



U.S. Citizenship and Immigration Services

USCIS AGENCY OVERVIEW

Department of Homeland Security

On March 1, 2003, the Immigration and Naturalization Service (“Legacy INS”) ceased to exist, and its functions were transferred from the Department of Justice to the newly created Department of Homeland Security (“DHS”). The reorganization was required by the Homeland Security Act of 2002. Legacy INS and the Legacy U.S. Customs Service were merged to form three new agencies: U.S. Citizenship and Immigration Services (“USCIS”), U.S. Customs and Border Protection (“CBP”), and Immigration and Customs Enforcement (“ICE”).

USCIS

USCIS was created to administer the citizenship and immigration services of the United States. USCIS includes approximately 15,000 employees and contractors. The agency is headed by a Director who holds the rank of Under Secretary, reporting directly to the Deputy Secretary for DHS.

USCIS’ mission is to provide accurate and useful information to customers, grant immigration and citizenship benefits, promote awareness and understanding of citizenship, and to ensure the integrity of the U.S. immigration system. USCIS processes immigrant and non-immigrant benefits provided to visitors of the U.S. including: family-based petitions, employment-based petitions, asylum and refugee processing, naturalization, document issuance and renewal, and special status programs.

USCIS Manila

USCIS Manila accepts and adjudicates U.S. immigration benefits filed by residents of: The Philippines, New Guinea, Micronesia, Marshall Islands, Palau, Kiribati, Tuvalu, Fiji, Vanuatu, Solomon Islands, Tonga, Samoa, Wallis, Futuna, New Caledonia, Pitcairn Island, and Overseas French territories of French Polynesia (Austral Islands, Bass Islands, Gambier Islands, Marquesas Islands, Society Islands including Tahiti, Tuamotu Archipelago, Bora Bora, Hiva Oa, Huahine, Maiao, Maupiti, Mehetia, Moorea, Nuku, Hiva, Raiatea, Tahaa, Tetiaroa, Tubuai, Tupai, Rangiroa, etc.).

USCIS Manila either accepts filing, adjudicates, or provides services for the following benefits:

- Form I-90, Application to Replace Permanent Resident Card. (Filing and Transfer).
- Form I-130, Petition for Alien Relative. (Filing and Adjudication).
- Form I-290B, Notice of Appeal to the Administrative Appeals Unit. (Filing and Transfer).
- Form I-360, Application for Amerasian, Widow(er), or Special Immigrant. (Filing and Adjudication).
- Form I-407, Abandonment by Alien of Status as Lawful Permanent Resident. (Filing and Adjudication).
- Form I-600, Petition to Classify Orphan as an Immediate Relative. (Filing and Adjudication).
- Form I-600A, Application for Advance Processing of Orphan Petition. (Filing and Adjudication).
- Form I-601, Application for Waiver of Grounds of Inadmissibility. (Adjudication).
- Form I-212, Application for Permission to Reapply for Admission into the U.S. After Deportation or Removal. (Filing and Adjudication).
- Form I-751, Petition to Remove Conditions on Residence. (Filing and Transfer).

- Form I-730, Refugee/Asylee Relative Petition. (Post-Adjudication Processing).
- Form N-400, Application for Naturalization. (Pre-Filing Processing).
- Form N-565, Application for Replacement of Naturalization/Certificate Documents (Pre-Filing Processing).
- Form EOIR-29, Notice of Appeal to the Board of Immigration Appeals From A Decision of a USCIS Officer. (Filing and Transfer).
- Request for Humanitarian Reinstatement of I-130 Petition. (Filing and Adjudication).
- Request for Opt-Out under Section 6 of the Child Status Protection Act. (Filing and Adjudication).
- Motion to Re-open USCIS Decision. (Filing, Adjudication, and Transfer).
- Motion to Reconsider USCIS Decision. (Filing, Adjudication, and Transfer).
- Fingerprint Request for USCIS Application / Petition. (Completion).
- HIV Waivers for V and K Nonimmigrants. (Filing and Adjudication).

Residency

USCIS Manila accepts applications and petitions from an individual who can establish residency in one of the countries listed above. Section 101(a)(33) of the Immigration and Nationality Act defines “residence” as the “place of general abode; the place of general abode of the person means his principal, actual dwelling place in fact, without regard to intent.”

Website

USCIS maintains a comprehensive website (www.uscis.gov) which will answer many questions concerning how and where to apply for U.S. immigration benefits. The [USCIS Manila](#) page contains detailed information on local procedures. Please visit our website before visiting our office in person.

Public Information Window

USCIS Manila maintains a public information window (Window 35) in the Immigrant Visa Section of the U.S. Embassy, Manila. We are open to the public Monday – Friday (except U.S. and Philippine holidays) from 8:00 A.M. – 12:00 P.M. Arrive early to ensure a place in line. Take a number (one number per family) and have a seat in the waiting room. Inquiries are answered in the order received.

Contact Information

Street and Courier Address: U.S. Citizenship and Immigration Services
Department of Homeland Security
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Ermita, Manila, 1000 Philippines

Mailing Address (from U.S.): USEMB DHS USCIS
PSC 500 Box 22
FPO AP 96515-1000

Telephone: (63-2) 301-2000 Ext. 2224

Facsimile: (63-2) 301-2208

E-mail: mphinquiry.cis@dhs.gov