

9 FAM PART IV Appendix O, 600 APPLICATION FOR ADMISSION TO THE UNITED STATES AS A REFUGEE

(TL:VISA-280; 05-15-2001)

9 FAM 601 AUTHORIZED PROCESSING POSTS

(TL:VISA-142; 4-22-96)

a. The following posts are designated to process refugee cases:

(1) AF - Nairobi

(2) ARA - Havana (Cubans only), Mexico

(3) EAP - Bangkok, Hong Kong, Kuala Lumpur, Manila

(4) EUR - Ankara, Athens, Belgrade, Frankfurt, Madrid, Moscow (former Soviets only), Rome, Vienna, Zagreb

(5) NEA - Cairo, Riyadh (Iraqis only)

(6) SA - New Delhi

b. Designation as a refugee processing post means that posts are authorized to prepare refugee case files for presentation to INS and that INS will schedule circuit rides to that post when caseload indicates.

c. Posts not designated for refugee case processing are not authorized to process refugee cases. These posts should advise persons seeking resettlement in the United States to approach UNHCR for guidance and appropriate assistance, including possible movement to a processing post. Non-designated posts wishing an INS circuit rider in exceptional cases must refer their request to Washington. Consular sections at non-designated posts do, however, handle approved Form I-730, VISAS 92 and VISAS 93 cases, in coordination with INS.

d. Non-designated posts which closely follow refugee matters will remain on the Refugee Processing Post Collective for cable traffic.

9 FAM 602 VISAS 92 AND 93

(TL:VISA-280; 05-15-2001)

All posts, whether or not designated above, are authorized to process Form I-730 or VISAS 92 (spouse and children of asylees) and VISAS 93 (spouse and children of persons admitted to the United States as refugees) cases. [For detailed information on VISAS 92 and 93 procedures, see 9 FAM PART IV Appendix O, 1700.]

9 FAM 603 PRE-SCREENING REFUGEE APPLICATIONS

(TL:VISA-142; 4-22-96)

An officer at any post, even those which are not designated to process refugee cases, may be called upon to make a preliminary judgment as to a person's eligibility for refugee status or to pre-screen a refugee case for presentation to INS.

9 FAM 604 REFUGEES AT NON-PROCESSING POSTS

9 FAM 604.1 Referral to UNHCR

(TL:VISA-142; 4-22-96)

a. In most cases, if a person claiming to be a refugee appears at a post which is not designated to process refugee cases, the post should refer the applicant to the nearest office of UNHCR for assistance. UNHCR is responsible for assisting refugees to locate suitable resettlement opportunities, if appropriate, and can be helpful in moving a refugee to an U.S. processing post.

b. The U.S. Government cannot assist persons in traveling to a designated refugee processing post nor guarantee that an individual will be accepted for admission to the United States. Officers are cautioned not to promise a refugee acceptance into the United States.

9 FAM 604.2 Situations of Imminent Danger

(TL:VISA-142; 4-22-96)

If the applicant's life or safety is in imminent danger, follow the instructions in 2 FAM 228 outlining the post's responsibilities concerning temporary refuge. The post should notify the Department by cable of any such incidents (captioned for the post's regional bureau, PRM/A/O, DRL/AS, INR/IC, and L/HRR). Also notify the Department (PRM/A/O) of any other cases war-ranting exceptional consideration.

9 FAM 605 PREPARATION OF FORMS I-590, G-325C, AND G-646

(TL:VISA-142; 4-22-96)

Each applicant over age 14 must complete Forms I-590 (Registration for Classification as a Refugee), G-325C (Biographic Statement), and G-646 (Sworn Statement). Parents may complete forms on behalf of children. The form should be signed at the time of completion. The adjudicating INS officer will administer the oath on the Form I-590 during the INS interview. A carbon or photocopy of the Form I-590 executed by the principal adult applicant may be submitted as the application for each accompanying child under 14 years of age.

9 FAM 606 DOCUMENTATION: PRIMARY EVIDENCE

(TL:VISA-142; 4-22-96)

Primary documents are required, to the extent available, to document an applicant's eligibility for refugee status. Secondary evidence, such as affidavits of relatives and friends, may be accepted where primary evidence is unavailable.

9 FAM 607 FAMILY VERIFICATION

9 FAM 607.1 Civil Documents

(TL:VISA-142; 4-22-96)

When claims of family ties with persons in the United States are relied upon to qualify a refugee for consideration under the priority system, such ties may be verified by a marriage and/or birth certificate or certificate of adoption or an approved Form I-130. If these documents are unavailable, a church record, school record or census record showing date and place of birth is acceptable.

9 FAM 607.2 Affidavits

(TL:VISA-142; 4-22-96)

If the above documentation is unavailable, the applicant should present a verified voluntary agency Affidavit of Relationship, sworn statements of persons who are not related to the principal applicant attesting to the relationship claimed or, if necessary, such affidavits from persons related to the principal applicant.

9 FAM 607.3 Biographic Data

(TL:VISA-142; 4-22-96)

Posts should also ask applicants to complete Form G-325C (Biographic Information).

9 FAM 608 EMPLOYMENT VERIFICATION

9 FAM 608.1 Telegraphic Inquiries

(TL:VISA-142; 4-22-96)

If an applicant claims previous U.S. Government employment for the purpose of qualifying under the priority system, post may request verification by cable, which should include:

- (1) Applicant's name, date and place of birth;
- (2) Employing organization;
- (3) Periods and locations of employment;
- (4) Name of last supervisor; and
- (5) Other relevant information.

9 FAM 608.2 Appropriate Addressees

(TL:VISA-142; 4-22-96)

For verification of employment with USG agencies, posts should contact PRM for further guidance.

9 FAM 608.3 Nongovernmental Employment

(TL:VISA-142; 4-22-96)

Applicants who claim employment by American foundations, voluntary agencies, or firms, or who claim education and/or training in the United States or under U.S. auspices abroad for the purpose of qualifying for a processing priority should present as much information as possible to the INS adjudicating officer to establish such claims.

9 FAM 609 NAME CHECKS

(TL:VISA-142; 4-22-96)

A security name-check must be completed for every applicant age 16 or older if the applicant is of a nationality for which name-checks are required for immigrants. Name-checks should be requested in the VISAS EAGLE format. The subject line should read "Refugee Name Check"

9 FAM 609.1 Checks with Other Posts

(TL:VISA-142; 4-22-96)

Name checks with other posts are not required for refugee applicants unless the consular officer deems such a check necessary. When requesting a name check from another post, post should use the VISAS EAGLE/THETA format.

9 FAM 609.2 Checks at Post

(TL:VISA-142; 4-22-96)

Posts must check the names of all refugee applicants through CLASS, DNC or VLOB microfiche before presenting the cases to INS.