

[CID LAW INSTRUCTIONS NO. 41, August 08, 1988]

PROCEDURES TO ABBREVIATE PROCESSING OF APPLICATIONS FOR PRE-ARRANGED EMPLOYMENT AND IMMIGRANT VISAS

1. This supplements Law Instructions No. 26 dated 18 May 1988.
2. Recognizing the need to expedite the procedures for processing applications for pre-arranged employment and immigrant visas, in order to meet the time frame, set forth in the Immigration Manual of February 1988, the following abbreviated procedures are adopted:
 - a. The detailed checklists of the documentary requirements for applications for pre-arranged employment and immigrant visas are set forth in the Immigration Manual. Before filing, applicant must make sure that all these documentary requirements have been submitted together with the application. If, for any reason, any of the documentary requirements are not applicable or cannot be submitted, an adequate explanation must be given at the time of filing. Submit only two photocopies of the complete documents — one to be filed by the applicant at the CID and the other to be stamped received by the receiving clerk and returned to the applicant for his personal file. If, for any reason, the application filed in the CID is lost the applicant can present his copy of the documents as proof of submission;
 - b. Have the two photocopies received at the ground floor receiving area. Proceed to the BSI receiving clerk at the 4th Floor for checking on the completeness of the documents. If the application is incomplete, the BSI receiving clerk shall return the application and provide the applicant with a checklist of the additional documents to be submitted. If the application is complete, the BSI receiving clerk shall certify on the face of the checklist that the documents are complete. This certification merely provides a basis for accepting the application and is neither an admission as to the genuineness and authenticity of the documents nor as to their sufficiency as proof of the matters for which they are submitted. It is understood that the waiting time set forth in the Immigration Manual begins to run only from the date the BSI receiving clerk certifies that the application is complete. However, even at any time after the documents have been submitted, a member of the BSI assigned to hear the case or any of the Commissioners or their authorized representative may request additional documents to substantiate, supplement or clarify any matter stated in the documents. The running of the waiting time is suspended for the period that a request for additional documents is not complied with;