

## IRM PROCEDURAL UPDATE

**DATE:** 10/09/2014

**NUMBER:** WI-03-1014-1468

**SUBJECT:** Referring Certified Documents for Secondary Review

**AFFECTED IRM(s)/SUBSECTION(s):** 3.21.263.5.3.4.2.1

**CHANGE(s):**

**IRM 3.21.263.5.3.4.2.1(4) revised to add notes that the employee may flag for secondary review if they feel the risk is high.**

4. Certified documents (passports, birth certificates, etc.) are certified by the issuing agency. This is the foreign agency that issues the ID. For most countries, national government agencies issued the ID and are the ones to certify it. Certified documents:
  - Have a stamp and/or an ink seal (may or may not be raised)
  - Are usually identified by a date indicating the document was issued after the date of registration
  - Require no further authentication.

**CAUTION:** If at any time during review of the application the employee feels the risk is high, flag the Form W-7 application package to identify the questionable/altered documents for secondary review as determined by management.

Additional facts about certified documents are listed in the table below.

Origin/Document type	Action
Consulates or embassies for foreign countries with foreign diplomatic representatives stationed in the United States	Can certify the authenticity of their own country's passports.
U.S. consul/embassy employees	Can certify foreign documents.  <b>NOTE:</b> U.S. consul employees may certify the document itself or attach a separate authentication sheet (usually attached with an eyelet grommet). Examples of consul authentication include consul stamps, seals, ribbons,

	wafers, wax, and eyelet grommets.
The American Institute of Taiwan (AIT)	Has the same authority as a U.S. consul.
Authentication such as stamps, seals, ribbons, wafers, wax, and eyelet grommets	Must be original.
Photocopies or faxes of notarized documents of certified documents	Are <b>NOT</b> acceptable.
Faxes or photocopies of certified documents	Are <b>NOT</b> acceptable
Faxed or E-mailed copies	Can <b>NOT</b> be certified.
German city halls (Gemeinde, Staatsverwaltung or Ortsverwaltung) or the village administrator (Bürgermeister)	Issue passports. Review the stamps and seals on certified copies of passports to ensure that they are from the same city that issued the passport.
French regional government ("Prefect" or "Prefet") authority	Is used to Issue passports which are processed locally in the town hall ("Mairie").

Certified copies from the issuing agency documents (CCIA) are copies of the original document that have been certified by the issuing agency or official custodian of the original record. Use the table below to determine if the CCIA document meets the certification requirements.

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If...	Then...
CCIA document is from an embassy or consulate office (includes both domestic and foreign offices),	Accept as valid CCIA document.
CCIA document is from a Ministry of Foreign Affairs, Office of Foreign Affairs, etc.,	Accept as valid CCIA document.
<div># [REDACTED] #</div>	<p>Accept as valid CCIA document if <b>ALL</b> of the following features are present on the document:</p> <ul style="list-style-type: none"> <li>○ Applicant's name and date of birth</li> <li>○ The type of document certified is identified (for example, passport).</li> <li>○ A reasonable statement indicating that the document has been certified <b>OR</b> verified <b>OR</b> is a true copy is acceptable</li> <li>○ An original seal with the name of the office certifying the document and the country's emblem</li> <li>○ Signature by an official</li> <li>○ Date</li> <li>○ Copy of the identification document that was certified</li> </ul> <div># [REDACTED] #</div>