INTERIM IRM PROCEDURAL UPDATE

DATE: 05/17/2013

NUMBER: WI-03-0512-0940

SUBJECT: USCIS Green Cards and Visa Info from TAC

AFFECTED IRM(s)/SUBSECTION(s): 3.21.263

CHANGE(s):

IRM 3.21.263.5.3.4.2(3) - Added "Green Card" to list of USCIS ID showing applicant not eligible for ITIN.

3. The table below provides a general description of the 13 types of acceptable supporting identification documents.

Type of Document	Definition	Features
United States Citizenship and Immigration Services (USCIS) Photo Identification	A variety of documents issued by USCIS to nonresident and resident aliens. **CAUTION:** Any of the following documents show the holder is eligible for a SSN and is not entitled to an ITIN: Form I-551 Permanent Resident Card ("Green Card") Document stamped "Resident Alien" Document stamped "Employment Authorization"	They will all have a photo and the full name of the holder along with some identification characteristics.

IRM 3.21.263.6.1.5(1) - Added "Reminder" for TAC to copy visa information if required for the application reason for filing.

1. All Form W-7 applications must enclose original or certified (certified by the originating agency) copies **ONLY** for mailing to the Austin ITIN Operations. See IRM 3.21.263.4.6 for exceptions where notarized documents are acceptable and for applications from Student Exchange Visitor's Program (SEVP) colleges, universities, and institutions. Refer to IRM 3.21.263.5.3.4.4 # and IRM 3.21.263.5.3.4.2 for detailed information on documentation requirements. If you determine that the applicant will be submitting supporting documentation in a foreign language, advise the applicant they must provide a certified translation. The certification must be attached to the supporting documentation, sealed/signed by the official performing the translation, and submitted with the application.

   NOTE: TAC employees are not required to obtain a certified translation for Spanish documents.
   REMINDER: Section IRM 3.21.5 is written for Austin ITIN Operation employees. Disregard instructions for RTS entries which apply only to ITIN and for reviewing documents TAC does not authenticate, such as birth certificates, voter cards, etc.
   EXCEPTION: Designated TAC offices are authorized to review original passports and national ID **ONLY** for applicants who appear in person and then authenticate the ID as acceptable. The offices will send copies of these 2 IDs together with a Field Assistance (FA) Document Action Sheet (DAS) and original and certified copies of all other ID with the Form W-7 applications to Austin ITIN Operations.
   CAUTION: Do not accept expired documentation as valid identification documents. Expired documents are unacceptable.
   REMINDER: Be sure to copy the passport pages with visa information when visa information is required (for example, exception 2 or reason code f or g).

IRM 3.21.263.8.3.2.1(1) - Added to input visa information if it is required and TAC encloses copy.

1. Use the table below to input supporting identification documentation from Form W-7:

W-7 Application Input Screen Content	Instruction

Document Type
 	
IRM 3.21.263.5.3.4.1
	Select the appropriate document that was provided by the applicant as supporting identification documentation, reviewed or submitted by TAC, or listed by a CAA on a COA. Choose one of the following from the drop down box:
	
	  o Passport
	  o National Identification Card
	  o U.S. Drivers License
	  o Civil Birth Certificate
	  o Medical Records (dependents under 6 years of age)
	  o Foreign Drivers License
	  o U.S. State Identification Card
	  o Foreign Voters Registration Card
	  o U.S. Military Identification Card
	  o Foreign Military Identification Card
	  o School Records (dependents under 18 years of age)
	  o Visa, Type and Number
	
	    NOTE: If visa information is required (for example, exception 2 or reason code "f" or "g"), and the TAC copy of the passport shows visa, type, and number, enter the visa information.
	
	  o USCIS Photo Identification
	
	NOTE: If the applicant provides additional original documentation beyond the requirement do not enter in this field. Refer to the *Remarks* field below.