



IMMIGRATION & REFUGEE INFORMATION SYSTEM



IRIS

Affiliate Users' Guide: Pre-Case Processing

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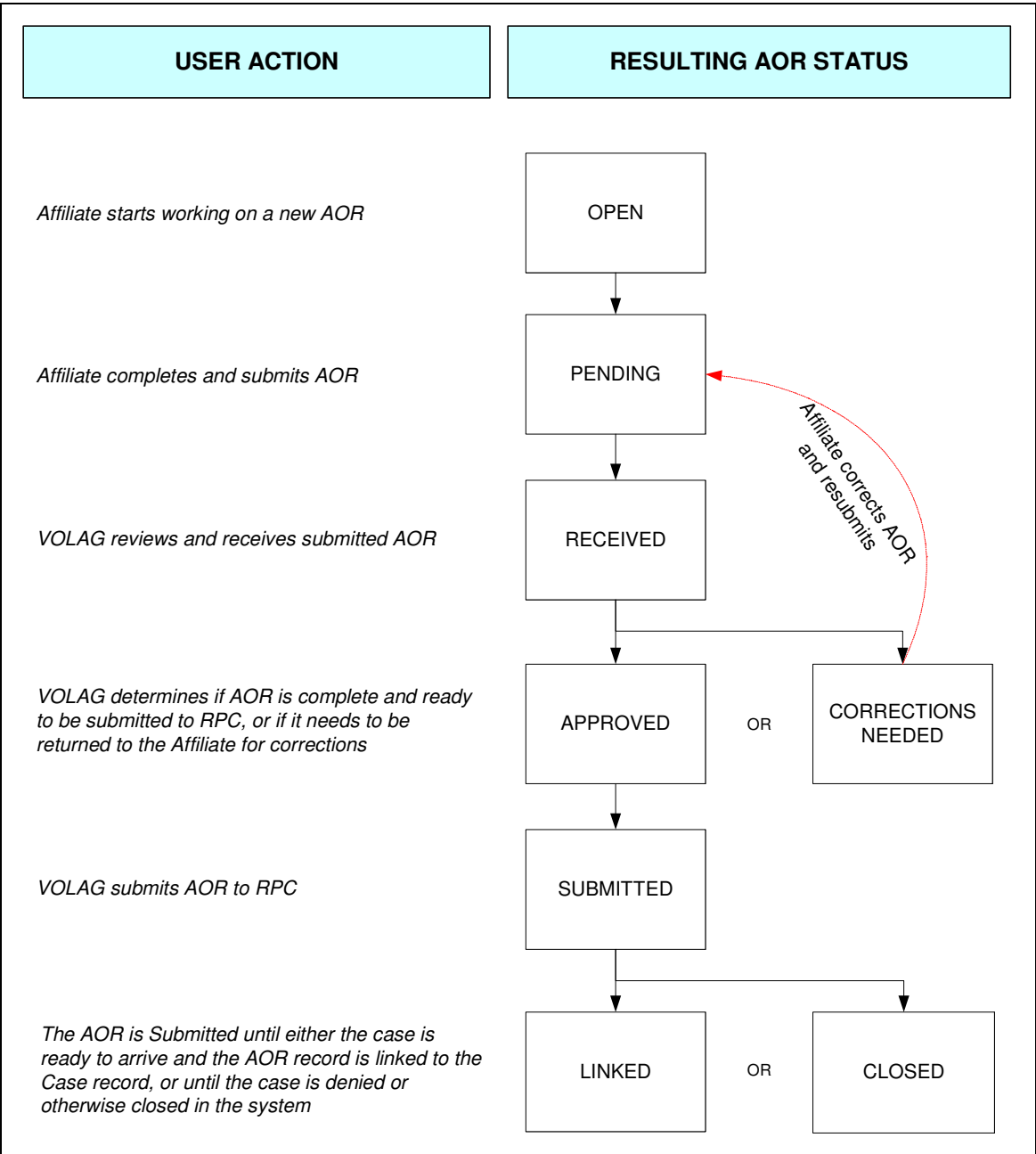
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Pre Case Processing

AOR Statuses in IRIS

When an AOR is created by the Affiliate office and moves through the pre-allocation process, it is tracked by IRIS and assigned different statuses along the way. The diagram below shows the different points in the process where an AOR status is assigned or changed.

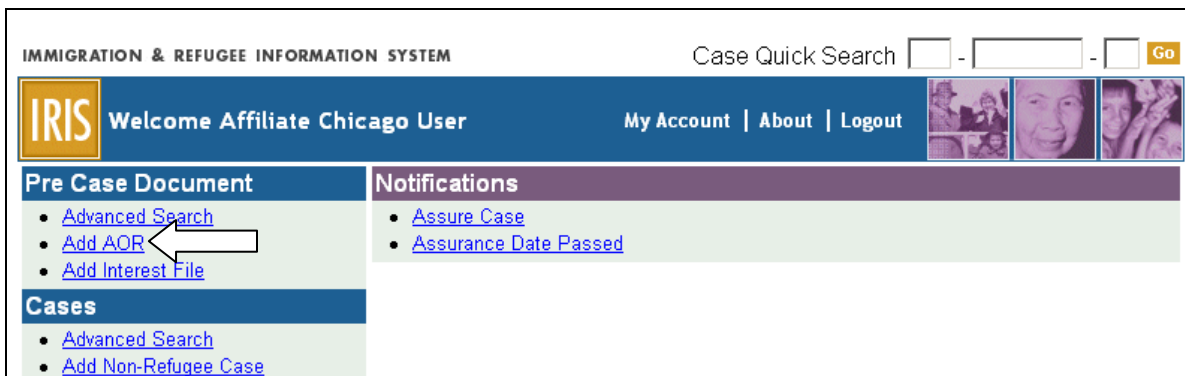


Adding a New Affidavit of Relationship

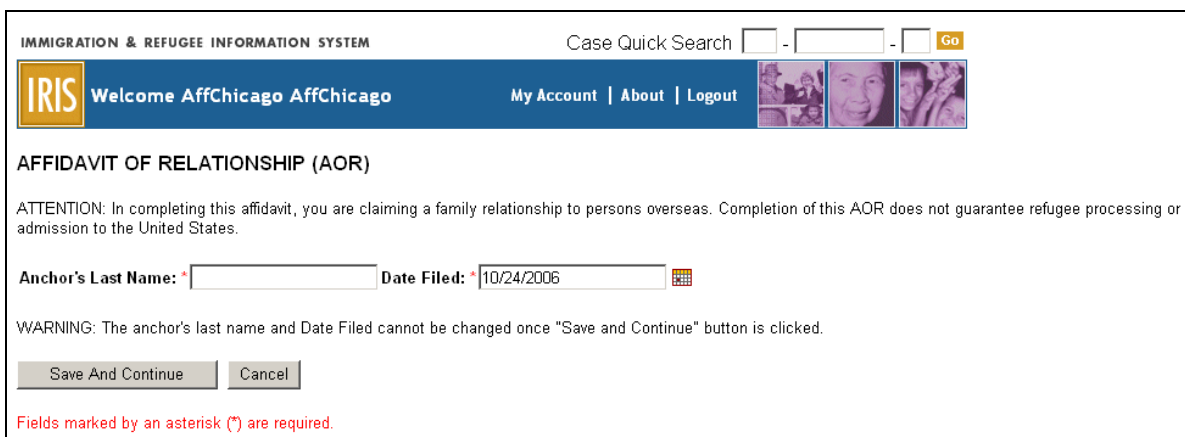
The Affidavit of Relationship, or AOR, remains a legal document that needs to be submitted to the Refugee Processing Center (RPC) as a notarized hard copy package. By entering the AOR information using IRIS, however, the affiliate can have the VOLAG pre-check the AOR contents for errors, eliminating the back-and-forth mailing and faxing that may occur in a manual process. Saving the AOR in IRIS also enables the information to be available centrally to authorized users, and allows users to easily update information and reprint documents as needed.

The Process

From the Dashboard, click on the [Add AOR](#) link.



First, enter the Anchor's Last Name and the Date Filed. The Date Filed defaults to today's date, but can be changed to a prior date if needed. Once you click on the [Save and Continue](#) button, these two fields cannot be changed, because the system will use name and date to automatically create the Pre-Case ID.



The AOR has now been added to the system, but needs to be completed.

AOR Header

The *AOR Header* is the yellow box at the top of all AOR screens. It shows a summary of the information contained in AOR. Once you have added a new AOR to the system, you will note that some information is already shown in the header; other data will be displayed as the AOR information is completed.

The Pre Case ID is created, based on a combination of your Affiliate Code, the Date Filed, and the first four letters of the Anchor Relative's last name.

The status is "Open", indicating that it has not yet been submitted to the VOLAG. The AOR Size is 0 (since no Primary Beneficiary information has been saved yet).

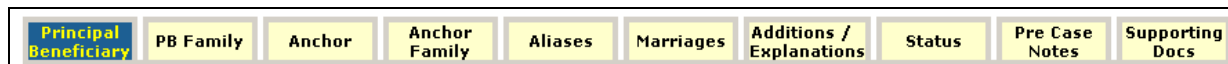
IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search [] - [] - [] [Go]

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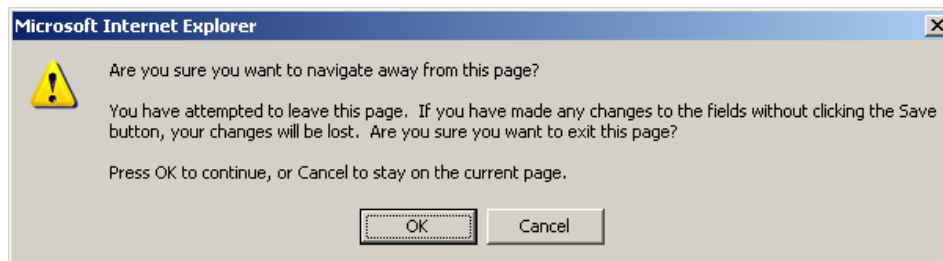
Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Smith	Last Submitted Date:	
Primary Beneficiary Name:		Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	0
		Last Update Date:	7/24/2006

Completing the AOR Details

Once you have added the AOR and clicked on the Save and Continue button in the previous screen, IRIS begins to step you through entry of the various AOR sections, starting with the Principal Beneficiary. These sections are indicated by a row of tabs below the AOR Header. They include:



Each section has a Continue button that takes you to the next section. To move directly to a section, click on the tab for that section. The last two tabs, "Status" and "Forms," do not correspond directly to parts of the AOR form itself, but allow you to attach documents, print the AOR and submit the AOR to the VOLAG. These will be covered later.



Principal Beneficiary

In this section, you will enter the Principal Beneficiary information provided by the Anchor Relative. As in other sections of IRIS, fields with red asterisks are required. You will not be able to save this record without at least completing the required fields. If the Anchor relative did not provide all required information, you will have to obtain it in order to continue with the AOR.

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Smith	Last Submitted Date:	
Primary Beneficiary Name:		Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	0
		Last Update Date:	7/24/2006

Principal Beneficiary
PB Family
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SECTION I(A): Information About the Primary Beneficiary

First Name: *

Middle Name:

Last Name: *

Second Last Name:

Sex: *

Marital Status: *

Date of Birth: *

City of Birth: *

Country of Birth: *

Relationship To Anchor: *

Contact Address

Street:

City:

State/Province:

Country: *

Postal Code:

Phone:

Actual Address (if different from above)

Street:

City:

State/Province:

Country:

Postal Code:

Phone:

Fields marked by an asterisk (*) are required.

Once you have completed the Principal Beneficiary fields, click on the Save and Continue button to go onto the next section.

PB Family

Once you have saved the Principal Beneficiary information, the Principal Beneficiary Name now displays in the Pre Case Header, and the Case Size is increased to 1.

The next section allows you to enter information about any family members who would accompany the Principal Beneficiary. Family member information will be used to populate the actual AOR in sections 1(B) and 1(C), as appropriate, depending on each member's relationship with the Principal Beneficiary.

If the Principal Beneficiary is the only member of the AOR, click on the [Continue](#) button to move on to the next section. If there is more than one member of the AOR, click on the [Add Family Member](#) button to start adding family member details.

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	1
		Last Update Date:	7/24/2006

Principal Beneficiary **PB Family** Anchor Anchor Family Aliases Marriages Additions/Explanations Status Forms

SECTION I(B) and I(C): Information About the Primary Beneficiary's Family

List all family members of the primary beneficiary who were part of the same household/economic unit in the country of origin.

Name	Sex	Marital Status	Date of Birth	Birth Place	Relationship to PB
Add Family Member					
Continue					

When you click on the Add Family Member button, the following dialog box is displayed:

Add a Family Member of the Primary Beneficiary -- Web Page Dialog

First Name: * Nii

Middle Name:

Last Name: * Murray

Second Last Name:

Sex: * Male

Marital Status: * Single

Date of Birth: * 1/15/1994

Birth City: * Freetown

Birth Country: * Sierra Leone

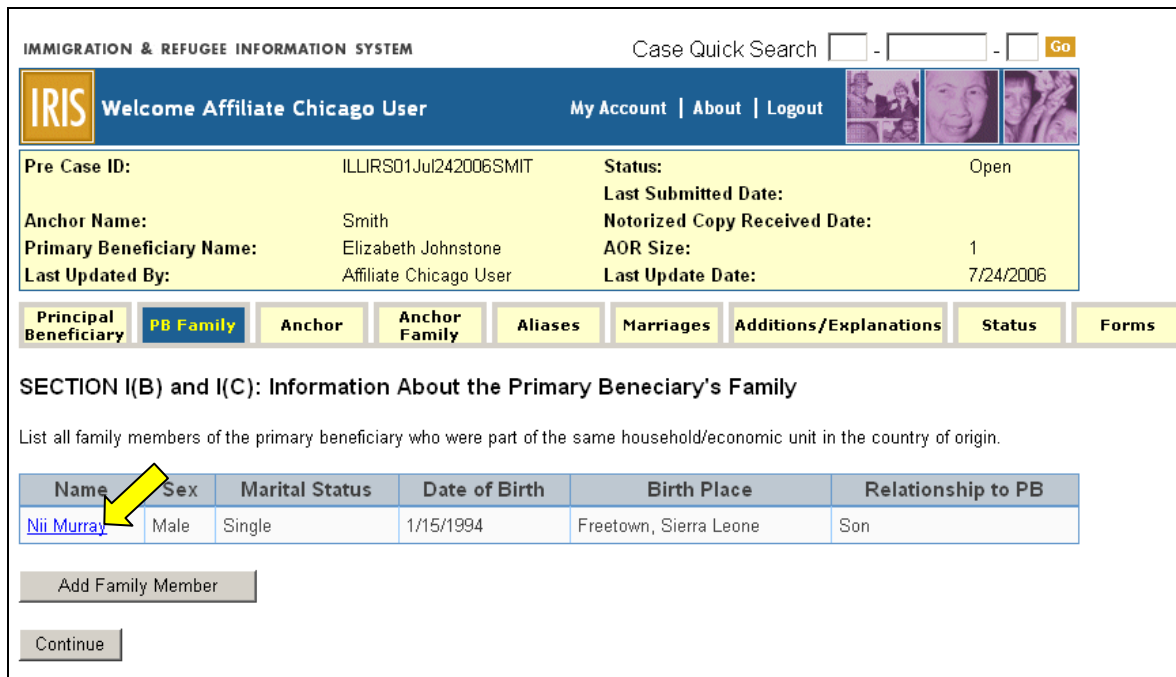
Relation to Principal Beneficiary: * Son

Save Cancel

Fields marked by an asterisk (*) are required.

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All Family Member fields are required except the Middle Name and Second Last Name. Complete these fields and then click on the Save button. Note: if you open this dialog by accident, you can close it by clicking the Cancel button. In either case, you will be returned to the PB Family tab of the Pre Case Section of IRIS.



IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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Pre Case ID: ILLIRS01Jul242006SMIT Status: Open
Anchor Name: Smith Last Submitted Date:
Primary Beneficiary Name: Elizabeth Johnstone Notorized Copy Received Date:
Last Updated By: Affiliate Chicago User AOR Size: 1
Last Update Date: 7/24/2006

Principal Beneficiary **PB Family** Anchor Anchor Family Aliases Marriages Additions/Explanations Status Forms

SECTION I(B) and I(C): Information About the Primary Beneficiary's Family

List all family members of the primary beneficiary who were part of the same household/economic unit in the country of origin.

Name	Sex	Marital Status	Date of Birth	Birth Place	Relationship to PB
Nii Murray	Male	Single	1/15/1994	Freetown, Sierra Leone	Son

Click the Add Family Member button again to add a new family member. You can do this as many times as needed. Each time you save a new family member s/he will be listed in the PB Family tab. To edit a family member click on the name link for that individual (indicated by arrow above).

When you are ready to move onto the next tab, click on the Continue button.

Anchor

Next, enter information about the Anchor Relative. Since you entered the anchor's last name at the beginning of the AOR process, you can view, but not change it on this screen.

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	3
		Last Update Date:	7/24/2006

Principal Beneficiary
PB Family
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Forms

SECTION II: Information about the Anchor

First Name: *

Middle Name:

Last Name: *

Second Last Name:

Sex: *

Marital Status: *

Date of Birth: *

City of Birth: *

Country of Birth: *

Current US Address

Street: *

City: *

State: *

Zip: *

Home Phone: *

Work Phone:

Email:

Date of Arrival in US: *

Did the anchor arrive to the US as a Refugee?* Yes No

Your Country of Processing:

Your Overseas Case Number:

Overseas Processing Agency:

U.S. Immigration Status: *

Alien Number: *

Certificate #:

Status Comment:

Fields marked by an asterisk (*) are required.

Once you have completed entering data here, click on the Save and Continue key to go to the next tab.

Anchor Family

Next, add information about the Anchor Relative's family. The family member information will be displayed in sections III, IV and IV of the completed AOR. IRIS will determine the proper AOR section to put the family members, based on their relationship to the anchor.

If the Anchor has no relatives to enter, then click on the Continue button to move on to the next section; otherwise click on the Add Family Member button to start adding family member details.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	3
		Last Update Date:	7/24/2006

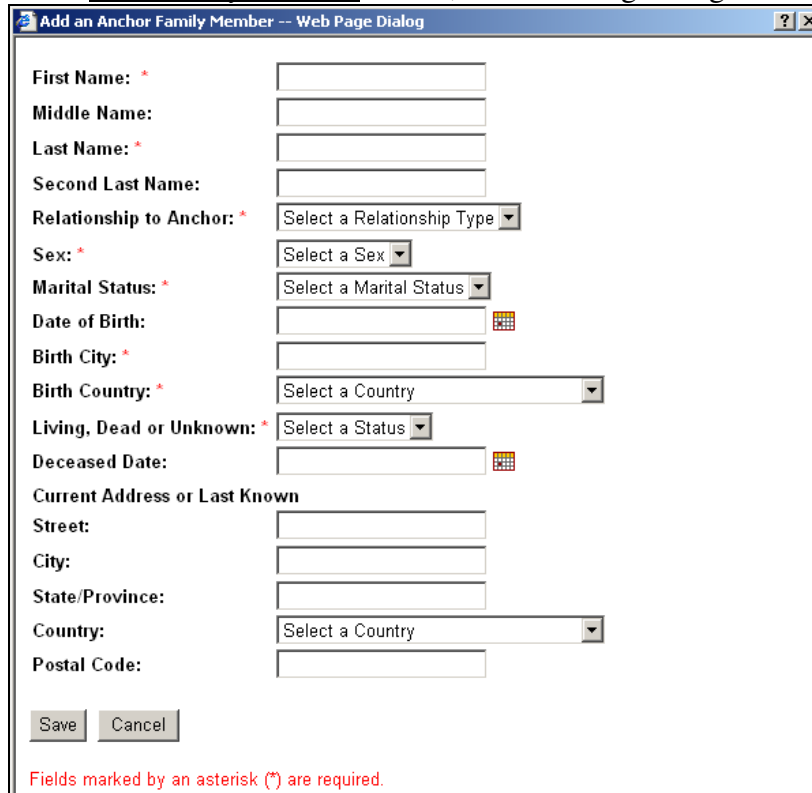
Principal Beneficiary
PB Family
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SECTION III, IV, and V:

Give the following information for all of the anchor's parents, stepparents, spouses, and children -- living (L), deceased (D), or unknown (U).

Name	Sex	Marital Status	Date of Birth	Birth Place	Relationship to Anchor	L, D, U
<input type="button" value="Add Family Member"/>						
<input type="button" value="Continue"/>						

When you click on the Add Family Member button, the following dialog box is displayed:



Add an Anchor Family Member -- Web Page Dialog

First Name: *

Middle Name:


Last Name: *

Second Last Name:

Relationship to Anchor: *

Sex: *


Marital Status: *

Date of Birth: 

Birth City: *

Birth Country: *

Living, Dead or Unknown: *

Deceased Date: 

Current Address or Last Known

Street:

City:

State/Province:

Country:

Postal Code:

Fields marked by an asterisk (*) are required.

Complete at least the required fields and then click on the Save button. To close the dialog without saving, click on the Cancel button. In either case, you will be returned to the Anchor Family screen.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	3
		Last Update Date:	7/24/2006

SECTION III, IV, and V:

Give the following information for all of the anchor's parents, stepparents, spouses, and children -- living (L), deceased (D), or unknown (U).

Name	Sex	Marital Status	Date of Birth	Birth Place	Relationship to Anchor	L, D, U
Mohamed Smith	Male	Married	1/15/1942	Robertsport, Liberia	Father	Dead

Click the Add Family Member button again to add a new family member. You can do this as many times as needed. Each time you save a new family member s/he will be listed in the Anchor Family tab. To edit a family member click on the name link for that individual

The screen below shows both of the anchor relative's parents listed.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	3
		Last Update Date:	7/24/2006

SECTION III, IV, and V:

Give the following information for all of the anchor's parents, stepparents, spouses, and children -- living (L), deceased (D), or unknown (U).

Name	Sex	Marital Status	Date of Birth	Birth Place	Relationship to Anchor	L, D, U
Mohamed Smith	Male	Married	1/15/1942	Robertsport, Liberia	Father	Dead
Elizabeth Johnstone	Female	Widowed	1/15/1952	Crozerville, Liberia	Mother	Living

When you are ready to move onto the next tab, click on the Continue button.

Aliases

Enter alternate names in this section for any individuals listed on the AOR. Aliases entered here will cause the “OTHER NAMES USED” SUPPLEMENTAL SHEET form to be generated at the end of the AOR when printed.

If there are no aliases for this AOR, then click on the [Continue](#) button. Otherwise, click on the [Add New Alias](#) button to record an alias.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	5
		Last Update Date:	7/24/2006

Principal Beneficiary | PB Family | Anchor | Anchor Family | **Aliases** | Marriages | Additions/Explanations | Status | Forms

"OTHER NAMES USED" SUPPLEMENTAL SHEET

If anyone listed on the AOR has ever used an alias, maiden name, nickname, or other names, please provide it on this supplemental sheet.

Other Name Used	Dates Name Used	Name on AOR	Date of Birth	Sex
<input type="button" value="Add New Alias"/>				
<input type="button" value="Continue"/>				

Clicking the [Add New Alias](#) button will cause the “Add an Alias” dialog box to be displayed. To start entering an alias, click on the dropdown arrow of the “Person on AOR” field and then select the person for this alias. Then enter the alias information and click on the Save button when finished.

Add an Alias -- Web Page Dialog

Person on AOR: *

Other Name Details

First Name: *

Middle Name:

Last Name: *

Second Last Name:

Date Used From:

Date Used To:

Fields marked by an asterisk (*) are required.

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The 'Other Name Used' you just saved is now listed here. Click the [Add New Alias](#) button again to add another alias, or the [Continue](#) button to go to the next tab.

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	5
		Last Update Date:	7/24/2006

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"OTHER NAMES USED" SUPPLEMENTAL SHEET

If anyone listed on the AOR has ever used an alias, maiden name, nickname, or other names, please provide it on this supplemental sheet.

Other Name Used	Dates Name Used	Name on AOR	Date of Birth	Sex
Elizabeth Murray	1/15/1968 - 1/15/1991	Elizabeth Johnstone	1/15/1952	Female

Add New Alias
Continue

Marriages

Use this section to record any marriages and/or divorces of the Anchor Relative or any of the Anchor's Family. Note: both parties must have been added previously in the Anchor Family section.

When marriages are entered in this tab, they will be displayed on the AOR form in the appropriate boxes of Section III, based on which individuals are selected.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome Affiliate Chicago User My Account | About | Logout

Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	5
		Last Update Date:	7/24/2006

Principal Beneficiary PB Family Anchor Anchor Family Aliases **Marriages** Additions/Explanations Status Forms

MARRIAGES

Please Add all marriages associated with any relatives of the anchor.

Husband's Name	Wife's Name	Marriage Date	Marriage Place	Divorce Date	Divorce Place
----------------	-------------	---------------	----------------	--------------	---------------

Start by clicking the Add New Marriage button.

Select the Husband and the Wife using the dropdown arrows. Only persons entered in the Anchor or Anchor Family tabs will be displayed.

Add a Marriage Between Anchor Family Members -- Web Page Dialog

Husband: * Mohamed Smith

Wife: * Elizabeth Johnstone

Marriage Details

Date: * 1/15/1968

City: * Mt. Coffee

Country: * Liberia

Divorce Details

Date:

City:

Country: Select a Country

Fields marked by an asterisk (*) are required.

Once the husband and wife are selected, complete the remaining fields and then click on the Save button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	5
		Last Update Date:	7/24/2006

Principal Beneficiary
PB Family
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MARRIAGES

Please Add all marriages associated with any relatives of the anchor.

Husband's Name	Wife's Name	Marriage Date	Marriage Place	Divorce Date	Divorce Place
Mohamed Smith	Elizabeth Johnstone	1/15/1968	Mt. Coffee, Liberia		


Once you are returned to the Marriages tab, the saved marriage will be displayed. You can then add more marriages, or click on the Continue button to go to the next tab.

Additions/Explanations

The Additions/Explanations section allows you to add additional notes regarding the AOR members.

If no Additions/Explanations are needed, then click on the Continue button to go to the next tab. Otherwise click on the Add New Addition/Explanation button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	5
		Last Update Date:	7/24/2006

Principal Beneficiary | **PB Family** | **Anchor** | **Anchor Family** | **Aliases** | **Marriages** | **Additions/Explanations** | **Status** | **Forms**

SECTION VI: ADDITIONS/EXPLANATIONS

Use this space to briefly explain any of the following: unusual relationships (including adopted, half and step relatives), unusual name patterns, additional documentation submitted, or other.

Person	Note Type	Remark
--------	-----------	--------

Select the type of Note you are adding. You can only select one type for each note. Then use the Person dropdown to select one of the AOR individuals – beneficiary, anchor or family member – to whom the note relates.

Add a Note to the AOR -- Web Page Dialog

Additional Documentation Attached

Note Type: * Other

Unusual Name Pattern

Unusual Relationship

Person: *

Remark: *

Fields marked by an asterisk (*) are required.

Then enter the actual notes in the large text box below Person. Once you have completed entering the note, click on the **Save** button to return to the Additions/Explanations tab screen.

Additional notes can be added to this section by repeating the previous steps. Each time a new one is saved, it is added to the list (shown below).

Person	Note Type	Remark
Thomas Jones	Unusual Relationship	Distant relative of PB adopted by her in 1997.

Click on the **Continue** button to go to the next section.

Status

The Status tab is where you can see the AOR status, print a copy of the AOR, and submit it to the VOLAG.

For an AOR that has not yet been submitted, the status will be “Open” as shown.

Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Open
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	6
		Last Update Date:	7/26/2006

[Principal Beneficiary](#) | [PB Family](#) | [Anchor](#) | [Anchor Family](#) | [Aliases](#) | [Marriages](#) | [Additions/Explanations](#) | **[Status](#)** | [Forms](#)

AOR Status

This Affidavit of Relationship is currently Open.

WARNING: The U.S. Government investigates claimed relationships and verifies the validity of documents. All of your previous government records may be checked. Criminal prosecutors may be sought when family relationships are falsified to obtain immigration benefits.

CERTIFICATION: I CERTIFY, UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA, THAT ALL OF THE FOREGOING INFORMATION GIVEN IN THIS AFFIDAVIT IS TRUE AND CORRECT. Furthermore, I authorize the release of any information from my immigration records, including any records pertaining to asylum, credible fear determinations, reasonable fear determinations, or refugee status, and/or benefits related to these applications, to the U.S. Department of Homeland Security, the Department of Justice, the Department of State, or other law enforcement agencies for the purpose of determining the eligibility of my family members listed in this Affidavit of Relationship for access to and eligibility for the U.S. Refugee Program.

At this point, you should click on the [Print AOR Report](#) button – this will allow you to view the actual AOR on the screen and, optionally, to print the AOR. Use this to check the AOR to make sure that all information is included.

In addition to viewing the AOR form on the screen you may also choose to do one of the following:

1. Click on the disk icon to save a PDF copy of AOR
2. Click on the Printer icon to print the AOR
3. When finished, click the "X" in the upper right corner to close the preview window and return to the Status tab.

Lutheran Immigration And Refugee Service
700 Light Street
Baltimore, MD 21230-3850
410-230-2700

Interfaith Refugee & Immigration Ministries
4753 North Broadway, Ste 401
Chicago, IL 60640
773-989-5647

Pre-Case ID# ILLIRS01Jul242006SMIT

AFFIDAVIT OF RELATIONSHIP (AOR)

Date Filed: _____

ATTENTION: In completing this affidavit, you are claiming a family relationship to persons overseas. Completion of this AOR does not guarantee refugee processing or admission to the United States.

SECTION I (A): INFORMATION ABOUT PRINCIPAL BENEFICIARY (LIST ONLY THE PRINCIPAL BENEFICIARY)

I am filing this Affidavit of Relationship for the following 2 persons located in: _____
(Number) (Current country of residence)

Date of arrival in that country : _____

	NAME: Last, First, Middle	SEX	MARITAL STATUS	DATE OF BIRTH	CITY/COUNTRY OF BIRTH	RELATIONSHIP TO ANCHOR
1.	Johnstone Elizabeth	F	S	15/Jan/1952	Crozerville/Liberia	Mother

DO NOT click on the Submit to VOLAG button yet. There is one more step that needs to be done before submitting – attaching required documentation.

Click on the Forms tab to start this process.

Forms

All AORs should have the following documentation included:

- Legible copy (front and back) of anchor's most recent, valid proof of status. Acceptable proof of status documents:
 - I-94 / Asylum Grant Letter
 - I-551 Green Card
 - Naturalization Certificate
- For Former Soviets: Preliminary Questionnaire (PQ) for each person over age 13, **and** a legible copy of passport or birth certificate for each person.

The screenshot displays the IRIS user interface. At the top, it says "IMMIGRATION & REFUGEE INFORMATION SYSTEM" and "Case Quick Search" with input fields and a "Go" button. Below this is a navigation bar with "IRIS Welcome Affiliate Chicago User" and links for "My Account", "About", and "Logout". There are also three small profile pictures. The main content area shows case details in a table:

Pre Case ID:	ILLIRSD1Jul242006SMIT	Status:	Pending
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	7
		Last Update Date:	8/4/2006

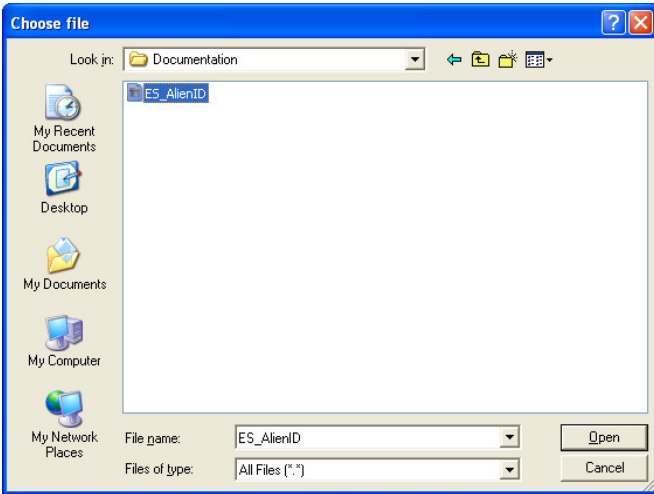
Below the table is a navigation menu with tabs: "Principal Beneficiary", "PB Family", "Anchor", "Anchor Family", "Aliases", "Marriages", "Additions/Explanations", "Status", and "Forms". The "Forms" tab is currently selected.

The "AOR Forms" section is titled "Documentation Attachment". It shows a template link: "Template: [Filename: Documentation.doc. Last edited on 6/21/2006 by VOLAG User](#)". Below this, it says "Old Files: None". There is an "Upload New File:" section with a text input field and a "Browse..." button. At the bottom of this section is a "Save File" button.

These should be scanned and saved in electronic format so they can be attached to the AOR record in IRIS.

The process of scanning in these pieces of documentation and saving them electronically is beyond the scope of this application. Once you have saved the file or files and are ready to upload them, click on the Browse button. Locate and select the file and click on the Open button.

IRIS Users' Guide



Click on the Save File button to complete the upload process.

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Pre Case ID:	ILLIRS01Jul242006SMIT	Status:	Pending
Anchor Name:	Elizabeth Ayo Smith	Last Submitted Date:	
Primary Beneficiary Name:	Elizabeth Johnstone	Notorized Copy Received Date:	
Last Updated By:	Affiliate Chicago User	AOR Size:	7
		Last Update Date:	8/4/2006

Principal Beneficiary | PB Family | Anchor | Anchor Family | Aliases | Marriages | Additions/Explanations | Status | **Forms**

AOR Forms

Documentation Attachment

Template: [Filename: Documentation.doc. Last edited on 6/21/2006 by VOLAG User](#)

Old Files: None

Upload New File:

If the documentation is contained in multiple files, click on the Browse button again and repeat the upload process for each file.

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Pre Case ID:	ILLIRSD1Jul242006SMIT	Status:	Pending
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AOR Forms

Documentation Attachment

Template: [Filename: Documentation.doc. Last edited on 6/21/2006 by VOLAG User](#)

Old File: [Filename: ES_AlienID.jpg. Last edited on 8/4/2006 by Affiliate Chicago User](#)

Upload New File:

You should now be ready to submit the AOR to the VOLAG. Click on the Status tab and click on the Submit to VOLAG button. The AOR status will change to “Pending”.

Once the VOLAG staff receives the AOR, they will review it for completeness. The AOR will either be approved, indicating that you can send the notarized hard copy to the VOLAG office, or be sent back for corrections and resubmission.

Adding an Interest

As soon as an Affidavit of Relationship has been Approved by the VOLAG, a matching Interest is created and sent electronically to the RPC. This assures that the case will still be associated with the affiliate office, if, for some reason in the future, the case is changed to a non-Family Reunification case.

To manually create and submit an Interest, start from the Dashboard and click the [Add Interest File](#) link in the Pre Case Processing section.

First, enter the Anchor's last name – because this is used to create the Interest ID that is submitted to the RPC, once you enter it, it cannot be changed.

Click the **Save and Continue** button to proceed to the next step.

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Refugee Interest

Anchor's Last Name:*


WARNING: The anchor's last name cannot be changed once "Save and Continue" button is clicked.

Fields marked by an asterisk (*) are required.

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Next, enter the rest of the information about the Anchor. Click the **Save and Continue** button when this is completed.

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Anchor **Applicants** **Status**

Anchor

Date: 8/4/2006
Case Number:
First Name: *
Middle Name:
Last Name: Turner
Second Last Name:
Birth Date: 
Address 1: *
Address 2:
City: *
State: * 
Zip: *
Home Phone:
Work Phone:

The Interest can have multiple applicants. Click to the **Add Applicant** button to begin adding them to this Interest.

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Anchor **Applicants** **Status**

Interest Applicants

Name	Date of Birth:	Relationship to Anchor	Current Country
------	----------------	------------------------	-----------------

Enter information on the Interest Applicant. You must at least complete the required fields, which are designated with a red asterisk.

When you have completed this form, click the **Save** button.

The screenshot shows a web browser window titled "Web Page Dialog" with a form titled "Edit Interest Applicant". The form contains the following fields:

- First Name: * (text input)
- Middle Name: (text input)
- Last Name: * (text input)
- Second Last Name: (text input)
- Sex: * (dropdown menu: Select a Sex)
- Birth Country: * (dropdown menu: Select a Country)
- Date of Birth: * (calendar icon)
- Is Birth Date Estimated? (checkbox)
- Relationship to Anchor: (dropdown menu: Select a Relationship Type)
- Date of Arrival: (calendar icon)
- Address 1: (text input)
- Address 2: (text input)
- City, State/Province: (text input)
- Zip: (text input)
- Country: * (dropdown menu: Select a Country)

At the bottom of the form are "Save" and "Cancel" buttons. A red note at the bottom states: "Fields marked by an asterisk (*) are required."

The entered applicant now appears. To add another applicant click the Add Applicant button and follow the previous step

The screenshot shows the main interface of the IRIS system. At the top, it says "IMMIGRATION & REFUGEE INFORMATION SYSTEM" and "Case Quick Search" with input fields and a "Go" button. Below this is a blue navigation bar with the IRIS logo, "Welcome Affiliate Chicago User", and links for "My Account", "About", and "Logout". There are also three small profile pictures.

Below the navigation bar is a yellow bar with three tabs: "Anchor", "Applicants", and "Status". The "Applicants" tab is selected.

The main content area is titled "Interest Applicants" and contains a table with the following data:


Name	Date of Birth:	Relationship to Anchor	Current Country
Martha Meillueux	6/6/1976	Distant Relative	Guinea - Bissau

Below the table are two buttons: "Add Applicant" and "Continue".

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Once you have completed the Interest, you can submit it. Click on the “Submit to VOLAG” button

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Anchor **Applicants** **Status**

This Interest File is currently Open.

[Submit to VOLAG](#)

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Anchor **Applicants** **Status**

This Interest File is currently Pending.