

TREATMENT OF ENCOUNTERED LIBERIANS DURING THE DED PERIOD

An encounter is defined as the normal enforcement interaction with an alien that takes place **other than in an INS District Office or Suboffice**. An alien who appears at an INS District Office or Suboffice and requests to be processed under DED is not deemed to be encountered for the purposes of these instructions.

When a national of Liberia (not previously granted TPS) is encountered by Service personnel and appears to be eligible for DED, the following action will be taken:

- (1) Open A-file or T-file, which ever is applicable.
- (2) Complete Form I-213 (Record of Deportable Alien). Include in the narrative any information which might assist in the detection of fraud.
- (3) Conduct record checks, i.e., CIS, NCIC, NAILS, and NIIS. Include in I-213 narrative a statement that checks have been completed (and any results);
- (4) Copy and place in file, all documentation in the alien's possession that is relevant to his/her DED eligibility, i.e., passport, birth certificate, documentation regarding the alien's presence in the United States as of September 29, 2001, etc. Do not retain original documentation unless fraud is suspected.
- (5) Have the alien fingerprinted.
- (6) Photograph the alien and place two (2) photos in the file.
- (7) Place the alien's right index fingerprint on the reverse of the I-94;
- (8) Complete Form I-263W (Sworn Statement) and the I-765D (Liberian DED Supplement to Form I-765).
- (9) Provide the alien with Form I-94 (I-213 copy) with the annotation in large block letters on the reverse of the I-94: "APPEARS COVERED BY DED UNTIL SEPTEMBER 29, 2002."
- (10) Forward the file, with all of the above documentation, to the district office having jurisdiction over the alien's place of residence.