

(SEE INSTRUCTIONS ON REVERSE)

1. DATE:

2. REQUISITION#:

3. USCIS LOCATION/ APPROVAL CODE:

4. TO:

**DEPARTMENT OF HOMELAND SECURITY  
UNITED STATES CITIZENSHIP & IMMIGRATION SERVICES  
WESTERN FORMS CENTER  
5160 RICHTON STREET SUITE G  
MONTCLAIR, CALIFORNIA 91763**

**PHONE: (909) 949-7045 FAX: (909) 949-7254**

5. FROM:

FORM #	REV. DATE	TITLE OF FORM	QUANTITY	QTY SHIPPED	ACTION CODE
6	7	8	9	10	11

12. NAME OF REQUISITIONER		13. TITLE OF REQUISITIONER	14. TELEPHONE NUMBER
15. KEY TO ACTION CODES			RECEIVED BY (TELEPHONE ORDERS)
B-NOT IN STOCK - BACK ORDERED	3. CANCELED - UNABLE TO IDENTIFY		DATE RECEIVED
1. CANCELED FORM	4. COMPLETED		COMPLETED BY
2. CANCELED - NOT STOCKED	5. OTHER		DATE COMPLETED
COMMENTS:			FCW CONTROL NUMBER

## INSTRUCTIONS FOR COMPLETING FORM FC-658

- Item 1 - Enter date prepared.
- Item 2 - **DHS/CIS/ICE/CBP Offices** - Enter requisition number (office code-fiscal year-number, i.e. LOS-00-001).  
**Schools, Community Based Organizations, and other applicable requesters** – This space is for requester's use; place your tracking number here if desired.
- Item 3 - **DHS/CIS/ICE/CBP Offices** - Enter your 3-letter location code.  
**Schools, Community Based Organizations, and other applicable requesters** – Enter your complete approval code.
- Item 4 - No entry required. This is the facility where you must send or fax your order.
- Item 5 - Enter name and address of requesting office and section.
- Item 6 - Enter form number(s).
- Item 7 - Enter revision date of form requested.
- Item 8 - Enter title of form.
- Item 9 - Enter quantity requested.
- Item 10 - Forms Center Use Only.
- Item 11 - Forms Center Use Only.
- Item 12 - Enter name of requisitioner.  
**Schools** - Must be a Designated School Official (DSO).
- Item 13 - Enter title of requisitioner.
- Item 14 - Enter telephone number of requisitioner.
- Item 15 - Forms Center Use Only.

**PLEASE ALLOW 2 WEEKS FOR DELIVERY OF FORMS.**

Mail to address on opposite side or fax to (909) 949-7254