

## **AILA NSC Liaison Committee Practice Tip on Biometrics Appointment Scheduling for Reentry Permit Applications**

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The AILA NSC liaison committee advises that attorneys may request expedited scheduling of the required biometrics appointment for applicants for reentry permits. Appointments are normally scheduled within about 30 days of receipt of the I-131; expedited scheduling should be requested for applicants that have a scheduled departure date of less than 30 days from the date of the application. NSC has confirmed that an applicant who normally resides abroad will qualify for expedited scheduling, subject to the variations in demand at individual application support centers. Attorneys should clearly highlight the request for expedited biometrics scheduling and include the required justification as part of the I-131 filing package; in addition, the application should include an email address or fax to which the appointment notice can be sent, or an overnight envelope to return the notice. In all cases, the applicant should allow up to two weeks for the completion of those biometrics, even under expedited processing.

If the applicant receives a biometrics appointment notice and must depart before that date, then he or she may attempt to walk in to the Application Support Center and have the biometrics taken by explaining the situation and providing proof of the departure date and urgent need to depart (such as a letter from the employer). The applicant may depart and return to the U.S. later to attend the appointment. If the ASC does not comply with a walk-in request, or if the applicant does not receive the biometrics notice until after he or she has departed, then he or she must attempt to reschedule the biometrics appointment by notifying the ASC, which will in turn notify the NSC. The request for reschedule should clearly indicate the dates your client wishes to have the biometrics taken, however the NSC's scheduling system does not allow the appointment to be made more than 30 days prior to the requested appointment date. Thus, you should prepare your client for a trip back to the U.S. to complete the biometrics once the second notice is issued.

If the NSC does not receive any communication or has no record regarding an attempt to reschedule, either from an ASC or from the applicant directly, then the NSC will deny the application for reentry permit due to abandonment. However, if the applicant can provide evidence of an attempt to reschedule, a Service Motion to Reopen may be requested. AILA members are encouraged to either submit a motion, with a fee waiver request, explaining the issue and providing the documentation of the attempt to reschedule, or go through AILA liaison by submitting an inquiry on AILA Infonet.

Please note that the reschedule attempt must be made prior to the originally scheduled date for the biometrics. Requests to reschedule made after the date or after the denial will not be honored, and those cases will not be considered for reopening.

Finally, the scheduling is done by computer. The address in part 1 of the I-131 is the location USCIS references to determine the location of the ASC where the appointment is to be scheduled. If attorneys put their address in part 1, then the biometrics appointment will be scheduled at an ASC close to the attorney's office location. Attorneys are encouraged to put an address in part 1 that corresponds to the location where the applicant wishes to have his or her biometrics taken. As long as a G-28 is submitted, attorneys will receive not only notification of the biometrics appointment, but also other correspondence regarding the I-131 application.

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