



Annual Way Forward Act (WFA) Reporting FAQ/Troubleshooting Guide

****If you have a question about the Way Forward Act reporting process that is not addressed below, please email LEA.Reports@ilag.gov and we will do our best to assist you.****

Q: My agency did not receive any U- or T-visa certification requests, nor did we receive any requests, detainers, or warrants from DHS, ICE, or other immigration authorities during the reporting year. Do we still have to submit a report to the Illinois Office of the Attorney General (OAG)?

A: Yes. All law enforcement agencies in the state must submit a report each year, even if they have no immigration-related requests to report. To do this, you must use the template reporting spreadsheet—you cannot simply send an email stating you have nothing to report. If your agency received zero U- or T-visa certification requests and zero detainers, warrants, or other requests from DHS, ICE, or other immigration authorities, you need only fill out Tab 2 “Reporting Agency,” which includes contact information for the reporting agency, the reporting official (“submitter”), and attestations confirming that the agency has nothing to report for the relevant reporting year. You should leave Tabs 3-5 (“DHS Requests,” “Detainers Warrants,” and “U & T Visa Certs”) blank.

When you open Tab 2 on the template spreadsheet, it will look like this:

END YEAR BEING REPORTED (Jan. 1 - Dec. 31)		SUBMITTER INITIALS	
Year:			
REPORTING AGENCY			
Name:	(Type agency name here if not on dropdown list above)		
Address:			
City:			
County:			
REPORTER			
Name:			
Title:			
Phone:			
Email:			
REQUIRED REPORTING ATTESTATIONS (select from dropdown menu)		SUBMITTER INITIALS	
1) (select attestation #1 here)			REPORT ANY DETAIL INFORMATION ON DHS Requests tab.
2) (select attestation #2 here)			REPORT ALL DETAIL INFORMATION ON Detainers Warrants tab.
3) (select attestation #3 here)			REPORT ALL DETAIL INFORMATION ON U & T Visa Certs tab.

> Directions Reporting Agency DHS Requests Detainers Warrants U & T Visa Certs +

If your agency received zero U- or T-visa certification requests and zero detainers, warrants, or other requests from DHS, ICE, or other immigration authorities, a properly completed Tab 2 will look something like this:

CALENDAR YEAR BEING REPORTED (Jan. 1 - Dec. 31)			
Year:	2024		
REPORTING AGENCY			
Name:	ANYTOWN POLICE DEPARTMENT		
	(Type agency name here if not on dropdown list above)		
Address:	123 Main St		
City:	Anytown		
County:	McLean		
SUBMITTER			
Name:	Georgia Smith		
Title:	Chief Deputy		
Phone:	123-456-7891		
Email:	DCSmith@county.gov		
REQUIRED REPORTING ATTESTATIONS (select from dropdown menu)		SUBMITTER INITIALS	
1) I hereby certify and attest that our law enforcement agency HAS NOT received any requests from DHS related to participation, support, or assistance in any immigration agent's civil enforcement operation during this reporting period.		GS	REPORT ANY DETAIL INFORMATION ON THE DHS Requests tab.
2) I hereby certify and attest that our law enforcement agency HAS NOT received any requests for immigration detainers or civil immigration warrants during this reporting period.		GS	REPORT ALL DETAIL INFORMATION ON THE Detainers Warrants tab.
3) I hereby certify and attest that our law enforcement agency HAS NOT received any U- or T-visa certification requests during this reporting period.		GS	REPORT ALL DETAIL INFORMATION ON THE U & T Visa Certs tab.

If your agency *did* receive U- or T-visa certification requests, detainers, warrants, or other requests from DHS, ICE, or other immigration authorities during the reporting year, please select the appropriate attestations from the dropdown menu in Tab 2 and provide the additional required information in Tabs 3, 4, and/or 5.

Q: Do I have to use the OAG's template Excel spreadsheet to complete my agency's report?

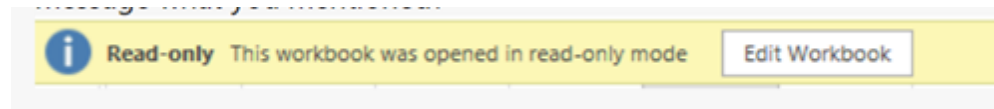
A: Yes. You must use the most recent version of OAG's template Excel spreadsheet to complete the report. We will not accept any other reporting format. Access and download the most recent version of the template spreadsheet by clicking the relevant link at <https://illinoisattorneygeneral.gov/Safer-Communities/Resources-for-Law-Enforcement/Law-Enforcement-And-Immigration/>.

Q: Can I submit the report as a screenshot or PDF or send a link to the report using my agency's SharePoint, OneDrive, or other file-sharing system?

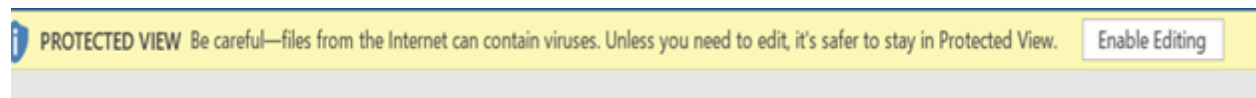
A: No. You must submit the report as an attachment to your email to LEA.Reports@ilag.gov in Excel (.xls or .xlsx) file format. We will not accept reports submitted as PDFs and cannot access reports shared via a file-sharing link.

Q: I cannot edit/enter information into the template spreadsheet—it is read-only or otherwise protected/locked. What am I supposed to do?

A: You will be able to edit the spreadsheet once you complete a few basic steps. Depending on your computer’s settings, the spreadsheet may initially open with a yellow bar across the top that looks like this:



Or this:



If that happens, you need to select “Edit Workbook” or “Enable Editing” before doing anything else. The yellow bar should disappear after you select “edit workbook” or “enable editing.” If there are any other yellow warnings like that, you need to take care of them before trying to add data to the spreadsheet.

Additionally, when you have the spreadsheet open, if it says “read-only” in green, like this:



you must first save the spreadsheet to your computer under a new name (select “save as” from the file menu and name it something that has your department name in the title). Once you have done that, you should be able to enter data and save it without any issues.

Q: Where can I get more detailed instructions on completing and submitting my agency’s WFA report?

A: Please consult Tab 1 “Directions” in the template spreadsheet for detailed instructions on completing and submitting the WFA report. OAG also offers periodic training webinars to law enforcement that describe in detail the WFA reporting process, in addition to providing basic information about law enforcement’s obligations under the Illinois TRUST Act (5 ILCS 805/25) and the Illinois VOICES Act (5 ILCS 825/20). Please email Special.Events@ilag.gov to request to be added to the distribution list for information on future WFA trainings.

Q: My county sheriff's office/police department is responsible for submitting the WFA report on behalf of another police department. Can I submit a single report for my agency and that other police department?

A: No. We require a separate report for each separate agency. When completing Tab 2 "Reporting Agency," in the "REPORTING AGENCY" section, please ensure that you provide the information of the agency for which you're submitting the report, note in line 11 that you are submitting the report on that agency's behalf, and provide your own information (as the reporting official/submitter) in the "SUBMITTER" section.

Q: Our local law enforcement agency no longer exists (was disbanded, merged with another agency, etc.). Why am I getting reminders or past-due notices about WFA reporting?

A: We do our best to keep our records up to date, but to do so, we need your help. If your agency no longer exists, please notify us by email at LEA.Reports@ilag.gov, and be sure to note the approximate date the agency was disbanded or merged.

Q: Will the OAG send us reminders before the annual report is due?

A: For the first two reporting years, the OAG has sent courtesy reminder emails to our distribution list prior to the March 1 reporting due date. Although we plan to continue sending these reminders for the foreseeable future, the reporting deadline will always be March 1 for the prior calendar year. For example, reports for the 2024 calendar year will be due March 1, 2025. It is your agency's responsibility to submit your annual report by the deadline.

Q: I received a past-due notice for WFA reporting, but I already submitted my agency's report for the most recent reporting year and received a confirmation email. What should I do?

A: If you believe we sent you a past-due notice in error, please email LEA.Reports@ilag.gov and provide the date you submitted the report. Sometimes, due to technical issues with our distribution list, past-due notices may be sent in error to a handful of agencies. Please note that if you submitted a report on behalf of your agency and another agency for the prior year, you will also be listed as the point of contact for that other agency, so that may also explain why you are receiving a past-due notice.

Q: Our local law enforcement agency contracts with another agency for services—it is their responsibility to submit a WFA report on our behalf. Why am I getting reminders or past-due notices about the WFA reporting?

A: As noted above, we do our best to keep our records up to date, but to do so, we need your help. If your agency contracts with another agency that should be submitting a report on your behalf, please notify us by email at LEA.Reports@ilag.gov.

Q: Where can I get more detailed information regarding the TRUST, VOICES, and Way Forward Acts?

A: You may access and download OAG’s guidance to law enforcement by clicking the relevant link at <https://illinoisattorneygeneral.gov/Safer-Communities/Resources-for-Law-Enforcement/Law-Enforcement-And-Immigration/>. OAG also offers periodic training webinars on law enforcement’s obligations under the TRUST, VOICES, and Way Forward Acts. These webinars include a basic explanation of U and T visas, as well as important information about WFA reporting deadlines and guidance on completing and submitting the annual WFA report to OAG. Please email Special.Events@ilag.gov to request to be added to the distribution list for information on future WFA trainings.