



### **SUPPLEMENT B - Send to Officer**

#### **I -918 U visa steps in obtaining a signature from an officer/DA.**

- \_\_\_\_\_ Collect all relevant documents (follow your I-918 checklist)
- \_\_\_\_\_ Order police report. (can also use response from Police Department that report cannot be released)
- \_\_\_\_\_ Order criminal dispositions of attacker as needed.
- \_\_\_\_\_ Review the declaration. (if no declaration, contact the client and make an appt.)
- \_\_\_\_\_ When all docs are in, prepare the Supplement B on Immigrant Pro. Use information from the declaration, police report, medical record, etc.
- \_\_\_\_\_ Prepare a cover letter to the officer/DA. "Request for signature – P.D."

#### **Send to Agency. Include:**

- \_\_\_\_\_ Cover letter / Business card
- \_\_\_\_\_ Include a 3x3 sticky and write "Please include Certifying Official's business card"  
(Leave Name box blank and Highlight that portion so that the Police Department /DA fills it in)
- \_\_\_\_\_ Supplement B for officer to sign. Mark an "x" or put a sticker where officer should sign.
- \_\_\_\_\_ Declaration, victim's statement
- \_\_\_\_\_ All reports available (police report, medical report, etc)
  
- \_\_\_\_\_ Self-addressed FedEx envelope w/a prepaid envelope.
- \_\_\_\_\_ An extra copy for the agency officer to keep. Mark it "for your records"
  
- \_\_\_\_\_ Send via fedex and place a note in TM.
- \_\_\_\_\_ Calendar a task for 30 days to see if supp b has been received.

#### **While we wait for a signature:**

- \_\_\_\_\_ Have client start the background check
- \_\_\_\_\_ send out a Request for FOIA, g639