



September 10, 2015

CLP@dhs.gov

Processing of First Time Refugees

Based on White House targeted goals for processing refugees, U.S. Customs and Border Protection (CBP) is preparing to improve and increase the workflow for processing refugees. CBP is working with affected airlines, federal agencies and the International Organization for Migration (IOM) to maintain consistent biographical information throughout the travel process to avoid unnecessary modifications and allow for an added layer of security. The consistency of the biographical information will allow for quick confirmation of the refugee’s information for all involved parties.

The travel industry plays a vital role in the refugee process by ensuring accurate information is transmitted to CBP. The ability to maintain consistent and reliable biographical information will allow a streamlined process because the traveler’s information will correspond to other mandatory data fields. In most cases, the travel industry should NOT have to change the refugee’s information. Instead, they are asked to verify the traveler’s documents and consistently transmit the Advanced Passenger Information (API) as directed below.

CBP requires the following actions for new refugees:

- Verify the traveler is a first time refugee by reviewing travel documents for a transportation letter from the Department of State’s Bureau of Population, Refugees, and Migration (see attached exemplar).
• Ensure biographical information in API (e.g. name, date of birth, Alien Registration Number in document field) matches the travel document(s)
• Ensure the document type field is “A”
• Ensure Alien Registration Number (A number) is entered in the travel document number field with digits only and no preceding “A” (e.g. “123456789”)
• Regardless of other travel documents provided by first time refugees, the document type should be “A” and the document number should be the Alien Registration Number only
• DO NOT CHANGE “A” NUMBER TO PASSPORT NUMBER!

Regional Carrier Liaison Groups (RCLG) are available 24 hours a day, seven days a week to assist carriers with questions regarding U.S. entry requirements and authenticity of travel documents.

Table with 3 columns: RCLG, SERVICE AREA, PHONE NUMBER. Rows include Honolulu, Miami, New York with corresponding service areas and phone numbers.



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Sample Transportation Letter for Refugees page 1

VALID FOR ONE YEAR



United States Department of State
Bureau of Population, Refugees, and Migration
Washington, D.C. 20520-5824

Date Issued:

The Transportation Company And Transportation Security Administration

Document ID:

RE: (5 Members)

US Address:

Sir/Madam:

Pursuant to the accompanying travel packet (for international flights) or form I-94 (for U.S. domestic flights), the Department of Homeland Security/U.S. Citizenship and Immigration Services has approved the application to apply for admission to the United States of the below-named alien(s) under section 214(b)(1).

Male: Principal Applicant

DOB:

COB/NAT:

Female:

DOB:

COB/NAT:

Female: Daughter

DOB:

COB/NAT:

Female: Daughter

DOB:

COB/NAT:

Female: Daughter

DOB:

COB/NAT:

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Expiration Date:

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Casa (5 Members)

SAMPLE



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Sample Transportation Letter for Refugees page 2

VALID FOR ONE YEAR



United States Department of State
 Bureau of Population, Refugees, and Migration
 Washington, D.C. 20520-5824

An airline, or airport security agency, may accept this letter as assurance that the above-named alien(s) may be transported to and within the United States without liability under section 273(b) of the Immigration and Nationality Act.

Sincerely,



Director, Office of Refugee Admissions
 Bureau of Population, Refugees, and Migration
 U.S. Department of State

SAMPLE

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Case (5 Members)