

# Office of Congressman Wesley Bell

## **Immigration Casework Guide**

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# OVERVIEW

1. Welcome Message
2. What a Congressional Office Can Do
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4. Congressional Courtesy and Intake Process
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# WELCOME



With immigration enforcement affecting communities nationwide, and with growing concerns among families in MO-1, I want to be sure every constituent knows where to turn for reliable help.

This guide is for constituents, community leaders, immigration advocates, and others. It explains how my office handles casework, what congressional offices can and cannot do, and how to work with us effectively.

While our office cannot provide legal advice, or direct federal agencies to specific outcomes, we *can* help you get updates on pending matters, and ensure your concerns are properly

reviewed.

Our goal is to help constituents understand your options, access resources, and communicate effectively with federal agencies.

## **Missouri's First Congressional District Demographics at a glance:**

- *The district has a population of 742, 814 residents.*
- *About 7.2% (roughly 53,500) are foreign-born.*
- *The district's foreign-born rate is 1.5x the Missouri state average.*
- *Top countries of origin: Mexico, India, and China.*

A handwritten signature in blue ink, appearing to read 'W3 Bell'.

Wesley Bell  
Member of Congress

(Source: [U.S. Census Bureau/American Community Survey](#))

# CONGRESSIONAL CASEWORK FAQs

## How Can We Help?

Our office helps residents connect with federal agencies. If you live in Missouri's 1st Congressional District and have a federal issue, we may be able to assist you:

- **Get Status Updates:** *Check on your delayed applications.*
  - **Facilitate Communication:** *Ask the agency for in-person appointments.*
  - **Legal Referrals:** *Direct you to trusted legal representatives and aid organizations.*
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## What We Cannot Do?

We will do our best to back you up, but we must follow federal laws and agency rules. Our office cannot:

- **Change or overturn a decision** made by USCIS, ICE, passport or consular officials.
- **Give you legal advice** or act as your lawyer in court.
- **Fill out or file immigration forms** for you.
- **Interfere with an active lawsuit** or immigration court case.
- **Promise a specific outcome.**

One important thing that is frequently misunderstood: a congressional office cannot move your case to the front of the line. USCIS processes cases in the order that they are received. Please review the [USCIS expedite criteria](#) for more information.

## What We Need to Start?

- Please check the **current processing times** for your form type before contacting our office.
- Our office will only **submit an expedite request** when sufficient supporting documentation is provided.

# HOW TO OPEN A CASE

## 1. Fill Out a Request

Submit a request for help with a federal agency through [our website](#).

## 2. Sign the Privacy Release Form

By law, we cannot contact an agency for you without a Privacy Release Form. [Access the privacy release form here.](#)

Important Guidelines and Agency Requirements:

- *The form must be signed by the person directly affected - not a friend or relative.*
- *For ICE cases, the detainee must sign the ICE 60-001 Form.*
- *A parent or legal guardian may sign for a minor (child under 18).*

## 3. Submit Your Documents

Please submit these documents along with your signed release form:

- *A clear timeline or written explanation of your situation.*
- *Your receipt notice for any pending applications (**Form I-797, Notice of Action**).*
- *Any supporting proof if you are asking USCIS to speed up (expedite) your case.*

## NEXT STEPS IN THE PROCESS

Once you submit your casework request and all required documents, here is what you can expect:

- **Case Assignment**

*A casework manager will review your submission and assign it to a dedicated caseworker. Please note that business days do not include weekends or federal holidays.*

- **Initial Acknowledgement**

*Your assigned caseworker will contact you directly to let you know they have received your documents and are beginning the inquiry process.*

- **Agency Review & Response (At Least 30 Days\*)**

*The federal agency will review the inquiry and provide an official response. \*This timeline depends on the complexity of your case and the agency's current backlogs.*

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### Congressional Courtesy & Intake Process

To ensure we can help everyone as quickly and fairly as possible, please keep the following policies in mind:

- *One Case Per Person: Please only submit one case per person to avoid duplication of the cases. Each constituent is required to fill out a privacy release form.*
- *Employment Based Petitions: USCIS requires us to have signed privacy release forms from both the employer (petitioner) and the employee (beneficiary).*
- *We process all incoming casework in the chronological order it is received. Please do not submit duplicate cases for the same request.*
- *Please do not send casework related inquiries to our press email inbox. Doing so will delay your intake process, as our team must manually redirect your message to the casework manager.*
- *The best way to submit a case is through [our website](#) or by calling our office at 314-955-9980.*

# IMMIGRATION ASSISTANCE RESOURCES GUIDE

Below is a list of helpful links and resources.

**Find Your [Representative](#)**

**[Know Your Rights](#)**

**Find Immigration Related Legal Services**

- Department of Justice's Executive Office for Immigration Review (EOIR) [Pro Bono Legal Service](#).
- Find a Lawyer for Affordable Legal Aid [Legal Services Corporation \(LSC\)](#).
- The [Missouri Bar General Discounted or Pro Bono Services](#).

**USCIS Self-Help Tools**

- [Check Case Processing Times](#)
- [Check Status Online](#)
- [News Releases](#)

**Legal Disclaimer**

This document is for general informational purposes only. Its contents are not legal advice.