



## OFFICE OF BUSINESS LIAISON

U.S. DEPARTMENT OF HOMELAND SECURITY  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES

### Employer Information Bulletin 100

About our Office

September 30, 2004

EBISS: 800-357-2099

NCSC: (800) 375-5283

TDD: (800) 767-1833

Fax: (202) 272-1864

Order Forms: (800) 870-3676

Website: [www.uscis.gov](http://www.uscis.gov)

The Office of Business Liaison (OBL), within the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), is located in Washington, DC. Our primary function is to educate the United States business/employer community on employment-related immigration matters. Thus, OBL is designed to meet the numerous needs of the employer community by helping employers become aware of, understand, and comply with employment-related immigration laws, regulations, policies, and procedures. For example, this includes providing information on Form I-9, the employment eligibility verification process, as well as opportunities available to employers for hiring foreign-born workers.

OBL maintains employer information bulletins relating to the I-9 process, employment-based permanent residency, and nonimmigrant categories such as E, H, L, O, P, Q, R, etc. Many of these bulletins can be found online at <http://uscis.gov/graphics/services/employerinfo/eibulletin.htm>.

OBL also accepts requests to address meetings/conferences/seminars of national corporations or associations on the status of immigration laws and/or regulations related to business immigration. Our staff is also available to provide training to groups on the I-9 process and the processes for sponsoring certain foreign nationals for immigrant and nonimmigrant status. We are also available to provide question/answer sessions via conference calls.

For these services, please fax your request to OBL at (202) 272-1864 and include your company/organization's name, how many people will attend training, when and where the training will take place, the topics to be discussed, contact information, and any other relevant information.

For employment-related immigration questions, employers should call the Employer Business Investor and School Services Hotline (EBISS) toll-free at 1-800-357-2099, generally from 8:00 a.m. to 6:00 p.m. local time, Monday through Friday (**federal holidays excluded**). If EBISS is unable to answer your question, please fax a detailed request to OBL and include all relevant information.

Information available from OBL is limited to employment-related immigration matters and is not appropriate for individuals who seek other types of immigration information or wish to check on the status of applications that may be pending with USCIS. For this information, customers should call the National Customer Service Center (NCSC) at 1-800-375-5283. In addition, callers should be aware that it is prohibited for OBL or any other USCIS office to verify an alien's status for employment purposes.

**Employers of all kinds and sizes are encouraged to take advantage of our services. We look forward to working with the U.S. business community.**