

1. Contact Information

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2. System Information

- (a) Date PIA was completed: August 29, 2008
- (b) Name of system: Immigrant Visa Information System
- (c) System acronym: IVIS
- (d) IT Asset Baseline (ITAB) number: 49
- (e) System description:

IVIS is a computerized Management Information System (MIS). IVIS is used by the National Visa Center (NVC) to manage the processing of immigrant visa petitions received from the Department of Homeland Security (DHS) - United States Citizenship and Immigration Services (USCIS) regional service centers and field offices. IVIS provides for the recording of petitioner and beneficiary data, the processing of cases based on priority and cut-off dates, the creation and recording of correspondence with the beneficiary, and the transmittal of data to the Immigrant Visa Overseas (IVO) system at post for final processing.

The mission of IVIS is to assist the NVC to track and process petitions supporting immigrant visa applications based on local necessities and requirements established by the Department of State. The immigrant visa issuance process begins with the filing of a petition for immigration to the USCIS. USCIS reviews and adjudicates the petition and forwards approved petitions to the Department of State for visa processing. Prior to late 1991, the approved petitions were forwarded directly to the overseas post where the visas were to be issued. The NVC performs several visa-processing activities that track petitions from initial receipt from USCIS through final transmission to the Posts. NVC processing includes:

- Mail room receipt and tracking;
- Case review and verification;
- Data Entry;
- Preparation of case folders for Posts;
- Case problem resolution;
- Preparation and distribution of informational materials for petitioners and beneficiaries processing;
- Verification of all stages of case processing with rigorous quality control procedures;
- Communication with the general public and federal organizations

(f) Reason for performing PIA:

- New system
- Significant modification to an existing system
- To update existing PIA for a triennial security re-certification

(g) Explanation of modification (if applicable): N/A

(h) Date of previous PIA (if applicable): May 3, 2007

3. Characterization of the Information

The system:

- Does NOT contain PII.
- Does contain PII.

a. What elements of PII are collected and maintained by the system? What are the sources of the information?

Information is collected primarily from petitioners for variety of immigrant benefits via USCIS forms, as follows:

Entity	PII	Source
Petitioner	Full Name Address Telephone Number Date of Birth Alien Number Social Security Number (SSN) US Status Home E-mail Address Work E-mail Address Income Information	Electronic and hard copy (DHS – USCIS) I-130 I-140 I-360 I-840 I-864
Principal Applicant	Full Name Address Telephone Number Gender Marital Status Nationality Date of Birth Country of Birth City of Birth Home E-mail Address Work E-mail Address	Electronic and hard copy (DHS – USCIS) I-130 I-140 I-360 I-600
Legal Rep	Organization Name Address Home E-mail Address Work E-mail Address	Electronic and hard copy (DHS – USCIS) ACL G28

Entity	PII	Source
Beneficiary	Full Name Gender Marital Status Country of Birth Date of Birth	Electronic and hard copy (DHS – USCIS) I-130 I-140 I-360 I-600

b. How is the information collected?

The information is obtained from the individual Petitioner who files a petition for an immigrant with the USCIS and the applicant. USCIS reviews and adjudicates the petition and forwards the approved petitions (on paper forms) to the NVC for processing. Some of the petitioner’s data is transferred electronically to IVIS from USCIS.

c. Why is the information collected and maintained?

The information collected and maintained is necessary to support the processing of immigrant visas.

d. How will the information be checked for accuracy?

There are the following checks: 1) IVIS has build-in functionality to validate and check on the data being entered. 2) Visa Specialists conduct document review to ensure all required data is provided. During document and data review, if data is not complete or out of date, a letter is sent to the applicant informing him or her to provide the missing or current information. 3) Quality Assurance (QA) is performed on each newly added case to ensure accuracy and correctness of the PII.

Examples of the information being checked during the document review process are:

- Date of Birth is compared with birth certificates provided by the applicant.
- Financial data on the I-864 form is compared with tax returns from the last three years provided by the petitioner.

e. What specific legal authorities, arrangements, and/or agreements define the collection of information?

IVIS was developed and modified to support U.S. immigration and nationality law as defined in the major legislation listed below:

- Immigration and Nationality Act of 1965 (INA) (Pub. L. 89-236), 8 U.S.C. 1202
- Immigration Act of 1990 (Pub. L. 101-649)
- Illegal Immigration Reform and Immigration Responsibility Act of 1996 (Pub. L. 104-208)
- Omnibus Consolidated Appropriations Act of 1997 (Pub. L. 104-208)
- Legal Immigration Family Equity “LIFE” Act of 2002 (Pub. L. 106-553)
- USA PATRIOT Act of 2001 (Pub. L. 107-56)
- Enhanced Border Security and Visa Entry Reform Act of 2002 (Pub. L. 107-173)
- Child Status Protection Act of 2002 (Pub. L. 107-208)

4. Uses of the Information

a. Describe all uses of the information.

The primary uses of the information collected by IVIS are for processing, auditing, fraud prevention and tracking of the processing performed at the NVC. Data can be retrieved using the following identifiers:

- Case number (most frequently used)
- Applicant, Petitioner, or Legal Rep name
- Social Security Number (SSN)
- Tax ID
- Date of Birth
- Place of birth
- USCIS Receipt Number
- Organization Name

b. What types of methods are used to analyze the data? What new information may be produced?

Visa Specialists can pull up case information which includes Petitioner, Principal Applicant, Legal Rep and Beneficiary information on their screen to review and validate the data. They also compare the data on the actual paper form with the data received from DHS - USCIS electronically. In addition, the following reports can be produced for analysis:

Report	Use	Access
Current Detail Report	Obtain list of current cases	NVC User
Non-Current Detail Report	Obtain list of non-current cases	NVC User
Report 20	Visa Allocation	NVC User
List of Suspects	List of applicants that have been flagged for fraudulent activities	NVC User (Fraud Unit)
Review Suspect Report	List Suspect Cases and reason	NVC User (Fraud Unit)
Instruction Packet Reports	Obtain list of applicants receiving Instruction Packet Mail outs	NVC User

c. If the system uses commercial information, publicly available information, or information from other Federal agency databases, explain how it is used.

Not applicable.

d. Is the system a contractor used and owned system?

IVIS is a government system. It is supported by contract employees, who support government employees in their operation of the system.

Contractors who support IVIS are subjected to a background investigation by the contract employer equivalent to a “National Agency Check” of the files of certain government agencies (e.g., criminal law enforcement and homeland security databases) for pertinent facts bearing on the loyalty and trustworthiness of the individual. Contractors involved in the development or maintenance of IVIS hardware or software must have at least a Secret-level security clearance.

All employees and contractors undergo an annual computer security briefing and Privacy Act briefing from both the Department of State and the contract employer. All contracts contain approved Federal Acquisition Regulation Privacy Act clauses.

5. Retention

How long is information retained?

The retention time of the visa records varies depending upon the specific kind of record. Files of closed case are retired or destroyed in accordance to the published record schedules of the Department of State and the National Archives and Records Administration. Some records, such as refused records, are retained until the subject is 100 years old and 10 years have passed since the last visa activity.

6. Internal Sharing and Disclosure

a. With which internal organizations is the information shared? What information is shared? For what purpose is the information shared?

Internal sharing consists of:

- 1) authorized domestic CA users;
- 2) Conversant (an Interactive Voice Response telephone application at NVC).- Case Number, Receipt Number, Letter destination information, Post Code, Visa Class, and FSC are downloaded from IVIS to Conversant; and
- 3) Other consular affairs systems including:

DataShare - Provides application case data from the petition. This data will automatically appear in IVIS when creating a case. This info is coming from USCIS.

Immigrant Visa Allocation Management System (IVAMS) - Case Number, Foreign State Chargeability (FSC), Post Code, and Visa Class are loaded into IVAMS for the purpose of Visa Reporting.

Diversity Visa Information System (DVIS) – Alien Numbers generated in IVIS are transferred to DVIS and the IVO system at post.

Immigrant Visa Overseas (IVO) - Application Case Data is sent to post location and loaded into their IVO systems.

b. How is the information transmitted or disclosed? What safeguards are in place for each sharing arrangement?

The information is transmitted in accordance with agency policy for the handling of SBU information.

7. External Sharing and Disclosure

a. With which external organizations is the information shared? What information is shared? For what purpose is the information shared?

There is import and export of data from USCIS and to USCIS.

b. How is the information shared outside the Department? What safeguards are in place for each sharing arrangement?

The information is transmitted in accordance with agency policy for the handling of SBU information.

8. Notice

The system:

- contains information covered by the Privacy Act.
System of Records: Visa Records, State-39
- does NOT contain information covered by the Privacy Act.

a. Is notice provided to the individual prior to collection of their information?

Yes, the following forms provide notice explaining the reason in collecting PII, how it will be used, and the effort of not providing the PII. Refer to the USCIS public web site for more details on these forms:

- I-864
- DS-230
- DS-3032
- I-130
- I-140
- I-129F
- I-360
- I-730
- I-600
- I-600A

b. Do individuals have the opportunity and/or right to decline to provide information?

Petitioners may decline to provide PII, but the petition cannot be processed without the information.

- c. Do individuals have the right to consent to limited, special, and/or specific uses of the information? If so, how does the individual exercise the right?**

Reference paragraphs 8.a. and 8.b.

9. Notification and Redress

- a. What are the procedures to allow individuals to gain access to their information and to amend information they believe to be incorrect?**

Covered petitioners may request access to or correction of their PII pursuant to FOIA or the Privacy Act, as appropriate.

10. Controls on Access

- a. What procedures are in place to determine which users may access the system and the extent of their access? What monitoring, recording, and auditing safeguards are in place to prevent misuse of data?**

The access control procedures operate in conjunction with a robust security program that implements physical, administrative, and technical controls to protect the confidentiality, integrity and availability of the system.

- b. What privacy orientation or training for the system is provided authorized users?**

Yes, they have training for new employees and refresher training every 18 months on how to handle the data they process

11. Technologies

- a. What technologies are used in the system that involves privacy risk?**

IVIS does not use any technologies that increase privacy risk.

12. Security

- What is the security certification and accreditation (C&A) status of the system?**

IVIS has completed the C&A process and IVIS was granted an Authority to Operate (ATO) in August 31, 2007; this ATO will expire in August 2010. Any significant change to IVIS will be reviewed IVIS will be re-authorized every three year. In addition, Annual Independent Test is use to monitor and reexamine the security safeguards put in place.