



Instructions for Form G-1607NE, USCIS Adult Citizenship Educator of the Year (ACEY) Award Nominee Form

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1607NE
OMB No. 1615-xxxx
Expires xx/xx/xxxx

What Is the Purpose of Form G-1607NE?

Form G-1607NE, USCIS Adult Citizenship Educator of the Year Award Nominee Form, is used to determine eligibility for the award of an Adult Citizenship Educator of the Year Award (ACEY) recipient.

Who May Use Form G-1607NE?

Individuals contacted by U.S. Citizenship and Immigration Services (USCIS) who consent to be considered for selection as an ACEY.

If the nominee does not want to accept the nomination, they do not need to complete Form G-1607NE. In that case, please send an email declining the nomination to ACEYadmin@uscis.dhs.gov.

ACEY Award Process

ACEY Award nominees are nominated by a colleague in their organization for the nominee's work in instructing adult students in citizenship or ESL. The nominee will receive an email notice from USCIS titled "Notice of Nomination for Adult Citizenship Educator of the Year Award" of their nomination and consideration for the ACEY award. The email will inform the nominee to complete the Form G-1607NE giving consent to be considered for selection as an ACEY awardee.

If the nominee is selected for this Award, they will receive an email notice titled "Confirmation of Selection as Nominee for Adult Citizenship Educator of the Year Award." As part of the acceptance process of the award, the nominee will not be compensated, and they will be required to sign a Gratuitous Services Agreement. Please complete this form and return it to USCIS via email at ACEYadmin@uscis.dhs.gov. For more information, please refer to the notice.

If the nominee is not selected for this program, they will receive notice of our decision through an email sent to the email address they provided.

If the nominee does not accept the nomination or no longer wishes to be considered for this award, notify USCIS by email at ACEYadmin@uscis.dhs.gov.

General Instructions

All Nominees must have at least 3 years' experience instructing adult students in citizenship and/or English as a Second Language (ESL). The Nominee also must be a Lawful Permanent Resident (LPR) or U.S. citizen at the time of nomination.

If the answer is "Yes" to **Item Number 12.**, USCIS may confirm your status using our internal databases.

Disability Accommodations/Modifications. To request a disability accommodation/modification, follow the instructions on the appointment notice or at www.uscis.gov/accommodationsinfo.

Signature. The Nominee (or their signing authority) must properly complete the form. USCIS will not accept a stamped or typewritten name in place of any signature on this form. If the form is not signed, or if the signature is not valid, we will reject the form. See 8 CFR 103.2(a)(7)(ii)(A). If USCIS accepts a request for adjudication and determines that it has a deficient signature, USCIS may deny the request.

Validity of Signatures. USCIS will consider a photocopied, faxed, or scanned copy of the original handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten ink signature.

Additional Evidence Requirements

Photo Identity Document

Provide a copy of an official photo identity document showing your photo, name, and date of birth. For example:

- A valid government-issued driver's license;
- Passport identity page;
- Any national identity document from your country of origin;
- Any school-issued form of identification; or
- Any other official identity document.

Note: The copy must clearly show the photo and identity information.

Where To File?

Email the completed Form G-1607NE to USCIS at ACEYadmin@uscis.dhs.gov. We recommend encrypting the email before sending it.

NOTE: This secure government mailbox is used solely for communication with ACEY candidates.

For more information about the ACEY program, or for instructions on how to encrypt the documents, visit [\[add USCIS ACEY webpage link\]](#).

DHS Privacy Notice

AUTHORITIES: The information requested on this form and the associated documents, is collected under the Immigration and Nationality Act, 8 U.S.C. 1443(h).

PURPOSE: The primary purpose for providing the requested information on this form is to allow those individuals nominated for the Adult Citizenship Educator of the Year Award, to express consent for the nomination and to agree to permit submission of their name, teaching organization, and rationale for submission to USCIS. USCIS also uses the form to request information about the nominee's citizenship or LPR status or obtain permission to search its databases to confirm status. This information will also be used to obtain consent from the nominee to permit USCIS to use illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet. The consent/release will also advise the nominee that there is no compensation associated with this award or the program.

DISCLOSURE: The information sought is voluntary. However, failure to provide the requested information and associated documents, may delay or prevent USCIS from processing the nomination or having enough information to select the nominee for the Adult Citizenship Educator of the Year award.

ROUTINE USES: The information will be used by and disclosed to Department of Homeland Security personnel and contractors or other agents who need the information to assist in activities relating to the selection of a nominee for the ACEY award. The information will be used in accordance with approved routine uses, as described in the associated published system of records notices [DHS/ALL-002 Department of Homeland Security (DHS) Mailing and Other Lists System, DHS/ALL-011 Department of Homeland Security Biographies and Awards, and DHS/ALL-024 Department of Homeland Security Facility and Perimeter Access Control and Visitor Management], and the associated Privacy Impact Assessments [DHS/USCIS/PIA-089 USCIS Outreach and Engagement Program, DHS/ALL/PIA-006 DHS General Contact Lists, and DHS/ALL/PIA-031 Use of Social Networking Interactions and Applications Communications/ Outreach/Public Dialogue], which can be found at www.dhs.gov/privacy. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

USCIS may not conduct or sponsor an information collection, and you are not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 0.85 hours per response, including time for reviewing instructions, gathering the required documentation and information, completing the form, attaching necessary documentation, and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-XXXX. **Do not mail your completed Form G-1607NE to this address.**

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