

Process and Procedures for U Visa Certification and T Visa Declaration forms:

The Will County State's Attorney's Office follows the U Visa Certification and T Visa Declaration guidelines set forth by the United States Citizenship and Immigration Services (USCIS), State of Illinois Voices of Immigrant Communities Empowering Survivors (VOICES) Act, Victims of Trafficking and Violence Protection Act and Federal Regulation "Alien Victims of Certifying Criminal Activity" 8 CFR 214.14.

The following outlines the Will County State's Attorney's Office process and procedures upon receipt of a request for completion of a U Visa Certification (Form I-918, Supplement B, U Nonimmigrant Status Certification) or a T Visa Declaration (Form I-914, Supplement B, Declaration of Law Enforcement Officer for Victim in Trafficking of Persons).

- A. U Visa Certifications and T Visa Declarations may be initiated by victims of qualifying criminal activity, attorneys representing them, or accredited representative or reputable domestic violence or sexual assault service provider. U Visa certification requests must be submitted on USCIS Form I-918, Supplement B, U Nonimmigrant Status Certification. T Visa Declaration requests must be submitted on USCIS Form I-914, Supplement B, Declaration of Law Enforcement Officer for Victim in Trafficking of Persons.
- B. Forms containing inaccurate information or that do not include all required information may be returned for clarification or revision. Forms containing false information are subject to denial.
- C. Forms must be completed as much as possible before submitting and include a stamped return envelope.
- D. The following information does not have to be included with the application: Copies of police reports, USCIS or statutory guidelines. Please include: Cover letter with agency name and contact person, the Defendant's name in the qualifying criminal case and the case number.
- E. Forms shall be forwarded to Nichole Pasteris, Director of Victim Witness Services at the Will County State's Attorney's Office, either by mail at 57 North Ottawa Street, 6th Floor Joliet, IL 60432 or emailed to npasteris@willcountyillinois.com.
- F. Director of Victim Witness Services shall forward all forms to the designated Certifying Official, Felony Chief, Christopher R. Koch, for review. The necessary steps will take place to verify that the person requesting Certification/Declaration is the victim or eligible party of a qualifying crime and meets eligibility standards.
- G. U Visa Certifications and T Visa Declarations that are eligible shall be signed by the Certifying Official, Felony Chief, Christopher R. Koch. The signed form will then be mailed to the noted contact person. The contact person or victim is responsible for submitting the certification to USCIS.

- H. For those forms that are denied: Felony Chief, Christopher R. Koch, shall mail a letter notifying the victim, contact person, attorney or agency representing the victim regarding the denial.
- I. If the victim fails to continue to cooperate with the criminal prosecution, a supplemental letter will be sent to the USCIS informing them of such and requesting a denial of further processing.