminal history, terrorism concerns, and other derogatory information. **Access/Further Info:** CLASS is generally not accessed directly by USCIS officers. However, limited derogatory information from CLASS will appear as hits/lookouts in TECS and CCD.
CLEAR (**Non-U.S. Government System*)	•Name/DOB •SSN	CLEAR is a commercial investigative platform. CLEAR aggregates public and commerical records such as property records. **Access/Further Info:** Field OPS - see Regional Accurint/CLEAR systems administrator. SCOPS and RAIO - see HQ Component systems administrator. *Note: CLEAR is not to be cited in USCIS notices or decisions; rather, information obtained through Accurint must be independently verified through the original source (i.e., via the applicable Judicial Branch, DMV, or State Corporation Commission website).*
Customer Profile Management System (CPMS)	•Name/DOB •A-Number •FIN	CPMS is the repository of biometric and biographic identity, background check, and benefit card data for USCIS. CPMS stores the identity information collected at the Application support Centers (ASC) and the results of biometric background checks from

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		the Federal Bureau of Investigations (FBI) Next Generation Identification (NGI), biometric background checks from the Federal Bureau of Investigations (FBI) Next Generation Identification (NGI), Department of Defense (DOD) Automated Biometric Identification System (ABIS), and provides real-time link to the DHS Office of Biometric Identity Management (OBIM) IDENT. CPMS stores benefit card, extension sticker, and travel document information once they have been produced by the Enterprise Print Management Service (EPMS), Integrated Card Production System (ICPS)/ National Production System (NPS) or Application for Travel Document (Form I-131)/ Travel Document System Information Production System (TDPS). **Access/Further Info:** PICS ID and password are used to obtain access through "MyIT" icon on desktop (Select "Business System Access" button and follow the prompts). Once access is granted, use https://cpms.uscis.dhs.gov/ to open the web-based system. *Note: Most locations now use CPMS IVT feature for Legacy US-VISIT SIT queries.*
Dun & Bradstreet (D&B) (**Non-U.S. Government System*)	•Company Name •Registered Agent Name •Location (City/State) •Telephone Number •Business Address •Federal Employer Identification Number (FEIN)	Dun & Bradstreet (D&B) is a web-based tool that allows USCIS users to access commercially available information from Dun & Bradstreet in order to validate information submitted by companies and organizations petitioning to employ foreign workers; vet key business information and critical data elements in support of the USCIS Mission; and identify any existing inconsistencies and/or identify potential fraud within domestic or international entities. **Access/Further Info:**

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		Field OPS personnel should see the Field OPS POC. SCOPS personnel should see the SCOPS POC.
Enforcement Alien Removals Module (EARM)	•A-Number •FIN •Event ID •FBI Number	EARM is a DHS/ICE system containing records of individuals encountered by ICE Office of Detention and Removal and/or individuals scheduled for immigration court proceedings. **Access/Further Info:** Access for USCIS users obtained through IMM (ICE version). Prospective users *and* authorizing supervisors need to register at the site and confirm their information (users may currently Select Daniel Williams as supervisor, for request purposes). Secondary approvals also required. Once access is granted, use https://imm.ice.dhs.gov/imm/ to open the web-based system.
EDMS/ EDMS Receipts	•A-Number •Receipt Number	EDMS contains scanned electronic copies of all digitalized A-files. EDMS Receipts, a companion module, contains scanned electronic copies of all digitized receipt files (i.e., I-131s, I-129s, I-539s, etc.). Copies of some scanned N-400 and N-336 filings also are retrievable through the ELIS Contingency Repository. U.S. Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement (ICE), and Customs and Border Protection (CBP) personnel requiring access to A-file or Digitized Receipt Files information can access the electronic file directly through the EDMS. **Access/Further Info:** Request via https://myaccess.uscis.dhs.gov/app/home. Once access is granted, use http://edms.uscis.dhs.gov/EDMS_WEB/ or https://receipt.uscis.dhs.gov/EDMS_WEB_RCPT/login.faces;jsessionid=3Td8CMvWpfbHAnHS1e36PecheQ32nq-pT-WMAhvlcITAiEc9ScoL!-

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		2106062435!296580030to open the web-based system.
Electronic Immigration System (ELIS)	•Name/DOB (exact *or* Name/DOB range) •A-Number •Receipt Number	ELIS is the online account-based system that allows customers to view their applications, petitions or requests, receive electronic notification of decisions, and receive real-time case status updates. Uses web-based technology to: • Integrate information used for adjudication and analysis • Improve data integrity • Reinforce consistency in decision-making • Help keep the immigration system secure ELIS' paperless processes revolve around the customer rather than forms and incorporate: • Case management, analytics, and decision support technology • An end-to-end adjudicative process based on benefits • Established electronic interfaces with other agencies • More standard ways for customers to communicate directly with USCIS USCIS ELIS enables customers and their representatives to submit requests for benefits electronically. USCIS ELIS also allows internal users (such as adjudicators, supervisors, and clerks) to efficiently process customers' applications.
Electronic Verification of Vital Events (EVVE) (**Non-U.S. Government System*)	•Name/DOB	EVVE Provides customers with the ability to quickly, reliably, and securely verify and certify birth and death information. Electronic inquiries from authorized users can be matched against over 250 million birth and death records from state and jurisdiction owned vital record databases nationwide. An electronic response from the state or jurisdiction either verifies or denies a match within matter of seconds. No other system on the market provides access to a more complete set of state and jurisdiction owned vital records than EVVE.

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		Access/Further Info: Maintained by the National Association for Public Health Statistics and Information Systems (NAPHSIS). Access generally limited to authorized FDNS personnel. Obtain EVVE Agency Query User form by emailing FDNS_EVVE@uscis.dhs.gov. After access is granted, use https://evve.naphsis.us/EVVE_MI/form/login.jsp to open the web-based system.
Fraud Detection and National Security - Data System (FDNS-DS)	•Subject •Name/DOB •A-number •Receipt Number •CME Number (RFA/Lead/Case) •Address •Organization	FDNS-DS is a web-based application/database that is used to monitor the development of fraud leads and national security cases by immigration analysts. This tool is primarily used by Fraud Detection Units (FDU), Service Center Field Operations' Center Fraud Units (CFDO), and Background Check Units (BCU). Other components also use FDNS-DS to initiate FDNS referrals. **Access/Further Info:** Limited to authorized USCIS personnel. Requires approved FDNS-DS training prior to requesting access. Once access is granted, use https://fdnsds.uscis.dhs.gov/epublicsector_enu to access the web-based system.
Financial Crimes Enforcement Network (FinCEN) Portal	N/A	FinCEN contains information and analysis from Dept. of Treasury about financial transactions and Significant Activity Reports (SARs). SARs are self-reported to Treasury by banks and other financial institutions. **Access/Further Info:** Queries using the FinCEN portal may be requested through the HQ FDNS National Security and Public Safety Division (NSPSD). *Note: The Bank Secrecy Act (BSA) strictly prohibits disclosure of most information found in FinCEN.*
GLOBAL	•Name/DOB	The new Asylum Pre-Screening Process (APSO) was deployed in March 2018, replacing APSS. GLOBAL contains applicant data for all Forms I-

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		881, Application for Suspension of Deportation or Special Rule Cancellation of Removal (Pursuant to Section 203 of Public Law 105-100 (NACARA) and Forms I-589, Application for Asylum and Withholding of Removal (*Affirmative Asylum applications with USCIS).* **Access/Further Info:** Global is temporarily available to non-RAIO users via MyAccess (Business System Access Request: Checkers-DID(it) Checkers) until information is available in PCQS. Non-RAIO users and RAIO FDNS users should select the "read-only" role. All requestors must complete the Confidentiality form that is available via MyAccess: https://myaccess.uscis.dhs.gov/app/home.
Homeland Secure Information Network (HSIN)	•Name •Various intel reports	HSIN is a trusted network for sharing Sensitive But Unclassified (SBU) information across the homeland enterprise, including with state and local partners. **Access/Further Info:** USCIS Helpdesk cannot assist with granting access. Within HSIN, access to particular communities may be further restricted by officer role. URL: https://hsin.dhs.gov/
Interim Case Management Solution (ICMS)	•A-Number •Receipt number	ICMS is a web-based front-end to the CLAIMS 3 Local Area Network (LAN) system at the National Benefits Center (NBC). ICMS can be used to review, modify, and adjudicate the following Forms: • I-90 - Application to Replace Permanent Resident Card • I-130 - Petition for Alien Relative • I-212 - Application for permission to Reapply for Admission into the U.S. After Deportation or Removal • I-290B - Notice of Appeal or Motion • I-360 - Petition for Amerasian, Widow(er), or Special Immigrant • I-485 - Application to Register Permanent

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		Residence or to Adjust Status • I-601 - Application for Waiver of Grounds of Excludability • I-612 - Application for Waiver of the Foreign Residence Requirement • I-730 - Refugee/Asylee Relative Petition • I-765 - Application for Employment Authorization • I-821D - Consideration of Deferred Action for Childhood Arrivals The system contains information on persons lawfully admitted for permanent residency, Asylees and Parolees lawfully admitted for employment authorization (although, Asylees and Parolees are not initially covered under the Privacy Act, these individuals often change their status to lawful permanent residents and at that time will be covered by the Privacy Act), Commuters and other persons authorized for frequent border crossing, and Naturalized United States Citizens. **Access/Further Info:** PICS ID and password are used to obtain access through "MyIT" icon on desktop or at https://dhsuscisprod.service-now.com/myIT (Select "System Access Request" button, then "Request Access Role" button to enter "MyAccess," and follow the prompts). Once access is granted, use https://icms.uscis.dhs.gov/icms/common/login.do to open the web-based system.
INTELINK-U	•Name	DNI-U is the network infrastructure portion of the system formerly known as the Open Source Information System (OSIS). The new Intelink-U database houses open source information obtained from the Intelligence community. **Access/Further Info:** DNI-CIO controls User ID and password issuance. Once access is granted,

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Recommended Systems List		
System Name	**Common Searches**	**System Information**
		use https://www.intelink.gov/my.policy to access the web-based system.
Law Enforcement Enterprise Portal (LEEP)	N/A	Maintained by the FBI, LEEP is a gateway providing law enforcement agencies, intelligence groups, and criminal justice entities access to beneficial resources. Users can strengthen case development with investigative tools available, collaborate with internal and external agencies, and securely share sensitive documents. Examples of available resources include: Virtual command centers, nationwide criminal justice records, global cyber-complaint data, counterterrorism threat tracking, and intelligence centers. **Access/Further Info:** FBI controls User ID and password issuance. URL: https://www.cjis.gov/CJISEAI/EAIController
National Appointment Scheduling System (NASS)	•Name/DOB •A-Number	NASS is used to request biometrics appointment scheduling for applicants seeking a benefit • Cancel appointments (may cause rescheduling) • Search for applicant scheduling data/history, appointment notices, etc. • Create applicant record for scheduling biometrics appointments Request fingerprint refresh if applicant's fingerprint result expired, request biometrics cloning from one Service Center to another, and report on scheduling data, backlog, manifest, etc. • Users access NASS on USCIS network using single sign on (PIV card). Users may request new or different access levels via ICAM. • After a supervisor's electronic approval, users should receive access within 24 hours. • Users will be notified of access expiration after 1 year. Recertification is necessary. • NASS Roles include: System Information o Admin (zip codes, allocations, bulk cancel,

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		etc.) – BD HQ users o Power (cancel/expedite) - Service Centers/NBC, Rescheduling Unit (APBU), ASCs, Call Centers o User (create/upload) - Most other users o Query (read only) - CMS users **Access/Further Info:** Request via https://myaccess.uscis.dhs.gov/app/home Once access is granted, use https://nass.uscis.dhs.gov/nass-web/ to open the web-based system.
Public Access to Court Electronic Records (PACER)	N/A	PACER is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service. This database may be used to confirm open-source information obtained from JUSTIA and other open sources. **Access/Further Info:** Access to PACER generally is limited to a select few Intel Officers and Agency Counsel. Master accounts may be available in some locations. URL: www.pacer.gov
Person Centric Query Service (PCQS -ESB)	•Name/DOB •A-Number •SSN	PCQS (CIS Super Query) allows users to submit a single query to return a consolidated record of an immigrant's interactions with the U.S. immigration system. PCQS is a composite service that allows a system or a person to submit a single query for all transactions involving an immigrant across a number of USCIS and DOS systems. PCQS returns a consolidated and correlated view of the immigrant's past interactions with the government as he or she passed through the U.S. immigration system. **Access/Further Info:** Complete the USCIS ESB and USCIS Rules and Behavior forms. The ESB

Recommended Systems List		
System Name	Common Searches	System Information
		form must be signed by supervisor and faxed or emailed to the USCIS Help Desk. Once access is granted, use https://esb2ui.esb2.uscis.dhs.gov/PCQS508/Search.do to open the web-based system.
RAILS	•A-Number •Receipt Number	RAILS (formerly NFTS Modernization) is a joint effort between IRIS and the Office of Information Technology (OIT). RAILS is the current system of record for tracking of millions of immigrant and receipt files. RAILS interfaces with other case management systems (CIS, ELIS, GLOBAL, etc.) to support file tracking and transactions nationally as well as tracking by USCIS agents worldwide via the USCIS Intranet. Contains exact information regarding the location of all A-files, T-files, or S-files. Access is required to order or work with A-files. If you are working with an A-file, you must transfer the file to your Responsible Party Code (RPC) in RAILS. Once you are finished with an A-file, you should re-assign it to a colleague or charge out to Records. Scanned documents from files at the NRC may be requested by calling 816-350-5560 or emailing NRC.NRCINFO@uscis.dhs.gov **Access/Further Info:** PICS ID used to obtain access through "MyIT" icon on desktop or at https://dhsuscisprod.service-now.com/myIT/ (Select "System Access Request" button, then "Request Access Role" button to enter "MyAccess," and follow the prompts).

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Recommended Systems List		
System Name	**Common Searches**	**System Information**
Service Center CLAIMS (SCCLAIMS)	•Name/DOB •SSN •FEIN •Preparer •A-Number •Remitter •Representative •Address	FDNS-SIB is actively working to transition all identified SCCLAIMS user needs to SMART and SAS. In order to ensure that these alternative systems can be used in lieu of SCCLAIMS, we have setup an ECN to assist with capturing user provided descriptions of queries, reports, and any other mission need that is currently being filled by SCCLAIMS. SIB will collect this information on an ongoing basis via the SCCLAIMS Transition Project ECN site.
Student & Exchange Visitor Information System (SEVIS)	•Name/DOB •SEVIS ID •School or program •Student status	SEVIS tracks and monitors nonimmigrant students and exchange visitors. If accepted by a Student and Exchange Visitor Program (SEVP)-certified school, foreign students may be admitted to the United States with the appropriate F or M nonimmigrant status. If accepted for participation in a Department of State-verified exchange visitor program, exchange visitors may be admitted to the United States with J nonimmigrant status. Records of these nonimmigrant admissions and continued participation in these educational programs are maintained in SEVIS. Further, SEVIS enables SEVP to assure proper reporting and record keeping by schools and exchange visitor programs, thereby ensuring data currency and integrity. SEVIS also provides a mechanism for student and exchange visitor status violators to be identified so that appropriate enforcement is taken (i.e., denial of admission, denial of benefits or removal from the United States). Also contains information on the schools and programs being attended. Other information in SEVIS includes: Biographical data; Admission number, Citizenship; Current school code; Current student status; All I-20s and DS-2019s issued for each student and exchange visitor; School and exchange visitor program data, including school status, school code, designated school officers, and school/program violations;

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		Education and employment data; Dependents (F2s and J2s). ICE uses the information in SEVIS to identify potential security problems with individual students and the schools they attend. ICE actively pursues investigations of these security violations. If subject has filed I-485 after the date of termination, the subject may have failed to comply with the conditions of nonimmigrant admission. This might make an alien ineligible for adjustment status (INA 245(c) (2), 8 USC 1255 (c) (2). **Access/Further Info:** A SEVIS request requires the following, in PDF format: · New DHS ICE Rules of Behavior (signed by the user) · New G-872S (signed by the Federal Supervisor and/or the Contract Supervisor) forms to be on file. Please : Leave the "signature of local PICS Officer (LPO)" blank · For a password reset, your form has to match your current SEVIS role. Please check with your local PICS Officer to verify your current SEVIS role. · One request per email · No password protected documents · We **ACCEPT** electronic signatures on the G872S form · CC end user in e-mail request · Faxes not accepted Once access is granted, use https://egov.ice.gov/sevis/ to open the web-based system. *Note: Limited SEVIS information also available in CCD.*
TECS / National	•Name/DOB •TECS Record ID	TECS is a multi-agency database of lookout information and is used to improve border

Recommended Systems List		
System Name	**Common Searches**	**System Information**
Crime Information Center / National Law Enforcement Telecommunications System (TECS/NCIC-NLETS - Modernized)		enforcement and facilitate inspection of individuals applying for admission to the United States at ports-of-entry and pre-inspection facilities. **Access/Further Info:** HASH ID and temporary password are issued by local SCO (list of local SCOs and other useful information about TECS available on the TECS/NCIC website via the following link: http://ecn.uscis.dhs.gov/team/fdns/TECS/Lists/SCO%20Contact%20list/AllItems.aspx). Prospective users must complete the TPA Privacy Awareness course before you can access the system. Once access is granted, access the web-based system via https://tecs-cas.cbp.dhs.gov/tecs-cas/login?service=h. ttps%3A%2F%2Ftecs-cas.cbp.dhs.gov%2Ftecsportal%2Ffaces%2Flogon%2FtecsLogon.xhtml%3FtargetWindowName%3DHome. •Discretionary queries available for address, business, etc. •NN11 – Driver's License search •NN17 – Canadian criminal history search •NN16 – QH and QR queries of criminal history search (NCIC III) •SQAD - Address query •SQPQ - Person Query; Border crossings (SER); Travel History (USC, U.S. Residents, Parolees, NIV) •SQ11 searches require a name/DOB; to include F12, F14, to confirm existence of IBIS info •SQ13 - Vehicle plates and VIN •SQ14 - FAA and aircraft tail number search •SQ15 - Vessel name, ID/hull number search •SQ16 – Business query to confirm existence of business, school, org info •SQ18 - Other type of query •SQ94 - Entry/Departure travel history
TECS by ELIS (TbE)	• Name/DOB • Receipt number	TECS by ELIS (TbE) is an electronic application that provides results of automated TECS/NCIC background checks via ATLAS for queries

Recommended Systems List		
System Name	**Common Searches**	**System Information**
	• A-number • Import from eCiscor	systematically run in systems such as CLAIMS 3 (C3) cases. TbE stores digital versions of the ROIT (Record of Inquiry – TECS), Resolution Memos and uploaded supporting documentation. A case in TbE can be searched by using the receipt number, A number, or the first and last name and date of birth. Manual Name Harvesting can be completed in TbE. TbE will run an automatic check via ATLAS after a user saves and submits a name. User also have the ability to import cases from eCISCOR. **Access/Further Info:** Request via https://myaccess.uscis.dhs.gov/app/home . Once access is granted, use URL: https://tecsbelis.uscis.dhs.gov/ with the Chrome browser.
UPAX	N/A	UPAX is a DHS/CBP with multiple inputs and capabilities, including functions previously accessible to USCIS personnel only through ATS-p. UPAX has replaced ATS-p as the module used at all U.S. airports and seaports receiving international flights and voyages to evaluate passengers and crewmembers prior to arrival or departure. It assists the CBP officer's decision-making process about whether a passenger or crewmember should receive additional screening prior to entry into or departure from the country because the traveler may pose a greater risk for violation of U.S. law. The system analyzes the Advance Passenger Information System (APIS) data from TECS, Passenger Name Record (PNR) data from the airlines, TECS crossing data, TECS seizure data, and watched entities. ATS-P processes available information from these databases to develop a risk assessment for each traveler.

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		Access/Further Info: CBP controls ID and password issuance to individuals who complete the following process: Requests for UPAX access must be initiated and submitted by the appropriate supervisor and the requesting employee must have a current favorably adjudicated Full-Field background investigation**.** To obtain authorization to use the Automated Targeting System – Unified Passenger programs the following steps need to be taken: 1. Complete the CBP-7300 document (**Include all Aliases**) and submit it to your supervisor. 2. The **supervisor** of the individual requesting access will send the completed CBP-7300 form **in an encrypted email message** to USCIS-OSI-PERSEC-CustomerServ@dhs.gov with a subject of **UPAX BI Verification** 3. OSI PERSEC will fill out and certify, if possible, and return it to the requesting supervisor. ¨ If USCIS OSI is unable to certify an individual for ATS-UPAX, Form CBP 7300 will be returned, unsigned, to the supervisor. DO NOT request ATS-UPAX access for the employee as it will not be granted. 4. The requesting supervisor will send the fully completed **CBP-7300 and UPAX OGA ACCESS Request form in an encrypted email message** to UPAX ACCESS REQUEST upaxaccessrequest@cbp.dhs.gov **UPAX+Passenger Name Records (PNR)**. PNR access is not automatically granted –detailed justification for the need.

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		1. Each USCIS FDNS requestor should provide a short but specific justification why they need the ATS-P + PNR access requests. 2. In the Spreadsheet column with the justification for the request (or in separate statement in the body of the email), the requestor also need to include answers to these 3 questions: • Why do you need PNR access, how is this access going to support your daily duties (specify duties)? • Before such access, how were you able to perform your daily responsibilities? • In the event that you lose this access, how will your work be affected? Further guidance regarding background information may be obtained by contacting the USCIS OSI Customer Service mailbox at USCIS-OSI-PERSEC-CustomerServ@dhs.gov. ***Step-by-step instructions to encrypt messages go to the OSI Portal at** http://osi.uscis.dhs.gov/Privacy/encrypt_files.htm.
Validation Instrument for Business Enterprises (VIBE)	•Receipt number	VIBE is a tool designed to enhance USCIS's adjudications of certain employment-based immigration petitions. Uses commercially available data from an independent information provider (IIP) to validate basic information about companies or organizations filing petitions to employ alien workers. VIBE also is used to electronically refer cases with criminal, national security, intelligence, and fraud concerns to the Center Fraud Detection Operations (CFDO). In current use by CBP, DOS, and in a pilot program with DOL. The VIBE Status Report (VSR) within VIBE includes information that indicates the viability of a petitioner and a VIBE score that can also be

Recommended Systems List		
System Name	**Common Searches**	**System Information**
		overridden to notify Officers: If a petitioning organization is currently a subject of an administrative investigation, Is suspended from filing with USCIS, Is the subject of an ongoing criminal investigation, Has associated individuals charged with committing fraud/convicted for fraud. The "VIBE Pre-defined Company Score"(Comment) section on the VSR provides additional information about a petitioning entity that is pertinent to its validity/eligibility, or a brief description of why a business entity's score has been overridden. **Access/Further Info:** Request via https://myaccess.uscis.dhs.gov/app/home. Once access is granted, use https://esb2ui.esb2.uscis.dhs.gov/VIBE/Login.do to open the web-based system. *Note: Users with PCQS access automatically have access to VIBE, as well.*
Worldwide Refugee Admissions Processing System (WRAPS)	•Name/DOB •A-number •Case Number	WRAPS is a DOS Case management system for refugee applications and U.S. resettlement processing. Contains scanned copies of the I-590, Assessment, and other interview docs. May also contain family tree, persecution story, and RSC case notes. **Access/Further Info:** Complete WRAPS Access Form (available in Systems Folder) and turn in to a supervisor, who must email form to the RPC Help Desk. Once access is granted, use the following URL to open the web-based system: https://wraps.wrapsnet.org/WRAPSCPF0/#requestedAction=requestedAction%253DrequestedAction%2526_action%253Dgov.state.wraps.business.security.client.LoginAction%2526_controllerId%253D640605399&_action=gov.state.wraps.business.security.client.LoginAction&_controllerId=1586326516

Other Commercial and Open Source Databases:

Note: Refer to component-specific guidance as to when discretionary checks of open source information may be appropriate.

1. American Medical Association Doctor Finder (OPEN SOURCE) - Searchable database of nationwide AMA certified medical doctors. https://apps.ama-assn.org/doctorfinder/

2. Black Book Online - A free public records search of federal, state, and county public records. http://www.blackbookonline.info/

3. CAMPAIGN CONTRIBUTION DATABASES (OPEN SOURCE) - These finance databases are important because they often uncover discrepancies in SUBJECTS' finances (aka TAX FRAUD). For example, when a SUBJECT claims a very low/moderate level of income and is concurrently maxing out campaign contributions to multiple campaigns then most likely SUBJECTS' income is being misrepresented/not accounted for in tax payments. Lines of questioning can be established to uncover discrepancies between SUBJECTS' actual income vs. reported income. These databases are especially important in cases involving a nexus to terrorism because many terrorist fundraisers seek to establish strong connections with Congressional members in order to further their charities influence as well as to influence/expedite immigration decisions. http://www.opensecrets.org & http://www.followthemoney.org

4. CYBERCOP (NC4- SITUATIONAL READINESS NETWORK) - ID/password selected and access authorized by Cybercop; Intelligence data and postings from across the law enforcement community. https://cybercop.esportals.com/index.cfm

5. Department of State (DOS) U.S. Visa: Reciprocity and Civil Document by Country (reciprocity page) - Nonimmigrant visa applicants from certain countries*/areas of authority may be required to pay a visa issuance fee after their application is approved. These fees are based on the principle of reciprocity: when a foreign government imposes fees on U.S. citizens for certain types of visas, the United States will impose a reciprocal fee on citizens of that country*/area of authority for similar types of visas.

   https://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html/
6. Global Security and Jane's - Both can be used to research organizations or countries of interest. http://www.globalsecurity.org/ https://janes.ihs.com/

7. GUIDESTAR (OPEN SOURCE) - Contains tax and board member information for non-profit entities. http://www.guidestar.org

8. ICE Pattern Analysis and Information Collection System (ICEPIC) - ID/password assigned by ICEPIC; ICEPIC (Tool) is a toolset that assists in analyzing suspect identities and discovering possible non-obvious relationships among individuals/organizations. Modular set of information analysis tools that allow disparate sources of information to be analyzed to find previously unknown relationship data about individuals who are the subject of ongoing and valid investigations.

9. JUSTIA (OPEN SOURCE) - This database allows user to search Federal District Court Filings & Dockets to find federal litigation (including MANDAMUS suits) pertaining to SUBJECT. Search under Cases Filed In: All Federal District Courts & All Lawsuit Types. The PACER database can confirm findings. http://dockets.justia.com/

10. LAW ENFORCEMENT GUIDE TO TERRORIST GROUPS & EMBLEMS - https://www.usadojo.com/wp-content/uploads/2010/09/terrorist-emblems.pdf

11. U.S. Department of Treasury OFAC's Specially Designated Nationals (SDN) and Blocked Persons List - Published list of individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. The list also includes individuals, groups, and entities, such as terrorists and narcotics traffickers designated under programs that are not country- specific.

A search of the Treasury Department's **OFAC** list by name and organization is absolutely essential in all cases in which a nexus to terrorism might exist. The OFAC list is important because it provides USCIS with **open source** derogatory information, which can immediately be used to formulate a denial upon very strong grounds. The open source designation of the list allows us to open up lines of questioning without the limitations that classified materials provide.

Executive Order 13224 designated 29 foreign individuals and entities as Specially Designated Global Terrorists (SDGTs). The Order also authorizes the Secretary of the Treasury, Attorney General and Secretary of State to consult with one another to form and update regularly a public list of SDGTs. This list is released in the Federal Register and also on the OFAC website. Under the Order, finances of all entities/individuals on the list are frozen. The purpose of a public OFAC list is to give banks notice of all SDGTs so that their assets can be frozen. Financial institutions are required to check the list prior to all large financial transactions.

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A ‘Ctrl F’ search of the link provided above can pinpoint ORGANIZATIONS that a SUBJECT may be affiliated with or a SUBJECT himself. After going to the OFAC web page simply press 'CTRL F.' This will bring up a search query box that will allow you to type in key words or names to search the page for (NOTE: The page is in chronological order). Common names may require you to hit the 'find next' button in order to scroll through all of the hits on the page. In recent years the list has focused more on entities than individuals so it may be more common for you to locate an entity match than a name match.

One drawback to the list is that once the terrorist organizations on the list have their assets frozen, they simply start a new ‘front’ group and carry on with their business as usual. The list certainly lags well behind this curve, but it is a strong tool in many of the cases that have been pending for any substantial amount of time. The list is generally updated once or twice a month. Since this list is compiled by three agencies, it is not as comprehensive as the FBI’s designations which are referenced by B10/NIC T records, but nevertheless it is OPEN SOURCE.

https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx
http://www.treas.gov/offices/enforcement/ofac/sdn/sdnlist.txt

12. Open Source Enterprise - OSC provides username and password. Collects and analyzes open source information of intelligence value across all media – print, broadcast and online. It is a useful site for international media coverage and country conditions information. OSC provides foreign media reporting and analysis to government institutions and strategic partners. Database contains timely and authoritative open source intelligence information for analysis and operations.
https://www.opensource.gov/public/content/login/login.fcc

13. SOCIAL SECURITY DEATH INDEX (OPEN SOURCE) - The Social Security Death Index (SSDI) is generated from the U. S. Social Security Administration's Death Master File. The SSDI does not include death records for everyone who has been issued a Social Security Number (card). Common reasons for exclusion include the following: The death was not reported to the Social Security Administration (SSA). The death occurred before the Death Master File was maintained in a computer database. About 98 percent of the deaths in this database occurred between 1962 and the present. The person did not participate in the Social Security program. Survivor death benefits were (are) being paid to dependents or spouse. A recent death may not be indexed yet.
https://search.ancestry.com/search/db.aspx?dbid=3693

Appendix K: System Generated Notifications

System Generated Notification (SGNs) are automatic notifications in FDNS-DS that indicate potential National Security concerns, Public Safety threats, and Fraud leads. SGNs were developed by FDNS, with input from across USCIS, as an enhancement to FDNS-DS. SGNs supplement the work currently performed by USCIS personnel by:

- Helping to identify potential National Security concerns, Public Safety threats, and Fraud leads earlier in the application screening process.
- Confirming applicant biographic and biometric information.
- Ensuring the integrity of the immigration process.

FDNS will continue to enhance screening capability in order to assure the integrity of the United States immigration system. FDNS is currently working to develop, test, and deploy additional screening rules, which are checks that produce an SGN for a positive match, to improve the effectiveness of the SGN process. In conjunction with this effort, FDNS will establish an on-going dialogue with stakeholders to ensure transparency surrounding the SGN implementation process.

SGNs are created when FDNS screens biographic, biometric, and form data against DHS and partner agency systems and databases to alert FDNS of potential National Security concerns, Public Safety threats, and Fraud leads. SGNs are then triaged (reviewed, confirmed, and distributed to appropriate POCs, in accordance with local policy) by designated USCIS personnel, known as Gatekeepers.

Gatekeepers: USCIS Gatekeepers are responsible for triaging SGNs. Gatekeepers may triage SGNs by:

- Querying FDNS-DS by SGN Rule number and by office location.
- Grabbing and assigning SGNs to the "My SGN" list.
- Confirming a SGN match with an applicant's biographic and biometric information.
- Determining if there is any derogatory information associated with an applicant.
- Creating or linking a Case Management Entity (CME)[56] or referring a SGN to the appropriate Gatekeeper for CME creation.[57]
- Referring CMEs to duly assigned personnel to conduct administrative investigations.[58]
- Recording time spent triaging each SGN under the Hours column.

[56] A CME may alternatively by referred to as a Record.

[57] For example, in the case that a Fraud SGN is converted to a National Security Concern, the initial Gatekeeper may refer the SGN to a different Gatekeeper for CME creation.

[58] Designated personnel who perform administrative investigations follow existing policy and procedures.

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Every Gatekeeper must have the appropriate level of clearance, which is dependent upon the type of Rule being triaged.

Complete guidance for SGN Gatekeepers is contained in the SGN User Guide.

For more information, read up on the IDENT Error Resolution for SGN Gatekeepers and the SGN Operational Guidance and SOP located in the NaBISCOP Document Library.