



January 28, 2014

**PA-2014-001**

## Policy Alert

**SUBJECT:** Civil Surgeon Designation and Centralization of the Designation Process at the National Benefits Center

### **Purpose**

U.S. Citizenship and Immigration Services (USCIS) is issuing policy guidance in the [USCIS Policy Manual](#) to centralize the civil surgeon designation process at the National Benefits Center, effective March 11, 2014.

### **Background**

USCIS has implemented a new process that centralizes the application process at the National Benefits Center (NBC) and requires civil surgeons to file a formal application at a USCIS Lockbox. Previously, civil surgeon designation has been an informal application process at the district or field office with jurisdiction over the prospective civil surgeon's office location.

Centralizing the civil surgeon application process will improve the application intake process; enhance USCIS's ability to manage and track civil surgeon applications; promote consistency and uniformity in USCIS decisions on civil surgeon-related matters; and improve overall efficiency and integrity of the program. This guidance, contained in Volume 8 of the Policy Manual, is intended to be comprehensive and controlling and replaces the civil surgeon designation guidance found in Chapter 83.4 of the Adjudicator's Field Manual (AFM). All prior related policy memoranda are rescinded.

### **Policy Highlights**

- Reaffirms and clarifies the purpose, role, and responsibilities of civil surgeons
- Outlines the professional qualifications needed for civil surgeon designation
- Outlines the application requirements for civil surgeon designation
- Clarifies the process for adjudicating civil surgeon applications
- Provides consolidated guidance on blanket civil surgeon designation
- Reaffirms USCIS's ability to revoke civil surgeon designation and clarifies revocation grounds
- Provides guidance on maintenance of the civil surgeon list

### **Citation**

[Volume 8: Admissibility, Part C, Civil Surgeon Designation and Revocation](#)