



**DENVER DISTRICT ATTORNEY'S OFFICE  
U VISA CERTIFICATION PROTOCOL**

The Denver District Attorney's Office recognizes the importance of the U Visa certification process to our community and the individuals and families involved. This office is committed to conducting U Visa certification reviews in an efficient manner that provides a timely and accurate answer to the question of U Visa certification eligibility for each applicant. The following information is provided to assist with this process.

1. Prior to sending a U Visa certification request to the Denver District Attorney's Office, the person requesting a U Visa certification for themselves or someone else ("petitioner"), or petitioner's counsel (if petitioner has counsel), will try to obtain as much of the following information as possible:
  - Full names and spellings of the victim, perpetrator and any known aliases or other names used by either person
  - Dates of birth for the victim and the perpetrator
  - Address(es) where incident(s) took place
  - Approximate date(s) when incident(s) took place
  - District Attorney case number and/or Court case number if applicable
  - Police Agency and Report Number
  
2. If it appears that the petitioner may meet the U Visa certification requirements of a qualifying criminal activity and cooperation with law enforcement, the petitioner, or petitioner's counsel, will send a letter with the above information to the Denver District Attorney's Office, to the attention of Angela Padilla or email [Angela.Padilla@Denverda.org](mailto:Angela.Padilla@Denverda.org).

**The letter should include the following documentation:**

- The District Attorney case number and/or Court case number of the qualifying activity if such exist.
- A formal request for U Visa Certification.
- A description of how the petitioner meets the eligibility requirements of a U Visa Certification from the Denver District Attorney's Office, to include but not limited to:
  - In cases where the "alien victim" is under the age of 21, or is incapacitated or incompetent, please submit evidence of the petitioner's (family member's) qualifying relationship to the "alien victim" and supporting evidence establishing the age, incapacity, or incompetence of the "alien victim."

- If your petition involves the “next friend” provision of 8 CFR 214.14(a)(7) then please provide specific information relating to the lawsuit the “next friend” appeared on to act for the benefit of the “alien victim” who is under 16 or who is incapacitated or incompetent.
  - If the criminal activity is not specifically enumerated in 8 U.S.C. 1101(a)(15)(U)(iii) then explain why it is “qualifying criminal activity,” understanding that the activity must be substantially similar to those enumerated qualifying criminal activities.
3. Whenever possible all U Visa certification requests shall be provided in an electronic format via email.
  4. All U Visa certification requests received are presumptively discoverable to the defense in a pending criminal case. The prosecutor assigned to any open criminal case will be notified by Chief Deputy Michael Song or his designee of the existence of the U Visa certification request and will receive a copy of that request. The case prosecutor will then provide that written request for U Visa certification to the defense as criminal case discovery. This applies even if the request is withdrawn.

Please contact the individuals below with any questions about this process.

Angela Padilla, Executive Assistant  
720-913-9192  
[Angela.Padilla@Denverda.org](mailto:Angela.Padilla@Denverda.org)  
Denver District Attorney's Office  
201 W. Colfax Dept. 801  
Denver, CO 80202

Petitioners or their counsel may also contact the “certifying official” for U Visa certification requests with questions about the process or a particular request:

Michael Song  
Chief Deputy  
720-913-9150  
[Michael.Song@Denverda.org](mailto:Michael.Song@Denverda.org)  
201 W. Colfax Dept. 801  
Denver, CO 80202