



U.S. Citizenship  
and Immigration  
Services

## Interoffice Memorandum

HQSCOPS 70/6.2.11

To: SERVICE CENTER DIRECTORS

From: Michael Aytes /S/  
Acting Associate Director for Operations  
United States Citizenship and Immigration Services  
Department of Homeland Security

Date: November 1, 2005

Re: Guidance for Processing Pending Form I-129F Petition for Alien Fiancé(e) when G-325A for Petitioner and/or Beneficiary is not Signed and/or Photos not Submitted.

### Purpose

To provide field offices with guidance on processing Form I-129F petitions when the accompanying G-325A is missing signatures and/or photographs.

A properly executed Form G-325A is required for all I-129F petitions. Previously it was standard practice to issue an RFE when the beneficiary failed to sign the G-325A and/or failed to submit photographs. From the date of this memorandum, an RFE should not be issued in instances where the beneficiary failed to sign the G-325A and/or failed to include photographs provided that the beneficiary is residing abroad. The beneficiary will be required to sign the Form G-325A and/or submit photographs at the time of visa issuance abroad. It is also not necessary to RFE for the petitioner's signature on the G-325A, if the petitioner failed to sign it. The signature of the petitioner on the Form I-129F should be deemed sufficient for purposes of adjudicating the petition. Finally, it is important to note that the petitioner's photograph is still required for the adjudication of the I-129F, so if it is missing, it must be requested prior to adjudication.

Questions regarding this memorandum may be directed through appropriate channels to Mica Pilz of Service Center Operations.