

Libraries Helping New Americans: Information Literacy for Immigrants #ula2016

U.S. Citizenship and Immigration Services
District 19
Salt Lake City Field Office

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WHO IS USCIS?

Mission Statement

U.S. Citizenship and Immigration Services (USCIS) will secure America's promise as a nation of immigrants by providing accurate and useful information to our customers, granting immigration and citizenship benefits, promoting an awareness and understanding of citizenship, and ensuring the integrity of our immigration system. [Mission Statement](#)

Our History

On March 1, 2003, USCIS officially assumed responsibility for the immigration service functions of the federal government. The Homeland Security Act of 2002 (Pub. L. No. 107-296, 116 Stat. 2135) dismantled the former Immigration and Naturalization Service (INS) and separated the former agency into three components within the Department of Homeland Security (DHS).

USCIS was formed to enhance the security and improve the efficiency of national immigration services by exclusively focusing on the administration of benefit applications. Immigration and Customs Enforcement (ICE) and Customs and Border Protection (CBP), components within DHS, handle immigration enforcement and border security functions.

USCIS benefits from a legacy of more than 100 years of federal immigration and naturalization administration.

What We Do

USCIS is the federal agency that oversees lawful immigration to the United States. Some of the services we provide include:

- Citizenship (Includes the Related Naturalization Process)
Individuals who wish to become U.S. citizens through naturalization submit their applications to USCIS. We determine eligibility, process the applications and, if approved, schedule the applicant for a ceremony to take the Oath of Allegiance. We also determine eligibility and provide documentation of U.S. citizenship for people who acquired or derived U.S. citizenship through their parents.
- Immigration of Family Members
We manage the process that allows current permanent residents and U.S. citizens to bring close relatives to live and work in the United States.
- Working in the U.S.
We manage the process that allows individuals from other countries to work in the United States. Some of the opportunities are temporary, and some provide a path to a green card (permanent residence).
- Verifying an Individual's Legal Right to Work in the United States (E-Verify)
We manage the system that allows participating employers to electronically verify the employment eligibility of their newly hired employees.
- Humanitarian Programs
We administer humanitarian programs that provide protection to individuals inside and outside the United States who are displaced by war, famine and civil and political

unrest, and those who are forced to flee their countries to escape the risk of death and torture at the hands of persecutors.

- Adoptions

We manage the first step in the process for U.S. citizens to adopt children from other countries. Approximately 20,000 adoptions take place each year.

- Civic Integration

We promote instruction and training on citizenship rights and responsibilities and provide immigrants with the information and tools necessary to successfully integrate into American civic culture.

- Genealogy

A Day in the Life of USCIS

[A Day in the Life of USCIS](#) consists of the following customer service assistance and benefits.

THE UNAUTHORIZED PRACTICE OF IMMIGRATION LAW

The Wrong Help Can Hurt: The Unauthorized Practice of Immigration Law

The term unauthorized practice of Immigration law (UPIL) generally refers to the provision of legal advice and/or representation regarding immigration matters by an individual who is not an attorney eligible to practice law and in good standing or is not an accredited representative.

Legal advice may include:

- Identifying what immigration options an applicant or petitioner may have;
- Choosing what immigration form to file; and
- Deciding how to answer questions on immigration forms.

If you are not an Accredited Representative or Licensed Attorney you can only:

- Read the form to the individual.
- Translate, either verbally or in writing, information from the individual's native language to English or English to the individual's language.
- Write down information that the individual provides to complete the application.

How to find authorized immigration service providers

- American Immigration Lawyers Association ([AILA](#))
- Department of Justice Board of Immigration Appeals
 - List of [accredited](#) representatives and recognized organizations
 - List of attorneys by state who provide immigration services either for [free](#) or little cost

How to report immigration scams

Website: www.uscis.gov/avoidscams

External Resources:

- Federal Trade Commission- www.ftc.gov/complaint
- [Utah Bar Association](#) and [Utah Division of Consumer Protection](#)

ON-LINE TOOLS AVAILABLE

Tools

The following tools are available on the [Tools](#) website.

If	Then
Need to see how long it takes a USCIS Field Office to send out an interview notice from the time they filed their application...	Click on See office case processing times
Need to know how much a form cost to file with USCIS...	Click on the Check filing fees
Need to inquire about why a case is taking so long to make a decision...	Click on Submit an online request about your case
Need to change their address with USCIS...	Click on File a change of address online
Need to find their local USCIS office...	Click on Find a USCIS office
Need to make an appointment with a USCIS office to talk about their case or to get general information...	Click on Make an appointment
Need to verify that they are eligible to work in the U.S....	Click on Verify your eligibility to work in the United States
Want to research their family's immigration history...	Click on Research your family's immigration history

WHERE TO FIND FORMS

Forms

You find all forms on the USCIS [homepage](#). Click or hover over the [FORMS](#). Each application will provide the Downloadable form for free and instructions for filling out the form. It may also include a document checklist or Eligibility Worksheet.

OFFICE OF CITIZENSHIP

What We Do

The Office of Citizenship:

- Develops and enhances educational products and resources that
- Welcome immigrants
- Promote English language learning and education on the rights and responsibilities of citizenship
- Prepare immigrants for naturalization and active civic participation
- Leads initiatives to promote citizenship awareness and demystify the naturalization process for aspiring citizens
- Supports national and community-based organizations that prepare immigrants for citizenship by providing grants, educational materials, and technical assistance

- Builds collaborative partnerships with state and local governments and non-governmental organizations to expand integration and citizenship resources in communities
- Conducts training workshops and enhances professional development and classroom resources for educators and organizations preparing immigrants for citizenship
- Promotes integration policy dialogue among different sectors of society and coordinates with stakeholders at all levels to foster integration and community cohesion

Citizenship Resource Center

You can find the [Citizenship Recourse Center](http://www.uscis.gov/citizenship) at <http://www.uscis.gov/citizenship>. At this website, you will find sections for Learners, Teachers, and Organizations.

Learners

If	Then
Need to rights and privileges to becoming a U.S. citizen...	Click on Should I Consider U.S. Citizenship?
Need to know general eligibility requirements ...	Click on Learn About Naturalization
Need to find the 10 Steps to Naturalization and the process of becoming a U.S. Citizen ...	Click on Apply for Citizenship
Need to find the test requirements and the study materials for the tests ...	Click on Study for the Test
Need to find English and Citizenship classes, and Legal Assistance ...	Click on Find Help in Your Community
Need the citizenship information in Spanish...	Click on Naturalization Resources in Spanish

Teachers

If	Then
Need to find free materials, such as downloadable flashcards, the 100 civics questions, videos, curriculum Development and Instructional Materials, English Vocabulary, Interactive Practice tests, and Audio tests...	Click on Educational Products
Need to find lesson plans and activities for Beginning and Intermediate levels...	Click on Lesson Plans and Activities
Need to find a local Teachers' Training Seminar ...	Click on Training Seminars
Add your program to American's Literacy Directory...	Click on Add Your Program to America's Literacy Directory

Organizations

If	Then
Need to know how Community Organizations can support the Citizenship Public Education and Awareness Initiative...	Click on Citizenship Public Education and Awareness Initiative

Community organizations can support the initiative in a number of ways. Several possibilities include:

- Referring clients to the Citizenship Resource Center.
- Linking to the Citizenship Resource Center on the organization's website.
- Placing a widget on the organization's website.
- Linking to the initiative's print messages on the organization's website.
- Placing initiative print advertisements (posters) in office waiting areas, classrooms, community centers, and other visible areas.
- Distributing initiative outreach materials to the public.
- Registering for one free copy of the USCIS Civics and Citizenship Toolkit and utilizing its contents in citizenship or English language programs.
- Adding the organization's English language and/or citizenship programs to America's Literacy Directory.

LIBRARIES

Institute of Museum and Library Services (IMLS)

Through its partnership with the [Institute of Museum and Library Services](#) (IMLS), USCIS is providing libraries with information, educational materials, and training resources on immigration and citizenship. This collaboration is founded on the idea that libraries play a critical role in serving immigrant communities. Through our joint effort with IMLS, we plan to educate librarians, and in turn their immigrant customers, on topics ranging from naturalization, the unauthorized practice of immigration law, and the importance of digital literacy.

Free Library Webinars

Please find the most current free [Webinars](#) and archived webinars held for Librarians and library staff at: http://www.ims.gov/about/serving_new_americans.aspx

What Libraries Can Do to Participate

- Learn more about available online resources by participating in USCIS's free informational webinars.
- Order a [Civics and Citizenship Toolkit](#) for your library's collection and consider establishing a [Citizenship Corner](#).
- Explore the list of available resources on the USCIS [Citizenship Resource Center](#).
- Link to USCIS resources by adding a [widget](#) to your website. The widgets are small online applications in English and Spanish that can be embedded on social media sites, blogs, or other web pages.
- Explore the interactive website, [Preparing for the Oath: U.S. History and Civics for Citizenship](#), and guide customers preparing for the naturalization test to this site.
- Contact your local USCIS [Community Relations Officer](#) or [IMLS](#) for further information and guidance on the support and opportunities available for libraries.
- Sign up for free [email alerts](#) with important news and information from USCIS.
- Add the USCIS E-Verify [Employee Rights Toolkit](#) to your website and inform workers about their rights and responsibilities during the employment eligibility verification process.