

USCIS TEXAS SERVICE CENTER EMAIL PILOT INITIATIVE: EMPLOYMENT-BASED I-485 SPECIAL NOTIFICATION PROTOCOL

April 22, 2010

PURPOSE: The purpose of the Texas Service Center (TSC) employment-based (EB) I-485 Email Pilot Special Notification Initiative is to provide a mechanism by which applicants can facilitate TSC processes relating to specific EB I-485 application scenarios through an email address. The email address for this purpose is: EBUPDATE.Tsc@dhs.gov.

Applicants will receive an automatic reply from TSC stating that the email was received. After submitting information through this pilot email initiative, one follow-up inquiry may be sent if no communication has been received from TSC, such as a decision notice, a request for evidence, or other notice, within 90 days. The automatic email reply will provide further information on how to submit the follow-up inquiry.

This email account does not replace general inquiry processes that are in place for USCIS; general inquiries received at this email account will not be addressed.

EB I-485 CASE IDENTIFICATION PROCEDURES

I. What is the procedure to notify TSC when an applicant is eligible for porting under AC21?

- 1. You should identify only one applicant in a single e-mail. E-mails must pertain to applicants whose I-485s have been pending for 180 or more days and who are eligible for AC21 porting.
- 2. You should send an email to: EBUPDATE.Tsc@dhs.gov
- 3. On the subject line, you should write "EB I-485/AC21." (Example: EB I-485/AC21).
- 4. In the text of the email, you should provide: A-number, old employer's name and new employer's name. You should attach a copy of the new employer's letter of employment. The letter must identify the following information: the new employer, the letter's author and his/her job title, applicants new job title, start date of new employment, hours per week, salary, and specific description of the duties to be performed.
- 5. If the applicant has more than one A-number, you should type them both on the same line separated by a "/". (Example: A111222333 / A444555666). If there are multiple family members, you should type them all on the same line separated by commas. (Example: A111222333, A222333444, A444555666). You should also indicate which of the A-numbers is that of the principal I-485 applicant / I-140 beneficiary.

II. What is the procedure to notify TSC when an applicant has multiple approved I-140s with priority dates that are visa available?

- 1. You should identify only one applicant in a single e-mail. E-mails must pertain to applicants whose I-485s are eligible for processing because the priority date of another approved I-140 is visa available.
- 2. You should send an email to: EBUPDATE.Tsc@dhs.gov
- 3. On the subject line, you should write "I-485 multiple I-140s."
- 4. In the text of the email, you should provide the A-number and the receipt number of the I-140 that has the priority date that is visa available. If the applicant has more than one A-number, or if there are multiple family members, please follow the instructions described in paragraph 5 under the e-mail instructions regarding AC 21 portability (see Part I above).

III. What is the procedure to notify TSC when an applicant is eligible for cross country chargeability?

- 1. As above, you should identify only one applicant in a single e-mail. E-mails should pertain to applicants whose I-485s are currently eligible for processing because the applicant is entitled to receive a cross-charged priority date from a qualifying family member under Section 202 of the Immigration and Nationality Act.
- 2. You should send an email to: EBUPDATE.Tsc@dhs.gov
- 3. On the subject line, you should write "I-485/ CC"
- 4. In the text of the email, you should provide A-numbers, including the A-number of the I-485 applicant who will acquire the current priority date from the qualifying family member, and the country of cross chargeability. Also include the A-number of the family member who will confer the current priority date. If the applicant who is to receive the cross-charged priority date has more than one A-number, or if there are multiple family members, please follow the instructions described in paragraph 5 under the e-mail instructions regarding AC 21 portability (see Part I above).

IV. What is the procedure to notify TSC when an applicant has an adjustment case that should be transferred?

- 1. As above, you should identify only one applicant in a single e-mail. E-mails must pertain to applicants whose I-485s are eligible for processing because the priority date of another petition relating to the I-485 applicant (such as an I-130) has a visa available.
- 2. You should send an email to: EBUPDATE.Tsc@dhs.gov
- 3. On the subject line, you should write "Transfer".
- 4. In the text of the email, you should provide A-numbers or receipt numbers and the office to which the I-485 should be transferred. If the applicant has more than one A-number, or if there are multiple family members, please follow the instructions described in paragraph 5 under the e-mail instructions regarding AC 21 portability (see Part I above).