



# Instructions for Supplement B Petition for U Nonimmigrant Status Certification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-918  
OMB No. 1615-0104  
Expires 01/31/2016

## What Is the Purpose of This Form?

You should use this form to certify that an individual submitting Form I-918, Petition for U Nonimmigrant Status, is a victim of certain qualifying criminal activity and was, is, or is likely to be helpful in the investigation or prosecution of that activity.

## Who May File Supplement B?

If you, the certifying official, determine that this individual (*better known as the petitioner*) was, is, or is likely to be helpful in your investigation or prosecution, you may complete this Supplement B, Petition for U Nonimmigrant Status Certification (Form I-918, Supplement B). The petitioner must submit Supplement B to U.S. Citizenship and Immigration Services (USCIS) with his or her Form I-918.

**NOTE:** A certifying agency's decision to provide a certification is entirely discretionary; the certifying agency is under no legal obligation to complete Supplement B for any particular alien. However, without a completed Supplement B, USCIS will deem the alien ineligible for U nonimmigrant status.

To be eligible for U nonimmigrant status, the alien must be a victim of qualifying criminal activity. The term "victim" generally means an alien who has suffered direct and proximate harm as a result of the commission of qualifying criminal activity.

USCIS will consider the alien spouse and unmarried children under 21 years of age, and the parents and unmarried siblings under 18 years of age **if** the victim is under 21 years of age, as victims of qualifying criminal activity where:

1. The direct victim is deceased due to murder or manslaughter; or
2. The direct victim is incompetent or incapacitated and, therefore, unable to provide information concerning the criminal activity or unable to be helpful in the investigation or prosecution of the criminal activity.

USCIS will consider an alien a victim of witness tampering, obstruction of justice, or perjury, including any attempt, conspiracy, or solicitation to commit one or more of those offenses if:

1. The victim was directly and proximately harmed by the perpetrator of the witness tampering, obstruction of justice, or perjury; and
2. There are reasonable grounds to conclude that the perpetrator committed the witness tampering, obstruction of justice, or perjury offense, at least in principal part, as a means:
  - A. To avoid or frustrate efforts to investigate, arrest, prosecute, or otherwise bring to justice the perpetrator for other criminal activity; or
  - B. To further the perpetrator's abuse or exploitation of or undue control over the petitioner through manipulation of the legal system.

**NOTE:** A person who is culpable for the qualifying criminal activity being investigated or prosecuted is excluded from being recognized as a victim.

A victim of qualifying criminal activity must provide evidence that he or she; or in the case of an alien under 16 years of age or who is incapacitated or incompetent, the parent, guardian, or "next friend" of the alien; has been, is being, or is likely to be helpful to a certifying official in the investigation or prosecution of the qualifying criminal activity as listed in **Part 3** of this form. "Next friend" is a person who appears in a lawsuit to act for the benefit of an alien victim. The next friend is not a party to the legal proceeding and is not appointed as a guardian. Being "helpful" means assisting law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim.

## General Instructions

### How to Fill Out Form I-918, Supplement B

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within in this petition, use **Part 7., Additional Information; if additional space is needed, you may make copies of this page; type or print the Agency's name, Alien's name and Alien's Registration Number (A-Number) (if any)** in the spaces provided; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and date and sign each sheet **in blue ink**.
3. Answer all questions fully and accurately. If an item is not applicable or the answer is none, type or print "N/A," unless otherwise directed.
4. Each petition must be properly signed in blue ink and filed. A photocopy of a signed petition or a typewritten name in place of a signature is not accepted.

## Specific Instructions

This form is divided into **Parts 1. – 7.** The following information should help you fill out the form.

### Part 1. Victim Information

**Item Number 1. Alien Registration Number (A-Number)** (if any). This is the victim's USCIS file number. If the victim does not have an A-Number or you do not know it, leave this space blank.

**Item Numbers 2.a. - 2.c. Full Name.** Provide the victim's full legal name. Do not provide a nickname.

**Item Numbers 3.a. - 3.c. Other Name Used.** Provide other names used by the victim, including his or her maiden name, nicknames, etc.

**Item Number 4. Date of Birth** (*mm/dd/yyyy*). Provide his or her date of birth (*Example: May 1, 1979, should be written 05/01/1979*).

**Item Number 5. Gender.** Select the appropriate box.

### Part 2. Agency Information

**Item Number 1. Name of Certifying Agency.** The certifying agency must be a Federal, state, local, or tribal law enforcement agency, prosecutor, authority, or Federal, state, or local judge that has responsibility for the detection, investigation, prosecution, conviction, or sentencing of the qualifying criminal activity of which the petitioner was a victim.

This includes traditional law enforcement branches with the criminal justice system and other agencies that have criminal investigative jurisdiction in their respective areas of expertise, such as the Child Protective Services, Equal Employment Opportunity Commission, and Department of Labor.

**Item Number 2. Name of Certifying Official.** A certifying official is:

1. The head of the certifying agency or any person in a supervisory role, who was specifically designated by the head of the certifying agency to issue a Petition for U Nonimmigrant Status Certification on behalf of that agency; or
2. A Federal, state, or local judge.

If the certification is not signed by the head of the certifying agency, attach evidence of the agency head's written designation of the certifying official for this specific purpose.

**Item Numbers 3. - 10.** Provide the requested information regarding agency officials, the agency's mailing address, agency type, case status, certifying agency category, case number, and FBI Number or SID Number.

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### Part 3. Criminal Acts

**Item Number 1. Select all of the crimes of which the petitioner is a victim that your agency is investigating, prosecuting, or sentencing.** If the crimes of which the petitioner is a victim are not listed, list the crimes and provide a written explanation regarding how it is similar to one of the listed crimes. Similar activity refers to criminal offenses in which the nature and elements of the offenses are substantially similar to the list of criminal activity found on the certification form itself.

**Item Numbers 2.a. - 7. Provide the dates of the criminal activity and indicate whether the qualifying criminal activity violated the laws of the United States or occurred within the United States (including in Indian country and military installations) or the territories and possessions of the United States.** Qualifying criminal activity of which the petitioner is a victim had to violate United States law or occur within the United States.

- 1. United States** means the continental United States, Alaska, Hawaii, Puerto Rico, Guam, the Commonwealth of Northern Mariana Islands (CNMI), and the U.S. Virgin Islands.
- 2. Indian country** refers to all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and including rights-of-way running through the reservation; all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state; and all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through such allotments.
- 3. Military installation** means any facility, base, camp, post, encampment, station, yard, center, port, aircraft, vehicle, or vessel under the jurisdiction of the Department of Defense, including any leased facility, or any other location under military control.
- 4. Territories and possessions of the United States** means American Samoa, Bajo Nuevo, (the Petrel Islands), Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Atoll, Navassa Island, the CNMI, Palmyra Atoll, Serranilla Bank, and Wake Atoll.

If the qualifying criminal activity did not occur within the United States as discussed above, but was in violation of U.S. law, it must violate a Federal extraterritorial jurisdiction statute. There is no requirement that a prosecution actually occur. Provide the statutory citation for the extraterritorial jurisdiction.

### Part 4. Possesses Information/Helpfulness of the Victim

**Item Number 1. Indicate whether the victim possesses information about the crimes.** A petitioner must possess information about the qualifying criminal activity of which he or she is a victim. A petitioner is considered to possess information concerning qualifying criminal activity of which he or she is a victim if he or she has knowledge of details concerning that criminal activity that would assist in the investigation or prosecution of the criminal activity. Victims with information about a crime of which they are not a victim will not be considered to possess information concerning qualifying criminal activities.

When the victim is under 16 years of age, incapacitated, or incompetent, he or she is not required to personally possess information regarding the qualifying criminal activity. The parent, guardian, or next friend of the petitioner may provide that information.

**Item Number 2. Provide an explanation of the victim's helpfulness to the investigation or prosecution of the criminal activity.** A victim must provide evidence to USCIS that he or she; or in the case of an alien child under 16 years of age or who is incapacitated or incompetent, the parent, guardian or next friend of the alien; was, is, or is likely to be helpful to a certifying law enforcement official in the investigation or prosecution of the qualifying criminal activity.

Being "helpful" means assisting law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim. Alien victims who, after initiating cooperation, refuse to provide continuing assistance when needed, will not meet the helpfulness requirement. The victim has an ongoing responsibility to be helpful, assuming there is an ongoing need for the victim's assistance.

You, the certifying official, will make the initial determination as to the helpfulness of the petitioner. USCIS will give a properly executed Supplement B, significant weight, but the agency will not consider it conclusory evidence that the victim has met the eligibility requirements. USCIS will look at the totality of the circumstances surrounding the alien's involvement with your agency and all other information known to USCIS in determining whether the alien meets the elements of eligibility.

**Item Numbers 3. - 5. Indicate if the victim was requested to provide further assistance or has refused to provide further assistance.** Explain in the space provided. If you need extra space, use **Part 7, Additional Information**; type or print the Alien's name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and date and sign each sheet **in blue ink**.

### **Part 5. Family Members Culpable in Criminal Activity**

**List whether any of the victim's family members are culpable or are believed to be culpable in the criminal activity of which the petitioner is a victim, their relationship to the victim, and their culpability in the criminal activity.** An alien victim is prohibited from petitioning for derivative U nonimmigrant status on behalf of a qualifying family member who committed battery or extreme cruelty or trafficking against the alien victim which established his or her eligibility for U nonimmigrant status. Therefore, USCIS will not grant an immigration benefit to a qualifying family member who committed qualifying criminal activities in a family violence or trafficking context.

### **Part 6. Certification**

Read the certification block carefully and sign and date the form **in blue ink**.

**NOTE:** If the victim unreasonably refuses to assist in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim, even after this form is submitted to USCIS, you must notify USCIS by sending a written statement to:

**USCIS - Vermont Service Center  
75 Lower Welden Street  
St. Albans, VT 05479-0001**

Include the victim's name, date of birth, and A-Number (if any) on all correspondence.

### **Part 7., Additional Information**

**If you need extra space to respond to questions or provide information, use this section.**

#### **USCIS Privacy Act Statement**

**AUTHORITIES:** The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. sections 1101(a)(15)(U), 1184(p), 1182(d)(14), and 8 CFR 214.14.

**PURPOSE:** The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. DHS will use the information you provide to grant or deny the benefit sought.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision in your case or result in denial of your form.

**ROUTINE USES:** DHS may share the information you provide on this form may be shared with other Federal, state, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 – Benefits Information System and DHS-USCIS-001 – Alien File, Index, and National File Tracking System of Records, which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy)]. DHS may also make the information available, as appropriate, for law enforcement purposes or in the interest of national security.

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**Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a current valid OMB control number. The public reporting burden for Supplement B is estimated at 1 hour per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0104. **Do not mail your completed Supplement B to this address.**

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