Office of Detention and Removal Operations

U.S. Department of Homeland Security
425 I Street, NW
Washington, DC 20536

U.S. Immigration and Customs Enforcement

OCT 25 2007

MEMORANDUM FOR: Field Office Directors
Deputy Field Office Directors

FROM: Gary Mead
Assistant Director, Management

SUBJECT: Travel Document Requests for Nationals of Haiti and Ethiopia

Purpose

The purpose of this memorandum is to ensure the timely issuance of travel documents for nationals of Haiti and Ethiopia.

Discussion

Pursuant to agreements made with the Government of Haiti and the Embassy of Ethiopia, all travel document requests for nationals of those countries are to be sent directly to the Travel Document Unit (TDU) at Headquarters Detention and Removal Operations (HQDRO).

The Embassy of Ethiopia has agreed to render a decision on all travel document requests within 30 days of receipt of the request. If the Embassy requires additional information or a telephonic interview, HQDRO TDU will coordinate with the Field Office to obtain the necessary information or schedule the interview.

The Government of Haiti [redacted] b2High [redacted] b2High [redacted] The Government of Haiti has requested three weeks to review travel document requests in advance of the scheduled removal via JPATS. Therefore, all travel document requests for Haitian nationals must be sent to HQDRO TDU as soon as an order becomes final and barring any impediments to removal. HQDRO TDU will forward the requests to the Government of Haiti at least three weeks in advance of the scheduled JPATS flight.

Attached are checklists to use as a guide for submitting travel document requests for Haitian and Ethiopian final order cases. Please send travel document requests to: DHS/ICE/DRO, Attention [redacted] b6,b7c Travel Document Unit, 801 I Street NW, Washington, D.C. 20536.

Questions regarding this memorandum should be directed to [redacted] b6,b7c at (202) 732 [redacted] b6,b7c or by email at [redacted] b6,b7c

Attachments: (2)

HAITIAN JPATS OPERATION, (50 seats every 2 weeks)

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ETHIOPIAN Request for Document procedures at HQS TDU, (30 to 45 days to issue)
Request for a Travel Document Check Off List, Revised 08/2007

b2High, b6,b7c