



U.S. Department of Justice
Immigration and Naturalization Service

70/1

800 K Street NW
Washington, DC 20536

November 30, 2001

MEMORANDUM FOR SERVICE CENTER DIRECTORS

FROM: Fujie O. Ohata *Fujie O. Ohata*
Associate Commissioner
Service Center Operations
Immigration Services Division

SUBJECT: Service Center Guidance for Expedite Requests on Petitions and Applications

Effective June 1, 2001, there are only two ways that a case may be worked out of date order Premium Processing, and the traditional expedite process.

Petitioners requesting expeditious processing whose Form I-129 classification is available for Premium Processing will not be considered for expedite processing. The sole exception to this guideline would be nonprofit organizations.

Service Centers will consider expedite requests for all applications and petitions based upon the following seven criteria:

1. Severe financial loss to company or individual
2. Extreme emergent situation
3. Humanitarian situation
4. Nonprofit status of requesting organization in furtherance of the cultural and social interests of the United States
5. Department of Defense or National Interest Situation (Note: Request must come from official United States Government entity and state that delay will be detrimental to our government.)
6. Service error
7. Compelling interest of the Service

Requests for expedited processing/handling are generally received directly from the applicant or through a Congressional Office. Other requests often come from the Courts, Law Enforcement Agencies and other Government entities.

The general public will request expeditious handling by sending a written request to the Center handling the application/petition. Applicants can also send a request for expedite along with the application/petition. The request must state the reason(s) why the applicant feels the case should be expedited. The request must be supported by adequate and relevant documentation. The following is the list of addresses to which requests for expedite can be mailed:

For the California Service Center:

USINS
California Service Center
2400 Avila Road, 2nd Floor
Laguna Niguel, CA 92656

For the Missouri Service Center:

USINS
PO BOX 806215
CHICAGO, IL 60680-4123

For the Nebraska Service Center:

USINS
Nebraska Service Center
850 S Street
Lincoln, NE 68501-2521

For the Texas Service Center:

USINS
Texas Service Center
4141 St. Augustine Road
Dallas, TX 75222

For the Vermont Service Center:

**USINS
Vermont Service Center
75 Lower Weldon Street
St. Albans, VT 05479-0001**

Congressional Offices can request expeditious handling by contacting the centers in the following manner:

For the California Service Center:

**USINS, Congressional Liaison Unit
California Service Center
2400 Avila Road, 2nd Floor
Laguna Niguel, CA 92656**

For the Missouri Service Center:

MSC.CONGRESSIONAL@USDOJ.GOV

For the Nebraska Service Center:

**USINS, Congressional Liaison Unit
Nebraska Service Center
850 S Street
Lincoln, NE 68501-2521**

For the Texas Service Center:

**USINS, Congressional Liaison Unit
Texas Service Center
4141 St. Augustine Road
Dallas, TX 75222**

For the Vermont Service Center:

**USINS, Congressional Liaison Unit
Vermont Service Center
75 Lower Weldon Street
St. Albans, VT 05479-0001**

Law Enforcement Organizations and other INS Operating Units at Regional and District level can request expedited handling by contacting the Center Directors or his/her designee at:

For the California Service Center:

CSC.expediterequest@usdoj.gov

For the Missouri Service Center:

MSC.expediterequest@usdoj.gov

For the Nebraska Service Center:

NSC.expediterequest@usdoj.gov

For the Texas Service Center:

TSC.expediterequest@usdoj.gov

For the Vermont Service Center:

VSC.expediterequest@usdoj.gov

For Expeditions Processing Procedure for N-400 petitions, refer to Memorandum 53, Temporary Transfer of NQP Clerical Processing to Field Offices, dated June 24, 1999 from William R. Yates and the August 23, 2000, memorandum on Processing Expedited Naturalization Applications.

For Facilitated Process for Conducting FBI Checks for Diversity Visa and Age Out Adjustment of Status Applications, refer to Memo 70 of August 14, 2001 from William R. Yates.

This memorandum is intended as the minimum standard procedure for handling expedite requests for petitions and applications. Service Centers, where possible, should explore additional methods to meet the Service's mandate to provide the best possible customer service.