The following message is sent on behalf of Tae D. Johnson, Assistant Director for Custody Management, with the concurrence of [(b)(6); (b)(7)(C)] ***Acting Assistant Director for Field Operations:***

To: Field Office Directors and Deputy Field Office Directors

Subject: Bond Lifecycle Management Updates

This broadcast is issued to remind field office personnel of guidance related to updates to the Bond Handbook and Bond Lifecycle Management that was provided during our recent bond training in Dallas.

Effective immediately:

- The following persons/entities can post delivery bonds:
  - U.S. Citizens (must use SSN on I-352)
  - Lawful Permanent Residents (must use SSN on I-352)
  - Authorized surety companies and their agents (must use EIN on I-352)
  - Law firms (must use EIN on I-352)
  - Non-profit organizations (must use EIN on I-352) – Verify the organization is a non-profit organization using the IRS's Tax Exempt Organization Search - https://apps.irs.gov/app/eos/. You may search the database using either the EIN or the organization's name. Because you will need to include the organization's EIN on Form I-352, we recommend searching by using the EIN.

- The following persons/entities can post OSUP bonds and Voluntary Departure bonds:
  - All the persons/entities listed above may post OSUP and Voluntary Departure bonds. In addition, an alien can post a bond on his or her own behalf (must use ITIN on I-352 if alien has been issued an ITIN).

Example Formats of Tax Identification Numbers (SSN/EIN/ITIN):

A Social Security Number (SSN) is a nine-digit number with the following format. (XXX-XX-XXXX)
An Employer Identification Number (EIN) is a nine-digit number with the following format. (XX-XXXXXXX)

An Individual Taxpayer Identification Number (ITIN) is a nine-digit number that begins with the number 9 with the following format. (9XX-XX-XXXX)

*** If an alien does not have an ITIN number then use all 0s on the I-352 (000-00-0000). ***

- Bonds issued by ICE are secured by, money orders, certified checks or cashier's checks drawn on a U.S. bank, (hereinafter collectively referred to as "cash"). **The obligor and the remitter of the funds must match.**

- The persons or entities posting cash bonds must pay with a money order(s), certified check, or cashier's check. On all bonds **$5,000 and over**, the only accepted method of payment is a **single** certified or cashier's check; (no currency or personal checks will be accepted).

- In addition, the attached Bond Worksheet must be used for all bonds being posted by cash bond obligors and surety/agent walk in surety bonds.

  o Bonds must be posted by 3 p.m. for the time zone in which the alien is detained.

Please direct any questions regarding the above broadcast to HQ BMU mailbox: (b)(7)(E) (b)(6); @ice.dhs.gov or Management and Program Analyst (b)(6); (b)(7)(C) at (202) 732 (b)(6); or (b)(6); (b)(7)(C) @ice.dhs.gov

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

BOND WORKSHEET

DETAINED ALIEN INFORMATION

Alien "A" File Number: _____ Name: _____

Date of Birth / Country of Birth: _____ / _____

U.S. Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Bond Amount: $ _____

On all bonds $5,000 and over, the only accepted method of payment is a single certified or cashier's check. The obligor and the remitter of the funds must match.

State where the alien is detained:

_____

Bonds must be posted by 3 p.m. for the time zone in which the alien is detained.

Pacific / Mountain / Central / Eastern

OBLIGOR INFORMATION

Name: _____

U.S. Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

U.S. Citizen ☐ Social Security Number: _____

Legal Permanent Resident ☐ Social Security Number: _____

Surety (and/or) Agent / Law Firm / Non-Profit ☐ Employer Identification Number: _____

Government-issued Photo ID and Number: _____

This Section for DHS/ICE Use Only

☐ **Cashier's Check/Certified Check:** _____ _____

Drawn on a U.S. bank and made payable to Immigration and Customs Enforcement or Department of Homeland Security

Bank Name and Check #

$ Amount

☐ **U.S. Postal Money Order(s)/Money Order(s):** _____

_____

_____

_____ _____

Serial Number(s) & $ Amount(s)

Total Money Order(s) $ Amount