



U.S. Citizenship
and Immigration
Services

Fact Sheet

April 21, 2004

Overview

U.S. Citizenship and Immigration Services (USCIS) I-130 (Petition for Alien Relative) I-485 (Application to Register Permanent Residence) Pilot Program in the Dallas District Office

USCIS is committed to improving customer service while strengthening the integrity of adjudicative processes. In conjunction with this goal, the Dallas District Office is conducting a Pilot Program designed to improve our ability to concurrently process two forms within 90 days of filing:

- ✓ Form I-130, Petition for Alien Relative, and
- ✓ Form I-485, Application to Register Permanent Residence or Adjust Status.

Advantages of the Pilot

The Pilot Program offers many advantages to customers. Participating applicants will be able to:

- ✓ Schedule an appointment through the Internet, using the InfoPass link at USCIS.gov, to file their application at a convenient time;
- ✓ File their application in person at the Dallas District Office and, if their application packet is complete, have their interview **on the same day**;
- ✓ Schedule an appointment by calling the National Customer Service Center at 1-800-375-5283 to have their fingerprints captured; and
- ✓ Receive their Permanent Resident Card within 90 days of filing, **if their application is approved**, and save money by not filing for employment authorization or travel documents.

Eligibility for the Pilot

Participation in the Pilot Program is entirely voluntary but it is limited to customers whose petitions and applications meet one or more of the following criteria:

- ✓ Based on a family relationship;
- ✓ Diversity Visa Lottery winner; and

- ✓ Special Immigrant with an approved Form I-360, Petition for Amerasian, Widow(er), or Special Immigrant.

Participation in the Pilot Program is voluntary. Applicants who choose not to participate, or who are not eligible to participate in the Pilot Program, should follow the regular application filing procedures.

Start Date

The first interviews will be conducted in the Dallas District Office on **May 3, 2004**, but you may visit our website (USCIS.gov) for details on the Pilot Program and to schedule your appointment. On **April 21, 2004**, you will be able to access the InfoPass link at USCIS.gov to schedule your appointment.

Note: Participation in the Pilot Program does not guarantee Lawful Permanent Residence. USCIS reserves the right, if the situation warrants, to remove a case from the Pilot Program and process it through normal procedures.

Application Procedures
U.S. Citizenship and Immigration Services (USCIS)
I-130 (Petition for Alien Relative)
I-485 (Application to Register Permanent Residence) Pilot Program in the Dallas District
Office

Please read all of these procedures carefully before deciding if you want to participate in the Pilot Program.

Preparing to File Your Application

Step 1: Determine eligibility to participate in the Pilot Program

Participation in the pilot is entirely voluntary but it is limited to customers whose petitions and applications meet one or more of the following criteria:

- ✓ Based on a family relationship;
- ✓ Diversity Visa Lottery winner; and
- ✓ Special Immigrant with an approved Form I-360, Petition for Amerasian, Widow(er), or Special Immigrant.

If you are not eligible, please follow the procedures described in the instructions for your petition or application.

Step 2: Review the instructions for your petition or application

- ✓ Do you have all the required supporting documents?
- ✓ Have you completed a Medical Examination?

Step 3: Schedule an appointment to file your application and be interviewed by an Adjudications Officer in the Dallas District Office.

- ✓ Log on to our website at USCIS.gov and go to “Schedule an INFOPASS Appointment.”
 - Choose a time when **both** the petitioner and the applicant can be present.
- ✓ You will be able to print out an appointment notice from InfoPass confirming the date and time of your scheduled appointment.
 - The appointment notice also includes a list of the documents you **MUST** include with your application, including the completed medical examination and supplemental forms. You

will need to bring both the original AND a photocopy of each document. However, the original medical examination and its supplemental forms must be submitted in the sealed envelope that you received from the civil surgeon. USCIS will keep the photocopies of the documents for our files.

Filing Your Application

Step One: Arrive at the Dallas District Office no earlier than 15 minutes before your appointment.

The Dallas District Office is located at:

USCIS Dallas District Office
3010 North Stemmons Freeway
Dallas, Texas 75247

- ✓ Please bring both the original AND a photocopy of each document that is part of your application packet. However, the original medical examination and its supplemental forms must be submitted in the sealed envelope that you received from the civil surgeon. USCIS will keep the photocopies of the documents for our files. The following documents should be part of your application packet:
 - Petition for Alien Relative (Form I-130) for family-based applicants with supporting documentation (or Form I-797 approval/receipt notice, if applicable).
 - Documents which provide evidence of valid relationship to petitioner must also be included
 - Application to Register Permanent Residence or Adjust Status (Form I-485) with supporting documentation.
 - Medical Examinations of Aliens Seeking Adjustment of Status (Form I-693) and Supplemental Form to I-693 (Form I-693A).
 - Affidavit of Support (Form I-864) for family-based applicants and supporting documentation (not required for Diversity Visa Lottery winners).
 - Two ADIT-style photographs.
 - State Department notification for Diversity Visa Lottery recipients with supporting documentation.
- Form I-129F approval notice, if applicable.

*****NOTE:** Only Cashier's Checks or Money Orders made payable to **USCIS** are accepted as forms of payment.

Step Two: Present your electronic appointment notice to the security guards and you will be shown into the waiting room.

- ✓ An Immigration Information Officer will review your application packet to make sure you have the proper documents.
 - If you do not have the required documents, the Immigration Information Officer will provide you with instructions.
 - If you do have the required documents, you will go to your interview with an Adjudications Officer.

The Interview

- ✓ Both applicant and petitioner (if family-based) must be present for the interview.
- ✓ The Adjudications Officer will review your application, conduct your interview, and determine if anything may prevent your case from being completed within 90 days.
 - If there is an indication that your case cannot be completed within 90 days, the officer will provide you with instructions.
- ✓ The Adjudications Officer will keep your application and photocopies of your supporting documents.
- ✓ Within 10 business days, USCIS will mail Form I-797, Notice of Action, to you. This form will contain your application receipt number. This receipt number is needed to schedule your appointment for fingerprinting.

NOTE: Your case cannot be completed on the date of your interview at the Dallas District Office. You must meet all eligibility requirements and pass all security checks before the USCIS can make a final decision in your case. If at any point in the process it is determined that your case cannot be completed within 90 days, you will be sent additional instructions on what to do/expect next.

NOTE: You may file an Application for Employment or Travel Document at any point during the processing of your application if an emergency arises and you feel the need to apply for either or both. You will have to pay the fee associated with each of those applications.

Fingerprinting

Step One: Schedule an appointment to be fingerprinted.

- ✓ Immediately after you receive Form I-797, Notice of Action, you should follow the instructions on the form to schedule your fingerprinting appointment at one of USCIS' Application Support Centers listed on USCIS.gov, or call the National Customer Service Center at 1-800-375-5283 for information on an Application Support Center near you.
 - You will need the application receipt number from Form I-797, Notice of Action, to schedule your appointment.

- Please schedule your appointment immediately upon receipt of your Form I-797, Notice of Action, according to the scheduling instructions. **Failure to do so will delay the completion of your case.**

Step Two: Go to your scheduled appointment at the Application Support Center.

- ✓ You will need to bring with you two forms of identification and Form I-797, Notice of Action.

Adjudicative Decision

After USCIS receives the results of your background and fingerprint checks, we will make a decision on your case.

- The decision may be to grant permanent residence, to deny permanent residence, or to ask for additional information and documentation, if required.
- If USCIS grants your application for permanent residence, USCIS will notify you by mail or e-mail of the approved status.

If your case cannot be completed within 90 days, USCIS will notify you by mail or e-mail. The notice will state that you have the option of filing Form I-765, Application for Employment, and/or Form I-131, Application for Travel Document (if applicable), with the appropriate fees.

Questions and Answers
U.S. Citizenship and Immigration Services (USCIS)
I-130 (Petition for Alien Relative)
I-485 (Application to Register Permanent Residence) Pilot Program in the Dallas District Office

Can applicants outside the jurisdiction of the Dallas District Office participate in the Pilot Program?
No, this Pilot Program is available to applicants only in the jurisdiction of the Dallas District.

What is an “ADIT-style photograph” that USCIS requires?

“ADIT-style” photographs must be:

- unmounted and printed on thin paper, on a white background with a 3/4 profile view of the right side of your face and your right ear;
- no larger than 2 X 2 inches, with the distance from the top of the head to just below the chin about 1 and 1/4 inches; and
- taken within 30 days of the date they are sent to USCIS.
- Your head should be bare (unless you are required to wear a headdress by a religious order). In all cases your facial features must be visible.
- Remove glasses and earrings prior to being photographed.
- You should print your name and “A”– number (if you have one) lightly in pencil on the back of each photograph.
- For more information on the photograph requirements, see Form M-378, Color Photograph Specifications.

Where can I get the forms I need?

Please ensure that the forms you are submitting are the current versions. All the necessary forms (except the medical form) can be downloaded from the USCIS website at USCIS.gov. The medical exam (Form I-693) and its supplement (Form I-693A) will be provided by the doctor who conducts your exam. You may also call the National Customer Service Center at 1-800-375-5283 to request that forms be sent to you.

Can I mail my application in and still be part of the Pilot Program?

No. You **MUST** schedule your appointment through the InfoPass scheduling system to participate in the Pilot Program.

How do I get an appointment?

Appointments will be scheduled through InfoPass. On April 21, 2004, you will be able to access the InfoPass link at USCIS.gov to schedule your appointment. On the date of your appointment, you will report to:

USCIS Dallas District Office
3010 North Stemmons Freeway
Dallas, Texas 75247.

Please report to our office no earlier than 15 minutes prior to your scheduled time. Both applicant and petitioner (if applicable) must be present for the interview.

What kind of medical examination do I need to have?

Most applicants for adjustment of status are required to have a medical examination. The medical examination must be conducted by a civil surgeon who has been designated by USCIS. The examination must be documented using Form I-693, Medical Examination of Aliens Seeking Adjustment of Status. Please go to USCIS.gov for information on the type of medical examination and tests needed to complete your application.

Which doctors are authorized to conduct medical exams for U.S. Citizenship and Immigration Services?

Please go to USCIS.gov to view a list of approved physicians (Designated Civil Surgeons) for the Dallas District Office or call the National Customer Service Center at 1-800-375-5283.

When do I become a Lawful Permanent Resident?

If you meet all eligibility requirements, including all security checks, USCIS will mail your Permanent Resident Card to your home address within 90 days of your interview.

What if my case is not completed within the initial 90-day period?

If your case cannot be completed within 90 days, USCIS will notify you by mail or e-mail. The notice will state that you have the option of filing Form I-765, Application for Employment, and/or Form I-131, Application for Travel Document, with the appropriate fees.

NOTE: You may file an Application for Employment or Travel Document at any point during the processing of your application if an emergency arises and you feel the need to apply for either or both.

See this document, with relevant links, on the [USCIS Dallas About Us page](#)