



# Nebraska Service Center Stakeholder Newsletter

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## Upcoming Stakeholder Calls

Every month, NSC hosts an informal call which allows stakeholders to ask questions about our products and processes. This call addresses topics on a rotating basis.

The monthly stakeholder call generally occurs at 10:00 CST on the second Thursday of the month. Call-in information is disseminated to the distribution list maintained by the Community Engagement Officer mailbox, [ceo.nsc@dhs.gov](mailto:ceo.nsc@dhs.gov).

Here is a calendar of the stakeholder calls scheduled through the end of the 2012 fiscal year.

- June 14—Student/School and Other [i.e. not Refugee/Asylee or Business]
- July 12—Business
- August 9—Refugee/Asylee
- September 13—Student/School and Other [i.e. not Refugee/Asylee or Business]

If you are not currently on the CEO distribution list but would like to be, just send an email to Kathryn Nicholas as [ceo.nsc@dhs.gov](mailto:ceo.nsc@dhs.gov).

## I-140 E-Filing Jurisdiction Changes

Form I-140, Immigrant Petition for Alien Worker, is adjudicated by both the Nebraska and Texas Service Centers. While paper filings have been divided between the two centers based on the geographic location of the beneficiary's proposed employment, all electronically filed (e-Filed) I-140s have

historically been sent to the TSC for adjudication.

Effective May 1, the routing of e-Filed I-140s has changed. As of that date, e-Filed I-140 petitions will be distributed in the same manner as the paper filings, with the Service Center having jurisdiction over the location

of the beneficiary's employment receiving and adjudicating the file.

Please review your e-Filing confirmation receipt carefully to ensure that the supporting documentation is mailed to the correct Service Center.

## Responding to RFEs and NOIDs

While it is certainly preferable for an officer to be able to make a decision on a petition or application on first review, there are instances where evidence is either missing or is insufficient to render a final decision. In these instances, NSC will issue a request for additional evidence (RFE). If there is derogatory information in the file, NSC may issue a Notice of Intent to Deny (NOID). An RFE gives the petitioner or applicant 87 days (12 weeks plus 3 days for mailing) to respond to the request, while a NOID generally gives 33 days (30 days plus 3 days for mailing).

Here are some tips for responding to RFEs and NOIDs:

- Please allow sufficient time for mailing your response to NSC to ensure that we receive it by the due date.
- Send the response to the address listed on the RFE or NOID. It is already pre-printed on the envelope enclosed with NSC's letter.
- Always put the RFE or NOID letter on top of your response. If the letter is not included or is not placed at the top, the response may be misidentified as correspondence, which will cause a delay in connecting the response to the file and may result in a denial due to abandonment.
- Make sure you read the entire RFE or NOID and respond to each request. If a family group of petitions or applications receive RFEs or NOIDs at the same time, review each of them individually and ensure that all requests are addressed for each filing.
- If you are submitting any evidence which is in a foreign language, please ensure that you also include a certified English translation of the document.
- If you are submitting photocopies of documents, please ensure that the photocopy is legible.

## We Want To Hear From You!

### Topics For Future Engagements

In addition to our more informal monthly stakeholder call, NSC, along with the other three Service Centers, hosts and participates in national-level engagements. Since February 2011, the Service Centers have held engagements on a variety of topics including I-730 and I-485 Asylee Adjustment, Motions and Appeals, the Child Status Protection Act, Form I-140, Employment-Based Form I-485, and many others.

As NSC and the other Service Centers plan for future engagements, we, along with the Public Engagement Division (PED) of the USCIS Customer Service and Public Engagement Directorate, are

striving to provide engagement opportunities that address the questions and concerns of our stakeholders.

To help us ensure that our engagements cover issues that are relevant to a wide variety of stakeholder groups, we encourage you to submit suggested engagement topics to PED at [public.engagement@dhs.gov](mailto:public.engagement@dhs.gov).

For more information on upcoming events and previous engagements hosted by NSC and other offices within USCIS, please visit [www.uscis.gov/outreach](http://www.uscis.gov/outreach).



We welcome your input on issues related to USCIS policies, procedures, operations and outreach initiatives. Your feedback will help ensure that this and future engagements address the general questions and concerns of our stakeholders. We look forward to hearing from you.

## Form Spotlight - I-90

While NSC adjudicates a number of different forms, our biggest volume comes from Form I-90, Application to Replace Permanent Resident Card. We completed more than 752,100 I-90 applications in Fiscal Year 2011 alone!

Form I-90 is used to either renew or replace a Form I-551 Permanent Resident Card (PRC). Currently, PRCs are valid for a period of ten years. At the time of expiration, the applicant files an I-90 to renew the card. An applicant may also file an I-90 to replace a card which was lost or stolen, was mutilated, has incorrect information (either through error or because biographic information has changed), or was never received. Additional reasons are listed on the form itself.

While NSC has had sole jurisdiction over the I-90 for the past several years, recently a portion of the I-90 filings have been allocated to the Texas Service Center for adjudication.

Here are some filing tips in order ensure that your I-90 may be processed smoothly:

- Always verify that the A-number

listed in Part 1, Question 11 is correct. An incorrect A-number may cause a delay in matching biometric data from the Application Support Center (ASC) with the I-90.

- Make sure to appear for your ASC appointment. A Form I-551 card may not be produced without biometric information. If you cannot make the original appointment, be sure to reschedule according to the instructions on your appointment notice; if an appointment is missed and was not rescheduled, the I-90 will be denied.
- If your name or other biographic information has changed since the time your last card was issued, please include evidence of this change, such as a copy of a marriage certificate, divorce decree, or other legal document. If the document is in a foreign language, you must also submit an English translation.
- If you are a conditional permanent resident and your status is expiring, **DO NOT FILE FORM I-90**. If your conditional status was based on marriage, file Form I-751; if it was based on being an investor or entrepreneur, use Form I-829. If you do not file the correct form to remove the conditions on your status, you may lose your permanent resident status. Please note that conditional residents whose status is not yet expiring may file Form I-90 to replace cards which were lost, stolen, or destroyed; were issued but not received; were mutilated; or have incorrect data, either due to USCIS error or due to a change in biographic data.
- Please provide a U.S. address. NSC cannot mail Form I-551 to an overseas address. If you are a U.S. government employee, a U.S. military service member, or a family member of either and you have a supporting Army Post Office/Fleet Post Office/Diplomatic Post Office (APO/FPO/DPO) address with a zip code, we can mail a card to that address; however, any other foreign address would not be acceptable.