



**TEXAS SERVICE CENTER/AILA LIAISON COMMITTEE
EB I-485/I-140 INITIATIVE STANDARD OPERATING PROCEDURE**

PURPOSE: The purpose of the TSC/AILA EB I-485/I-140 Initiative is to provide a mechanism by which AILA members can facilitate TSC processes relating to the identification of EB I-485 applications and I-140 petitions through an email address entitled, "Streamline.Tsc@dhs.gov". AILA members will receive an automatically generated reply from TSC stating that we have received the email. This does not replace the general AILA inquiry process that is in place and general inquiries received at the email address will not be addressed by TSC. After submitting information through this protocol, an inquiry through the normal inquiry process would be appropriate if no communication has been received from TSC such as an approval notice, RFE, or fingerprint notice within 90 days.

EB I-485 CASE IDENTIFICATION PROCEDURE

When can I use this procedure?

AILA members can use this procedure when they see that a visa number is available to their client according to the DOS Visa Bulletin. They can submit the information directly to the email address as soon as the bulletin is published.

What is the procedure to notify you when my client's visa number is available?

1. You should identify all clients *on one email* whose visa numbers will be available according to the visa bulletin.
2. You should send an email to "Streamline.Tsc@dhs.gov".
3. On the subject line, you should write "EB I-485/MM" (Example: EB I-485/OCT).
4. In the text of the email, you should provide A-numbers *only*. It is important that you do not provide any other additional information relating to the application as the text will be pulled into an application used by TSC to identify work that is to be distributed to the floor.
5. If the applicant has more than one A-number, you should type them both on the same line separated by a "/". (Example: A111222333/A444555666).
6. If there are multiple family members, you should type them all on the same line separated by commas. (Example: A111222333, A222333444, A444555666).

I-140 CASE IDENTIFICATION PROCEDURE

When can I use this procedure?

AILA members can use this procedure when they see that the filing date is prior to the processing time date for the I-140 as published on our website at www.uscis.gov. For example, if the processing time on the USCIS website indicates that we are processing I-140 applications filed on July 15, 2007, and your client filed in June 2007, then this procedure would be available.

What is the procedure to notify you when you have passed my client's filing date on the processing time report?

1. You should identify all clients *on one email* whose filing dates are prior to the published timeframe.
2. You should send an email to "Streamline.Tsc@dhs.gov".
3. On the subject line, you should write "I-140".
4. In the text of the email, you should provide A-numbers *only*. If there is no A-number on your receipt, you should provide the receipt number *only*. (Example: SRC1234567890.) (For stand alone I-140 where the beneficiary is out of the U.S. and will be applying for a visa at the consulate.) It is important that you do not provide any other additional information relating to the petition as the text will be pulled into an application used by TSC to identify work that is to be distributed to the floor.
5. If the beneficiary has more than one A-number, you should type them both on the same line separated by a "/". (Example: A111222333/A444555666).