

### **USCIS** Customer Service Tools

**Enhancements and Updates** 



# National Customer Service Center

- National Customer Service Center (NCSC) 1-800 number for USCIS
- Handles more than 12,000,000 calls per year
- Tier 1 Call Center providing 1<sup>st</sup> line support (over 25,000 calls daily)
  - 650 employees
- Tier 2 located in New York and Los Angeles (over 5,000 calls daily)
  - 100 Immigration Service Officers
- Interactive Voice Response (IVR) System
  - 52% of all calls end here



U.S. Citizenship and Immigration Services



IMAGE SOURCE: USCIS

# National Call Center Enhancements

Virtual call back

- Launched in May 2013
- Callers can receive a call back from a customer service representative without losing their place in the queue
- 55% of callers opt to use this service
- Interactive Voice Response System (IVR) 2014
  - Launched in February 2014
  - Faster, more streamlined navigation
  - User tested succinct, easy to understand
  - Available 24/7 (English and Spanish)



### Customer Contact Center

Opened October 2013Overland Park, Kansas

10 Immigration Service Officers

Respond to Electronic
 Immigration System (ELIS)
 users from across the globe

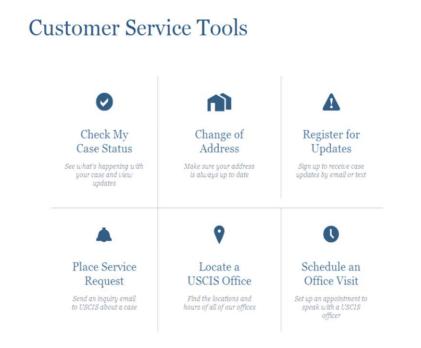
 Innovation lab to pilot remote agents and other customer service enhancements(2014)



IMAGE SOURCE: USCIS



# Self-Help Customer Service Tools



Change of Address
E-Request
Case Status Online
Processing Times
Office Locator
Civil Surgeon Locator



### Change of Address

Have you moved? Help us ensure that you receive any notices or documents without delay. Most applicants with pending applications or petitions should notify us as soon as possible, no more than 10 days after your move.

### What you'll need

- > Receipt # (only for pending case)
- Date and location of entry into the US (if not a US citizen)
- > Old & New Address

Is this change of address for an application or petition currently in progress?



NO Response for "Is this change of address for an application or petition currently in progress?"



All fields are required unless marked as optional.

Is this change of address for an application or petition currently in progress?

YES	NO	
Not sure what to pick?		
Applicant or Peti	tioner Information	
First Name	Middle Name (optional)	Last Name
□No First Name Please check if you do	not have a first name	
Date of Birth (MM/DD/		
A-Number (optional) ?		
A-		
Member of the U.S. 1	Military, or recently discharged from	n service, or spouse of a member of the U.S. Milita



### Citizenship

### Country of current citizenship

- Select One

### In the US as a

- Select One 💙



U.S. Citizenship and Immigration Services Y

Jld Address		New Address
Street Address		Street Address
~		<u>^</u>
M		<u>M</u>
Street Address 2 (optional)		Street Address 2 (optional)
~	change to	
~		×
City		City
<u>^</u>		<u>~</u>
~		<u>N</u>
State	1	State
- Select One 💌	]	- Select One 💙
Zip Code		Zip Code
If the above new address is ten	nporary,Iexpecttorem	nain there (optional)
Years Months		
5. Citizenship		



and Immigration Services

Entry into the US			
Date of Entry (MM/DD/	YYYY) ?		
Location of Entry?			
- Select One	×		
School or Work (opt School or Employer Na			
City	- Select One	<b>&gt;</b>	Zip Code
. Citizenship l Immigration	- Select One		
vices			

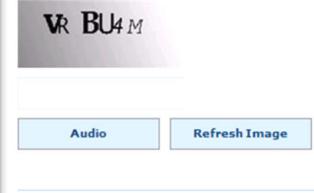
My Last Name



#### Security Check

Enter the letters shown below into the box. The letters are not case sensitive.

Can't read the letters? Click the Refresh Image Button for new letters or try the Audio Button.



□ By accepting this electronic signature, the applicant or petitioner, parent or guardian, or legal representative certifies under penalty of perjury that all information provided is true and correct.

#### SUBMIT



YES Response for "Is this change of address for an application or petition currently in progress?



An neius are required unless marked as optional.

Is this	change	of address	for an	application	or petition	currently in
progre	ss?					

Case Information	Receipt Numbe.?	Zip code used when filed	
- Select One 🛛			
- Select One			REMOVE
Select One M			REMOVE
- Select One 💉			REMOVE
- Select One			REMOVE
ADD			

16

### Applicant or Petitioner Information

First Name	Middle Name (optional)	Last Name	
□No First Name Please check if you do no	t have a first name		
Date of Birth (MM/DD/YY	(YY)		
A-Number (optional) ?			
A-	litary, or recently discharged f	rom service, or spouse of a member of th	ne U.S. Military



### Citizenship

### Country of current citizenship

- Select One

### In the US as a

- Select One



Jld Address	New Address
Street Address	Street Address
<u>_</u>	
<u>~</u>	~
Street Address 2 (optional)	Street Address 2 (optional)
ch	nange to
~	~
City	City
<u>~</u>	
×.	<u>N</u>
State	State
- Select One 💌	- Select One 💙
Zip Code	Zip Code
If the above new address is temporary, I Years Months	expect to remain there (optional)
.S. Citizenship	
nd Immigration	
ervices	

If the above new address is temporary, I expect to remain there (optional)

and Immigration Services

Enter an email address if you	would like a confirmation sent to you.
Email Address (optional)	
Filed By	
This form is completed by the	
- Select One	
My First Name	My Last Name
Firm or Organization Nam	
Date G-28 Filed (MM/DD/YYYY)	
US Citizenshin	

#### Security Check

Enter the letters shown below into the box. The letters are not case sensitive.

Can't read the letters? Click the Refresh Image Button for new letters or try the Audio Button.

VR BU4M	
Audio	Refresh Image

□ By accepting this electronic signature, the applicant or petitioner, parent or guardian, or legal representative certifies under penalty of perjury that all information provided is true and correct.

SUBMIT



U.S. Citizenship and Immigration Services

penalty of perjury that all information provided is true and correct.

Success! Address change request submitted.

Updated Address To:

First Middle Last 20 Mass Avenue Washington, DC 20529

Your confirmation number is:

AR-11: COA07014018121 Service Request CA10701426782VSC

Expect a reply by: March 23, 2014

Print Completed AR-11 Form



U.S. Citizenship and Immigration Services

rint Completed AR-11 Form

Deploying March 2014Reprint Complete AR-11





### Change of Address Electronic AR-11 Reprint Form

Did you complete an electronic AR-11 Change of Address form and need to print a copy for your records? We can assist you.

All fields are required unless marked as optional.

#### **AR-11** Information

First Name

Middle Name (optional)

Last Name

□No First Name Please check if you do not have a first name

Date of Birth (MM/DD/YYYY)



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#### What you'll need

- > AR-11 Confirmation #
- > Name, Citizenship
- > Date of Birth

- Select One	×
AR-11 Confirmation Nur	ni.?.
Security Check	
	elow into the box. The letters are not case sensitive. ck the Refresh Image Button for new letters or try the Audio Butto
ME MQAB	
Audio	Refresh Image
	Print Completed AR-11 Form
S. Citizenship	

Department of Homeland U.S. Citizenship and Immi					AR-11, A	bmission of the Alien's Change Address Card
Name (Last in CAPS) meda	(First Name) anil	) (Middle Name)		I am in the O Visitor O Studen	anent Resident	
Country of Citizenship Azerbaijan	-	ate of Birth 1/01/1900		Copy Numbe A	er From Alie	en Card
Present Address (Street o 1, test street	r Rural Route)	(City or Post Office) washington			(State) DC	(Zip Code) 20001
(If the above address is tem	porary) I expect to re	main there 11	Years	M	lonths	
Last Address (Street or Rural Route) (City or Post Office) 2, test street washington				(State) DC	(Zip Code) 20001	
I work for or attend school umd	l at: (Employer's Nan	ne or Name of School	)			
(Street Address or Rural R	al Route) (City or Post Office) washington				(State) DC	(Zip Code) 20001
Port of Entry Into U.S. Date of		Date of Ex 01/01/2	atry Into U.S.			nt Resident, 5. expires on:
Signature		Date 11/19/2	Date 11/19/2013 15:12			

#### AR-11, Alien's Change of Address Card

This card is to be used by all aliens to report a change of address within ten days of such change.

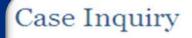
The collection of this information is required by Section 265 of the Immigration and Nationality Act (8 U. S.C. 1305). The data is used by U.S. Citizenship and Immigration Services for statistical and record purposes and may be furnished to Federal, State, local and foreign law enforcement officials. Failure to report a change of address is punishable by fine or imprisonment and/or removal.

ADVISORY: This card is not evidence of identity, age or status claimed.

This is a paper-copy of your Electronic Form AR-11, Alien's Change of Address Card. Please do not mail in this form. Retain it for your records only.

Your confirmation number is: COA32313028502







### Service Request





U.S. Citizenship and Immigration Services Make typographic orrections for a case

lypograph Error

#### **Outside Normal Processing Time**

Do you have a case pending with USCIS that is outside the normal processing time? USCIS usually processes cases in the order we receive them. You can get an idea of how long it will take to process your case from the processing time table available on our website. For most applications, you can send us an inquiry if your case has been pending longer than the processing time posted on our website.

NOTE: We are actively processing your case if, in the past 60 days, you:

- Received a notice from us about your case,
   Responded to a request for evidence, OR
- > Received an online update to your case status.

To allow time for mailing and processing your decision, please wait an additional 30 days beyond normal processing times before inquiring about your casef your application type is not listed in the processing time table on our website, our goal iso make a decision on your application within 6 months of filing. Please wait six months before submitting an inquiry.

#### Case Information



- Select One

ReceiptNumber ?

DateFiled(MM/DD/YYYY) ?



U.S. Citizenship and Immigration Services

sceiptNumber ?

#### What you'll need

- Receipt Number or A-Number (if applicable)
- > Date when filed
- > Application or Petition filed

Applicanto	or Petitioner I	Information
------------	-----------------	-------------

FirstName	MiddleName ()	optional)	LastName
No First Name			
Please check if you do not h	aveafirstname		
Date of Birth (MM/DD/YYY	Y)		
A-Number (optional)	2		
A-			
Mailing Address Street Address			
Street Address 2 (optional)			
City			
eny			
		ZipCode	
	<u>×</u>	ZipCode	
State	<u>×</u>	Zip Code	



#### Last Action Taken on Case

Based on the processing time table, you believe the case to be outside normal processing times. Please provide details of the last action that you received on your case in the space below ?

-

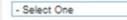
Would you like a confirmation sent?

×

Email Address (optional)

#### Filed By

This form is completed by the



My FirstName

MyLastName

Firmor Organization Name

SUBMIT



U.S. Citizenship and Immigration Services

SUBMIT

#### Non-Delivery of Notice

Did you miss a notice about your pending case with USCIS? While your case is pending, we may mail you notices such as a request for additional evidence or a decision notice. Our customers sometimes report to us that these notices are not received. Check your case status online to see whether we mailed you a notice. For selected forms, you can send us an inquiry if you did not receive a notice that we mailed you.

NOTE: Do not submit an inquiry if you recently filed an application. You should receive a receipt notice within 30 days after filing at a Service Center or 10 days after filing at a Lockbox.

#### Case Information

- Select One		
FormSubType		
- Select One		
teceiptNumber ?	ateFiled(MM/DD/YYYY)	7

What you'll need

(if applicable)

>Date when filed

>Item not received

> Receipt Number or A-Number

Application or Petition filed



FirstName	MiddleName (optional)	LastName
	(optimit)	
□ No First Name		
Please check if you do n	othaveafirstname	
DateofBirth(MM/DD/)		
Date of Diff (all (DD))		
A-Number (optional)	?.	
A-		
_		
Member of the U.S.M	filitary, or recently discharged from s	ervice, or spouse of a member of the U.S. Mil
Mailing Address		
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StreetAddress 2 (option City		
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StreetAddress 2 (option City State	ZipCode	



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			<u>8</u>	
Would you like	a confirmatio	on sent?		
Email Address (opt	lonal)			
Filed By				
Thisform is comple - Select One	≥ eted by the			
	MyL	astName		
My First Name				
My First Name				
My First Name Firmor Organizati	on Name			



U.S. Citizenship and Immigration Services

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### Notice Types

- Appointment
- Approval
- Denial
- Request for Evidence
- Other



### Appointment Accommodations

Do you need an accommodation due to a disability that prevents you from attending a scheduled USCIS appointment, program, or activity? We can assist you in requesting an accommodation.

NOTE: Do not submit a request if you are a naturalization applicant seeking an exception from the English and/or civics testing requirements. You must make the exceptions request on Form N-648, Medical Certification for Disability Exceptions.

#### What you'll need

- > Receipt Number or A-Number
- > Appointment Notice (ASC appointment, InfoPass appointment, interview appointment or naturalization ceremony)
- > Date and Location of USCIS Event or Program

#### **Case Information**

Form Number		
Form Sub Type - Select One		
Receipt Number ?	Date Filed (MM/DD/YYYY) ?	
itizenship mmigration		



First Name	Middle Name (optional)	Last Name
No First Name		
Please check if you do not l	have a first name	
Date of Birth (MM/DD/YY	YY)	
A-Number (optional)	3	
A-		
Nember of the U.S. Mill	tary, or recently discharged from servic	e, or spouse of a member of the U.S. Military

Mailing Address
Street Address
Street Address 2 (optional)
City
State Zip Code

Select One

Zip Code



U.S. Citizenship and Immigration Services

State

#### Accommodations

Accommodation Type ? - Select One

In the text block state the specific accommodation you are seeking and a brief reason for the request. Please provide the date, time, and location for an accommodation request that involves a scheduled interview or appointment.

Would	you like a	confirmation	sent?

Emai	Address	(optional)
------	---------	------------

y First Name			
		MyLastName	
Firmor Organizatio	0.057.000		
Filmor organizatio	ATT A GUIC		
SURMIT			
SUBMIT			
SC DOLLAR			
SUBMIT			



#### Accommodation Types

- Hearing Impairment
- Speech Impairment
- Physical Impairment
- Sight Impairment



#### Typographic Error

Did you receive a notice, document or card from USCIS and it contains a typographic error? We can assist you in correcting the error .

#### What you'll need

- > Receipt Number or A-Number
- > Item that contains the error
- > Date when filed

- Select One 💌		
Form Sub Type		
- Select One		
D 1.11 1		
Receipt Number ?	Date Filed (MM/DD/YYYY) ?	
Receipt Number ?	Date Filed (MM/DD/YYYY) ?	
Receipt Number 🥐	Date Filed (MM/DD/YYYY) ?	
J.S. Citizenship and Immigration		



FirstName	MiddleName (	optional)	LastName	
□ No First Name Please check if you do noth Date of Birth (MM/DD/YYY				
A-Number (optional) A-	?			
□ Member of the U.S. Mili	tary, or recently disch	arged from servi	ce, or spouse of a member of th	eU.S.Mil
Mailing Address				
StreetAddress				
StreetAddress2 (optional)				
City				
State		ZipCode		
- Select One	8			



Гуро	g	rap	hic	Er	ror
	0				

WhathastheTypographicerror ?

- Select One

Pleasedescribetheerror

	<u>6</u>
	<u>×</u>
Please enter the correction	
	<u>_</u>
	×

~

Would you like a confirmation sent?

Email Address (optional)

- Select One	*		
My First Name	MyLa	stName	
Firmor Organizatio	n Name		
SUBMIT			



#### Typographic Error on:

- Accommodation
- Advance Parole Document
- Re-Entry Permit
- Refugee Travel Document
- Citizenship Certificate
- Naturalization Certificate
- Employment Authorization Card
- Combo Card
- Permanent Resident Card
- Notice
- Other Provide Details





Return to the Customer Service Tools

#### Thank you for your request

#### USCIS will review and process the request.

Expectareply by April 2, 2014

Yourrequest ID number is \$R10701403808M \$C



#### Future Enhancements

- Deployment Scheduled for March 21, 2014:
  - Did not receive card by mail
  - Did not receive document by mail



#### Non-Delivery of Card

Do you have a case with USCIS and you have not received a card that was mailed? When a benefit is granted or the replacement/renewal of a current card is approved, the card is generated and mailed. Unfortunately, sometimes the card is not received. You can create an inquiry with USCIS when you did not receive a card that was mailed.

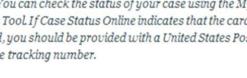
NOTE: Do not submit a request if you have just recently been approved, allow approximately 30 days to receive your new card. You can check the status of your case using the My Case Status Tool. If Case Status Online indicates that the card was mailed, you should be provided with a United States Postal Service tracking number.

#### **Case Information**

Form Number - Select One 💙

Form Sub Type - Select One

Receipt Number ?



#### What you'll need

- > Receipt Number or A-Number (if applicable)
- > Date when filed
- > Application or Petition filed
- > Item not received



U.S. Citizenship and Immigration **Services** 

Date Filed (MM/DD/YYYY) ?

Applicantorl	Petitioner	Information
--------------	------------	-------------

FirstName	MiddleName (	(optional)	LastName	
□ No First Name Please check if you do noth Date of Birth (MIM/DD/YYY				
A-Number (optional) A-	?			
Mailing Address	tary, or recently disch	narged from service,	orspouse of a member of the	eU.S.Military
StreetAddress StreetAddress 2 (optional)				
City				
State - Select One		ZipCode		
- Select One	~			



С	a	r	d	Т	v	p	e
-		~	_	_	~	-	_

What card was not received ? - Select One ~ ProvideLastAction on Your Case ? Would you like a confirmation sent? Email Address (optional) Filed By This form is completed by the - Select One ~ My First Name My Last Name Firmor Organization Name SUBMIT



#### Card Type

- Permanent Resident Card
- Employment Authorization Card
- Combo Card Employment Authorization and Advance Parole Combination Card



#### Non-Delivery of Document

Do you have a case with USCIS and you have not received a document that was mailed? When a benefit is granted and a document is required, the document is generated and mailed. Unfortunately, sometimes the document is not received. You can create an inquiry with USCIS when you did not receive a document that was mailed.

NOTE: You can check the status of your case using the My Case Status Tool. If Case Status Online indicates that the document was mailed, please allow approximately 30 days to receive your document.

#### Case Information

FormSubType - Select One		
leceiptNumber ?	ate Filed (MM/DD/YYYY)	?

#### What you'll need

> Receipt Number or A-Number (if applicable) >Date when filed >Application or Petition filed >Document not received

FirstName	MiddleName (optional)	LastName
□ No First Name		
Please check if you do no	othaveafirstname	
Dateof Birth (MM/DD/Y	ררר)	
1 Stumber		
A-Number (optional) A-	?	
Member of the U.S. M	ilitary, or recently discharged from se	rvice, or spouse of a member of the U.S.M
Mailing Address		



ity tate ZipCode				
tate ZipCode	treetAddress2 (optional)			
	ity			
	tate Select One	×	ZipCode	

D	oc	un	ne	n	T	ype
						1 -

- Select One		8	
ProvideLastAction	on Your Case ?	8) 8)	
Vould you like a	a confirmation sent?		
Email Address (optio	nal)		
iled By			
	ed by the		
This form is complet	ed by the		
Thisformiscomplet - Select One			
Thisformiscomplet - Select One	<u>×</u>		
This form is complet - Select One My First Name	My Last Name		
Filed By This form is complet - Select One My First Name Firmor Organizatio	My Last Name		
This form is complet - Select One My First Name Firm or Organizatio	My Last Name		
This form is complet - Select One My First Name	My Last Name		



#### Document Type

- Naturalization Certificate
- Citizenship Certificate
- Refugee Travel Document
- Re-Entry Permit
- Advance Parole Document



#### Privacy Act Statement

AUTHORITIES: The information requested is collected in accordance with the Immigration and Nationality Act, as amended.

PURPOSE: The primary purpose for completing is to respond to your request for assistance with an immigration benefit application, petition, and document.

**ROUTINE USES**: The information provided may be used by and disclosed to DHS personnel and contractors or other agents who need the information to assist in activities related to your inquiry. The information will be shared in accordance with approved routine uses, as described in the associated published system of records notices, available at <u>www.dhs.gov/privacy</u>.

DISCLOSURE: Furnishing this information is voluntary. However, failure to provide the requested information may delay or prevent USCIS from responding to your inquiry. Please note that the system will record user information such as Internet Protocol Address and Web Browser type and version upon submission.



### **Other Resources**

- For more information about USCIS benefits or have questions, visit www.uscis.gov/howdoi
  - Available in multiple languages

Multilingual Resource Center www/uscis.gov/multilingual

#### Outreach page

- www.uscis.gov/outreach
- Feedback Opportunities



**U.S.** Citizenship and Immigration Services

#### The "How do I" **Customer Guide Index**

Our customer guides are only available through our website or at our USCIS local offices.



#### am a U.S. citizen

How do I help my relative become a U.S. permanent resident?	A1
How do I help my fiancê(e) become a U.S. permanent resident?	A2
How do I immigrate an adopted or prospective adopted child or help my adopted child become a U.S. citizen or U.S. permanent resident?	A3
How do I get proof of my U.S. citizenship?	A4
How do I get information about requirements for travelling abroad?	A5



How do resider How do

Ho Ho Re

#### am a ermanent resident

How do I help my relative become a U.S. permanent resident?	B1
o I renew or replace my permanent. nt card?	B2
o I apply for U.S. citizenship?	83
	-

How do I know what my responsibilities are? **E4** How do I get a reentry permit? **E**5



#### am a non-immigrant

ARCAN	How do I extend my non-immigrant stay in the United States?	CI
w do I change to	o another non-immigrant status?	C2
w do I replace a cord?	Form I-94, Arrival-Departure	C3

More Customer Guide titles and information available on the back of this index.

### **USCIS** Idea Community



# From Call Center to Customer Engagement Center

- My USCIS Portal
  - Customer Service Toolbar
- Telephony
   Enhancements
  - Live and Virtual Chat
  - Schedule Call Back
- Mobile Case Status App



- Help Center
  - Google-like search engine
  - Smarter through customer feedback
- Explore My Options
   Benefit eligibility
  - Required documentation

### About this Presentation

 Author: Customer Service and Public Engagement Directorate

- Date of last revision: March 20, 2014
- This presentation is valid only as of the date of the last revision.
- This presentation contains no sensitive Personally Identifiable Information (PII).
- Any references in documents or text, with the exception of case law, relate to fictitious individuals.



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