



U.S. Department of Justice  
Immigration and Naturalization Service

70/1

800 K Street NW  
Washington, DC 20536

November 30, 2001

MEMORANDUM FOR SERVICE CENTER DIRECTORS

FROM: Fujie O. Ohata *Fujie O. Ohata*  
Associate Commissioner  
Service Center Operations  
Immigration Services Division

SUBJECT: Service Center Guidance for Expedite Requests on Petitions and Applications

Effective June 1, 2001, there are only two ways that a case may be worked out of date order Premium Processing, and the traditional expedite process.

Petitioners requesting expeditions processing whose Form I-129 classification is available for Premium Processing will not be considered for expedite processing. The sole exception to this guideline would be nonprofit organizations.

Service Centers will consider expedite requests for all applications and petitions based upon the following seven criteria:

1. Severe financial loss to company or individual
2. Extreme emergent situation
3. Humanitarian situation
4. Nonprofit status of requesting organization in furtherance of the cultural and social interests of the United States
5. Department of Defense or National Interest Situation (Note: Request must come from official United States Government entity and state that delay will be detrimental to our government.)
6. Service error
7. Compelling interest of the Service

Requests for expedited processing/handling are generally received directly from the applicant or through a Congressional Office. Other requests often come from the Courts, Law Enforcement Agencies and other Government entities.

The general public will request expeditious handling by sending a written request to the Center handling the application/petition. Applicants can also send a request for expedite along with the application/petition. The request must state the reason(s) why the applicant feels the case should be expedited. The request must be supported by adequate and relevant documentation. The following is the list of addresses to which requests for expedite can be mailed:

For the California Service Center:

USINS  
California Service Center  
2400 Avila Road, 2<sup>nd</sup> Floor  
Laguna Niguel, CA 92656

For the Missouri Service Center:

USINS  
PO BOX 806215  
CHICAGO, IL 60680-4123

For the Nebraska Service Center:

USINS  
Nebraska Service Center  
850 S Street  
Lincoln, NE 68501-2521

For the Texas Service Center:

USINS  
Texas Service Center  
4141 St. Augustine Road  
Dallas, TX 75222

For the Vermont Service Center:

**USINS**

Vermont Service Center  
75 Lower Weldon Street  
St. Albans, VT 05479-0001

Congressional Offices can request expeditious handling by contacting the centers in the following manner:

For the California Service Center:

**USINS, Congressional Liaison Unit**  
California Service Center  
2400 Avila Road, 2<sup>nd</sup> Floor  
Laguna Niguel, CA 92656

For the Missouri Service Center:

**MSC.CONGRESSIONAL@USDOJ.GOV**

For the Nebraska Service Center:

**USINS, Congressional Liaison Unit**  
Nebraska Service Center  
850 S Street  
Lincoln, NE 68501-2521

For the Texas Service Center:

**USINS, Congressional Liaison Unit**  
Texas Service Center  
4141 St. Augustine Road  
Dallas, TX 75222

For the Vermont Service Center:

**USINS, Congressional Liaison Unit**  
Vermont Service Center  
75 Lower Weldon Street  
St. Albans, VT 05479-0001

Law Enforcement Organizations and other INS Operating Units at Regional and District level can request expedited handling by contacting the Center Directors or his/her designee at:

For the California Service Center:

**CSC.expediterequest@usdoj.gov**

For the Missouri Service Center:

**MSC.expediterequest@usdoj.gov**

For the Nebraska Service Center:

**NSC.expediterequest@usdoj.gov**

For the Texas Service Center:

**TSC.expediterequest@usdoj.gov**

For the Vermont Service Center:

**VSC.expediterequest@usdoj.gov**

For Expeditions Processing Procedure for N-400 petitions, refer to Memorandum 53, Temporary Transfer of NQP Clerical Processing to Field Offices, dated June 24, 1999 from William R. Yates and the August 23, 2000, memorandum on Processing Expedited Naturalization Applications.

For Facilitated Process for Conducting FBI Checks for Diversity Visa and Age Out Adjustment of Status Applications, refer to Memo 70 of August 14, 2001 from William R. Yates.

This memorandum is intended as the minimum standard procedure for handling expedite requests for petitions and applications. Service Centers, where possible, should explore additional methods to meet the Service's mandate to provide the best possible customer service.