

Qualifications a Petitioner (Direct victims, indirect victims, and bystander or witness victims) must meet are as follows:

1. The crime must have violated United States law, occurred within the City of Los Angeles and have been investigated by the Los Angeles Police Department.

Note: The petitioner does not need provide a copy of the crime or arrest report. The report can be obtained through Department resources.

2. The petitioner must be a victim of a qualifying criminal activity. (Refer to list of crimes on U.S. Department of Homeland Security, USCIS, Form I-918 Supplement B, Part 3, Criminal Acts)

3. The petitioner was helpful, is being helpful, or is likely to be helpful to law enforcement, prosecutors, judges, or other officials in the detection, investigation, prosecution of the criminal activity, including conviction, or sentencing stages.

A parent, guardian, or next friend may also provide the required assistance if the victim is under 16 years of age or incapacitated or incompetent and therefore unable to be helpful in the investigation. As per California Law, helpfulness is presumed if, your client has not refused to provide information reasonably requested by law enforcement or the prosecutor's office (District Attorney or City Attorney). ([See Cal. Penal Code Section 679.10](#) for further information)

Procedure for Submission

Please follow the procedure outlined below. Failure to follow the correct procedure may cause a delay in the review of your request.

- Requests should be submitted to the investigating division in person, by United States Postal Service (USPS), private courier, or email.
 - A list of the divisional email address can be found [here](#).

- Mailing addresses for LAPD Community Police Stations can be found [here](#).

California Penal Code Section 679.10 mandates certification requests be completed within 30 days of receiving the request, or seven days if the victim is in immigration removal proceedings. Day 1 will be the first business day following the day the request was received.

Include the following information in your request:

- **Name of petitioner/client and any “other names used”**
- **Petitioner’s date of birth**
- **LAPD Department of Record number (DR No.) or Record Management System case number (RMS Case No.) or Incident No. if known**
- **Name of suspect, if known**
- **Suspect’s date of birth, if known**
- **Indicate if applicant is in removal proceedings**

Review Process

Upon receipt of your request, we will:

1. Verify the crime was investigated by the receiving division
2. Ensure all information requested was provided
3. Pull related reports and notes
4. Review all information to determine if the applicant qualifies

If you have a concern regarding a delay in a U/T Visa certification/ declaration, please email UVISA@lapd.online.

Certification

If the petitioner qualifies, we will complete Form I-918, Supplement B, Certification or Form I-914, Supplement B, Declaration and mail it to the petitioner or legal representative by U.S. Mail at the address provided. ***If you prefer Overnight Mail or some other service, please provide a prepaid addressed envelope.***

- If you want to pick up the paperwork, please provide us with your contact information.
- If you want us to send a copy by email, please provide us with your email information.

Denial

If the petitioner does not qualify for a certification/declaration, the U/T-visa Coordinator will complete a written explanation for the denial. The denial letter will be mailed to petitioner or legal representation.

If you do not agree with the decision, you can submit an appeal request. All appeals are reviewed by the Department U Visa Coordinator. Appeal requests can be submitted via mail to 100 W. 1st Street, Los Angeles, California 90012 or email at UVISA@lapd.online.