

9 FAM PART IV Appendix E, 600 INSTRUCTIONS FOR CORRESPONDENCE TO U.S. GOVERNMENT ADDRESSEES IN THE UNITED STATES, OTHER THAN MEMBERS OF CONGRESS

9 FAM PART IV Appendix E, 601 CORRESPONDENCE TO A FEDERAL AGENCY

(TL:VISA-119; 7-3-95)

Posts must prepare letters or memoranda regarding individual visa applications addressed to any U.S. Government agency, except INS, in an original and two copies. The original, with one (courtesy) carbon copy, may be mailed directly to the Federal agency by open air mail or pouch, as appropriate. A second carbon copy of the letter is to be transmitted to the Department in an envelope marked "Attention Visa Office" if such a copy has been requested by VO. Posts should insert the full name of the drafting officer on the carbon copy prepared for the Department. Any number of these copies may be transmitted in one envelope. Posts are authorized to communicate directly with INS offices on individual cases, and no copy need be sent to the Department. [See 9 FAM 40.4 N2.]

9 FAM PART IV Appendix E, 602 SENDING COPIES OF CORRESPONDENCE TO DEPARTMENT

(TL:VISA-119; 7-3-95)

Posts should furnish copies of letters to interested parties in the United States to the Department in the following categories:

(1) Any case of Congressional interest when the Department has requested a copy of the post's reply, or has requested to be kept informed of developments in the case; and

(2) Any case in which active or potential public relations aspects are present, including those relating to complaints, visa refusals, and other controversial issues.