



U.S. Immigration
and Customs
Enforcement

DEC282006

MEMORANDUM FOR: Field Office Directors

FROM: John P. Torres
Director

SUBJECT: Travel Document Requests for the People's Republic of China

A handwritten signature in black ink, appearing to read "John P. Torres", written over the printed name.

Purpose

The purpose of this memorandum is to provide field offices with guidance on requesting travel documents from the Embassy and Consulates of the People's Republic of China (PRC).

Background

On November 8, 2006, the Removal Management Division, Travel Document Unit, led a working group to review travel document presentations and current methods of submitting and requesting travel documents from the PRC. The goal of the working group was to compare best practices and develop an improved process for increasing removals and decreasing detention times for nationals of the PRC. The working group submitted several recommendations for action to be taken in an effort to improve travel document issuance with the PRC.

The group agreed that it is essential that travel document presentations be complete and thorough. Chapter 16.1 of the Detention and Removal Operations Policy and Procedure Manual (DROPPM), which can be found in Immigration and Naturalization Service Easy Research and Transmittal System (INSERTS), explains in full the required documentation and procedures to be followed when making travel document presentations. The group discussed different techniques to use when trying to obtain accurate information regarding family histories and addresses. More complete address information can be found on Form 1-589, Application for Political Asylum, than on other documentation from the A-file or even information obtained from the detainee.

Additionally, the group found that having a single point of contact within each field office to communicate with their respective PRC consulate was very effective. Those offices that

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had established a single point of contact experienced a 95 percent success rate in travel document issuance.

Discussion

Effective immediately, each Field Office must establish a single point of contact (POC) for communicating with your respective PRC consulate. If your Field Office has a sub-office, that office should also establish a POC for communicating with the respective PRC consulate, unless it is determined that one POC for the entire Field Office will suffice. Once you have established the POC, please advise HQDRO, Travel Document Unit of the name of the POC for informational purposes as well as your respective PRC consulate.

Because of the importance of increasing removals and decreasing time in detention, it is essential that all Deportation Officers, Immigration Enforcement Agents and Deportation Assistants within your Field Office area of responsibility are familiar with Chapter 16.1, Obtaining Travel Documents, of the DROPPM. This is not only important when dealing with obtaining travel documents from the PRC, but for all countries.

Any questions regarding this memorandum should be directed to (b)(6),(b)(7)(C), Chief, Travel Document Unit at 202-732-(b)(6),(b)(7)(C)