



---

**HSI Best Practice Submission**

**Investigative Best Practice – JTTF**

---

**Best Practice Title:** Guidance for FBI Letterhead Memorandum (LHM) to ICE

**Office/Program:** HSI National Security Unit, Counterterrorism Section

**POC (name/contact info):** CTS Program Manager Responsible for Coverage of AOR

---

**Best Practice Details:**

A Letterhead Memorandum (LHM) is generally a summary of derogatory information created by a U.S. federal agency. In the context of counterterrorism investigations, (b)(7)(E)

(b)(7)(E)

ICE may request a LHM for a variety of purposes, including:

(b)(7)(E)

**Coordination with Counterterrorism Section (CTS) Representatives at ITOS**

Immigration laws pursuant to the INA are heavily nuanced. The use of FBI information for administrative immigration proceedings should be assessed on a case-by-case basis. (b)(7)(E)

(b)(7)(E)

While CTS works with ITOS, CTS also coordinates internally within ICE. The following is a non-exhaustive list of whom CTS may coordinate with (b)(7)(E)

(b)(7)(E)



(b)(7)(E)

There are multiple reasons for CTS coordination internally within ICE and externally with DHS components and FBI. CTS seeks coordination to:

(b)(7)(E)

**Contents of LHM**

FBI LHM contents vary because the purpose of each FBI LHM can differ and the availability of unclassified or declassified information is highly divergent. Regardless, certain portions of FBI LHMs can be standardized.

(b)(7)(E)



(b)(7)(E)

**Disclosure of FBI LHM in Court**

Please keep in mind that, with appropriate FBI approval, ICE may submit a FBI LHM as evidence before the Department of Justice Executive Office of Immigration Review (EOIR). If submitted as evidence, the FBI LHM would be provided to an immigration judge as well as the alien (often the subject of the LHM) and any representative of the alien. Often, information provided to the court may be the only (or most valuable) derogatory evidence available to support the Department of Homeland Security's position in administrative proceedings. (b)(7)(E)

(b)(7)(E)



---

(b)(7)(E) in most cases, FBI LHMs serve as extremely valuable evidence in accomplishing ICE's mission to successfully detain and remove aliens believed to pose a threat to U.S. national security.