

IRM PROCEDURAL UPDATE

DATE: 01/29/2015

NUMBER: WI-03-0115-0214

SUBJECT: Copies Certified by the Issuing Agency

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 origin of CCIA document from official office in a foreign country.

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

NOTE: If at any time during review of the application the employee feels that 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 government issued documents.
Foreign government offices in charge of that nation's foreign affairs or dealings with other countries such as: <ul style="list-style-type: none">○ Ministry of Foreign Affairs○ Office of Foreign Affairs	Can certify their own government issued documents.

<ul style="list-style-type: none"> ○ Ministry of External Relations ○ Ministry of External Affairs 	
U.S. consul/embassy employees	<p>Can certify foreign documents.</p> <p>NOTE: 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.</p>
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 NOT acceptable.
Faxes or photocopies of certified documents	Are NOT acceptable
Faxed or E-mailed copies	Can NOT be certified.
German city halls (Gemeinde, Staatsverwaltung or Ortsverwaltung) or the village administrator (Burgermeister)	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 is valid.

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If...	Then...
CCIA document is from an embassy or consulate office (includes both domestic and foreign offices),	Accept the document as valid if it meets all criteria in this IRM section as well as IRM 3.21.263.5.3.4.2, IRM 3.21.263.5.3.4.2.2, and is valid per IRM 3.21.263.5.3.4.4 #.
CCIA document is from an official office in a foreign country such as: <ul style="list-style-type: none">○ Ministry of Foreign Affairs○ Office of Foreign Affairs○ Ministry of External Relations○ Ministry of External Affairs	Accept the document as valid if it meets all criteria in this IRM section as well as IRM 3.21.263.5.3.4.2, IRM 3.21.263.5.3.4.2.2, and is valid per IRM 3.21.263.5.3.4.4 #.
# [Redacted] #	Accept as valid CCIA document.if ALL of the following features are present on the document: <ul style="list-style-type: none">○ Applicant's name and date of birth○ The type of document certified is identified (for example, passport).○ A reasonable statement indicating that the document has been certified OR verified OR is a true copy is acceptable○ An original seal with the name of the office certifying the document and the country's emblem○ Signature by an official○ Date

	<ul style="list-style-type: none">○ Copy of the identification document that was certified <p>#</p>  <p>#</p>
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