

**U-Visa Information**  
**About Law Enforcement Certifications**  
**Signed by the Los Angeles City Attorney's Office**  
**(For Victims)**

**Q. *What is a U-Visa?***

- A. A U-Visa is a temporary visa issued by the United States Customs and Immigration Service (USCIS). It gives victims of certain crimes (and sometimes their children) temporary legal status and eligibility to work in the United States for up to 4 years. U-Visas are not available to all crime victims. Please read this document to see if the City Attorney's Office can assist you.

**Q. *What can the City Attorney's Office do to help me get a U-Visa?***

- A. One of the requirements for a U-Visa is a signed "U Nonimmigrant Status Certification" or Form I-918, Supplement B. This form is one of many pieces of evidence that you must submit to USCIS to get a U-Visa, but it is a necessary one. The Los Angeles City Attorney's Office is a "certifying agency" and can, under certain circumstances, sign a Form I-918, Supplement B. You can download a copy of the form at <http://www.uscis.gov/files/form/i-918supb.pdf>

**Q. *How do I get the City Attorney's Office to sign the form?***

- A. Here are the requirements for you to have the City Attorney's Office sign the Form I-918, Supplement B for you. You must meet ALL of these requirements. Meeting only one or two of them will not be enough:
- 1. The case in which you were a victim must have been handled by the Los Angeles City Attorney's Office.** That means that the law enforcement agency that responded to the crime was the Los Angeles Police Department. If your case was handled by the Sheriff's Department or by any other police department, then this is not the correct office for you to ask for help.

2. You must have been a victim of a qualifying crime;
3. You must have or have had credible (believable) and reliable information that shows that you knew of details about the qualifying crime; and,
4. You must have provided assistance to the prosecution of the qualifying criminal activity.\*

**Q. *What crimes are qualifying crimes?***

- A. The following crimes are qualifying crimes: Rape; torture; trafficking; incest; domestic violence; sexual assault; abusive sexual conduct; prostitution; sexual exploitation; female genital mutilation; being held hostage; peonage; involuntary servitude; slave trade; kidnapping; abduction; unlawful criminal restraint; false imprisonment; blackmail; extortion; manslaughter; murder; felonious assault; witness tampering; obstruction of justice; perjury; or the attempt, conspiracy, or solicitation to commit any of the above listed crimes. Additionally, crimes that are “substantially similar” to those listed above may also qualify.

**Q. *If I have been a victim of one of those crimes, what else is necessary?***

- A. The City Attorney’s Office can not sign a form I-918, Supplement B unless you have been helpful to the prosecution of the case. If you have never spoken to anyone at the City Attorney’s Office about the crime, then our office can not assist you. If you have only spoken to the police and not the City Attorney’s Office, then we can not help you.

In order for the City Attorney’s Office to help you, you must have had contact with someone in the Los Angeles City Attorney’s Office. You may have spoken to an attorney or a victim advocate, but they have to have been employed by the City Attorney’s Office. Helpfulness can include giving an interview, appearing in court to testify, responding to a subpoena as well as other things.

---

\*There are other agencies and other circumstances that may qualify you for a U-Visa. The information here is for the Los Angeles City Attorney’s Office only.

**Q. *What should I do if I want to apply for a U-Visa?***

- A. Before submitting paperwork to either the City Attorney's Office or USCIS, we strongly recommend that you contact an attorney who practices Immigration law. Since we are prosecutors and not immigration attorneys, we can not provide you with any legal assistance or advice regarding your U-Visa. However, applying for a U-Visa is a complicated process and you will likely need an attorney's help. If you have limited financial resources, there are many reliable free and/or low cost immigration legal services in the Los Angeles area. Please call 3-1-1 (LA City) or 2-1-1 (LA County) to get a referral to one of these agencies.

**NOTE:** Please do not come in person to the City Attorney's Office with paperwork for a U-Visa. Please read the instructions below about how to submit paperwork to us.

**Procedure for Submission  
of I-918 Supplement B, U Nonimmigrant Status Certifications  
(U-Visas)  
(For Attorneys and *Pro Per* Petitioners)**

The Los Angeles City Attorney's Office will review requests to sign U-Visa certifications and will sign certifications when appropriate. If you would like the City Attorney's Office to review your request, please follow the procedure outlined below. Failure to follow the correct procedure will likely delay our review of your request and may prevent the Office from certifying your request.

Before submitting a request to the Los Angeles City Attorney's Office, please make sure of the following:

1. **The case was handled by the Los Angeles City Attorney's Office.**  
The Los Angeles City Attorney's Office is a certifying agency for misdemeanor cases that occur within the City of Los Angeles. If your case was not investigated by the Los Angeles Police Department and/or was a felony case, then this is not the correct office to handle your certification request.
2. **Your client was a victim of a qualifying crime.** See, 8 CFR §214.14 (a)(9).
3. **Your client had contact with the Los Angeles City Attorney's Office and was helpful in the prosecution of the case.** Helpfulness includes, but is not limited to, voluntarily responding to a subpoena, providing an interview and/or appearing in court. We do not send subpoenas to victims until after arraignment. In almost all cases, if a defendant pled guilty or no contest at arraignment, we will likely have not had contact with the victim.
4. **The case is over.** We will not consider a U-Visa request until the case is completed, i.e., there has been a final disposition. We will consider cases where the Defendant has been placed on probation or has not yet completed his sentence.

**NOTE:** If your client was helpful to the Los Angeles Police Department and not the Los Angeles City Attorney's Office, then your request should be made directly to the Los Angeles Police Department. This Office will not certify based on helpfulness to the police department alone.

The Certifying Official of the Los Angeles City Attorney's Office is:

Eve Sheedy  
Senior Trial Deputy for Domestic Violence Policy  
222 S. Hill St., 7<sup>th</sup> Floor  
Los Angeles, CA 90012  
[Eve.Sheedy@lacity.org](mailto:Eve.Sheedy@lacity.org)

Please communicate with Ms. Sheedy by email if possible. Include as much of the following information as possible in your request:

Case Name (Name of Defendant)  
Case Number  
Date of Birth of Defendant  
Victim/Client's Name

**NOTE: We do not file cases by victim name.** We can not retrieve a file based on only the victim's information.

Upon receipt of your request, we will order our file. Since many files are kept in an off-site storage facility, these files are not readily available. Older files may not be able to be located. If you have an upcoming court date, please advise Ms. Sheedy of that date with as much notice as possible.

If, after review of the case file, it appears that a victim qualifies, Ms. Sheedy will complete an I-918, Supplement B Certification and mail it to you at the address provided by U.S. Mail. If you prefer Overnight Mail or some other service, please provide a prepaid addressed envelope to Ms. Sheedy. If, after review of the case file, it appears that a victim does not qualify, Ms. Sheedy will advise you of that result as well.

**NOTE:** The Los Angeles City Attorneys Office is not the custodian of records for the Los Angeles Police Department and can not provide you with a copy of the police report. You must obtain the report directly from the Los Angeles Police Department.