P3 AOR & CAM AOR Handbook

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# Vetting the Application: P2 CAM

## Qualifying Parent

### Eligibility

1. Must possess one of the following Legal Statuses and provide documentary evidence of the status for RPC verification with valid expiration date:
* Permanent Resident Status
* Temporary Protected Status Grantee
* Parolee for whom parole has been authorized for at least one year
* Deferred Action for Childhood Arrivals (DACA) Recipient
* Deferred Action (non-DACA) Recipient
* Deferred Enforced Departure Recipient
* Withholding of Removal Grantee
* Pending I-589 “Application for Asylum and Withholding of Removal” filed before May 15, 2021.
* Pending I-918 “Application for U Nonimmigrant Status” filed before May 15, 2021
1. Be at least 18 years old to file an AOR
2. Have a qualifying relationship to the Qualifying Child (QCH)

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection.

* Proof of lawful presence of a qualifying pending application or petition. Please see CAM Acceptable Proof of Legal Status Guide for examples of acceptable proof of lawful presence or a qualifying pending application or petition.
* Marriage Certificates and Divorce Documents for all former and current marriages.

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application if included. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Birth Certificate
* Medical documents
* CAM Discrepancy or Rejection Letter

## Qualifying Child

### Eligibility

The QCH listed on the AOR must meet the following requirements:

1. Biological, step, or legally adopted child of the QP
2. Unmarried,
3. Under the age of 21
4. National of Honduras, Guatemala, or El Salvador
5. Current resident in either Honduras, Guatemala, or El Salvador

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Birth Certificate
* Adoption Paperwork or Marriage Certificate if not biologically related to QP (see Section 4.0 Unique Scenarios)
* Legal guardianship paperwork formally granting legal guardianship or custody resulting from a legal process involving the courts or other recognized government entity. An informal custodian or guardianship document, such as a power of attorney document or notarized or sworn statement will not serve as sufficient evidence of a qualifying legal guardian relationship

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application if included. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Medical documents
* All other supporting documents

## Type B Derivative

### Eligibility

The child(ren) of a Qualifying Child may also be considered qualified to apply if they meet the following requirements:

1. Unmarried;
2. Under 21 years of age;
3. Biological, step, or adoptive child(ren) of the Qualifying Child.
4. Listed in Section II of the AOR as a Type B relative.

The child(ren) of a Qualifying Child will derive their refugee status through the QCH and do not need to independently establish a refugee claim.

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| Note | Type B to F relatives and any of their derivatives must be interviewed by USCIS with the Qualifying Child. If the Qualifying Child and a type B to F relative(s) are unable to be interviewed together, only the Qualifying Child will receive a USCIS refugee interview.If the QCH if approved for parole, the Type B derivative will also be considered for parole  |

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Birth Certificate
* Adoption Paperwork or Marriage Certificate if not biologically related to the QCH (see Section 4.0 Unique Scenarios)

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application if included. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Medical documents
* All other supporting documents

## Type C Add-On

### Eligibility

On a case-by-case basis, the legal parent of a Qualifying Child may also be considered qualified to apply for admission as a refugee in connection with a Qualifying Child if that individual:

1. Lives in the same household as the Qualifying Child;
2. Is part of the same economic unit as the Qualifying Child;
3. Maintains a documented marriage to the Qualifying Parent that existed prior to the filing date of the DS-7699
4. Listed in Section II of the AOR as a Type C relative.

Type C add-ons do not derive their refugee status from the Qualifying Child and therefore must independently establish that they qualify as a refugee.

Type C add-ons do not need to be nationals of Honduras, El Salvador, or Guatemala

A Qualifying Legal Guardian cannot include a Type C relative on the AOR, either in relation to themselves or in relation to a Qualifying Child.

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| Note | Type B to F relatives and any of their derivatives must be interviewed by USCIS with the Qualifying Child. If the Qualifying Child and a type B to F relative(s) are unable to be interviewed together, only the Qualifying Child would receive a USCIS refugee interview.If Type C is approved for parole, the Type C-2 and C-3 relative(s) would also be considered for parole |

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Birth Certificate
* Marriage Certificate (proving legal marriage to Qualifying Parent.) See Section 4.1 Informal Marriages for additional information.

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application if included. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Medical Documents
* All other supporting documents

## Type D Add-On

### Eligibility

On a case-by-case basis, the biological parent of a Qualifying Child that is not legally married to the Qualifying Parent may also be considered qualified to apply for admission in connection with a Qualifying Child if that individual:

1. Lives in the same household as the Qualifying Child;
2. Is part of the same economic unit as the Qualifying Child
3. Listed in Section II of the AOR as Type D relatives.

Type D add-ons do not derive their refugee status from the Qualifying Child and therefore must independently establish that they qualify as a refugee.

A Qualifying Legal Guardian cannot include a Type D relative, either in relation to themselves or in relation to a Qualifying Child.

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| Note | Type B to F relatives and any of their derivatives must be interviewed by USCIS with the Qualifying Child. If the Qualifying Child and a type B to F relative(s) are unable to be interviewed together, only the Qualifying Child would receive a USCIS refugee interview.If Type D is considered for parole, their D-2 and D-3 relative(s) would also be considered for parole |

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Birth Certificate
* Form I-134 Affidavit of Support (AOS) - This Affidavit of Support will be kept on file and be used if individuals are considered for parole and will not be used for cases granted refugee status.

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application if included. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Marriage Certificates and Divorce Documents for all former and current marriages
* Medical Documents
* All other supporting documents

## Type E Add-On

### Eligibility

On a case-by-case basis, the primary caregiver of a Qualifying Child that does not qualify for Type C (legal parent married to Qualifying Parent) or Type D (biological parent not married to Qualifying Parent) may also be considered qualified to apply for admission in connection with a Qualifying Child if that individual:

1. Lives in the same household as the Qualifying Child;
2. Is part of the same economic unit as the Qualifying Child;
3. Is the Qualifying Child's primary caregiver;
4. Is at least 18 years of age;
5. Is related to the Qualifying Parent biologically or by legal marriage; OR is related to the Qualifying Child via a biological, step, or adoptive relationship.
6. Listed in Section II of the AOR as a Type E relative.

Type E add-ons do not derive their refugee status from the Qualifying Child and therefore must independently establish that they qualify as a refugee.

Only one Type E relative and his/her derivative(s) may be listed on the form unless the Qualifying Children listed on the form live in different households. Each Qualifying Child that lives in a separate household from another listed Qualifying Child would be allowed to list one separate primary caregiver.

If the QP’s married and/or age 21 or older son or daughter is the primary caregiver of the Qualifying Child, he/she can be listed as a Type E relative if there is no other qualifying caregiver. This would preclude another caregiver from being listed as a Type E relative on the form for that Qualifying Child. See below under Type F for additional information.

A Qualifying Legal Guardian can include a Type E relative, but not based on solely a familial relationship to the Qualifying Legal Guardian.

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| Note | Type B to F relatives and any of their derivatives must be interviewed by USCIS with the Qualifying Child. If the Qualifying Child and a type B to F relative(s) are unable to be interviewed together, only the Qualifying Child would receive a USCIS refugee interview.If Type E is considered for parole, their E-2 and E-3 relative(s) would also be considered for parole. |

### Comments

The following comments are **required** at the time of submission and must be noted in Section II or Section IV:

* A statement noting the relationship between the relatives and the Qualifying Child. Specifically for Type E, describe how the primary caregiver is related to the Qualifying Parent or the Qualifying Child.
* Please provide a statement noting who has legal custody of the Qualifying Child. If legal custody does not reside with a parent, an explanation should be provided in Section II.

In addition to the above, additional comments are **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* + Birth Certificate
* Marriage Certificates and Divorce Documents for all former and current marriages
	+ Form I-134 Affidavit of Support (AOS) - This Affidavit of Support will be kept on file and be used if individuals are considered for parole and will not be used for cases granted refugee status.
	+ Any documents that may show membership in the same household and economic unit and the caregiver role to the Qualifying Child. This may include but is not limited to documents that show a shared address between the Qualifying Child and caregiver and school or medical records that note the Type E relative's caregiver role to the Qualifying Child.
	+ If the QP does not have Legal Custody of the QCH, documents establishing who has legal custody must be provided.

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| Note | If the Qualifying Parent is unable to provide any of the documents above please provide an explanation in Section II. |

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application if included. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Medical Documents
* All other supporting documents

## Type F Add-On

### Eligibility

On a case-by-case basis, the Qualifying Child's married siblings and/or siblings over 21 years of age may also be considered qualified to apply for admission in connection with a Qualifying Child if that individual is:

1. The Qualifying Child’s married siblings and/or siblings over 21 years of age
2. Listed in Section II of the AOR as Type F relatives.

The Qualifying Child's married and/or age 21 or older siblings can also be understood to mean a Qualifying Parent's married and/or age 21 or older children.

Type F add-ons do not derive their refugee status from the Qualifying Child and therefore must independently establish that they qualify as a refugee.

If the married and/or age 21 or older son or daughter of the QP is the primary caregiver of the Qualifying Child, he/she can be listed as a Type E relative if there is no other qualifying caregiver. See Type E Add On.

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| Note | Type B to F relatives and any of their derivatives must be interviewed by USCIS with the Qualifying Child. If the Qualifying Child and a type B to F relative(s) are unable to be interviewed together, only the Qualifying Child would receive a USCIS refugee interview. |

### Comments

The following comments are **required** at the time of submission and must be noted in Section II or Section IV:

* Provide a statement in Section II or Section IV noting the relationship between the Type F relative and the Qualifying Child.

In addition to the above, additional comments are **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Birth Certificate
* Adoption Paperwork or Marriage Certificate if step or adoptive child of QP (see Section 4.0 Unique Scenarios)
* Marriage Certificates and Divorce Documents for all former and current marriages
* Form I-134 Affidavit of Support (AOS) - This Affidavit of Support will be kept on file and be used if individuals are considered for parole and will not be used for cases granted refugee status.

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Medical Documents
* All other supporting documents

## Types D-2, E-2, F-2

### Eligibility

If the Type D, Type E, or Type F Add on has a legal spouse, they may also add them in Section II as a Type D-2, E-2, or F-2.

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| Note | The Add On -2 relative would derive his/her status from their respective Add On relative and does not have to independently establish that he/she qualifies as a refugee. If the Add On relative is approved for parole, the Add On -2 relative would also be considered for parole, not including type F-2.Type B to F relatives and any of their derivatives must be interviewed by USCIS with the Qualifying Child. If the Qualifying Child and a type B to F relative(s) are unable to be interviewed together, only the Qualifying Child would receive a USCIS refugee interview. |

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Birth Certificate
* Marriage Certificate (proving marriage to their respective Add On)

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Medical Documents
* All other supporting documents

## Types C-3, D-3, E-3, F-3

### Eligibility

If the Type C, Type D, Type E, or Type F Add on has an unmarried child(ren) under 21, they may also add them in Section II as a Type C-3, D-3, E-3, or F-3.

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| Note | For Type C-3, the unmarried child(ren) are not child(ren) of the QP or legally adopted by the QP. The Add On C-3 relative would derive his/her status from their respective Add On relative and does not have to independently establish that he/she qualifies as a refugee. If the Add On relative is approved for parole, the Add On -3 relative would also be considered for parole, not including Type F-3.Type B to F relatives and any of their derivatives must be interviewed by USCIS with the Qualifying Child. If the Qualifying Child and a type B to F relative(s) are unable to be interviewed together, only the Qualifying Child would receive a USCIS refugee interview. |

### Comments

A comment is required for the following scenarios and may not apply to every submission:

* Biographical information on the DS-7699 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Birth Certificate
* Marriage Certificate or Adoption Paperwork (if not biologically related to their respective Add-On)

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application. Any name spelling discrepancies or other inconsistencies will result in a rejection unless they are accompanied by a comment:

* Medical Documents
* All other supporting documents

# Vetting the Application: P3 AOR

## Anchor

### Eligibility

To qualify for the P-3 Program, individuals must have an “Anchor” (a U.S.-based relative). The requirements for a family member to be considered an Anchor are:

1. Must have immigrated to the United States as a refugee, asylee, or under Special Immigrant Visa (Iraq and Afghanistan only) SIV.
2. Must be over the age of 18.
3. Must file the AOR within five years of entering the United States as a refugee, asylee, or under a SIV.
4. Must have current legal immigration status in the United States.
5. Cannot have been in the United States for more than five years at the time of AOR filing.

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7656 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Proof of Legal Status.

The following documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application. Any name spelling discrepancies or other inconsistencies will result in a rejection:

* Birth certificate
* Marriage Certificate
* Medical documents
* Previous Rejection Letter or AOR Discrepancy Letter

## Qualifying Family Member

### Eligibility

Anchors who meet the above requirements may file an AOR on the behalf of an eligible family member. The Qualifying Family Member (QFM) on the AOR must be one of the following in relation to the Anchor:

1. A legal spouse.
2. An unmarried child under the age of 21.
3. The parent.

### Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7656 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Valid Proof of Registration (POR) in the country of asylum. Please see the Proof of Registration Reference Guide for examples of valid POR for each RSC.

The following documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application. Any name spelling discrepancies or other inconsistencies will result in a rejection:

* Birth certificate
* Marriage Certificate
* Medical documents

## Type B Derivative

### Eligibility

Eligible QFMs may include the following individuals to join them on the P-3 application:

1. A legal spouse.
2. An unmarried child under the age of 21.
3. Listed in Section II of the AOR as type B relatives.

Type-B derivatives derive their refugee status from the Qualifying Family Member and do not have to independently establish a persecution claim.

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| Note | The relationship between the Anchor and the Qualifying Family Member must have existed on the date they were admitted to the United States as a refugee, or granted asylum in the United States, and must continue to exist. |

### Required Comments

A comment is **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7656 does not match supporting documents
* “Unknown” is listed as a value in any field

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Valid Proof of Registration (POR) in the country of asylum. Please see the Proof of Registration Reference Guide for examples of valid POR for each RSC.

The following documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application. Any name spelling discrepancies or other inconsistencies will result in a rejection:

* Birth certificate
* Marriage Certificate
* Medical documents

## Type C Add-On

### Eligibility

On a case-by-case basis, an individual may also be considered qualified to apply for admission in connection with a Qualifying Family Member if that individual:

1. Lived in the same household as the Qualifying Family Member in the country of nationality or, if stateless, last habitual residence; AND,
2. Was part of the same economic unit as the Qualifying Family Member in the country of nationality or, if stateless, last habitual residence; AND,
3. Demonstrates exceptional and compelling humanitarian circumstances that justify his/her inclusion on the Qualifying Family Member's case.
4. Listed in Section II of the AOR as type C relatives.

Type-C individuals do not derive their refugee status from the Qualifying Family Member and therefore must independently establish that they qualify as a refugee.

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| Note | Children of Type-B derivatives who are listed as Type-C add-ons do not need to have lived with the QFM in the country of nationality if they were born after flight from country of origin.  |

### Comments

If an individual is included as a Type C Add-on, a supporting comment is **required** on the DS-7656 stating that the individual meets the following add-on criteria:

1. Lived in the same household as the QFM in the country of nationality or, if stateless, last habitual residence
2. Was part of the same economic unit as the QFM in the country of nationality or, if stateless, last habitual residence
3. Demonstrates exceptional and compelling humanitarian circumstances that justify his/her inclusion on the QFM’s case

Failure to include each of the above criteria will result in a rejection. If you have any questions about Type C add-on comments, please reach out to the RPC before submitting the application to avoid delays due to a rejection.

In addition to the above, additional comments are **required only for the following scenarios** and may not apply to every submission:

* Biographical information on the DS-7656 does not match supporting documents
* “Unknown” is listed as a value

Failure to provide such a comment will result in a rejection.

### Supporting Documents

The following supporting documents are **required** at the time of submission. Failure to submit these documents will result in a rejection:

* Valid Proof of Registration (POR) in the country of asylum. Please see the Proof of Registration Reference Guide for examples of valid POR for each RSC.

The following supporting documents are **not required** at the time of submission. While these documents are not required, they will be vetted against the rest of the application if included. Any name spelling discrepancies or other inconsistencies will result in a rejection:

* Birth certificate
* Marriage Certificate
* Medical documents

# Unique Scenarios

## Informal Marriages

A qualifying individual can file a P3 application for a partner of any gender if:

1. The relationship existed at least one year prior to the submission of the DS-7656
2. The filer considers the person to be his/her spouse or life partner
3. The relationship is ongoing
4. There is evidence that a legal marriage was not obtainable due to social and/or legal prohibitions

A submission will not be rejected if the above information is not present at the time of submission, though it is strongly encouraged to obtain this information and to include in the application.

## Adopted Children

If an individual is an adopted child, the Anchor is encouraged to submit a legal adoption papers. Failure to submit this document will not result in a rejection, but its inclusion will assist the RSC and USCIS in processing the case.

For an adopted child to be included as a Type B derivative, an adoption must occur before the child’s 16th birthday (or 18th birthday if a younger sibling is also adopted) and be legal in the country where it occurred. Adopted children must live with the adoptive parent(s) for at least two years. Per PRM, informal adoptions will not be accepted.

If an adopted child does not meet the above criteria, they must be listed as a Type-C add-on.

## Step Children

The marriage creating a step relationship must have occurred before the child’s 18th birthday for a stepchild to be included as a Type B derivative. If the marriage occurs after the child’s 18th birthday, the child must be listed as a Type-C add-on.

If a Qualifying Parent (CAM) or Anchor (P3) is including a stepchild based on common law marriage, the common law marriage must have taken place in a state that recognizes common law marriage. If possible, the Qualifying Parent (CAM) or Anchor (P3) should submit a Declaration and Registration of Informal Marriage as a supporting document.

## Foster Children

If the Type C add-on on a P-3 case is a foster child, the Anchor is encouraged to submit documentation of the foster relationship. Documentation should contain clear evidence indicating the child does not have biological parents, adoptive parents, or any other close living family members. If case members are registered with UNHCR and UNHCR indicates the child is part of the household and has no alternate family that could be one form of documentary evidence. Failure to submit this documentation will not result in a rejection, but its inclusion will assist the RSC and USCIS in their processing of the case.

# Submission Instructions

## Submitting AORs to the RPC

1. Label all files using the below naming conventions:

|  |  |
| --- | --- |
| **Submission** | **File Naming Convention** |
| **New AOR** | [Affiliate code] – [Date Completed listed on the DS form] – [First four letters of Anchor’s or QP’s Last Name]Example: *NJIRC02-Aug152020-SMIT* |
| **Corrected AOR** | Example: *NJIRC02-Sep042020-JONE Corrected* |
| **Amended AOR** | Example: *NJIRC02-Apr042019-DOE Amended* |
| **Supporting Documents** | Example: *SD 1 NJIRC02-Aug152020-SMIT* |

1. Upload the files to Rsharenet. Note that only one submission should be made **per day**.
* Please limit the file upload size to 4MB or less. Files larger than 4MB should be broken up into more than one file. To limit file size, use a scan resolution of 300dpi.
* Approximately 10 min after uploading AOR documents to the website, the recently uploaded documents will copy over to the RPC and be removed from the website.
1. E-mail the RPC to notify of the upload and include a list all files submitted in the body of the e-mail or in an attached spreadsheet. This email should be sent the same day that the files are uploaded to Rsharenet. A few additional things to note:
* Do NOT include any PII in the email or spreadsheet.
* If file names do not match what has been uploaded to Rsharenet, we will ask you to re-upload the files.
* When submitting Amended AOR’s please ensure the reason for amending is indicated in Section IV of the DS-7656 or DS-7699. For Corrected AOR’s, please include a comment in Section IV of the DS-7656 or DS-7699, indicating the changes made.
1. The RPC will reply to the submission e-mail confirming all files on their list are accessible on the drive. If there are any discrepancies between the list and the files in the drive, the RPC will reach out to the RA HQ who submitted the list to resolve any issues before sending a confirmation e-mail.
2. RPC will send Accepted and Rejected notifications via report as appropriate.

## Email Template

Subject: [RA Name] P3 AOR Submission DDMMYY

Dear Colleagues,

Please note the below documents have been uploaded to rsharenet.org:

*NJIRC02-Aug152020-SMIT*

*SD1 NJIRC02-Aug152020-SMIT*

*SD2 NJIRC02-Aug152020-SMIT*

*NJIRC02-Sep042020-JONE Corrected*

*SD1 NJIRC02-Sep042020-JONE Corrected*

*SD2 NJIRC02-Sep042020-JONE Corrected*

*SD3 NJIRC02-Sep042020-JONE Corrected*

*NJIRC02-Apr042019-DOE Amended*

*SD1 NJIRC02-Apr042019-DOE Amended*

*SD2 NJIRC02-Apr042019-DOE Amended*

*SD3 NJIRC02-Apr042019-DOE Amended*

*SD4 NJIRC02-Apr042019-DOE Amended*

Thank you,

[Your Name]

*Please note: for specific guidance on which naming convention to use for a particular submission, please refer to the naming conventions table at the beginning of this document.*

## Things to note:

1. The DS-7656 must be an electronically readable PDF, **NOT** a scan. If the file is not a readable PDF it will not be accepted at time of submission. Supporting documents do not have to be a readable PDF.
2. The date we “received” the AOR is the date we receive the submission email and spreadsheet. For example, if you upload an AOR on Monday but do not send the submission email until Friday, the “date received” will be Friday’s date.

# Rejections

The RPC will upload Rejection Letters to each RA’s folder on a daily basis. The Rejection Letter will provide the reasons the AOR has been returned to the RA. If the Anchor plans on resubmitting the AOR with corrections, it must be labeled as a Corrected AOR (see Section 5.1 Submitting AORs to the RPC for naming convention).

## Rejections Tab of the CAM-AOR Inventory Report

Tab 3 of the CAM-AOR Inventory Report lists all cases owned by an RA that has been rejected and not resubmitted. On this tab, you may see the following statuses:

|  |  |
| --- | --- |
| **Status** | **Definition** |
| **Rejection Letter Sent** | A rejection letter has been generated and posted to the RA’s folder on Rsharenet |
| **90 Day Deadline Passed** | A Corrected AOR has not been received within the 90 day period. RPC has set the case to Inactive and will close the case once the Anchor has passed their 5 year eligibility deadline. |
| **Disqualification Letter Sent** | A disqualification letter has been generated and posted to the RA’s folder on Rsharenet. The RA must obtain PRM permission in order to resubmit the application. |

# Discrepancy Letters

RPC/RSC will upload discrepancy letters to each RA’s folder on a case-by-case basis (START), or weekly on Mondays (WRAPS).

## Amended AOR Tab of the CAM-AOR and AOR Inventory Report

Tab 4 of the CAM-AOR Inventory Report lists all cases owned by an RA that are currently in the Amended AOR process. On this tab, you may see the following statuses:

|  |  |
| --- | --- |
| **Status** | **Definition** |
| **Discrepancy Letter Sent** | RPC has posted a discrepancy letter to the RA’s folder on Rsharenet. |
| **Amended AOR Received** | The RA has submitted an Amended AOR and it is pending RPC vetting. |
| **Amended AOR Rejected** | RPC has vetted the Amended AOR and has identified discrepancies in the submission. RPC will email the RA with a list of rejection reasons and ask the RA to correct the discrepancies and resubmit the Amended AOR. |
| **Amended AOR Accepted** | RPC has vetted the Amended AOR and found no discrepancies. The RSC and RA have been notified and the case will continue processing. |

## Unsolicited Amended AORs

RAs may submit an unsolicited Amended AOR (i.e. an Amended AOR for a case that did not receive a discrepancy letter) for the following changes:

* Adding a family member to Section II
* Removal of an applicant that cannot be substantiated with legal documentation
* Death of the Anchor/QP or QFM/QCH resulting in the designation of a new Anchor/QP or QFM/QCH.

Any other changes do NOT require an amended AOR and should be sent to the RSC via encrypted email. Such changes include:

* Biodata discrepancies
* Birth or death of an applicant. RA should send a valid birth/death certificate to the RSC, if available.
* A missing applicant. RA should send a valid missing person’s report to the RSC, if available.
* If a child’s relationship is indicated as Adopted on the AOR but is actually a foster relationship.

# DNA

## Accessing DNA Request Letters

DNA Request Letters will be posted to each RA’s folder on a daily basis.

## Requesting a DNA Letter Reprint

RAs should reach out to the PRM Program Officer responsible for CAM (Nick Stokes) or P3 (Sumi Siram) when requesting a DNA Letter Reprint. All supporting documents that prove the need for a new DNA Letter should be provided in the email.

Once PRM approves the request, the RPC will reprint and post to the RA’s folder on Rsharenet.

# RAVU

## Accessing RAVU Decision Letters

RAVU Decision Letters will be posted in each RA’s folder on a weekly basis.

## Rejected Results

RAVU Decision Letters with Rejected Results should be considered a case closure notification and the Anchor should be notified accordingly.

If the Anchor or QP has any concerns or questions about a decision, they should submit their inquiry to the RA HQ. RA HQ may then send the inquiry to rad-ravu@uscis.dhs.gov.

DNA Counselling/ P-3 DNA Testing Information for Anchor Relatives

As part of processing an Affidavit of Relationship (AOR), the anchor relative and certain claimed family members overseas must undergo DNA testing to verify the biological relationships claimed on the AOR. When the anchor relative comes to your affiliate to fill out an AOR, you will need to provide counseling on biological relationships, the DNA testing procedure, and provide a cautionary statement about relationship truths that might be revealed. This section will assist you in helping the anchor relative understand this process.

**Introduction**

Please state the following to the anchor relative:

As part of the process for seeking to bring your relative to the United States through this program, you will be required to take a DNA test. Let me tell you a little bit about DNA, DNA testing, and possible outcomes to this process.

What is DNA?

DNA is in every part of your body. DNA is the genetic material that each parent gives to his or her child. Half of a child’s DNA comes from the biological mother and half of a child’s DNA comes from the biological father. A child’s biological mother, the woman who carried the child in her body and gave birth to the child, gives the child half of its DNA. A child’s biological father, the man who had sex with the child’s mother and helped create the child inside her, gives the child half of its DNA.

What does the DNA test show?

The DNA test will show the biological relationship you have with each person listed on this AOR. For example, it will show whether you are the biological parent or child of the family members listed on the AOR.

How will the DNA be taken?

A sample of your DNA will be taken by an accredited private lab here in the U.S. The office overseas that is processing your relative’s case will take DNA samples from your relative(s). A lab technician will rub a clean cotton swab gently inside your mouth and the mouth of your overseas relative(s). The DNA will stick to the cotton swab, and this swab will be sent to a lab to be tested. Please remember that you must initiate DNA testing within 180 days of the date on the letter I will provide to you.

The importance of stating the truth

It is very important that what you state on this AOR is true. As part of the processing of your family’s case, you and your relative(s) overseas must take a DNA test which will show their biological relationship to you. It is very important that you understand this part of the process and what taking this test could mean for you and your family. Taking this DNA test will show the true biological relationship you have with the people listed on this document. If the people listed on this AOR are not biologically related to you in the way that you have stated, the test will show that they are not related. For example, if you are not the biological father/mother of this child or any of these children, this test will prove it. A false statement on this document could be considered fraud by the U.S. Government. Knowingly committing fraud could affect your immigration status, result in your family members not being able to join you, and lead to fines and/or criminal prosecution.

What if the child is related to the anchor in another way? (e.g. a niece or nephew)

A child’s DNA will be very similar to a close relative like an aunt or uncle, but will not match exactly. The DNA test will show that the child is not the biological child of the anchor.

Who needs to be tested?

You will be tested along with any parents or children you have listed on the AOR as being biologically related to you.

Who pays for the cost of this test?

All expenses, including shipping, will be paid by you before testing. If there is sufficient funding available, you may be reimbursed, but only if all claimed biological relationships are proven true.

What will happen to the DNA sample?

The U.S. lab you select to conduct the testing will retain the DNA sample according to its own policies (usually for six months). The lab will also retain a copy of the test results. The U.S. Government will not retain the DNA sample.

At this point the anchor could have a number of questions about this process. Provide him or her with time to ask those questions. When the discussion has ended, please ask the anchor the following questions:

a) What do you understand about the meaning of biological relationships?

b) How can DNA testing prove or disprove these relationships? c) How does the DNA collection process work? d) What will this process reveal? Provide an example.

e) Who will be responsible for paying all upfront costs of the DNA testing?

f) Is all the information you provided on this form truthful and accurate to the best of your knowledge?

g) Do you understand that knowingly providing false information on this form could be considered fraud by the U.S. Government and could affect your immigration status, prevent your family from coming to the U.S., and lead to fines and/or criminal prosecution?

Assisting with the AOR

When the affiliate is assisting the anchor in filling out the AOR, the affiliate will again remind the anchor that DNA testing will reveal whether relationships are biologically true or not.

When the anchor begins naming claimed biological relationships, the caseworker should ask:

What is your relationship with this person?

When the answer is parent or child, the caseworker should ask:

Is this person related to you biologically?

If the answer is no, the caseworker should ask:

What is your relationship with this person?

When the anchor claims step-children or adopted children, the caseworker should ask the anchor to explain as much information as possible about the nature of the relationship, including who the biological parents are for step-children. The caseworker should then add these claimed relationships to the appropriate section of the AOR. The caseworker must then note detailed information about the relationship in the comments section on the bottom of the page.

When the anchor claims foster children, the caseworker must ask the anchor to explain as much information as possible about the nature of the relationship, including who the biological parents and how the children meet the add on criteria. The caseworker must then add these claimed relationships to the appropriate section of the AOR and note detailed information about the relationships in the comments section on the bottom of the page.

Report Schedule

|  |  |  |
| --- | --- | --- |
| **Report Name** | **System** | **Schedule** |
| **AOR Inventory Report** | START | Weekly (Monday at 6am) |
| **CAM-AOR Inventory Report** | START | Weekly (Monday at 6am) |
|  |  |  |
|  |  |  |

Document Change History

The table below lists the changes in each version of this document.

|  |  |  |
| --- | --- | --- |
| Version | Date | Summary of Revisions |
| 1.0 | August 11, 2021 | Initial Publication |
|  |  |  |
|  |  |  |