



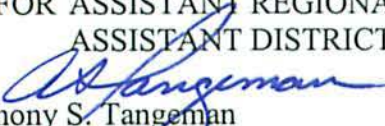
U.S. Department of Justice
Immigration and Naturalization Service

HQOPS 50/12

425 I Street NW
Washington, DC 20536

MAY - 4 2001

MEMORANDUM FOR ASSISTANT REGIONAL DIRECTORS
ASSISTANT DISTRICT DIRECTORS

FROM: 
Anthony S. Tangeman
Deputy Executive Associate Commissioner
Office of Detention and Removal

SUBJECT: Travel Document Presentation Packet Changes

Headquarters Office of Detention and Removal (HQDRO) has been advised by the Embassies of Jamaica, Guyana, and Haiti of changes made in the travel document request process. These changes involve the presentation of additional documentation at the time the initial request is made to the respective consulate or embassy and are effective immediately.

Jamaica

In order to expedite the processing of travel document requests, the Government of Jamaica requires Immigration and Naturalization Service (INS) field offices to submit the following documentation as part of the presentation packet:

1. A cover letter stating a brief overview of the case, the local point of contact – including officer's complete name, telephone and fax numbers.
2. Eight (8) passport sized photographs.
3. Two (2) sets of fingerprints.
4. Two (2) copies of any one of the following forms:
 - Notice to Appear (I-862)
 - Order to Show Cause (I-221)
 - Notice of Intent/Decision to Reinstate Final Order (I-871)
5. Two (2) copies of the front page of the Immigrant Visa (FS-511) or Creation of Record (I-181).

Guyana

The Government of Guyana has requested INS submit, along with the presentation packet, a copy of the alien's conviction record. Additionally, for severe medical cases, the Embassy has requested a diagnosis and prognosis for the alien.

For those Guyanese cases already submitted to HQDRO, please submit the conviction record and medical documentation to [REDACTED] b6,b7c by close of business May 11, 2001.

Haiti

The Government of Haiti permits INS to return criminal removals requiring escorts **only via JPATS**, which travels to Haiti twice monthly. [REDACTED] b2High

[REDACTED] b2High Haitian removals that are non-criminal or do not require an escort may be returned to Haiti via commercial aircraft after the appropriate Headquarters and overseas notifications are made by field offices.

If there are questions in relation to this memorandum, please contact [REDACTED] b6,b7c Detention and Deportation Officer, HQDRO, (202) 616 [REDACTED] b6,b7c

cc: Office of Field Operations

HAITIAN JPATS OPERATION, (50 seats every 2 weeks)
Request for a Travel Document Check Off List, Revised 08/2007

Do Not Wait for 75th Day of Custody, once a Final Order (no appeals, stays, medical, etc) has been issued, send presentations ASAP to HQ TDU

b2High, b6,b7c