



U.S. Department of Justice
Immigration and Naturalization Service

HQASM 120/10.19

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425 I Street NW
Washington, DC 20536*

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MEMORANDUM FOR: ASYLUM OFFICE DIRECTORS

FROM: Joseph E. Langlois, Director
Asylum Division
Office of International Affairs

SUBJECT: Institution of Procedures to Call Applicants for Interview, IDENT, or Decision Pick-up By Designated Number, Rather than Name

In consideration of maintaining the confidentiality of asylum applicants in local Asylum Office waiting rooms, I am requesting that you institute procedures to issue numbers to asylum applicants who appear for interview or to pick up a decision at the local Asylum Offices and to have personnel call the applicants for interview, IDENT processing, or pick-up by number, rather than by the applicant's name. This will avoid the need to divulge an asylum applicant's name in a waiting room where there are non-INS employees who are unknown to the applicant, such as other asylum-seekers, interpreters, representatives and possibly preparers. This procedure is not required at circuit ride destinations, because individuals in waiting rooms at the Districts are there for a variety of reasons unrelated to asylum; therefore, when an individual is called for interview, it is not evident that the individual is an applicant for asylum.

Please let Joanna Ruppel know by March 16th how you intend to institute this new policy and the date you intend to begin implementation. We will share the information you provide with all the Asylum Office Directors in order to help identify best practices for implementing this policy.