

**AILA CHICAGO CHAPTER
USCIS DISTRICT DIRECTOR LIAISON COMMITTEE
CHICAGO FIELD OFFICE
DECEMBER 8, 2015 MEETING**

SUPPLEMENTAL MINUTES

1. Upcoming Personnel Changes

It is anticipated that the newly assigned permanent Branch Chief of Adjudications and Branch Chief of the Fraud Detection and National Security (FDNS) Unit will start duty on December 27, 2015. The Chicago Field Office will announce these assignments at the next AILA District Director Liaison Meeting on January 21, 2016.

In addition, the Chicago Field Office has been approved to hire 10 new Immigration Services Officers, who will be responsible for conducting interviews and case adjudication.

2. Local Acceptance of Fees for Emergency, Same-Day Advance Parole Requests

The Chicago Field Office confirms that now that e-filing of the I-131 is no longer possible for any type of Advance Parole application, they will accept the fees for an emergency, same-day Advance Parole request for all types of cases (not only DACA-based requests) at the first floor InfoPass section. The filing fee should be paid in money order or cashier's check, payable to the Department of Homeland Security.

3. Phone Number to Check for Chicago Field Office Weather-Related/Emergency Closures

The Chicago Field Office has begun operating its new phone number that the public can call to find out whether the office will be closed due to inclement weather or other emergency. The number is **312-239-5555**.

They will update the automated greeting for this number as soon as a decision has been made about an upcoming closure, which may not be until late the night before.

They will also be notifying their regional office about closures, so that USCIS can also update the Chicago Field Office's webpage at <http://www.uscis.gov/about-us/find-uscis-office/field-offices/illinois-chicago-field-office>.

4. Local Requests for I-693 Medical Exams

The Chicago Field Office clarified that a medical exam may be submitted prior to an interview in response to their request, but it is not *necessary* to submit one in order for the interview to be scheduled. The interview scheduling will proceed normally regardless of whether or not they have received the medical exam from the applicant.