

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 13, 1992

<input type="checkbox"/>	State Law Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order or Settlement Agreement
<input type="checkbox"/>	Clarification requested by One or More Counties
<input checked="" type="checkbox"/>	Initiated by SDSS

ALL COUNTY INFORMATION NOTICE NO. I-53-92

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INS G-845

This All County Information Notice (ACIN) is being provided to inform county welfare departments (CWD) of the Immigration and Naturalization Service's (INS) need for complete information on the G-845 (Document Verification Request) form. As you know, the G-845 is used as a secondary verification of immigration status whenever discrepancies are identified between the alien's documents and the information received from the primary verification check.

In the past, INS has sent incomplete G-845s which have no forwarding address and/or contact person to the State Department of Social Services (SDSS), which in turn, returned them to the originating CWD. The SDSS has made arrangements with the local INS office to return future incomplete G-845s to the originating CWD.

Submitting a completed G-845 is essential to prevent delays for eligible individuals to receive aid. We have found the following items have consistently been omitted causing the G-845 to be returned.

1. A complete return address (typed or stamped) of the submitting agency.
2. Readable photocopies of both front and back of alien's original documents.
3. Legible name and/or phone number (including area code) of submitting official. This usually is the eligibility worker who filled out the form.

More descriptive directions for the completion of the G-845 are addressed in All County Letter No. 88-131, dated September 29, 1988.

Questions relating to this ACIN can be directed to Mr. Francisco Morales of the Immigration and Resettlement Section at (916) 322-8037. Questions regarding the processing of the G-845 should be directed to your local INS office.

Sincerely,

Michael C. Genest
 MICHAEL C. GENEST
 Deputy Director
 Welfare Programs Division