



Instructions for USCIS Adult Citizenship Educator of the Year (ACEY)

Nomination Form

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

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

What Is the Purpose of Form G-1607NO?

Form G-1607NO, USCIS Adult Citizenship Educator of the Year (ACEY), is used to nominate an individual for ACEY.

Who May Use Form G-1607NO?

Individuals wishing to nominate a person in their organization to be a U.S. Citizenship and Immigration Services Adult Educator of the Year (ACEY).

General Instructions

All Nominees must have at least 3 years' experience of instructing adult students in citizenship 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.

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

For more information about the ACEY initiative or to learn how to encrypt files to send to USCIS, visit [[add USCISACEY 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 permit individuals to nominate a Citizenship Educator for the Adult Citizenship Educator of the Year Award. The notice will also cover the name and contact information of the nominator and information about the nominee provided to USCIS to facilitate contact and to address any additional questions and/or comments by the selection committee.

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 Adult 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, and DHS/ALL-011 Department of Homeland Security Biographies and Awards], 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 0.5 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-1607NO to this address.**

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