

Responding to Requests to Review (Continued)

Requestor did Appear to Have Biometrics Collected at a USCIS ASC (cont.):

If the requestor...	Then...
<p>Did not have his/hers biometrics taken,</p>	<p>The reviewing officer should check:</p> <ul style="list-style-type: none"> • Returned Mail • Address Changes • Rescheduling Requests • The BPU/ASC Reschedule Spreadsheet
<p>If you... Locate returned mail, an address change, or a rescheduling request,</p>	<p>Then...</p> <ul style="list-style-type: none"> • Initiate ASC appointment, rescheduling. • After the biometrics results are received, adjudicate the case. • If Form I-821D is approved, approve Form I-765. • Update C3 with HAC SRMT DACA Approved on Service Motion for each form. • If denied, issue a denial using the SRMT denial template. • Update C3 with HAC SRMT DACA Denial/Affirmed for each form.
<p>Do not locate any returned mail, address, or rescheduling request,</p>	<p>Respond to the SRMT that the denial stands, using the SRMT denial template.</p>



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Responding to Requests to Review (Continued)

Requestor did Appear to Have Biometrics Collected at a USCIS ASC (cont.):

If the requestor	Then:
Did have his/her biometrics taken,	<ul style="list-style-type: none">• The ISO will adjudicate Forms I-821D and I-765.• If Form I-821D is approved, ISO approves Form I-765.• ISO updates C3 with HAC SRMT DACA Approved on Service Motion for each form.• If denied, ISO issues a denial using the SRMT denial template.• ISO updates C3 with HAC SRMT DACA Denial Affirmed for each form.



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Responding to Requests to Review (Continued)

Requestor requested that His/Her Biometrics Appointment at a USCIS be Rescheduled Prior to the Scheduled Date:

Follow the steps below when an SRMT is filed due to a claimed administrative error related to the request to reschedule the ASC appointment.

Step	Action
1	Request A file
2	Reopen Forms I-821D and I-765 on Service Motion.
3	Update C3 with HAC code SRMT DACA Reopened on Service Motion for both forms.
4	Send an interim SRMT response using SRMT DACA 2 call-up.



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Responding to Requests to Review (Continued)

Requestor requested that His/Her Biometrics Appointment at a USCIS be Rescheduled Prior to the Scheduled Date (cont.):

Step	Action
5	Review the filing and SRMT to determine if a request was received to reschedule the ASC appointment.
<p>If the requestor...</p> <p>Requested to have his/her biometrics appointment rescheduled prior to the scheduled date,</p>	<p>Then:</p> <ul style="list-style-type: none"> • The ISO will schedule a new ASC appointment and route the A-file to the appropriate holding shelf to await the biometrics results. • Adjudicate the case after the biometrics results are received. • If Form I-821D is approved, approve Form I-765. • Update C3 with HAC SRMT DACA Approved on Service Motion for each form. • If denied, issue a denial using the SRMT denial template. • Update C3 with HAC SRMT DACA Denial/Affirmed for each form.
Did not request to have his/her biometric appointment rescheduled prior to the scheduled date,	Respond to the SRMT that the denial stands, using the SRMT denial template.



Responding to Requests to Review (Continued)

Requestor Paid the Filing and Biometric fees for the I-765:

Follow the steps below when an SRMT is filed due to a claimed administrative error related to Non-Sufficient Funds.

Review the electronic systems to see whether the requestor paid the associated fees with the filing.

Step	Action
1	Records Division reviews electronic systems to determine if the fee was paid timely and properly (if necessary, request the A-file)
2	Reopen Forms I-821D and I-765 on Service Motion.
3	Update C3 with HAC code SRMT DACA Reopened on Service Motion for both forms.
4	Send an interim SRMT response using SRMT DACA 3 call-up.



Responding to Requests to Review (Continued)

Requestor Paid the Filing and Biometric fees for the I-765 (cont.):

If the Records Division determines...	Then...
The appropriate fees were not paid,	Respond to the SRMT that the denial stands, using the SRMT denial template.
The appropriate fees were paid,	<ul style="list-style-type: none"> • The ISO will schedule a new ASC appointment and route the A-file to the appropriate holding shelf to await the biometrics results. • Adjudicate the case after the biometrics results are received. • If Form I-821D is approved, approve Form I-765. • Update C3 with HAC SRMT DACA Approved on Service Motion for each form. • If denied, issue a denial using the SRMT denial template. • Update C3 with HAC SRMT DACA Denial Affirmed for each form.



Responding to Requests to Review (Continued)

USCIS Denied the Request for DACA based on Abandonment and the Requestor Claims He/She did Respond to a RFE Within the Prescribed Time:

Follow the steps below when an SRMT is filed due to a claimed administrative error related to the requestor's response to a RFE.

Step	Action
1	Request A file
2	Reopen Forms I-821D and I-765 on Service Motion.
3	Update C3 with HAC code SRMT DACA Reopened on Service Motion for both forms.
4	Send an interim SRMT response using SRMT DACA 4 call-up.



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Responding to Requests to Review (Continued)

USCIS Denied the Request for DACA based on Abandonment and the Requestor Claims He/She did Respond to a RFE Within the Prescribed Time (cont.):

Step	Action
5	Review the filing and SRMT to determine if a request was received to reschedule the ASC appointment.
<p>If the requestor... Responded to the RFE within the prescribed time,</p>	<p>Then... <ul style="list-style-type: none"> • Route the filing to the reviewing officer. • Adjudicate the case based on the evidence submitted initially and the RFE response. • If Form I-821D approved, approve Form I-765. • Update C3 with HAC SRMT DACA Approved on Service Motion for each form. • If denied, issue a denial using the SRMT denial template. • Route to SISO for denial concurrence. • Update C3 with HAC SRMT DACA Denial Affirmed for each form. </p>
Did not respond within the required time, or no response was received,	Respond to the SRMT that the denial stands, using the SRMT denial template.



Responding to Requests to Review (Continued)

USCIS Mailed the RFE to the Wrong Address and the Requestor Submitted a COA Prior to the RFE Issuance:

Follow the steps below when an SRMT is filed due to a claimed administrative error related to the requestor's change of address.

Step	Action
1	Request A file
2	Reopen Forms I-821D and I-765 on Service Motion.
3	Update C3 with HAC code SRMT DACA Reopened on Service Motion for both forms.
4	Send an interim SRMT response using SRMT DACA 5 call-up.
5	Verify the requestor's address



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USCIS Mailed the RFE to the Wrong Address and the Requestor Submitted a COA Prior to the RFE Issuance (cont.):

If the requestor...	Then...
Filed a change of address, prior to the issuance of an RFE	<ul style="list-style-type: none">• Re-issue the RFE with a new 87-day response time to the correct address and route the A-file to the RFE hold shelf.• After the RFE response is received, adjudicate Forms I-821D and I-765 based on the evidence submitted initially and the RFE response.• If Form I-821D is approved, approve Form I-765.• Update C3 with HAC SRMT DACA Approved on Service Motion for each form.• If denied, issue a denial using the SRMT denial template.• Route to SISO for denial concurrence.• Update C3 with HAC SRMT DACA Denial Affirmed for each form.



Responding to Requests to Review (Continued)

USCIS Mailed the RFE to the Wrong Address and the Requestor Submitted a COA Prior to the RFE Issuance (cont.):

If the requestor...	Then...
Did not file a COA prior to the issuance of an RFE.	Review that the RFE was sent to the correct address.
If the RFE was sent to...	Then...
The correct address,	Respond to the SRMT that the denial stands, using the SRMT denial template.
An incorrect address,	<ul style="list-style-type: none"> • Route the filing to the SISO. • The ISO shall re-issue the RFE with a new 87-day response time to the correct address and route the A-File to the RFE hold shelf. • After the RFE response is received, adjudicate the case based on the evidence submitted initially and the RFE response. • If Form I-821D approved, approve Form I-765. • Update C3 with HAC SRMT DACA Approved on Service Motion for each form. • If denied, issue a denial using the SRMT denial template. • Update C3 with HAC SRMT DACA Denial Affirmed for each form.



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