



U.S. Citizenship  
and Immigration  
Services

## Interoffice Memorandum

To: SERVICE CENTER DIRECTORS

From: Fujie O. Ohata /S/  
Director  
Service Center Operations

Date: April 5, 2005

Re: Procedural Changes for Form I-485 Application to Register Permanent Residence or Adjust  
Status

This memorandum provides procedural guidance to the field on processing Form I-485, Application to Register Permanent Residence or Adjust Status. Upon review of current operational priorities, United States Citizenship and Immigration Service (USCIS) is implementing the following procedural changes, which will be effective immediately.

### **Procedural Changes for Form I-485**

(a) Discontinue updating/correcting address fields on the Form I-485. Service Centers update address changes in the Computer Linked Application Information Management System (CLAIMS), and all correspondence to the alien and his or her representative is generated in CLAIMS. Therefore, it is not necessary for Service Center adjudicators to update/correct address fields on Form I-485.

(b) Discontinue correcting entry and exit data on Form I-485 in Asylee Adjustment Cases. Because the relevant travel information for asylee adjustment is contained in the file, or electronically in CLAIMS or the Refugee Asylum Processing System (RAPS), Service Center adjudicators need to verify and resolve discrepancies of the entry and exit data using CLAIMS and/or RAPS but can discontinue correcting entry and exit data on the Form I-485 for every asylee adjustment case.

(c) Preparation of pending cases where the alien turned fourteen prior to the adjudication of Form I-485. Service Centers should conduct a query of pending cases through CLAIMS to identify aliens that turned fourteen years old prior to the adjudication of the Form I-485. Service Centers should notify the applicant of the biometric requirement and request the appropriate biometric services fee and once the fee is received the Service Centers should schedule these cases through Scheduling Notification for Applicant Processing System (SNAP). This step will ensure that only cases ready for adjudication are assigned to Center Adjudication Officers.

(d) Discontinue adjudicative check for evidence of receipt of fingerprint fees from the applicants who have turned fourteen while the Form I-485 is pending or issuing Requests For Evidence (RFEs) for such fees. Since these fingerprint fees are usually submitted by the applicant and collected at the Service Centers or, if missing, are obtained prior to adjudication, adjudicators need not check for evidence that fingerprint fees have been paid at the time of adjudication

(e) Transfer cases with significant fingerprint IDENT hits to District Offices for interview, even if the FBI name check results remain pending. Service Centers should not delay the interview of an applicant identified as potentially dangerous through fingerprint IDENT results due delayed FBI name check results. The Service Centers should properly annotate the file to indicate that the FBI name check query was initiated and the results are pending.

(f) Deny cases for abandonment where an applicant fails to appear for biometrics collection and has not otherwise advised USCIS of a change of address or requested that the biometric appointment be rescheduled within 87 days of the date that he/she was scheduled to appear for biometrics collection. File Maintenance must check all remaining files for evidence of receipt of a processed FD-258, a change of address, or request for rescheduling, once 87 days have passed since the biometric appointment date. If no such evidence is found, route the file for issuance of a denial notice.

(g) Discontinue use of Processing Worksheet. The centers are no longer obligated to use the I-485 processing worksheet. However information contained in the worksheet can be used at the Service Centers' discretion as a training tool and/or job aide for both adjudicators and clerks.

(h) Discontinue printing of Form I-181, Memorandum of Creation of Record of Lawful Permanent Residence, for I-485s receipted at the Service Centers. Since all the automated background checks are initiated from the information contained in the Form I-485 that is entered into CLAIMS, the Service Centers are no longer obligated to generate and insert Form I-181 in the file unless the file is being transferred to a District Office for interview.

(i) Standard Operating Procedures (SOP) changes. The current I-485 Service Center SOP will be edited to reflect the changes in this memorandum.

Any questions regarding this memorandum should be addressed, through channels, to Robert Genesoni, in Service Center Operations.