



U.S. Citizenship  
and Immigration  
Services

**USCIS TEXAS SERVICE CENTER EMAIL PILOT INITIATIVE:  
EMPLOYMENT-BASED I-485 SPECIAL NOTIFICATION PROTOCOL**

April 22, 2010

**PURPOSE:** The purpose of the Texas Service Center (TSC) employment-based (EB) I-485 Email Pilot Special Notification Initiative is to provide a mechanism by which applicants can facilitate TSC processes relating to specific EB I-485 application scenarios through an email address. The email address for this purpose is: [EBUPDATE.Tsc@dhs.gov](mailto:EBUPDATE.Tsc@dhs.gov).

Applicants will receive an automatic reply from TSC stating that the email was received. After submitting information through this pilot email initiative, one follow-up inquiry may be sent if no communication has been received from TSC, such as a decision notice, a request for evidence, or other notice, within 90 days. The automatic email reply will provide further information on how to submit the follow-up inquiry.

This email account does not replace general inquiry processes that are in place for USCIS; general inquiries received at this email account will not be addressed.

**EB I-485 CASE IDENTIFICATION PROCEDURES**

**I. What is the procedure to notify TSC when an applicant is eligible for porting under AC21?**

1. You should identify only one applicant in a single e-mail. E-mails must pertain to applicants whose I-485s have been pending for 180 or more days and who are eligible for AC21 porting.
2. You should send an email to: [EBUPDATE.Tsc@dhs.gov](mailto:EBUPDATE.Tsc@dhs.gov)
3. On the subject line, you should write "EB I-485/AC21." (Example: EB I-485/AC21).
4. In the text of the email, you should provide: A-number, old employer's name and new employer's name. You should attach a copy of the new employer's letter of employment. The letter must identify the following information: the new employer, the letter's author and his/her job title, applicants new job title, start date of new employment, hours per week, salary, and specific description of the duties to be performed.
5. If the applicant has more than one A-number, you should type them both on the same line separated by a "/". (Example: A111222333 / A444555666). If there are multiple family members, you should type them all on the same line separated by commas. (Example: A111222333, A222333444, A444555666). You should also indicate which of the A-numbers is that of the principal I-485 applicant / I-140 beneficiary.

**II. What is the procedure to notify TSC when an applicant has multiple approved I-140s with priority dates that are visa available?**

1. You should identify only one applicant in a single e-mail. E-mails must pertain to applicants whose I-485s are eligible for processing because the priority date of another approved I-140 is visa available.
2. You should send an email to: [EBUPDATE.Tsc@dhs.gov](mailto:EBUPDATE.Tsc@dhs.gov)
3. On the subject line, you should write "I-485 multiple I-140s."
4. In the text of the email, you should provide the A-number and the receipt number of the I-140 that has the priority date that is visa available. If the applicant has more than one A-number, or if there are multiple family members, please follow the instructions described in paragraph 5 under the e-mail instructions regarding AC 21 portability (see Part I above).

**III. What is the procedure to notify TSC when an applicant is eligible for cross country chargeability?**

1. As above, you should identify only one applicant in a single e-mail. E-mails should pertain to applicants whose I-485s are currently eligible for processing because the applicant is entitled to receive a cross-charged priority date from a qualifying family member under Section 202 of the Immigration and Nationality Act.
2. You should send an email to: [EBUPDATE.Tsc@dhs.gov](mailto:EBUPDATE.Tsc@dhs.gov)
3. On the subject line, you should write "I-485/ CC"
4. In the text of the email, you should provide A-numbers, including the A-number of the I-485 applicant who will acquire the current priority date from the qualifying family member, and the country of cross chargeability. Also include the A-number of the family member who will confer the current priority date. If the applicant who is to receive the cross-charged priority date has more than one A-number, or if there are multiple family members, please follow the instructions described in paragraph 5 under the e-mail instructions regarding AC 21 portability (see Part I above).

**IV. What is the procedure to notify TSC when an applicant has an adjustment case that should be transferred?**

1. As above, you should identify only one applicant in a single e-mail. E-mails must pertain to applicants whose I-485s are eligible for processing because the priority date of another petition relating to the I-485 applicant (such as an I-130) has a visa available.
2. You should send an email to: [EBUPDATE.Tsc@dhs.gov](mailto:EBUPDATE.Tsc@dhs.gov)
3. On the subject line, you should write "Transfer".
4. In the text of the email, you should provide A-numbers or receipt numbers and the office to which the I-485 should be transferred. If the applicant has more than one A-number, or if there are multiple family members, please follow the instructions described in paragraph 5 under the e-mail instructions regarding AC 21 portability (see Part I above).