

	Contract:	DHS USCIS SCOSS – VSC & CSC Contract	
	Service Center:	VSC	
	Name:	<i>I-918 Local SOP</i>	
	Effective Date:	5/7/2020	Version: 16

Purpose

The purpose of this document is to go over how to process the I-918s.

Definition of Terms

Terms are defined in the Glossary of Quality Terms (R-PMO-0006)

Related Documentation

Name of Related Document
COB/COC Clarification Chart (All Systems)
Status Code Chart
Fee Guidelines
I-765 VAWA Local SOP
I-192 Local SOP
I-193 Local SOP
Keying Memo
Manual Reject SOP
G-28 SOP

PROCEDURE

MAILROOM

Mail is retrieved from the Post Office by the Service Center. Various Express Mail services also bring correspondence directly to the Center throughout each business day. Envelopes are opened in Incoming Mail, during which time I-918 applications are identified.

Mail that has been opened is grouped according to date of arrival. Mailroom sorts I-918s and their riding forms into their own crate and sends to Data Entry. The envelope must be date stamped and the remittances “for deposit only” stamped.

ASSEMBLY

1. Date Stamp – The Date Stamp must:

- a) Be set to the proper date, which is listed on the outside of the envelope
- b) Be legible.
- c) Be on page one of each form:
 - I-918 On the lower left covering as little information as possible.
 - I-918 Supplement B – Upper middle near the DOB/Gender; does not need to be VT'd
 - I-918 Supplement A – Lower Left side covering as little information as possible (avoid stamping over the A# field)
 - I-192 – Bottom right of the application covering as little information as possible
 - I-193 – Right side of the page near question 10 covering as little information as possible.
 - I-765 – Bottom right.

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d) Annotate your VT# by the Date Stamp.(not needed on I-918 Supplement B)

2. Fees

- I-918 – No Fee Required
- I-918 Supplement A –No Fee Required
- I-918 Supplement B – No fee Required
- I-192 - \$930.00 - Or fee waiver
- I-193 - \$585.00 - Or fee waiver
- I-765 - \$410.00 - Or fee waiver if fee is required.
- Any fees received will need to be reviewed for acceptability ~ see Fee SOP/Guidelines
- If any additional remittances are submitted that are not needed, make copies of the G-28 and the entire application and envelope (not including support documents) for a 'money not needed' reject. Place a Safe Address sheet as well as a VAWA Reject sheet on the photocopies. Rubber band the reject to the top of the family.
- If only one Fee Waiver Request is submitted, make photocopies for each of the family members and / or riding forms that require a fee and place in proper ROP.
** You only need to copy the fee waiver if you have an acceptable I-918.**

3. Assembly Order

Slice the envelope (the filing was received in) on all sides. Being sure to retain as much of the following information as possible: the shipping address, return address, postmark and date stamp. You do not need to make copies of the envelope for family members' files. Any rejects will need a copy of the mailer with them.

Extra pages will be placed directly behind each other. I.E. if two page 2's are submitted, they will be placed together in ROP order (Page 1, Page 2, Page 2, Page 3). If a duplicate copy of the application is submitted, place in proper ROP order (See ROP section below). If the extra copies are old revision, then just place those in support.

Principal I-918

<u>Record Side ~ (Left Side)</u>	<u>NON-Record ~ (Right Side)</u>
<ul style="list-style-type: none"> • Yellow VAWA warn sheet • I-918 Safe Address Worksheet • G-28 • I-918 • Addendum • I-918 Supplement B – flag and identify • Addendum for Supplement B (if submitted) • G325A • Copy of I-918 Principal (If Present) • Support • Envelope 	<ul style="list-style-type: none"> • Invalid G-28

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Supplement A – An I-918A that is submitted concurrently with the principal I-918

<u>Record Side ~ (Left Side)</u>	<u>NON-Record ~ (Right Side)</u>
<ul style="list-style-type: none"> • Yellow VAWA warn sheet • I-918 safe address worksheet • G-28 • I-918 Supplement A • Addendum • G325A • Copy of I-918 Supplement A (If Present) • Support 	<ul style="list-style-type: none"> • Invalid G-28

Subsequent I-918A – An I-918A that is submitted after the principal I-918 has been approved or is in process.

<u>Record Side ~ (Left Side)</u>	<u>NON-Record ~ (Right Side)</u>
<ul style="list-style-type: none"> • Yellow VAWA warn sheet • I-918 safe address worksheet • G-28 • I-918 Supplement A • Addendum • G325A • Copy of I-918 Subsequent A (If Present) • Support – including any copies of the I-918's and/or Supplement B's submitted. • I-797 notice of Principal I-918 – flag and identify • Envelope 	<ul style="list-style-type: none"> • Invalid G-28

I-192

<u>Record Side ~ (Left Side)</u>	<u>NON-Record ~ (Right Side)</u>
<ul style="list-style-type: none"> • Yellow VAWA warn sheet • Miscellaneous safe address worksheet • Fee • G-28 • I-192 – Flag and identify • I-192 Addendum • Fee Waiver Request – flag and identify • Copy of I-192 (if present) 	<ul style="list-style-type: none"> • Invalid G-28

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I-193

<u>Record Side ~ (Left Side)</u>	<u>NON-Record ~ (Right Side)</u>
<ul style="list-style-type: none"> • Yellow VAWA warn sheet • Miscellaneous safe address worksheet • Fee • G-28 • I-193 – Flag and identify • I-193 Addendum • Fee Waiver Request – flag and identify • Copy of I-193 (if present) 	<ul style="list-style-type: none"> • Invalid G-28

I-765

<u>Record Side ~ (Left Side)</u>	<u>NON-Record ~ (Right Side)</u>
<ul style="list-style-type: none"> • Yellow VAWA warn sheet • Miscellaneous safe address worksheet • Fee • G-28 • I-765 - • Fee Waiver Request – flag and identify • Copy of I-765 (if present) • Photos in a glassine stapled to a blank sheet of white paper • I-765 Worksheet (if submitted) 	<ul style="list-style-type: none"> • Invalid G28

4. G28 Review

- a) Refer to the G-28 SOP for acceptability.
 - If a G-28 is invalid, it will be placed face down on the non-record side of the filing. Be sure to check a block under the “Invalid G-28” section on the Safe Address Worksheet describing why the G-28 is invalid. If the G-28 needs to be used for other filings, make a copy of the G-28, and VT and Date the copy to place in the other filings as well. The copy will be placed face down on the non-record side, and the Safe Address Worksheet will be annotated with the deficiency in the same manner as described above.
- b) If multiple G-28s are submitted review for the following:
 - Identify whether the Principal or the Derivative signed the G28
 - The G28 signed by the Principal will be placed in the I-918 Principal and any I-918 Supplement A's.
 - The Principal's G28 will also be placed in with their riding forms (i.e. I-192 & I-765 etc.)
 - Any G28's signed by a derivative, will be placed with their respective riding forms (I.E. I-192 & I-765)
 - If only one G-28 is submitted, a photocopy will be made and will be used for all of the forms in the family (except not for the derivatives ancillary forms). If the G-28 does not meet the signature requirements for the form it is being used for, it will be placed in the file as invalid and “improperly signed” will be

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marked on the Safe Address Worksheet. VT and Date the bottom of the photocopied G28's.

- If two G28's are submitted, one is acceptable and one is not acceptable, then use the acceptable G28, and invalidate the unacceptable G28. You do not need to mark on the safe address sheet why the other G28 is invalid.

G28s only need to be reviewed and copied for riding forms if you have an acceptable 918.

*When sending files to CRU, indicate the entire family count on the CRU sheet and ensure that all fees are listed (individually or the sum). (i.e: Indicate as followed: 918-1; A-2; 192-3; 765-3).

5. Principal I-918 Review

- Pages 1-10 must be submitted to be acceptable.
- The only acceptable revision is 4/24/2019.
- The I-918 must be signed by applicant (Photocopies are acceptable, stamps are not.) The only exception is if the applicant is under 14 then the parent(s) can sign on their behalf. If not, set up as a reject.
- The following fields cannot be blank. If blank the file will be rejected. It is acceptable if the fields contain "none", "unknown", "n/a", or similar.

• Part 1

1.a – 2.c

IF	THEN
2.a is N/A	2.b and 2.c can be blank

3.h

8 – 12

19.a – 22

• Part 2

1 – 7.a

IF	THEN
yes to 7.a	At least 1 box must be checked and filled in for 7.b – 7.f

8.a – 8.d

• Part 3

1.a – 1.i

IF	THEN
yes to any 1.a – 1.i	2.a – 2.f are required
response is in 3.a	3.b through 3.f are required

4.a – 29.c

• Part 4

1.a -- 25

IF	THEN
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N/A for 1.a	1.b through 5 can be blank
N/A for 6.a	6.b through 10 can be blank
N/A for 11.a	11.b through 15 can be blank
N/A for 16.a	16.b through 20 can be blank
N/A for 21.a	21.b through 25 can be blank

26

- **Part 5**

1.a *either 1.a or 1.b; both are not required

1.b *either 1.a or 1.b; both are not required

6.a

6.b

- **Part 6**

IF	THEN
Part 5 1.b checked	1.a, 1.b, 7.a, 7.b are required

- **Part 7**

IF	THEN
Part 5 2 is checked	1.a, 1.b, 8.a, 8.b are required

- e) If the I-918 is acceptable based on the above criteria, review the COC and COB fields. If they have "USA" listed send to CRU.
- f) Supporting documents will be separated into the appropriate I-918 or I-918A. If the person they pertain to cannot be easily determined place in the I-918.

6. I-918 Supplement B Review

- a) The signature page with a signature must be present to be an acceptable Supplement B. It is acceptable if the signature is photocopied. If the Supplement B is signed by the I-918 Principal, treat as "Without Supp B".
- b) The name on the I-918 Supplement B should match the name on the I-918 Principal, unless it is the only Supplement B present. Any Supplement B's that are not for the Principal will be placed behind the Principal's Supplement B and date stamped however not flagged.
- c) If multiple acceptable Supplement B's for the I-918 Principal are submitted all will be flagged and date stamped.
 - If an exact copy of the Supplement B is submitted, date stamp and flag ONLY 1 copy. All others will be placed in support.
- d) If the only Supplement B submitted is not for the Principal, it will be date stamped and flagged.
- e) If no I-918 Supplement B is present or Supplement B is not "keyable", it will be date stamped but not flagged and route the filing in a "Without Supp. B" crate.

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7. I-918 Supplement A Review

- Pages 1-11 must be submitted to be acceptable.
- The acceptable revision is 4/24/2019.
- The I-918 Supplement A must be signed by the I-918 principal in part 7 # 6a and the derivative in part 8 # 6a.
- If filing is received with an original I-918 Principal, check Part 2 where it states "Status of your form I-918..." if this block is marked "Pending", look for an I-797 or cover letter indicating they have already filed an I-918. If an I-797 or letter indicates an I-918 has been filed or if this is marked "Approved", then the I-918 is support for the I-918 Supplement A. The Supplement A will then be considered a Subsequent filing.
- If you have a Subsequent I-918A the I-797 notice for the Principal I-918 will be placed as the last item(s) in support. The most pertinent I-797 should be last (i.e. I-918). The I-797 needs to be flagged and identified.
- The following fields cannot be blank. If blank the file will be rejected. It is acceptable if the fields contain "none", "unknown", "n/a", or similar.

- Part 1**

1

- Part 2**

1.a – 1.c

IF	THEN
Derivative's info is in 1.a – 1.c	Reject filing

2

5

- Part 3**

1.a – 1.c

IF	THEN
Principal's info is in 1.a – 1.c	Reject filing

2.a – 2.c

IF	THEN
2.a is N/A	2.b and 2.c can be blank

3.a

8 -12

- Part 4**

1.a – 2.e

IF	THEN
1.a through 1.d is filled out	2.a through 2.e can be blank

5.a – 6.f

IF	THEN
5.a is N/A	5.b through 5.f can be blank

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6.a is N/A	6.b through 6.f can be blank
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7.a

IF	THEN
7.a is answered yes	At least 1 block must be checked and filled in for 7.b through 7.f

- Part 5**

1.a – 1.i

IF	THEN
Yes for any of 1.a through 1.i	2.a through 2.f are required
3.a is answered	3.b through 3.f are required

4.a – 29.c

- Part 6**

1.a -- 12

IF	THEN
1.a is N/A	1.b through 4 can be blank
5.a is N/A	5.b through 8 can be blank
9.a is N/A	9.b through 12 can be blank

- Part 7**

1.a *either 1.a or 1.b; both are not required

1.b *either 1.a or 1.b; both are not required

6.a

6.b

- Part 8**

1.a *either 1.a or 1.b; both are not required

1.b *either 1.a or 1.b; both are not required

6.a

6.b

- Part 9**

IF	THEN
Part 7 1.b or part 8 1.b are checked	1.a, 1.b, 7.a, 7.b are required

- Part 10**

IF	THEN
Part 7 2 or part 8 2 are checked	1.a, 1.b, 8.a, 8.b are required

- g) If the 918A is acceptable based on the criteria above, review the COC and COB fields. If they have "USA" listed send to CRU.

***** Riding forms only need to be reviewed for acceptability if the corresponding I-918 or I-918A are acceptable. *****

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8. I-192 or I-193

- a) Must have the fee or a fee waiver request to be acceptable.
- b) Pages 1-8 are required for I-192. Page 1 for I-193
- c) The application must have a signature of the applicant (Photocopies are acceptable, stamps are not.) The only exception is if the applicant is under 14 then the parent(s) can sign on their behalf. If the application is not signed, set up for rejection prior to sending to VAWA Review.
- d) The revision date must be 12/2/2019 for I-192. 12/14 for I-193. Older revisions will be rejected.

9. I-765 Review

- a) The application must have a signature by the applicant (Photocopies are acceptable, stamps are not). The only exception is if the applicant is under 14 then the parent(s) can sign on their behalf. If the application is not signed, set up for rejection prior to sending to VAWA Review.
- b) Refer to the I-765 Filing chart for fee requirements. Do not include a fee waiver if no fee is required.
- c) "I am applying for" must have a block checked. If there is no block checked or multiple blocks checked send to CRU.
- d) Block 27 must have A19, A20, or C14 for a classification, all others will be rejected for 765#02. If block 27 is blank or unclear on the I-765 reject for 765#06.
NOTE If block 27 is A19, it will be always be keyed as the "I am applying for" block is 1.a Initial.
- e) Pages 1-6 are required.
- f) The acceptable revision date is .
- g) Part 3 must have a complete address or say confidential. If incomplete address or blank reject for Misc#01.
 - Per keying rules, if one (city, state or zip) is missing, then it is ok to accept. If more than one is missing, then reject for Misc #01.

10. I-601

- a) If an I-601 is submitted with an I-918 it will be rejected for DIST#09

11. File Jacket Selection

- b) When setting up I-918s and I-918As, use new brown receipt file jackets and attach with clips or staples. Ensure all papers are secure within the file jacket.
- c) If there is an A# indicated on the application, use it for file tab selection.
 - Odd A#'s are tab up (upper right hand corner) and even A#'s are tab down (bottom right hand corner).
 - If no A# is indicated, put the file jacket tab down.
- d) Any riding I-765, I-192, or I-193 applications will be set up in their own new brown receipt jacket with the tab down (bottom right hand corner). Attach application using staples or black clips.

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Photo Placement:

Photos will be placed in a glassine and stapled to a blank white sheet of paper and placed in support of the file as determined below;

- I-918 Principal:
 - Each riding I-765 requires one photo before the I-918 Principal gets one photo (as available).
 - If more than one photo per form have been submitted: The I-918 Principal requires one photo and each I-765 requires up to two photos.
 - Remaining photos will be placed with the I-918 in support.
- I-918A:
 - Each riding I-765 gets up to two photos (as available).
 - Remaining photos will be placed with the corresponding I-918A in support.
- Photos that are not for the Principal or Derivative will be placed in support in a glassine envelope stapled to a blank piece of paper.

12. Processing Worksheets

- a) The appropriate processing worksheet will need to be attached to the front of the file jacket (I-918 Principal, I-918 Supplement A and I-918 Subsequent A).
 - Date stamp worksheets with received date in the received date block.
- b) Along the top of the processing worksheet annotate which forms are included with that family filing (ex. I-918, I-918A, I-192, Supplement B). Each family member will have the list of all applications included in the family annotated on the top of each worksheet.
 - The total number of family members in that bundle will be written on the family count line.(ex. I-918 with 2- I-918A's would have a "3" annotated)
 - Annotate an "R" and a count for each /application which will be rejected. (Example: 3 I-192's were submitted but one is being rejected. Annotate 2 in the I-192 field and annotate 1-R next to that count.)
 - Supplement B's will only be counted when they have been deemed acceptable.
- c) If setting up a Principal I-918, answer the "Is the applicant under 14 and photos submitted?" question. Annotate your VT# and the date in the Emp. I.D. # / Date column.
- d) Circle Y or N after the "Is there a keyable Sup B included" question based on the signature requirement.
- e) Date all Safe Address Sheets for time compliance with the date we set the file up in the "Contractor Only" section in the "Out" box.

NOTE: Keep family members banded together
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13. Reject Process

If it has been determined that an I-918 or I918A filing is not acceptable then it will need to be set up as a reject. Do not put the filing in a file jacket if it is to be rejected. Riding forms

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will not be reviewed for acceptability. The riding forms will be flagged and date stamped in all of the appropriate places as identified in the “Date Stamp” section above. An I-918 and I-918A reject sheet with all deficiencies marked will be placed on the front along with the I-918 safe address sheet. The count of all form types must be listed on the reject sheet.

If the I-918 and/or I-918A are acceptable but the riding form(s) are not, the riding forms will be placed in ROP, flagged and date stamped in all of the appropriate places as identified in the “Date Stamp” section above. Once the filing has been placed in ROP order, a VAWA Manual Reject sheet with all deficiencies of the filing clearly marked will be placed on the front, along with an appropriate safe address sheet. A yellow VAWA warning sheet will not be placed on reject files; however each riding form will need its own safe address sheet. A copy of the envelope will be included with the reject. Annotate the rejects on the processing worksheet. When listing forms on the VAWA Manual Reject Sheet, the only form which must be listed is the actual form being rejected.

I-918 Reject ROP

Clipped or rubber banded	Clipped or stapled	I-918/A Reject Sheet
		I-918 Safe Address Sheet
		G28
		I-918
		I-918 Supplement B flagged and identified
	Clipped or stapled	I-918/A Reject Sheet (if additional I-918/A's are submitted)
		I-918 Safe Address Sheet
		G28
		I-918A
		All riding forms flagged and identified and supporting documents
		Envelope

NOTE: When rejecting a Principal I-918 because it is not acceptable, all riding filings, including I-918 Supplement A's, will also need to be returned. If rejecting an I-918 Supplement A but the Principal I-918 and other I-918 Supplement A's (if applicable), are acceptable, accept the Principal and all other I-918 Supplement A's and only reject the deficient I-918 Supplement A as well as any riding forms specific to that I-918 Supplement A (i.e. an I-765 for the beneficiary of the deficient I-918 Supplement A filing.)

14. Routing

- Acceptable files with fees will be sorted into one crate, files without fees that need fee waiver review will be sorted into another crate, and files without fees that do not need fee waiver review will be sorted into another crate. Annotate the number of files with fees, and the number of files without fees for each form type in the provided space
- Acceptable files that have fees but also need fee waiver review will be placed in a fee crate and have a CRU sheet on top indicating that fee waiver review is required.

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- c) Acceptable files will also be separated that do not have a supplement b into their own fee or non-fee crate.
- d) Files that need to be rejected with fees will be sorted into one reject crate, files without fees will be sorted into another reject crate.
- e) Families that have both acceptable files and file to be rejected will be sorted to the appropriate acceptable file crate.
- f) Annotate the number of files with fees, and the number of files without fees for each form type in the space provided on the crate sheet.

Crate Sheets:

I-918 No Fee With SUPP B

I-918 No Fee Without SUPP B

I-918 PRIORITY PROCESSING With SUPP B

I-918 PRIORITY PROCESSING Without SUPP B

I-918 REJECTS

I-918 \$\$ REJECTS

DATA ENTRY

15. Verifying Files Prior To Data Entering I-918s

- a. Date all Safe Address Sheets for time compliance in the "Contractor Only" section in the "IN" box.
 - Use the date that is the latest date the family is back from Safe Address or CRU for time compliance.
- b. Must have Yellow Warning Sheet and a completed Safe Address Sheet
- c. If the G-28 is invalid, make sure the G-28 is placed face down on the non-record side (if it is not already placed there).
- d. Ensure an ASC code is indicated or overseas is checked. An ASC zip must also be provided for under 14.
- e. The RAILS code and the date needs to be filled out with VT and date of the person who Safe Addressed.
- f. Review the address that is instructed to key for completeness (street address as well as city, state and zip code.)
 - If one or more of the following (city, state, zip code) is missing bring to a supervisor.

NOTE : If the incorrect block is marked off, bring to a supervisor.

Example: They tell us to use the address in part 1 but it has a completed G-28 or preparer's address.

- g. Review I-192 and I-765 no fees for CPAU annotations on the safe address sheet, the margin of the application and the I-912 or letter. Also look for a G-1054 form if Fee Waiver is denied. All must be completed. If none of this is completed correctly, please send back to CRU as a 2nd review ATTN: Darcy Westover.

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- h. When files are being rejected ensure all annotations are being made to the counts on the processing worksheet.
- i. Review the Supplement B for signature. If there is no signature, process as a “no B”, and if there is a signature, process as a “with B”.
- j. All Subsequent A’s must have a receipt number listed on the 1st page. This should be indicated on the right hand side of the application
 - If not provided and there is a I-797 for the I-918 flagged, bring to someone Safe Addressing.
 - If not provided and there is no I-797 for the I-918, send to CRU
- k. Ensure to check entire family for all possible deficiencies prior to sending to CRU review.
- l. All I-918s must be completely reviewed for acceptability prior to Data Entry.

Note: If using a Preparer’s address, and there is a stamp on the lines and a typed address, we will take the address with the most information (should be indicated at Safe Address). If the stamp is not on the lines and there is a typed address, we will take the typed address as it is on the lines.

16. Entering the I-918 in C3 Portal

- a) Go into the Claims folder
- b) Select Claims 3 Portal
- c) Select “OK”
- d) Go to Case Processing and select Enter New Case.
- e) At the “Data Entry” Screen in C3 Portal, type I918 under “Form Number:”
- f) The following information will be entered for the I-918 if provided:
 - Received Date
 - A-Number (if provided)
 - ✓ If A number does not match the beneficiary, then leave the A# blank.
 - ✓ If the A number brings up multiple people select the beneficiary, if the beneficiary is not listed, leave blank.
 - ASC Zip Code (as annotated or indicated on the safe address sheet)
 - Foreign Address (Select only if “Overseas” is checked on the Safe Address Sheet)
 - Do not key anything under “Other Names” or “Contact Info”
 - Last Name
 - First Name
 - Middle Name
 - C/O Field
 - If entering a safe address from a G28 enter the firm name in this field. If no firm name is present on the G28, enter the Attorney’s name in this field.
 - If entering a safe address from the preparer’s address, enter the firm name in this field. If no firm name is present in the preparer’s section, enter the preparer’s name in this field.
 - If using the address listed on Page 1 as the safe address, enter what appears in this field.
 - Street Address, from the safe address
 - City, State, and ZIP from the safe address

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- COB (key the first valid code utilizing drop-down list in the system if no or multiple matches, use the COC/COB Clarification list, enter UNKNO if invalid, send to CRU if one or both COC & COB are blank)
- DOB (In MM/DD/YYYY format) If blank or invalid bring to a Supervisor for review. If the Supervisor is unable to determine the date of birth for the applicant, send to CRU prior to keying)
- SSN (If blank or invalid, leave blank.)
- COC (key the first valid code utilizing drop-down list in the system if no or multiple matches, use the COC/COB Clarification list, enter UNKNO if invalid, send to CRU if one or both COC & COB are blank)
- Marital Status (If blank, select unknown)
- Gender (If blank or multiple are selected, select unknown)
- Current Status (Refer to Status Code Chart if there are no matches, or multiple matches in system. Enter UU if invalid or blank)
- Place of Last Entry (key the first valid code utilizing drop-down list in the system, if no or multiple matches use the POE list, enter UNK if invalid or blank)
- Date of Last Entry If only year listed enter 01/01/year, if only month and year listed enter MM/01/YEAR. If blank leave blank.
- The Requesting Status field will always default to "U1." Leave untouched

17. Entering the I-918 Supplement B in C3 Portal

- a) If the I-918 has an acceptable I-918 Supplement B (as indicated on the processing worksheet), select the box next to "I-918B".
- b) The following fields must be entered in the I-918 Supplement B screen if provided:
 - Received Date (enter the date stamped on the I-918 Supplement B)
 - Name of Agency (If Blank, key No Name Given; If numeric values are in the title, spell out the number, key to the last letter.)
 - Name of Official (Last, First and Middle if present) (If Blank, key No Name Given in the last name field)
 - All titles will be entered i.e. If it is Capt Rod Farva, Capt Rod in the first name field and Farva in the last name field.
 - Title and Division / Office of Official - enter as indicated on the application
 - Street Address (as it appears on the I-918 Supplement B keying to the last letter with standard abbreviations) (If Blank, leave blank. It is acceptable to key 75 Lower Weldon, but not required)
 - City, State, and Zip (as listed on, if one is missing review with supervisor. If all are blank, enter 05479 in the zip code field)
 - Contact Information
 - Daytime Phone (If multiple numbers, enter all individually)
 - Fax (enter as "Work Fax") (If multiple numbers, enter all individually)
 - ✓ To add multiple daytime phone or fax numbers, once you select add, go back to the drop down to select the type and continue the next number.
 - Agency Type (if multiple selected, leave blank)

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- Case Status (key only blocks that are checked, if multiple are checked, leave blank)
- Agency Category(if multiple selected, leave blank)
- Case Number (As it appears on the application, including all punctuation)
- FBI/SID Number (enter as listed on application omitting spaces, symbols and punctuation)
- Criminal Acts (select all that apply).
- Do not enter anything under “Dates of Criminal Activity”
- Do not enter anything in the “statutory citations” field.
- Helpfulness of Victim (If both yes and no are marked, select “yes” and annotate the Safe Address sheet.)
- Leave “Other” unchecked
- Do not enter anything under “Family Members Implicated in Criminal Activity”
- Attestation
 - Check the block next to “Officer Signature” and enter the date that the official signed the I-918 Supplement B under “Received Date”. If there is no date listed next to the signature, leave blank.

Note: Once completed entering the I-918 Supplement B information, click the “Add” button on the top right corner of the screen before clicking OK. Complete this step after each I-918 Supplement B is entered.

- Enter the number of I-918 Supplement B's entered in the field below the “I-918 Supplement B” check box.

18. Entering the I-918 in C3 Portal (Continued)

- a) G-28 Screen
 - See G28 SOP for keying instructions
- b) Travel Info Screen
 - Do not enter any information in this screen
- c) Biometrics Waivers?
 - Check the box next to “Biometrics Waivers?” and another screen will appear. When the screen appears, check the box next to “Fingerprint” to indicate that the fingerprint is waived
 - Signature box is automatically marked, leave as is.
- d) Signature
 - Check this box to indicate that the application is signed. If the application is not signed, or not properly signed, it should not be data entered unless instructed by CRU.
- e) Save
 - Once keying is completed, click the save button.

19. Entering I-918 Supplement A in C3 Portal

- a) At the Data Entry screen type I918A in the “Form:” field
- b) The following information will be entered into the I-918 Supplement A if present:
 - Received Date

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- I-918 Receipt #
 - Enter the I-918 Receipt #.
 - ✓ If 918A is submitted concurrently with the I918, use the Receipt # off the physical file of the I918.
 - ✓ If the 918A is submitted without the I918 (a subsequent filing), then the Receipt # should be written along the margin of page 1 of the 918A. If it is not, bring to a supervisor.
 - If the name doesn't match, ensure that you entered the correct receipt number. Otherwise, send to CRU.
- A-Number
- ASC Zip Code (as indicated on the Safe Address Sheet)
- Foreign Address? (select only if "Overseas" is checked on the Safe Address Sheet)
- Relationship (from Part 1 on the application. If blank bring to a supervisor)
- Other Names and Contact Information will be left unchecked.
- Last Name
- First Name
- Middle Name
- C/O Field
 - If entering a safe address from a G28 enter the firm name in this field. If no firm name is present on the G28, enter the Attorney's name in this field.
 - If entering a safe address from the preparer's address, enter the firm name in this field. If no firm name is present in the preparer's section, enter the preparer's name in this field.
 - If using the address listed on Page 1 as the safe address, enter what appears on the application in this field.
- Street Address, from the safe address
- City, State, and ZIP exactly as they appear in the indicated safe address
- COB (key the first valid code utilizing drop-down list in the system if no or multiple matches, use the COC/COB Clarification list, enter UNKNO if invalid, send to CRU if one or both COC & COB are blank)
- DOB (In MM/DD/YYYY format) If blank or invalid bring to a Supervisor for review. If the Supervisor is unable to determine the date of birth for the applicant, send to CRU prior to keying
- SSN (if blank or invalid, leave blank)
- COC (key the first valid code utilizing drop-down list in the system if no or multiple matches, use the COC/COB Clarification list, enter UNKNO if invalid, send to CRU if one or both COC & COB are blank)
- Marital Status (If blank, select unknown)
- Gender (If blank or multiple are selected, select unknown)
- Do not enter anything in the Current Status, Status Expires On, Place of Last Entry, Date of Last Entry, NVC Case #, or Requesting Status fields
 - If a selection under the "Requesting Status" drop down list is selected, the system will not allow the selection to be erased. Annotate the safe address sheet.

c) G-28 Screen

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- See G-28 SOP for keying instructions
- d) Travel Info Screen
 - Do not enter any information in this screen
- e) Send To Clerical
 - Leave as is
- f) Signature
 - Check this box to indicate that the application is signed. If the application is not signed, or not properly signed, it should not be data entered unless instructed by CRU.
- g) Save
 - Once keying is completed, click the save button

20. Barcodes

- a) Print an extra set of barcodes for Supplement A files (CTRL F4)
- b) A human readable label will be placed on the inside of the file jacket tab.
- c) A machine readable barcode will be placed on each of the following:
 - Outside tab on file jacket
 - Receipt block
 - On the contractor only section of the safe address sheet
 - On the Processing Worksheet in the designated area.

Remaining barcodes will be secured to the Non-Record side of the file jacket. It is suggested to avoid stapling through remaining barcodes when securing them to the file jacket.

Note: All rejects will need to be separated at this point. Any money not needed rejects will have a barcode placed on the copy of the in the receipt block. All other rejects will need the relating I-918 or I-918A's EAC # annotated on the right hand side of the application along with "Riding With".

21. Entering Riding Forms

- a) Data enter all riding forms that are filed with the I-918 or I-918 Supplement A. This will include any I-192's, I-193's or I-765's that are present. Follow the keying SOP rules for each form type that is being data entered.
- b) Any I-192 or I-193 s which are concurrently filed should have a machine readable barcode placed on the relating I-918 or I-918A processing worksheet.
- c) Any I-192's and/or I-765's that are riding currently with an I-918, if the COC and the COB are blank, please bring to a supervisor.

22. VAWA 100% Safe Address Verification

100% Safe Address Verification on all I-918 VAWA, and riding applications and rejects is as follows:

- a) All VAWA I-918s must be verified to ensure the correct address was keyed on the same day it was keyed.
 - ✓ A#
 - ✓ Name (Beneficiary)

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- ✓ Address (G28 and main screen)
 - ✓ DOB
 - ✓ On Supplement A, Principal's receipt number and Principal's Name
 - ✓ Receive Date
- b) The verifier will place their VT# and date on the safe sheet in the "Contractor Only" section after the verification is complete.
- c) If an incorrect address is entered a Supervisor or GC2 must be notified so the notice can be pulled by EPMS if needed.
- d) The application will need to be re-verified to ensure that all corrections were made correctly and signed off.

23. RAILS and Routing

- a) If multiple I-918 Principals are filed together, and one or more did not submit a Supplement B, they will be separated accordingly (see below).
- b) All I-918's will be received into A-create team in RAILS and delivered.

24. Manual Rejects

- a) Refer to the Manual Reject SOP.

25. A/T File Creates

- a) The A/T File Creates Process will encompass the Alien and/or Temporary file creation, the consolidation process when applicable, updating the A# into applicable systems, and requesting of the "A" file when applicable.
- b) Family members must stay together.
- c) There are three different processing worksheets for the I-918s depending on how the applicant is filing:
- i. I-918 Principal is for the principal applicant.
 - ii. I-918 Supplement A is for the derivative when filed concurrently with the principal.
 - iii. Subsequent I-918A is when a derivative files at a later date.

26. "A" File Create – Searches

The following actions need to be taken when performing the CIS search.

- a) Follow current procedures in the A/T Create's SOP when performing the CIS Search process.

If	Then
No A# is found in CIS	Follow the current A/T Create SOP & Part 2 "A" File Creation – No Record found in CIS below.
An A# is found in CIS	Follow the current A/T Create SOP & Part 3

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	Temporary File Create - Valid A# Found in CIS below.
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- b) Complete the A/T creates section of the P/W. See Part 4 – Annotating the processing worksheet section below. VT# and Date need to be annotated in the column provided on the processing worksheet.

27. “A” File Creation – NO RECORD FOUND IN CIS

The following actions need to be performed when creating a new A-file in CIS:

- An Alien or “A” file will be created for the Principal/Derivative if they do not have a pre-existing “A” number in CIS. If the “A” number for the Principal is not listed on the I-918 Supplement A or Subsequent I-918A filings then CIS will need to be searched and the Principal’s “A” number written on the I-918A in part 2.
- If the Principal’s “A” number is already provided on the Subsequent I-918A or the I-918 Supplement A filing then the “A” number will need to be verified in 9101.
- Family members are kept together.

Actions:

- Create the “A” in CIS following the current A/T-File Creates SOP.
 - Complete the A/T File Created block in the A-Creates section of the processing worksheet. VT# and Date Annotation is required.
 - Follow the Consolidation SOP for proper consolidation procedures. Annotate the Consolidate Receipt/T into A-file section on the processing worksheet **only** when the consolidation of the Receipt/T-file into the A-file is complete. VT# and Date Annotation is required.
- Subsequent I-918A & Supplement A Filings are assigned a receipt number and will need to be electronically consolidated into the A-file.
 - Do not “New Add” any receipt files keyed in Claims into RAILS. If receipt file is not found in RAILS please see your Supervisor.
 - If the submission includes an I-192/I-193 petition located in its own file jacket. The EAC# for the I-192/I-193 needs to be consolidated into the relating A/T file in ROP order. The applicants A# will need to be annotated on these petitions in the appropriate spaces provided.
 - Do not use stickers, barcode labels, or white out when annotating inside the file jacket or on a processing worksheet when required. If an error is made on the processing worksheet or file jacket put one line through the error and re-write your correction. All annotations need to be legible.
 - If you have a group of family members and the I-918 and I-918A are for the same petitioner and we are sure that the derivative listed in part 3 of the I-918A is the same person as the I-918, consolidate both the I-918 & I-918A into the same A or T-file (I-918 on top). Ensure that the I-918A is flagged in the file. We would not create two separate A or T-files in this case.
 - Any pending standalone I-192 applications will NOT be A/T Created. Route to FMU for I-192 update/ sort.
 - The I-918 Supplement B will be used when entering aliases and can be used for gender if the gender is missing from application. Aliases and gender can be taken from part 1 of the supplement B form. Follow the current A/T Create SOP for guidelines on entering Alias names.

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- k) If we receive two separate I-918As for the same person with separate principals (I-918), combine the two I-918As into the same file. Flag the 2nd I-918A.

28. Temporary File Creates – VALID A# Found in CIS

- A Temporary file or “T” files are created when the Principal/Derivative has a valid pre-existing “A” number in CIS.
- A check in RAILS Inquiry will determine if there is an existing “A” or “T” at ESC for the Principal/Derivative prior to creating the Temp.
- Family members are kept together.

If	Then
<p>The A-file is located at another FCO</p> <p>*Exception – if A-file is located at the NSC and contains a previously filed I-918 we will not request the A-file.</p>	<ul style="list-style-type: none"> • “New Add” T-files into your RAILS SA code • Follow the current A/T Creates SOP when creating the Temp File • The A-file needs to be ordered if not at ESC. Follow current procedures for ordering A-files in CIS. Place the 9504 screen print loose inside the file <ul style="list-style-type: none"> ○ If Supplement B: 90/918 will be placed in the Person/Action field. ○ If no Supplement B: use your team Person/Action code: 90/(team code) will be placed in the Person/Action field. • Complete the A/T-file Created block and the External request performed block of the A-file Creates section of the Processing Worksheet • Follow the Consolidation SOP for proper consolidation procedures and annotations for receipt file into a T-file • Update A# in the applicable system

If	Then
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The A-file is located at ESC and located within SCOT or USCIS

- Do **NOT** "New Add" T-files into your RAILS SA code unless they A/T-file is located in I-918 waitlist.
- Follow the current A/T-Creates SOP when creating the Temp file or requesting the existing A/T file
- Complete the A/T-file Created block of the processing worksheet by circling "NO" indicate ESC in comments section
- Complete the external request performed block of the A-file Creates section of the Processing Worksheet by circling N/A and VT# and date in the appropriate columns
- Follow the Consolidation SOP for proper consolidation procedures and annotations for receipt file into a A-file
- Update A# in the applicable system

- **NOTE:** . If a new 918/918A is filed and there is already one pending in either the CAP staging area or at Lemnah, place the new 918/918A in a T-file and place them with their corresponding A-file. If there is already an I-918 in the waitlist process you must hand walk through scheduling and KCC process. Route to Team 8 SB3008 to be matched up. Officers will need to review these files before they can approve the waitlisted petition. These files can be physically consolidated on the back end.

29. Annotating the Processing Worksheet

I-918 Principal Processing worksheet Table

Row	Circle	Then
A/T file created	Y	<ul style="list-style-type: none"> • Annotate Applicants A#
A/T files of Family Members	Y – If Supplement A(s) are filed N – if no Supplement A(s) are filed	<ul style="list-style-type: none"> • If a Supplement A(s) are filed annotate the total # of I-918 Supplement A's • If Supplement A(s) are filed annotate family members A#'s
External request performed	N/A – If creating and A-file N – If the FCO is DIG/Unable to request	<ul style="list-style-type: none"> • Fill out date request made (if FCO is not DIG/Unable to request) • Annotate current file location as indicated in CIS

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	Y – If A-file was requested	
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I-918 Supplement A Processing Worksheet Table

Row	Circle	Then
A/T file created	Y	<ul style="list-style-type: none"> Annotate Applicants A#
Principle's A# _____	Y – If multiple Supplement A(s) are submitted N – If no additional Supplement A(s) are submitted	<ul style="list-style-type: none"> Annotate Principal's A# on the line provided If a Supplement A(s) are files annotate the total # of I-918 Supplement A's Annotate the A#'s of any additional family members (Supplement A)
External Request Performed	N/A – If creating an A-file N – If the FCO is DIG/Unable to request Y – If A-file was requested	<ul style="list-style-type: none"> Fill out date request made (if FCO is not DIG/Unable to request) Annotate current file location as indicated in CIS

Subsequent I-918A Processing Worksheet Table

Row	Circle	Then
A/T file created	Y	<ul style="list-style-type: none"> Annotate Applicants A#
A/T files of Family Members	Y – If multiple Subsequent I-918A are filed N – If no additional Subsequent A(s) are filed	<ul style="list-style-type: none"> If a Subsequent I-918 A(s) are filed annotate the total # of I-918 Supplement A's If multiple Subsequent A(s) are filed annotate the family member A's
External request performed	N/A – if creating an A-file N – if FCO is DIG/Unable to request Y – if A-file was requested	<ul style="list-style-type: none"> Fill out date request made (if FCO is not DIG/Unable to request) Annotate current file location as indicated in CIS

Consolidation Section of the I-918 Principal, I-918 Supplement A, or I-918 Subsequent A Processing worksheet Table

Row	Circle	Then
Consolidate Receipt/ T into A file	Y	<ul style="list-style-type: none"> Do not complete the consolidation section of the P/W when creating a T-file

30. Updating A's for I-918s and Rider Forms

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- a) The “A” number needs to be annotated on all petitions, even riding petitions and all processing worksheets.
- b) The “A” number needs to be updated in the system for all petitions. Always enter the lead zero (if not entering a valid million #).
- c) **Update the following forms in ‘Claims 3 Portal’**
 - I-918/I-918A
 - Riding I-765's
 - Riding I-193's
 - Riding I-192's

NOTE: If an I-765 Application is riding with an I-918 or I-918A the A# will need to be updated in Claims 3 portal along with the A# annotated on the I-765 application in the “For USCIS Use Only” area or in #10 on the application where provided.

Occasionally an applicant will write an invalid A number on their petition. DE will not know these A numbers are invalid and will key them in claims 3 Portal. To change the A-file number for the principal or derivative filing, update claims 3 portal with the correct A number.

NOTE: The system will not allow the principal A number to be updated on a I-918a

Routing

When File Maintenance has completed their processes, the files will need to be received into MRD for Fingerprint Scheduling. Please keep in mind these are time sensitive filings and filings are not to be held up awaiting the arrival of the A or Temp file that may be located at another INS office. Family Members need to be kept together.

- Route files to MRD for Fingerprint Scheduling. Batch RECIEVE the files into the proper code. The files will need to be placed into Scheduling workflow area. Prior to sending to MRD files will need to be separated into two different sorts:

If	Then
If the Principal I-918 & any I-918A filings have an A-file Created or Digitized (FCO DIG) and the Principal I-918 does contain a Supplement I-918B	Route as normal using the same crate sheet. NOTE: Place DIG cover sheet on the front of the T-file
If Principal I-918 & any I-918As filings have an A-file Created or Digitized (FCO DIG) and the Principal does not contain a Supplement I-918B	The file(s) will be routed to Mary Meigs in EX221 for adjudication. See instructions below for files with No Sup B
If we create a T-file for an Principal I-918 or any I-918A filings and the Principal I-918 does contain a Supplement I-918B that has been identified as	Remove from the crate and attach a separate crate sheet that identifies the files as requiring A-files to be pulled & matched or T-files waiting for A-files. Family Members need to be kept together.

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the A-file being located at the ESC or is being requested from another FCO		
If we create a T-file for an Principal I-918 or any I-918A filings and the A-file is at another FCO and the Principal I-918 does not contain a Supplement I-918B		Hold until A-file arrives in SB1008. Then consolidate the A and T and route to Mary Meigs.
DO NOT CREATE a T-file for an Principal I-918 or any I-918A filings if the A-file is at the VSC and the Principal I-918 does not contain a Supplement I-918B		Pull the file if able. If not give file to your Supervisor/Lead for ordering. Once received consolidate the A and EAC and route to Mary Meigs.

NOTE: Pending Counts will need to be adjusted on both crate sheets if any files have been removed from the original crate.

All files with Supplement Bs are routed to Scheduling after A-creates, and then to KCC Copies after scheduling is completed.

Routing I-918's without Supplement B

- If we receive an I-918 Principal filing without a Supplement B:
 - When the A-file arrives, verify if there is already a pending I-918 filing with a Supplement B in the A-file for the same petitioner.
 - If there is a Supplement B in the file Circle "Y" on the processing worksheet and will follow normal workflow.
 - If there is not a Supplement B in the file, Circle "N" on the processing worksheet and route with the "I-918 No Supplement B"
 - If it is riding with another I-918 Principal with a Supplement B (different petitioners) – the I-918 Principal filing without the Supplement B will be separated (along with any relating I-918 Supplement A's listed on processing worksheet) and routed with the "I-918 No Supplement B."
 - If we receive an I-918 Principal that contains no Supplement B and we search RAILS and there is a matching file at LEM 4 in the Waitlist code we will send the I-918 to CRU to determine if we will treat as a No B or with Supplement B

If the Principal filing has NO Supplement B – these files will be routed to Mary Meigs after the A-file is received

- N will be circled on the front of the processing worksheet
 - If there is a Supplement B in the file, but the Supplement B is not signed this is considered NO Supplement B

31. Scheduling I-918s

Follow the Scheduling SOP. Form specific instructions are included

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32. I-918 KCC PROCESS

Photocopies of the I-918, I-918 Supplement A, and concurrently filed I-192/I-193 forms will need to be made when the Principal I-918 has a Supplement B form present.

If the applicant/petitioner submitted a KCC Copy at the time of filing, we will not need to make another KCC Copy if all requirements are met. The KCC Copy will need to be reviewed for completeness (all pages, ROP, Barcodes, and annotations).

ROP for the KCC Copies

- G28
- Addendums for G28
- I-918/I-918A
- Addendums for I-918/I-918A
- I-192
- Addendums for I-192
- Include Last Page (FORM I-192 Instruction Page)
- I-193
- Addendums for I-193

NOTE: We do not need to make photocopies of supporting documents.

- Principal I-918s that do not contain a Supplement B form do not need photocopies for the Principal I-918 or I-918A. Principal I-918 and any riding I-918A need to be pulled out of workflow and given to your Supervisor.
- Subsequent I-918A's DO NEED photocopies.
- NOTE: All files need to be rubber banded and the Principal file needs to be on the top.

NOTE: If the I-192 Instruction page (clerical sheet) of the I-192 petition is missing this will need to be inserted prior to making photocopies. Remember to place the I-192 barcodes on the upper left side corner of the clerical sheet.

Photocopies of the petition(s) are required to have:

- The complete receipt number/barcode (this includes ensuring the I-192 barcode is on the upper left side corner of the clerical sheet)
- A-file number annotation (If missing, will need to be annotated on I918/I918A Parts 2 & 3/I192/I193)
- Flag (sticky) placed at bottom of the page stating "KCC"; VT# should also be annotated on the flag.

NOTE: If there is no barcode on the I-192/I-193 application please bring to the attention of your Supervisor to be returned to Data Entry.

The copies will need to be properly secured on the non-record side of file on top of screen prints. Ensure that the ROP is correct (including numerical order of the petition) and all pertinent information is visible. Acco-fasteners need to be placed on the record and non-record side of the file.

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Once each photocopy has been completed for each Primary, Supplement, and Subsequent the processing worksheet will be filled out in the KCC Copy Section, by circling Y for Yes or N for No, as well as annotating in the employees VT number and Date.

Riding petitions must stay with the corresponding A-file. Do not separate or group together.

33. FMU – Awaiting A-files Shelves – When the A-file has been requested in CIS/RAILS

When the applicant already has a pre-existing Alien number assigned, the applicant's A-file is requested in Nationals or RAILS (depending on the location of the relating A-file) at the time of A/T Create. The files are routed to FMU I-918 Sort after the scheduling process to await the A-file. Family members are kept together.

- RAIL files into the FMU Match-up Review Code.
- Inquire in RAILS the location of the A-file by the relating T-file number.
- Sort the T-files and riding family members A-files by the following:

If	Then
RAILS indicates the relating A-file is in adjudications (file has not been requested in RAILS)	The T-file and family members files will be routed to a designated I-918 POC with a routing slip identifying that the T-file needs to be matched to the relating A-file held in adjudications.
RAILS indicates that the A-file was requested in RAILS (the A-file is in a Contractor location)	The A-file will be pulled and matched to the T-file. Go to the I-918 Consolidations Section. If the relating A-file cannot be physically located follow the Pull Ticket SOP for files that could not be located in a contractor area.
RAILS indicates that the relating A-file is located at another FCO and has been requested in CIS (9504 screen print will be inside the file)	<p>The T-file and all relating family member A-files with riders will be re-filed to a specific Shelf and set up in a 30/60/90 day review from the date of request.</p> <ul style="list-style-type: none"> Follow the FTR (File Transfer Request) SOP for purging instructions. <ul style="list-style-type: none"> If the A-file was not requested at the time of T-Create, order the A-file using 90/918 as the Person Action Code If the A-file is not received after 120 days from time of the first request go to the I-918 Routing/Sort Section.

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		<ul style="list-style-type: none"> ○ If the A# does not exist in CIS, but exists in RAILS – check for an e-mail on the non-record side of the file requesting the FCO to create the CIS record or send the file to ESC. <ul style="list-style-type: none"> ▪ Set up the 30/60/90 day purge from the date the e-mail was sent. ▪ If we do not receive the A-file after 90 days route the file to VAWA CRU. ▪ If there is no e-mail in the file route to the A-Create Supervisor <p><u>When the A-file is received</u> - The A and T-file will be matched and then go to I-918 Consolidations section. All family members must stay together.</p>
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NOTE: Verify that all family members are present. If family members have been separated, ensure that the missing members are pulled and matched.

34. I-918 Consolidations

Consolidations are performed when requested by an officer, sent to FMU, or a request is made to consolidate the riding receipt into the A-file.

NOTE: If the A/T file was requested internally by FMU in RAILS, ensure the A/T file(s) are received into the requesting code in order to cancel the file request.

1. RAIL the A & T-file into the same RAILS code.
2. Follow the current consolidation SOP.

NOTE: Do **NOT** consolidate the files if they are part of the waitlist unless an officer is requesting the consolidation. Waitlist files should be returned to the waitlist officer for review.

3. Annotate the Consolidate Receipt/T-file into A-file section on the processing worksheet only when the consolidation of the Receipt/T-file into the A-file is complete. The processing worksheet should be placed on the front of the A/T file jacket.
4. Ensure that the KCC copy process has been completed. The KCC copy will be located on the top of the non-record side.
 - If the process has not been completed, please produce the KCC copy.
 - If the I-192/I-193 petition was **not** concurrently filed, the KCC Copy is **now** required for the form I-192/I-193.

NOTE: Files need to be reviewed for an I-192/I-193 petition located within the I-918

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petition. The EAC# for the I-192/I-193 should be consolidated into the relating A/T-file.

35. I-918 Routing/Sort

Crates received from various contract and CIS areas. Proper routing must be determined before moving on to the next step. Routing is based off the Principal I-918 Processing worksheet or if there is no Principal, the Subsequent.

NOTE: Post Adjudication files will need to be reviewed for a U-Visa Worksheet. Ensure all additional file routing instructions have been met prior to moving on to the below table.

I-918 Consolidation Routing Charts

A. Files that have not been to Adjudications

If	And	Then
It is a stand alone I-918	Unworked <u>and</u> less than 45 days after the date scheduled	Route to 918 Finger Print Bio Hold Shelf
	Unworked <u>and</u> over 45 days after the date scheduled	Route for Screen print process Note: Appropriate crate sheet must be used.
	Unworked <u>and</u> there is a Date annotated in Red ink on the top of the processing worksheet and screen prints are in file (indicating FBI tracking, 9101)	Route to Adjudications Ready shelf
It is an I-918 <u>and</u> I-192 (filed concurrently)	I-918 has not been worked <u>and</u> I-192 has not been worked	Follow instructions for I-918 Stand Alone Routing (Above)

Examples:

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FINGERPRINT SCHEDULING	Circle One	Remarks	Emp. I.D. # / Date
Overseas Notice Sent	Y N/A	If Yes, Place notice in file	
Appointment Date: _____			
Auto scheduled in (please check one)		If "N" or "N/A" please circle appropriate block: Overseas / under 14 / over 79	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Scheduling Date</div>
NASS _____			
Short Form in CenterServe _____			
Detailed Form in CenterServe _____			
	Y N N/A		

B. Files that have been to Adjudications

NOTE: These files may have the Pink ADJ worksheet on the files or a scheduling worksheet. If there are specific routing instructions for after consolidations please follow the worksheet otherwise follow the chart below.

If	And	Then
It is a stand alone I-918	Unworked <u>and</u> there is a Date annotated in Red ink on the top of the processing worksheet and screen prints are in file (indicating FBI tracking, 9101)	Route to Adjudications Ready shelf
	Unworked with RFE	Route to RFE shelf
	A or T at VAWA Adjudicator	Route to Deb Bishop
	A or T at Adjudicator	Route to FMU Supervisor

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	Unworked with no Response to RFE	Return to previous workflow based on RAILS Code
It is an I-918 <u>and</u> I-192 (filed concurrently)	Both petitions have been worked	Route to Records
	I-192 is the only pending petition	Route to WDC
	I-918 has not been worked <u>and</u> I-192 has been worked or unworked	Follow instructions for I-918 Stand Alone Routing (Above)
It is an I-918 <u>and</u> I-192/I-193 with response to RFE (not filed concurrently)	Both are unworked	Route to WDC
It is an I-918 <u>and</u> I-192 with no response to RFE (not filed concurrently)		Return to previous workflow based on RAILS Code

NOTE: If there is a pending I-918 and I-360 inside the file. Workflow is determined by reviewing the Mailroom Date Stamp:

- If the I-918 and I-360 were filed concurrently (same date stamp date) follow the work flow for the form with the most current processing date
- If the I-918 and I-360 were filed separately – follow the workflow for the petition with the oldest date

36. I-918 Refile Pre-Sort

Miscellaneous Crates received for I-918 Re-file

If	Then
Incoming File(s) are received from any other area <u>and</u> the scheduling appointment date has been met <u>and</u> there is an annotation in Red at the top of the Processing Worksheet (Screen print has been done)	Route to FMU I-918 Sort
Incoming File(s) are received from any other area <u>and</u> the scheduling appointment date has been met <u>and</u> there is not an annotation in Red at the top of the Processing Worksheet (Screen print have not been done)	Route to FMU I-918 Sort
Incoming File(s) are received from any other area <u>and</u> there is no scheduling appointment	Route to FMU for Scheduling

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- c) Enter ID Number and Password.
- d) Select "Claims".
- e) Type "FBIQUERY" as the task code.
- f) Select FBI Fingerprint Tracking System.
- g) Enter the "A" number with lead 0 unless 200 million number.
- h) Make a screen print.
- i) Select "PF 6" to go to the Prior Menu.
- j) Select "FBI Name Check Response".
- k) If the search has multiple responses, then make screen print. If you do not have multiple responses skip to m).
- l) Select the most recent response.
- m) Make a screen print.
 - Highlight if it states "Unknown Response" or "Error".
- n) Return to Main Menu and Select "CIS".
- o) Enter 9101. Enter the "A" number with lead 0 unless 200 million number.
- p) Make a screen print.
- q) Verify the Name/DOB relates to the applicant
 - If it appears the A#, Name/DOB does not relate to the application – See your Supervisor
- r) Secure all screen prints to the non-record side.
 - If there is a TECS Warning Cover Sheet located on top of the Non-Record side, all screen prints need to be placed below the cover sheet.
- s) Ensure that the KCC copy process has been completed. Depending on when the petition was received the KCC copy may be directly above the I-918 envelope on the record side or will be located on the top of the non-record side.
 - i. If the process has not been completed, send back to Team 12. (SB 3012).
- t) If file is going to Adjudication Ready shelf, annotate in Red Ink the received date on the top of the processing worksheet (Date from Page 1 Date stamp).
 - If received date on the first page is crossed off, use CRU date. (Will be hand written in Red Ink) and annotate "CRU".
- u) Route according to table below. All files must be staged prior to moving to next location.

If	Then
The FBI Response Description shows "NON_IDENT" or "IDENT" (w/rap sheet) And The "Date Processed by the FBI" is less than 12 months old	
The FBI Response Description shows "NON_IDENT" or "IDENT" (w/rap sheet) And The "Date Processed by the FBI" is over 12 months old, but less than 15 months old	
The FBI Response Description	

(b)(7)(e)

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shows “NON_IDENT” or “IDENT” (w/rap sheet) <u>And</u> The “Date Processed by the FBI” is more than 15 months old	
The FBI Response Description shows IDENT (w/out rap sheet)	
The FBI Response Description shows only 1 R (Unclassifiable, Immediate or Masthead) and the FBI processed date is more than 6 months old	
The FBI Response Description shows only 1 R (Unclassifiable, Immediate or Masthead) and the FBI processed date is less than 6 months old	

(b)(7)(e)

NOTE: All A-files (principal & derivatives) containing an “Ident” response must

(b)(7)(e)

If	Then
The FBI Response Description shows more than 1R (Unclassifiable)	
The FBI Response Description shows no record that an FD258 was sent to FBI <u>And</u> No appointment in NASS	

(b)(7)(e)

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	below
<p>The FBI Response Description shows no record that an FD258 was sent to FBI <u>And</u> You can confirm that an ASC Notice was sent but less than 120 days have lapsed since the notice date</p>	
<p>The FBI Response Description shows no record that an FD258 was sent to FBI <u>And</u> You can confirm that an ASC Notice was sent but more than 120 days has lapsed since the notice date</p>	
<p>The FBI Response Description shows A date in the “FP Request Sent” field <u>but</u> the “FBI Response Information” fields are blank <u>And</u> The “FP Request Sent” date indicates received by the FBI more than 30 days ago</p>	
<p>The FBI Response Description shows A date in the “FP Request Sent” field <u>but</u> the “FBI Response Information” fields are blank <u>And</u> The FD258 was received by FBI less than 30 days ago</p>	

(b)(7)(e)

39. Overseas Fingerprints

NOTE: If there is a single “R” Response (unclassifiable) and there is more than one overseas FD-258 in the file. Check to see if one of the FD-258s has not been scanned by the live scan (no VT barcode on the top right hand side).

- If a second overseas FD258 card is present & not scanned, route to Data Entry MRD to be Live Scanned
- If no second overseas FD258 card is present (has not been scanned), route to Data Entry VAWA Team for overseas scheduling using the VAWA Biometrics & FP Scheduling worksheet.

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- If there is no overseas FD258 card present, these were digitally scanned at the Consulate and there is a single “R” Response: Route to Data Entry VAWA Team for overseas scheduling.
- If an overseas FD258 card is not received and there is NO Record in FBI Tracking, the file can be moved to the ADJ Ready Shelves 30 days after the “Respond by” date included on the overseas FP notice.
- If the overseas FD258 card is rejected by USCIS, the file(s) can be routed to the ADJ Ready Workflow. An Action Complete/Info Stamp is not required on the reject cover sheet.

• ACCESSING CPMS

I. Logging In

- Open Internet Explorer or Chrome
 - Access CPMS through by typing <https://cpms.dhs.gov/>
 - Click “I Agree” at the warning screen.

SYSTEM AUTHORIZATION WARNING

YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER.
IF YOU ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW.

You are about to access a Department of Homeland Security (DHS) computer system. This DHS computer system and the data therein are property of the U.S. Government and provided or official U.S. Government information and use. Access to this system is restricted to authorized users only. Unauthorized access, use or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other federal or state criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds his or her access authority or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to administrative penalties, fines or imprisonment. This DHS computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. As part of this monitoring, DHS may acquire, access, retain, intercept, capture, retrieve, record, read, inspect, analyze, audit, copy and disclose any information processed, transmitted, received, communicated, and stored within the computer system. If monitoring reveals possible misuse or criminal activity, notice of such may be provided to appropriate supervisory personnel and law enforcement officials. DHS may conduct these activities in any manner without further notice. Accordingly, there can be no expectation of privacy in the course of your use of this computer system. The use of a password or any other security measure does not establish an expectation of privacy. There is no expectation of privacy in any media, peripherals or other devices placed in or connected to the computer system. By clicking “I agree” below or by using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system.

You are currently logged in as:
CIS1\asblow

[Exit](#) [I Agree](#)

Welcome to the Customer Profile Management System (CPMS) Version: USCIS CPMS 6.7
To request a User ID or if you have any difficulty accessing your account, please contact the USCIS Service Desk at 888-220-5228 or submit your request/issue with myIT
Accessibility Statement 02

- Click on CPMS QUERY located below the DHS logo.

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Customer Profile Management System


U.S. Citizenship and Immigration Services

[HOME](#)
[CARD QUERY](#)
[CPMS QUERY](#)
[IDENTITY VERIFICATION TOOL](#)
[HELP](#)
[LOGOUT](#)

Welcome to Customer Profile Management System (CPMS)

The Customer Profile Management System (CPMS) is the repository of biometric and biographic identity, background check, and benefit card data for United States Citizenship and Immigration Services (USCIS). CPMS stores the identity information collected at the Application Support Centers (ASC) and the results of biometric background checks from the Federal Bureau of Investigations (FBI) Next Generation Identification (NGI), Department of Defense (DOD) Automated Biometric Identification System (ABIS), and provides real-time link to the Department of Homeland Security (DHS) Office of Biometric Identity Management (OBIM) IDENT. CPMS stores benefit card, extension sticker, and travel document information once they have been produced by the Enterprise Print Management Service (EPMS), Integrated Card Production System (ICPS)/ National Production System (NPS) or Application for Travel Document (I-131)/ Travel Document Production System (TDPS).

- Type the A-Number without the “A” in the identifier value field and hit enter or click search.

Customer Profile Management System

Search by Identifier

Search by Name

Identifier Type

A# ▼

Identifier Value

☒ FBI Background Check

☒ DOD Background Check

Search

Reset

- Scroll down until you see the latest IDENT response similar to the one below. Look for the “FBI Response Text” link and click it.
- When new window opens up print the results by using Internet Explorers print function.
- When print has completed, close the current tab and repeat the process by clicking CPMS QUERY again.

CPMS QUERY SUMMARY VIEW

IDENTITY SUMMARY

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Latest FBI Results >> Response Date: 11/18/2016 | Response Type: IDENT

Form Type

1485

FBI Response Text

II. Logging Out

- Close the browser when you are done using CPMS.

NOTE: RAP Sheets for I-918s do not need to be routed to BCU for review

40. I-918 Ready for Adjudications Hold Shelf

Files that are Adjudications ready. The files are re-filed by month/day/year to wait for work orders from Adjudications. Prior to going to Adjudications, FBI Responses have been received & Screen prints have been made and secured to the file.

Use the annotated date in Red on the top of the processing worksheet to determine month/day/year to be placed on the shelf. (Date from Page 1 Date stamp).

- If received date on the first page is crossed off, use CRU date. (Will be hand written in Red Ink) and annotate "CRU".
- If the received date is one month older than the date that is being worked by Adjudications, route to Peggy Paradee as an "Old Date".
 - Example: USCIS is working March 7, 2013 and the received date on the I-918 is February 2, 2013. This would be routed as an "Old Date"

Ensure that the KCC copy process has been completed. Depending on when the petition was received the KCC copy may be directly above the I-918 envelope on the record side or will be located on the top of the non-record side.

- If the process has not been completed, Charge Out to Team 12 (SB 3012).
- If the I-192/I-193 petition was **not** concurrently filed, the KCC Copy is required for the form I-192/I-193.

41. I-918 RFE Hold Shelf

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The I-918 RFE Hold Shelf will be purged 33 days after the Response Due by date listed on the I-797 Request for Evidence. Route purged files to the WDC to be returned to Adjudications.

NOTE: If the Application/Petition section at the top of the RFE states (Form I-918, Supplement A) there will be no update available in GUI Receipting to review. These can be stamped “NO RESPONSE” and forward as stated above.

Revision History						
Version #	Date Reviewed	Date Released	Date Approved	Changes Made By	Changes Approved By	Description of Changes
V01	9/8/10	9/8/10	9/8/10	CPAU	JBurnor	Baseline Version
V02	9/29/10	9/29/10	9/29/10	CPAU	JBurnor	RFE hold section
V03	3/28/11	3/28/11	3/28/11	CPAU	JBurnor	copy for KCC changes in blue
V04	06/01/11	06/01/11	3/28/11	CPAU	JBurnor	Fingerprint Scheduling in blue
V05	8/24/11	8/24/11	8/24/11	CPAU	JBurnor	All Changes are Highlighted in Aqua color
V06	2/21/13	2/21/13	2/21/13	CPAU	JBurnor	Reformatted and changes through out
V07	2/19/14	2/19/14	2/19/14	CPAU	JBurnor	This was changed through out and the changes have been highlighted in Green.
V08	08/05/14	08/05/14	08/05/14	CPAU	JCullen	Changed from separating C09 and C14 to just C09. Added “10 days” after scheduling.
V09	12/14/15	1/28/16	1/28/16	SCOSS	CPAU	Updates throughout in red
V10	1/29/16	1/29/16	1/29/16	SCOSS	CPAU	Updates in green
V11	8/17/18	8/17/18	8/17/18	SCOSS	CPAU	Updates throughout in red
V12	10/11/18	10/11/18	10/11/18	SCOSS	CPAU	Pages 9 & 10 updated in red
V13	6/26/19	6/26/19	6/26/19	SCOSS	CPAU	Pages 1-13 updates in red
V14	7/31/19	7/31/19	7/31/19	SCOSS	CPAU	Page 13 updated in red
V15	2/27/20	2/27/20	2/27/20	SCOSS	CPAU	Pages 2-12 updated in red
V16	5/7/20	5/7/20	5/7/20	SCOSS	CPAU	Updated in red to reflect the new revision of I-765 and new guidance on I-918 acceptability.