

***U-VISA CERTIFICATIONS & T-VISA DECLARATIONS –  
STANDARDIZED WEB-BASED NOTICE CONCERNING AGENCY PROCEDURES FOR  
PROCESSING REQUESTS***

Individuals seeking information related to obtaining a U-Visa or a T-Visa are encouraged to review the “U and T Visa Law Enforcement Resource Guide” issued by the Federal Office of Homeland Security. The electronic link for this manual is:

[https://www.dhs.gov/xlibrary/assets/dhs\\_u\\_visa\\_certification\\_guide.pdf](https://www.dhs.gov/xlibrary/assets/dhs_u_visa_certification_guide.pdf)

The following are the law enforcement procedures for processing requests for certifications in support U-Visa applicants or declarations in support of T-Visa applicants.

***U-VISA’S***

***WHAT ARE THE CRITERIA FOR ELIGIBILITY FOR A U-VISA?***

United States Citizenship and Immigration Services (USCIS) may find an individual eligible for a U-Visa if the victim:

- Is the direct or indirect victim of qualifying criminal activity;
- Has suffered substantial physical or mental abuse as a result of having been a victim of criminal activity;
- Has information about criminal activity;
- Was helpful, is being helpful, or is likely to be helpful to law enforcement, prosecutors, judges, or other officials in the detection, investigation, prosecution, conviction, or sentencing of the criminal activity.
- Additionally, the victim must be admissible to the United States based on a review of his/her criminal history, immigration violations, and other factors. If found inadmissible, an individual may apply for a waiver of inadmissibility for which he/she may be eligible.

For a list of qualifying crimes and for further information, please refer to the “**U and T Visa Law Enforcement Resource Guide**”, which can be accessed via the following link:

[https://www.dhs.gov/xlibrary/assets/dhs\\_u\\_visa\\_certification\\_guide.pdf](https://www.dhs.gov/xlibrary/assets/dhs_u_visa_certification_guide.pdf)

***WHAT ARE THE CRITERIA FOR LAW ENFORCEMENT TO UTILIZE WHEN CONSIDERING COMPLETION OF A CERTIFICATION ON BEHALF OF A U-VISA APPLICANT?***

To qualify for a U-Visa, the individual seeking such status must prove to USCIS that he/she meets the criteria for a U-Visa, as specified above.

One of the primary ways that a victim may demonstrate cooperation with law enforcement (as delineated in the 4<sup>th</sup> bullet above) is to obtain a signed statement known as a “*certification*” from the law enforcement entity conducting the investigation or prosecuting the case. This certification, which is titled “*Supplement B, U Nonimmigrant Status Certification*” (USCIS Form I-918), is required for an application for a U-Visa to be considered by USCIS.

**HOW DOES AN APPLICANT FOR A U-VISA OBTAIN A CERTIFICATION FROM A LAW ENFORCEMENT AGENCY?**

Qualifying victims who are seeking a U-Visa may contact the primary officer or detective employed by the law enforcement agency conducting the investigation into the criminal matter and request that he/she complete a *certification*. It should be noted that a law enforcement officer has no legal obligation to complete the *certification*.

**WHAT IS THE PROCESS THAT LAW ENFORCEMENT UTILIZES FOR DETERMINING WHETHER OR NOT TO COMPLETE THE CERTIFICATION IN SUPPORT OF THE U-VISA APPLICANT?**

Prior to completing a *certification*, the request shall be vetted by the law enforcement agency with primary jurisdiction over the investigation.

**Non-Indictable Offenses:**

- 1) If the matter involves a non-indictable offense, the process shall be conducted internally within the agency. The Chief of Police, or if the agency does not employ a Chief of Police, the highest-ranking law enforcement officer of the agency, will have the matter investigated, discuss the request with agency personnel who have intimate knowledge of the case and take their recommendations into consideration. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) retains the final authority to authorize the issuance of a *certification*. If the *certification* is going to be authorized, the Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) will have the form completed then he/she will sign it. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) of the agency with primary jurisdiction will be the sole authority to issue and sign a *certification* for the applicant. The executed *certification* will then be forwarded to the applicant (or the applicant's legal counsel, as appropriate).

**Indictable Offenses:** If the matter involves an indictable offense, the Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) of the agency where the crime was initially reported and the Prosecutor's Office will discuss the matter and determine which agency will be responsible for investigating the matter as it relates to the *certification* request and a determination will be made as to which agency will make the final determination as to whether the execution of the *certification* is justified.

- 1) If the matter concerning the issuance of a *certification* is assigned by the Prosecutor's Office to the law enforcement agency in which the crime/offense was initially reported, the vetting shall be conducted internally within the agency. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) will have the matter investigated, discuss the request with agency personnel who have intimate knowledge of the case and take their recommendations into consideration. The Prosecutor may also require consultation with his/her office prior to the final decision being made. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) retains the final authority to authorize the issuance of a *certification*. If the *certification* is justified, the Police

Chief/Director will have the form completed then he/she will sign it. The Po Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) of that agency will be the sole authority to issue and sign a *certification* for the applicant.

- 2) If the vetting process is going to be handled by the Prosecutor's Office, the Prosecutor, in addition to considering input from the law enforcement agency in which the crime/offense was initially reported, may also discuss the matter either the law enforcement investigators of the Prosecutor's Office, or the Assistant Prosecutor handling the prosecution, or both in making his/her decision concerning the issuance of a *certification*. The County Prosecutor will be the sole authority to issue and sign a *certification* for the applicant. If the *certification* is justified, the Prosecutor will have the form completed. The Prosecutor is the sole authority to issue and sign a *certification* for the applicant.

**HOW MUCH TIME DOES LAW ENFORCEMENT HAVE TO MAKE A DECISION REGARDING THE REQUEST:** Law enforcement has 120 days from the date the request was submitted to evaluate the request and decide if the *certification* will be authorized.

**NOTIFYING THE APPLICANT OF THE DECISION:**

Once a decision has been made by the Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) or the Prosecutor (as appropriate) as to whether to issue and sign a *certification*, the applicant will be notified of that decision. If the applicant has employed legal counsel, said legal counsel will be notified of the decision as well. If the *certification* was approved, a copy of said *certification* will be forwarded to the applicant or, if he/she has legal counsel, the legal counsel.

**WHO HAS THE FINAL AUTHORITY TO ISSUE A U-VISA?**

Only USCIS has the authority to grant or deny a person's U-Visa application.

**T-VISA'S**

**WHAT ARE THE CRITERIA FOR ELIGIBILITY FOR A T-VISA?**

Individuals seeking a T-Visa must meet the following criteria:

- The victim is or has been a victim of a severe form of trafficking in persons; and
- The victim is in the United States due to trafficking; and
- The victim has complied with requests for assistance in an investigation or prosecution of the crime of trafficking; and
- Would suffer extreme hardship involving unusual and severe harm if removed from the United States.

**WHAT ARE THE CRITERIA FOR LAW ENFORCEMENT TO UTILIZE WHEN CONSIDERING COMPLETION OF A DECLARATION ON BEHALF OF A T-VISA APPLICANT?**

To qualify for a T-Visa, the individual seeking such status must prove to the USCIS that he/she meets the criteria for a T-Visa, as specified above.

One of the primary ways that a victim may demonstrate cooperation with law enforcement is to obtain a signed statement known as a "*declaration*" from the law enforcement entity

conducting the investigation or prosecuting the case. This **declaration**, which is titled “**Declaration of Law Enforcement Officer for Victim in Trafficking of Persons (Form I-914B or declaration)**”, is not required. However, the signed **declaration** provides valuable evidence of a victim’s cooperation.

***HOW DOES AN APPLICANT FOR A T-VISA OBTAIN A DECLARATION FROM A LAW ENFORCEMENT ENTITY?***

Qualifying victims who are seeking a T-Visa may contact the primary officer or detective employed by the law enforcement agency conducting the investigation into the criminal matter and request that he/she complete a *declaration*. It should be noted that a law enforcement officer has no legal obligation to complete the declaration.

***WHAT IS THE PROCESS THAT LAW ENFORCEMENT UTILIZES FOR DETERMINING WHETHER OR NOT TO COMPLETE THE DECLARATION IN SUPPORT OF THE T-VISA APPLICANT?***

Prior to completing a *declaration*, the request shall be vetted by the law enforcement agency with primary jurisdiction over the investigation.

**Non-Indictable Offenses:**

- 1) If the matter involves a non-indictable offense, the process shall be conducted internally within the agency. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) will have the matter investigated, discuss the request with agency personnel who have intimate knowledge of the case and take their recommendations into consideration. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) retains the final authority to authorize the issuance of a *declaration*. If the *declaration* is going to be authorized, the Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) will have the form completed then he/she will sign it. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) of the agency with primary jurisdiction will be the sole authority to issue and sign a *declaration* for the applicant. The executed *declaration* will then be forwarded to the applicant (or the applicant’s legal counsel, as appropriate).

**Indictable Offenses:** If the matter involves an indictable offense, the Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) of the agency where the crime was initially reported and the Prosecutor’s Office will discuss the matter and determine which agency will be responsible for investigating the matter as it relates to the *declaration* request and a determination will be made as to which agency will make the final determination as to whether the execution of the *declaration* is justified.

- 1) If the matter concerning the issuance of a *declaration* is assigned by the Prosecutor’s Office to the law enforcement agency in which the crime/offense was initially reported, the vetting shall be conducted internally within the agency. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) will have the matter investigated, discuss the request with agency personnel who have intimate knowledge of the case and take their recommendations into consideration. The Prosecutor

may also require consultation with his/her office prior to the final decision being made. The Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) retains the final authority to authorize the issuance of a *declaration*. If the *declaration* is justified, the Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) will have the form completed then he/she will sign it. The Police Chief/Director of that agency will be the sole authority to issue and sign a *declaration* for the applicant.

- 2) If the vetting process is going to be handled by the Prosecutor's Office, the Prosecutor, in addition to considering input from the law enforcement agency in which the crime/offense was initially reported, may also discuss the matter either the law enforcement investigators of the Prosecutor's Office, or the Assistant Prosecutor handling the prosecution, or both in making his/her decision concerning the issuance of a *declaration*. The County Prosecutor will be the sole authority to issue and sign a *certification* for the applicant. If the *declaration* is justified, the Prosecutor will have the form completed. The Prosecutor is the sole authority to issue and sign a *declaration* for the applicant.

***HOW MUCH TIME DOES LAW ENFORCEMENT HAVE TO MAKE A DECISION REGARDING THE REQUEST:***

Law enforcement has 120 days from the date the request was submitted to evaluate the request and decide as to whether to authorize the *declaration*.

***NOTIFYING THE APPLICANT OF THE DECISION:***

Once a decision has been made by the Chief of Police (or the highest-ranking law enforcement officer of the agency if the agency does not employ a Chief of Police) or the Prosecutor (as appropriate) as to whether to issue and sign a *declaration*, the applicant will be notified of that decision. If the applicant has employed legal counsel, said legal counsel will be notified of the decision as well. If the *declaration* was approved, a copy of said *declaration* will be forwarded to the applicant or, if he/she has legal counsel, the legal counsel.

***WHO HAS THE FINAL AUTHORITY TO ISSUE A T-VISA?***

Only USCIS has the authority to grant or deny a person's T-Visa application.

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