U Visa Certification Signers and Agency Protocol

Every law enforcement agency should have its own designated signer for U Visa certifications and a protocol for submitting U Visa certification forms. To find the designated signer and protocols for the agency that you are contacting please take the following steps:

1. A list of the designated signers and agency protocol for agencies throughout the state of MN is available to pro bono attorneys on the ProJusticeMN website. To access the list you need to register on the ProJusticeMN website and then look up your agency on the U Visa Certifier List (the list is stored in the Law Library Section of the website). If you have issues with the ProJusticeMN website you can contact the ILCM Pro Bono Director for assistance.
2. If the ProJusticeMN resource does not have information pertaining to the agency that you will be submitting your I-918B request to then you can contact the agency directly to inquire about their protocols and the contact information for the designated signer (or the head of the agency if there is no designated signer). Please keep in mind that the agency may not be familiar with the U Visa or may have issues with the U Visa so please be as diplomatic as possible when contacting the agency.
3. If neither ProJusticeMN nor the agency itself can provide you with information about who the designated signer is, or what their preferred protocol is, then you can use the best practices below:

* Address your request to the head of the agency (i.e. Chief of Police, County Prosecutor);
* Send a cover letter explaining your request (see ILCM manual for sample);
* Send a copy of the I-918B Form with *only* Part I filled out (preferably typed);
* Send a complete copy of the police report that is serving as the basis of the certification form;
* Send a release form signed by the applicant; *and*
* Send a self-addressed, stamped envelope for the agency to mail you their response.