

Shirk, Georgette L

From: Garon, Michelle S
Sent: Thursday, September 14, 2017 6:59 AM
To: Garon, Michelle S
Subject: FW: LEA requests for DACA files

From: Woerz, Bret A
Sent: Tuesday, August 01, 2017 3:55 PM
To: Umoru, Victoria E
Cc: Robinson, Brandon M; Garon, Michelle S
Subject: RE: LEA requests for DACA files

This was what we saw in the FAQs I thought

Title Preparing a SCOPS File/Information Request Worksheet

Question How should centers prepare a SCOPS DACA FILE / INFORMATION REQUEST WORKSHEET for HQ review?

Answer

When an LEA requests DACA information, the BCU DACA Team should:

- Ask the LEA the questions that are on the Worksheet.
- Complete the Worksheet based on LEA's answers.
- Vet the answers. It is particularly important for the LEA to state unambiguously whether the action is an enforcement priority.
- Ask if a copy of the A-file would be acceptable if the LEA requests the A-file. This is in the event that USCIS is unable to provide the original in a timely manner.
- Review the DACA request and identify any derogatory information. Inform SCOPS whether the case is deniable when forwarding the Worksheet.

Centers should email all worksheets to the HQSCOPSDACA mailbox with the following subject line:

DACA Info Request/LLLXXXX/A####

where:

- LLL is the first three letters of the I-821D receipt number;
- XXXX is the last 4 numbers of the I-821D receipt number; and
- #### is the last 4 numbers of the DACA requestor's A-number.

From: Woerz, Bret A
Sent: Tuesday, August 01, 2017 3:53 PM
To: Umoru, Victoria E
Cc: Robinson, Brandon M; Garon, Michelle S
Subject: RE: LEA requests for DACA files

Hi Victoria,

The sheet I believe does come to us. It is linked in the FAQs. When Alex was researching the info sharing, I believe we found a copy that was redlined with some redlined instructions, but it did not look like that was completed (unknown reason). So all we still have is what is in the FAQs – it should be completed and forwarded I guess to SFO. We can share with you what the request is for.

From: Umoru, Victoria E
Sent: Tuesday, August 01, 2017 3:50 PM
To: Woerz, Bret A
Cc: Robinson, Brandon M; Garon, Michelle S
Subject: FW: LEA requests for DACA files
Importance: High

Hi Bret,

VSC raised a question to us about the guidance on LEA requests below. They are asking if to still complete the worksheet as stated in the FAQ below. I personally have never seen one of these come through but perhaps it goes to SFO rather than WATS?

Victoria Umoru

From: Marks, Jaylan A
Sent: Tuesday, August 01, 2017 11:02 AM
To: Umoru, Victoria E; Robinson, Brandon M; Garon, Michelle S
Cc: Marks, Jaylan A
Subject: LEA requests for DACA files
Importance: High

Good morning all, hope all is well.

I have been in discussion with NSC regarding LEA requests for DACA ELIS files. We have a couple of questions regarding guidance/process as neither site has ran into a request on an electronic ELIS only file.

Pre-ELIS we had the following instructions to complete the LEA worksheet and to notify HQ SCOPS. Based on the latest Executive Order (EO) we were instructed to share data with ICE. Are we still required to complete the LEA worksheet for ELIS electronic requests?

Also, based on the latest EO does ICE have the ability to be granted access to ELIS to view files on their own as they were EDMS?

Thank you,

Title	Preparing a SCOPS File/Information Request Worksheet
Question	How should centers prepare a <u>SCOPS DACA FILE / INFORMATION REQUEST WORKSHEET</u> for HQ review?
Answer	When an LEA requests DACA information, the BCU DACA Team should: Ask the LEA the questions that are on the Worksheet. Complete the Worksheet based on LEA's answers. Vet the answers. It is particularly important for the LEA to state unambiguously whether the action is an enforcement priority.

Ask if a copy of the A-file would be acceptable if the LEA requests the A-file. This is in the event that USCIS is unable to provide the original in a timely manner.

Review the DACA request and identify any derogatory information. Inform SCOPS whether the case is deniable when forwarding the Worksheet. Centers should email all worksheets to the HQSCOPSDACA mailbox with the following subject line:

DACA Info Request/LLLXXXX/A####

where:

LLL is the first three letters of the I-821D receipt number;

XXXX is the last 4 numbers of the I-821D receipt number; and

is the last 4 numbers of the DACA requestor's A-number.

Associated Form

DACA Category

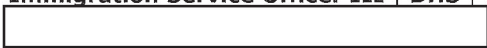
Other

Sub-Category

Duplicate Filings; File Information Requests

Attachments

Jaylan A Marks | **Immigration Service Officer III | DHS | USCIS | Vermont Service Center** | Humanitarian DACA/Victims & Trafficking Division



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