



## Civil Surgeons Audio Recording Role of Civil Surgeons and Overview of Form I-693

### **Voice 1:**

This is the first in our podcast series specifically for you, the medical community. This podcast will provide a general background for civil surgeons and will answer the most frequently asked questions regarding Form I-693, Report of Medical Examination and Vaccination Record. Let's get started.

Depending on the immigration benefit sought, an applicant may be required to undergo a medical examination. Generally, all applicants for adjustment of status are required to have a medical exam to determine admissibility to the United States. Immigration medical examinations conducted inside of the United States must be performed by a civil surgeon who has been designated by USCIS.

### **Voice 2:**

Can any licensed physician conduct a medical examination for immigration proceedings?

### **Voice 1:**

No. A physician who is not a commissioned officer in the U.S. Public Health Service cannot conduct an immigration medical examination unless USCIS has designated the physician as a civil surgeon.

### **Voice 2:**

What qualifications are required for civil surgeon designation?

### **Voice 1:**

You may apply with USCIS to be designated as a civil surgeon if you are currently licensed as a physician -- either an M.D. or a D.O. -- in the state in which you practice. Also, physicians must have four years of professional experience, not including residency or other training. To apply for civil surgeon designation, you must submit to your local USCIS district director a letter requesting consideration, a copy of a current medical license, a resume, proof of U.S. citizenship, and two signature cards. To locate your closest USCIS district office, please visit [www.uscis.gov](http://www.uscis.gov).

### **Voice 2:**

I am a civil surgeon. What is my role?

### **Voice 1:**

You will conduct a medical examination based on the Technical Instructions for Medical Examination of Aliens, which is provided by The Centers for Disease Control

and Prevention, also known as the CDC. For immigration purposes, civil surgeons must report the examination results on Form I-693, which can be found online at [www.uscis.gov/i-693](http://www.uscis.gov/i-693).

**Voice 2:**

How can I, as a civil surgeon, verify the identity of an individual who comes in for an immigration medical exam? Am I required to verify identities?

**Voice 1:**

The TI's provided by the CDC require civil surgeons to ensure that the person appearing for the medical examination is the person who is actually applying for the immigration benefits. You should ask to see government-issued photo identification. If the applicant's government-issued photo identification has expired, use your best judgment to determine whether the ID presented is still acceptable to verify the individual's identity.

**Voice 2:**

What is the role of previous medical test results and validity of those results? Can a civil surgeon accept previous medical records and test results or do I have to perform all of the required tests?

**Voice 1:**

You should encourage your patients to bring medical records, including records of previous vaccinations, to the medical examination. The patient's medical history helps to determine the applicant's medical condition, the vaccines the applicant may have received in the past, and steps needed to properly complete the medical examination.

However, all required tests must be performed at the time of the exam. For this reason, previous medical tests conducted outside of the immigration medical exam are not accepted by USCIS.

If you are not able to conduct a test or examination yourself, you must refer the individual to a specialist who can conduct the required test. It is your responsibility to inform that doctor of the requirement to verify the patient's identity.

**Voice 2:**

Is it acceptable for Form I-693 to be handwritten?

**Voice 1:**

Yes, that is acceptable. However, we suggest using all capital letters when completing the form by hand to make it easier to review.

**Voice 2:**

If I move to another civil surgeon practice, how can I update the office address with USCIS?

**Voice 1:**

You should send all correspondence to your local USCIS field office. As an alternative, you can send an email containing both the old and new office locations to [public.engagement@uscis.dhs.gov](mailto:public.engagement@uscis.dhs.gov).

**Voice 2:**

Can I conduct immigration medical exams in two office locations? If so, would I have to apply for designation with the USCIS office in each location?

**Voice 1:**

Yes. Civil surgeons may perform immigration medical examinations at more than one location. You have to be a USCIS approved designated civil surgeon by the USCIS district offices with jurisdiction over those locations. Also, if the locations are in different states, you have to be licensed in each. Ensure that USCIS has updated contact information on where you intend to perform or already perform immigration medical exams. Civil surgeons can review their contact information by going to the public civil surgeon locator on [www.uscis.gov](http://www.uscis.gov).

We hope that this helps answer a few of your questions regarding the role of a civil surgeon and Form I-693. For additional questions, visit our website at [www.uscis.gov/civilsurgeons](http://www.uscis.gov/civilsurgeons) or email us at [public.engagement@uscis.dhs.gov](mailto:public.engagement@uscis.dhs.gov). Stay tuned for our next audio podcast. Thanks for listening.