

INTERIM IRM PROCEDURAL UPDATE

DATE: 06/13/2013

NUMBER: WI-03-0613-1108

SUBJECT: Nursery School/Kindergarten School Records and DOE

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

CHANGE(s):

IRM 3.21.263.5.3.4.2(3) - Added countries that do not require a DOE for medical records and school records; added nursery or kindergarten school letters for applicants under 6 do not require listing course work or grades.

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

Type of Document	Definition	Features
Medical Records	A medical record, health record, or medical chart is a systematic documentation of a patient's medical history and care. Medical records are ONLY acceptable for dependents under 6 years of age at date of Form W-7 signature. A medical record consists only of a shot/immunization record which documents the patient's name and chronological dates of the patient's medical history and care.	The medical record must contain the child's name, date of birth, and complete address. In addition, the medical record must document the name, address, and phone number of the doctor, hospital, or clinic where treatment was last administered. If this information is not printed on the medical record, the medical record must be accompanied by a letter providing the required information on official letterhead and dated from the government authority, physician, hospital, or clinic who administered the latest care of the child. If applicant

School Records	<p>A school record is an official report card or transcript issued by the school or equivalent of a Ministry of Education and signed by the school or ministry official. School records are only acceptable for dependent applicants under the age of 18.</p>	<p>is from a country other than Mexico, Canada, or India, a DOE is required and the medical record must be from a U.S. facility.</p> <p>The record must be dated and contain the student's name, course work with grades, date of grading period(s), and school name and address. If applicant is from a country other than Mexico, Canada, or India, a DOE is required and the school record must be from a U.S. facility.</p> <p>NOTE: School records for applicants under the age of 6 do not have to be a transcript or report card showing the course work or grades. For example, a dated letter from a nursery school or kindergarten with the school name and address showing the 5 year old applicant attends is sufficient.</p>
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IRM 3.21.263.5.3.4.2.2(5) - Defined current school records as no older than 12 months from the Form W-7 application.

5. Applications submitted for dependent children under 18 years of age may include a school record and applicants under the age of 6 years may include a medical record. Use the table below to determine the expiration dates for these types of documents.

If...	Then...
<p>Medical Record (shot or immunization records only), REMINDER: These are acceptable ONLY for dependents under 6 years of age. If a DOE is required for the applicant, the record must be from a U.S. facility. CAUTION: if the only date shown is for a future visit, leave the expiration date blank on RTS and select "No" to "is the document valid?"</p> <p>Example: Attached birth certificate shows the applicant is a new born and the attached undated medical record only indicates a future visit. This medical record is not valid and must be processed as instructed above.</p> <p>School Record (official report card or transcript ONLY) REMINDER: these are valid ONLY for applicants under the age of 18; if a DOE is required for the applicant, the record must be from a U.S. facility)</p>	<p>Use the date of service provided or the date on the medical records, whichever is later, to determine the expiration date.</p> <ol style="list-style-type: none"> a. The document expiration date is one year from the date of the last immunization. b. If only a month and year are provided, use the last day of the month to complete the MMDDYYYY RTS format. c. If a dated provider letter is submitted, the document expiration date is one year from the letter date. <p>These documents are considered current if they are for a school term no older than 12 months from the Form W-7 application (e.g., January 2012-December 2012 for a January 2013 application). NOTE: If the school record is a dated nursery or kindergarten letter, the letter should be no older than 12 months from the W-7 application.</p>

IRM 3.21.263.8.3.2.1(1) - "Is the ID Valid?", Added letters from nursery/kindergarten schools as valid and listed 3 countries that do not require DOE for medical/school records

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

**W-7
Application
Input Screen
Content**

Instruction

Is the ID Valid? Choose one of the following from the drop down box:

- Yes, viewed documents
- No, viewed documents

NOTE: Always update the Remarks Screen with why the ID is invalid.

Select "Yes, viewed documents" when no questionable features are identified and:

- The valid document meets all documentation requirements, OR
- A valid visa or signed passport is presented, OR
- All review columns of the FA Document Action Sheet are marked "yes" or "n/a"
- School records consist of a dated school letter signed by an official of the school with a report card or transcript issued by the school. For children under the age of 6, a school letter from a nursery or kindergarten is acceptable and does not require a transcript or grades. If a date of entry is required for the applicant, the school record must be from a U.S. facility.

CAUTION: If the ID is valid except for an expiration date which is in the past, select "Yes, viewed documents "and enter the expired date in the "Documentation Expiration Date" fields.

Select "No, viewed documents" when:

- The document does not meet all documentation requirements, for example, translation needed, not valid for applicant (name mis-match, etc.)

- CAA sends copies of dependent ID

REMINDER: Original or certified copies of ID is required for all dependents

- School records are only a school letter without an official report card or transcript , or applicant is **age 18 or older.**
- Medical records are a shot/immunization record that requires a provider identification letter and that letter is missing, or a provider letter is present but the shot/immunization record is missing, or applicant is **age 6 or older.**
- The school or medical record is **NOT** from a U.S. facility, a date of entry is **NOT** present when required, and the applicant is from a country other than Mexico, Canada, or India.
- FA-DAS review columns from designated TAC offices are marked "no" and the additional comments indicate why the ID is invalid. Enter a statement in the Remarks Screen such as *"FA-DAS states ID is invalid; national ID card missing holograms and different fonts used"*
- The passport has a signature field but is not signed. Update the Remarks Screen with "passport not signed". Consider passports with no signature field (for example, Brazilian) or statements such as *"the holder is not required to sign"* (for example, a passport from the United Kingdom) as having met the signature requirement. Complete Form 14415 to return the passport and check *"The passport you sent does not meet IRS criteria"* box. Attach completed Form 14415 to an addressed envelope containing the unsigned passport. Secure Form 14415 and envelope containing unsigned passport to the front of a family pack or single application with Form 14415 on top.

EXCEPTION: Consider passports for children under 12 years of age at date of Form W-7 signature as signed if they have a thumbprint or are unsigned. See IRM 3.21.263.5.3.4.