

Adjudicator's Field Manual

NOTE: The [USCIS Policy Manual](#) is our centralized online repository for immigration policies. We are working quickly to update and move material from the Adjudicator's Field Manual to the Policy Manual. Please check that resource, along with our [Policy Memoranda](#) page, to verify information you find in the Adjudicator's Field Manual. If you have questions or concerns about any discrepancies among these resources, please contact PolicyFeedback@uscis.dhs.gov.

Chapter 83 Liaison

83.1 Liaison with Other Government Agencies and Other Entities has been superseded by USCIS Policy Manual, Volume 1: General Policies and Procedures as of May 15, 2020.

83.2 Reserved has been superseded by USCIS Policy Manual, Volume 1: General Policies and Procedures as of May 15, 2020.

83.3 Reserved has been superseded by USCIS Policy Manual, Volume 1: General Policies and Procedures as of May 15, 2020.

83.4 Designation and Revocation of Civil Surgeons has been superseded by USCIS Policy Manual, Volume 8, Part C: Civil Surgeon Designation & Revocation as of March 11, 2014.

83.5 Recommendation to the Department of State for Revocation of U.S. Passport.

83.1, Liaison with Other Government Agencies and Other Entities, has been superseded by USCIS Policy Manual, Volume 1: General Policies and Procedures as of May 15, 2020.

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83.5 Recommendation to the Department of State for Revocation of U.S. Passport.

If a USCIS employee believes that a passport is not valid or has been incorrectly issued, that employee should submit a request for revocation to the Department of State. The request for revocation of a U.S. Passport must include a formal memorandum on official letterhead (See Appendix 83-1), sent through local supervisory review channels and signed off by the Field Office Director or a designated representative. USCIS must keep a copy of this memorandum. The memorandum may be kept in the individual's USCIS record if appropriate.

The memorandum must include:

The bearer's complete biographic data - including known aliases.

The bearer's last known address.

All unexpired U.S. Passport and alien registration numbers.

A photocopy of the biographical page of the U.S. Passport, if available.

An analysis that includes a factual basis, reasons for requesting passport revocation, and an explanation of why the individual is not entitled to bear a U.S. Passport.

Copies of all documentary evidence in support of the request, including certified translations of any documents written or originally prepared in a foreign language.

The name and contact information of the USCIS employee making the request.

Requests for revocation can be submitted by one of the following methods:

FAX: 202-663-2654. The submission should be clearly identified as a revocation request.

E-mail: CA-PPT-Revocations@state.gov. The subject line should read: "Revocation Request: Name of the individual, USCIS." If the request is time sensitive or urgent, the subject line should include "Urgent" as the first word. The e mail must be encrypted.

Mail:

Revocations Officer
Office of Passport Legal Affairs
Bureau of Consular Affairs
2100 Pennsylvania Ave. NW, 3rd Floor
Washington, DC 20037

When, on rare occasion, there is a particularly high profile or special interest case requiring specialized handling, the USCIS Field Office Director may call the Director of Passport Legal Affairs for guidance at 202-663-2662.

After reviewing the revocation request and reaching a determination, DOS will notify the referring contact person of the decision. DOS (Passport Office of Legal Affairs) generally processes revocation requests within 30-60 days of receipt.

In the case of revocation, DOS will transmit a copy of the revocation letter to the referring contact person. The DOS revocation letter must be placed in the individual's USCIS record. If DOS revokes the passport, the passport is then marked revoked in the Passport Information Electronic Records System (PIERS) and the information is transmitted to TECS.

Appendix 83-1 Request for Revocation of a U.S. Passport



Date:

File Number:

Memorandum

To: Department of State
Attention: Revocations Officer
Office of Passport Legal Affairs/Bureau of Consular Affairs
2100 Pennsylvania Avenue, NW, 3rd floor
Washington, DC 20037

From:
Field Office Director, USCIS Field Office

Subject: Request for Revocation of U.S. Passport

The purpose of this memorandum is to request that the Department of State review the U.S. passport of XXX. USCIS encountered the U.S. passport during a routine procedure and believes the individual should not be in possession of a U.S. passport. The following information is provided as required by USCIS *PM-602-0036 Procedures for Recommending Revocation of a U.S. Passport to the Department of State*;

1. The bearer's complete biographic data – including known aliases.
2. The bearer's last known address.
3. All unexpired U.S. passport and alien registration numbers.
4. A photocopy of the biographical page of the U.S. passport when available.
5. An analysis that includes a factual basis and reasons for requesting passport revocation, and explains why the individual is not entitled to bear a U.S. passport.
6. Copies of all documentary evidence in support of the request, including certified translations of any documents written or originally prepared in a foreign language.

Contact Information

Questions regarding this request for revocation should be directed to XXX. This individual can be reached by telephone at XXX or by email at XXX@DHS.GOV.