

## **SAMPLE DESIGNEE LETTER**

[LAW ENFORCEMENT AGENCY or PROSECUTOR'S OFFICE LETTERHEAD] Date

Victims and Trafficking Unit Vermont Service Center Vermont Service Center  
U.S. Citizenship and Immigration Services  
75 Lower Welden Street

St. Albans, VT 05479 Dear Sir or Madam:

I am the [Chief of Police/ Sheriff/Prosecutor's Office] of [City or County, State]. In this capacity, I am the head of the [Police Department /Sheriff's Office/Prosecutor's Office] of [County, State], which office is responsible for investigating [or prosecuting] crimes committed in [County, State], which is a certifying agency, as such term is defined at 8 C.F.R. §214.14(a)(2).

Pursuant to 8 C.F.R. § 214.14(a)(3) and 8 C.F.R. § 214.14(c)(2)(i), I hereby specifically designate **Person A, Person B, and Person C**, all of whom have supervisory responsibilities, to sign I-918 Supplement B, U Nonimmigrant Status Certification forms on my Department's behalf. This specific designation shall remain in force until revoked in writing.

Sincerely,

[Name]

[Title] [County, State]