

IRM PROCEDURAL UPDATE

DATE: 08/15/2016

NUMBER: wi-03-0816-1297

SUBJECT: Middle Eastern Country POB Addresses and RTS Input within Three Day QR Period

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

CHANGE(s):

IRM 3.21.263.5.3.4.2.1(7) removed the word "sealed" from certified translation text.

7. If the supporting identification documentation is in a foreign language, see Exhibit 3.21.263-41 "Common Spanish Words" and Exhibit 3.21.263-42 "Common German Words" if applicable. If you are unable to understand the document in the foreign language and a certified translation is not attached, request a certified translation. See IRM 3.21.263.8.3.2.1.
Certified translations **MUST** be attached to the supporting identification documentation and signed by the official performing the translation. Do **NOT** accept a certified translation **only** as a substitute for the supporting identification documentation authenticity. The supporting identification documentation **MUST** be considered separate from the certified translation. Two documents are required:
 - The original or certified ID, and
 - The certified translation.

See IRM 3.21.263.4.6 to determine if notarized documents are acceptable.

IRM 3.21.263.5.6(5) instructed to complete RTS corrections within the 3 day QR period.

5. When the review of the work is completed, return the entire application package to the team manager for employee feedback. Any corrections need to be made in RTS with the three day QR period.

IRM 3.21.263.8.3.2.6.1(1) added instructions to spell out Post Office Box for middle eastern countries.

1. Enter the foreign address from Line 3 of Form W-7 as instructed below:

| If... | Then... |
|---|--|
| The address on Line 3 is less than 35 characters, | Enter the address in <i>Address 1</i> field. |
| The address on Line 3 is more than 35 characters, | Use <i>Address 1</i> for as much information as possible. Enter any additional information in the <i>Address 2</i> field. RTS will correctly generate as Suspense Code 05 whenever a "PO Box" is entered in a foreign address. ONLY for middle eastern countries with just a Post Office Box (POB) address, spell out the words "Post Office Box " for RTS to accept the address. |
| An "in-care-of" name is on Line 3, | Enter as "c\o." RTS will correctly generate as Suspense Code 05 whenever a "c\o" is entered in a foreign address. |
| Line 3 is blank or does not have a complete address and: <ul style="list-style-type: none"> o Reason for applying is box "b", AND o Complete foreign address is on line 2, | Enter the foreign address from Line 2. For all other cases, enter only the foreign country for Line 3. See IRM 3.21.263.8.3.2.6.4. |