



New Jersey State Parole Board

Requests for "T" and "U" Visa Certifications

- A. If an individual submits an inquiry to the SPB regarding a request for a T or U visa certification, the SPB officer receiving the request shall follow investigatory procedures pursuant to the Criminal Case Management Policy (P.N. 07.002), including the completion and submission of an Investigation Report (07.002B).
- B. Once the SPB officer has completed their interview with the requester, he/she shall advise the requester the matter will be turned over to the County Prosecutor's Office of the jurisdiction within which the requester resides.
- C. The SPB officer shall provide the individual with the contact information for the County Prosecutor's Office of the jurisdiction within the requester resides. The contact information provided shall include, but is not limited to the following:
 1. The address and telephone number for the County Prosecutor's Office; and
 2. If available, the name(s), telephone number(s) and/or email address(es) of the law enforcement personnel assigned to the County Prosecutor's Office who processes T and U visa certification requests.
- D. Upon approval of the submitted Investigation Report (07.002B), the SPB officer shall contact the County Prosecutor's Office that covers the jurisdiction where the requester resides to inform said office of the request for a T or U visa certification. The SPB officer shall provide information regarding the request to the County Prosecutor's Office, including a copy of the approved Investigation Report (07.002B) upon request.
 1. In the event the County Prosecutor's Office requests a copy of the Investigation Report (07.002B), the SPB officer shall contact the Investigation Management Office (IMO) via e-mail to request that a copy of the Investigation Report (07.002B) be forwarded to the appropriate personnel at the County Prosecutor's Office.
 2. The SPB officer may generally not disclose the immigration status of a person requesting a T or U visa certification except to comply with state or federal law or legal process, or if authorized by the visa applicant.
 3. Nothing in this section shall be construed to restrict, prohibit, or in any way prevent a SPB employee from sending to, maintaining, or receiving from federal immigration authorities information regarding the citizenship or immigration status, lawful, or unlawful of any individual.
- E. Once the SPB officer has turned the investigation over to the County Prosecutor's Office, the SPB officer shall complete and submit a Supplementary Investigation Report (07.002C) pursuant to the Criminal Case Management Policy (P.N. 07.002).
 1. The Status Crime section on the Supplementary Investigation Report (07.002C) shall be Administratively Cleared.
 2. The Status Case section on the Supplementary Investigation Report (07.002C) shall be Closed.
- F. The SPB shall post information on the SPB public website indicating the ability for an individual to submit a request for a T or U visa certification to a SPB officer. A list of the District Parole Offices located throughout the State of New Jersey and general information pertaining to the criteria for submitting a request for a T or U visa certification shall also be posted on the SPB public website.