

SIV SCREENING CHECKLIST

602(b) SIV (Afghans)

- SIV Application Deadline
 - Are you able to file before the COM application filing deadline (31 December 2023)?
- Statutory SIV Qualifications
 - Evidence of Afghan Nationality**
 - Does the applicant have a scanned copy of their passport or tazkera?
 - Employment Qualifications**
 - Length of Employment**
 - Did the applicant work for at least 1 year?
Note: Length of employment qualification may be met through multiple periods of employment, but documentation (HR, LOR) must be submitted for each period.
 - Does the applicant have, or can you help the applicant obtain, a **human resources (HR) letter** from their employer that meets Chief of Mission guidelines?
 - If yes, is the HR unit or equivalent reachable over the listed email address in order to provide verification when DOS confirms authenticity?
 - If an HR letter is unavailable / the author is not reachable, can the supervisor providing the Letter of Recommendation (LOR) include length of employment information?
 - Employment By or on Behalf of the USG, or By ISAF**
 - If not a direct hire of US government or International Security Assistance Forces (ISAF), did the applicant work for an employer who had a U.S. contract or subcontract for at least one year of the applicant's qualifying employment?
Note: The Department of State does not consider employment for employers who received U.S. government funding through grants, awards, cooperative agreements, or for employers who operated under licenses but did not receive funding, to be qualifying employment for an SIV.
 - Does the HR letter include prime contract numbers and information?
 - Do contract numbers exist in public databases, and/or are documented by contracts themselves?
 - Do periods of contract cover one year of qualifying employment?

- Faithful and Valuable Service** as Documented in a Positive Recommendation or Evaluation from the Employee's Senior Supervisor
 - Does the applicant have, or can you help the applicant obtain, a **Letter of Recommendation (LOR)** from their supervisor that meets Chief of Mission guidelines?
 - Is the letter-writer a U.S. citizen supervisor, or is a U.S. citizen responsible for the contract available to co-sign the letter?
 - If yes, is the LOR-writer reachable over the listed email address in order to provide verification when DOS confirms authenticity?
 - If all supervisors are unavailable but the applicant worked for a DOD contractor, can the employer contact the DOD to pursue Project Rabbit?
 - Was the applicant disciplined, failed a security screening, or terminated by the relevant employer?
 - If a disciplinary or termination exists, is there sufficient evidence to rebut the termination, or sufficient other qualifying employment?
- Has the applicant experienced or is experiencing **an ongoing serious threat** as a consequence of employment?
Note: DOS considers ALL applicants with qualifying employment to meet this requirement, regardless of location.
- SIV Appeals
 - If appealing an SIV case, are you able to file within 120 days of when the applicant received the written notice?
 - Do you have the COM denial letter?
 - Have you reviewed the basis for the denial?
 - Is there new evidence or error to present?
- Admissibility to United States
 - Does the applicant have any arrests, convictions, support for militant groups, military service, political party membership, or any other potential inadmissibility issue?
Note: This checklist does not cover inadmissibility analysis.
- Derivative eligibility
 - Does the applicant have a spouse?
 - If yes, do they have documentation of marital status?
Note: for any marriages, consider legal validity, including any past marriages, polygamous marriages, etc.
 - Does the applicant have children who are unmarried and under the age of 21?
 - If yes, do they have documentation of age and parental link?

Note: for children, if they are near the age of 21, review for Child Status Protection Act application, and pay particular attention to civil documentation.

- Do the spouse and children have any admissibility issues? (see above)
- Is the principal applicant deceased?
 - If yes, is there a death certificate?
Note: Surviving spouses and children can initiate and pursue an SIV application (including a COM application) based on the principal applicant's qualifying employment.
- Other representation
 - Does the applicant already have a legal representative?
- Prior Communications Between Applicant and Adjudicating Entities
 - Has the applicant sent all prior communications with the Department of State (DOS) (or USCIS if applicable)?
 - Is there any other SIV application or appeal pending?
 - If there are any previous applications, are there COM denial letters, Visa Refusal Worksheets, or USCIS denial notices that raise issues to review?
- Are there any other pending or alternative pathways?

1059 SIV (Iraqis and Afghans) Employment Qualifications Addendum

Note: this Addendum only covers 1059 SIV employment qualifications - other questions from the checklist above, beginning with "Admissibility," would be helpful to address if employment qualifications are met.

- Statutory 1059 SIV Employment Qualifications
 - Qualifying Employment**
 - Did the applicant work as an interpreter or translator?
 - Did the applicant work as an interpreter or translator directly with the U.S. military or "under Chief of Mission authority"?
Note: Chief of Mission authority refers to the State Department in Afghanistan. It appears that sometimes "other government agency" (OGA) work may have been considered to be under Chief of Mission authority for the purpose of these letters.
 - Did the applicant work in the above capacity for at least 12 months?
 - Recommendation Letter**
 - Did the applicant obtain, or can you help the applicant obtain, a favorable written recommendation from the general or flag officer in the chain of command of the United States Armed Forces unit that the potential client supported, or if employed under Chief of Mission authority, the Chief of Mission?
Note: The letter-writer must have held the requisite rank at the time of employment. Retired generals / flag offices appear to be able to write

letters, so long as they held the rank and were in the chain of command at the relevant time.

- Can the letter-writer be contacted at the email or contact information provided for USCIS to verify the letter's authenticity?
- Does the letter confirm that the applicant cleared a background check or security at the time of employment?
 - If a termination or security failure exists, is the letter-writer aware of this issue and have they addressed the issue in the letter?