

Completing the I-693

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What is the I-693?

- Generated by United States Citizenship and Immigration Services (USCIS)
- Usually required for individuals applying for legal permanent residence (Green Card)
- Required to rule out issues of public health concern
- Form is completed by a designated civil surgeon.



Where do I find the I-693 form?



U.S. Citizenship and Immigration Services

- <http://www.uscis.gov/files/form/i-693.pdf>
- Directions for completing the form are available at :
<http://www.uscis.gov/files/form/i-693instr.pdf>

When is the I-693 completed?

- For refugees – 1 year after being in the United States
- For Asylees – 1 year after asylum has been granted
 - Local Health Departments can NOT complete the I-693 for asylees. These individuals should be referred to a local civil surgeon for completion of the I-693.



Exceptions to Completing the I-693 for Refugees

- Any refugee with a Class A condition must be referred to a designated civil surgeon.
- Class A conditions include:
 - active TB
 - active syphilis
 - physical or mental disorder with associated harmful behavior
 - drug abuse or addiction

Exceptions to Completing the I-693 for Refugees

- Refugees must have received or be in the process of receiving the age appropriate vaccines required for adjustment of status.



Which parts of the form need to be completed?

- Page 1, Part 3
- Civil Surgeon's Certification
- Health Departments acting as civil surgeons must use an official health department stamp or raised seal when completing the I-693



Civil Surgeon's Certification

- Health departments have been given Blanket Civil Surgeon Authority
- for the purpose of filling out ONLY the vaccination portion of form I-693
- applies ONLY to refugees who do not have a Class A condition and who have had an overseas medical exam

Designated Civil Surgeon Information

- Health department physicians acting as designated civil surgeons must meet the professional qualifications required by USCIS.
- No application is required as long as the physician is a VDH employee and meets the professional qualifications.

What are the professional requirements for being a designated civil surgeon?

- MD or DO licensure in the state where the physician is practicing
- Must have been a practicing physician for at least 4 years (this can NOT include the time the physician spent in residency)



Which parts of the form need to be completed?

- Page 5
 - Name and A number
 - Vaccine administration dates
 - Date of laboratory test if using blood testing as serologic evidence of immunity
 - VH – if applicant has a history of Varicella disease
 - Place an “X” in the appropriate box for EACH vaccine
 - Place an “X” in one of the boxes in the “Results” section

The diagram shows a portion of Form I-693. Callouts indicate where to enter the applicant's name and A number, where to enter dates for all vaccines, and that one of the boxes in the vaccine table must be checked. A note states to place an 'X' in one of the boxes for every vaccine.

What should I do after form I-693 is complete?

- Make 2 copies of the completed I-693
 - Keep 1 copy for health department records
 - Give 1 copy to the applicant
- Place the original in a sealed envelope
- On the front of the envelope write in capital letters **“DO NOT OPEN. FOR USCIS USE ONLY.”**
- Write your initials across the seal where the flap of the envelope and the envelope meet, then place clear tape over the entire seal, including where your initials are written
- Give the sealed envelope to the individual applying for adjustment of status.

Additional information

- Form I-693 must be submitted with form I-485; available at: <http://www.uscis.gov/files/form/i-485.pdf>
- Directions for filling out form I-485 are available at: <http://www.uscis.gov/files/form/i-485instr.pdf>
- Completed I-693 forms accompanied by I-485 forms are mailed to the USCIS location depending on state of residence

Where to Mail Completed Forms

- For Virginia, forms are mailed to USCIS
Dallas, Texas Lockbox
 - USCIS
PO Box 660867
Dallas, TX 75266
