



Systematic Alien Verification for Entitlements

**A Guide on Immigration Documents Commonly
Used by Benefit Applicants**

Contents

1. INTRODUCTION	1
2. Forms N-550 Certificate of Naturalization.....	2
3. Form N-570, Certificate of Naturalization.....	3
4. Form N-560, Certificate of Citizenship.....	4
5. Form N-561, Certificate of Citizenship.....	5
6. Form I-551, Permanent Resident and Resident Alien Cards.....	6
U.S.A. Permanent Resident, Form I-551 (Version 2017)	7
U.S.A Permanent Resident, Form I-551 (2010 Version)	7
Permanent Resident Card, Form I-551 (2004 Version).....	8
Permanent Resident Card, Form I-551 (1997 Version).....	8
Resident Alien, Form I-551 (1989/1992 Version)	9
Form I-551 (1977 Version)	9
7. Form I-551, Permanent Resident Stamp.....	10
8. Form I-551, Machine-Readable Immigrant Visa (MRIV).....	11
9. Form I-571, Refugee Travel Document.....	12
10. Form I-327, Re-entry Permit.....	13
11. Form I-766, Employment Authorization Document.....	14
Form, I-766 (2017 Version)	14
Form, I-766 (Older Versions).....	15
12. Form I-94, Arrival/Departure Record	16
Form I-94: Issued by CBP before Automation at Air and Sea Ports of Entry	17
Form I-94A: Issued by CBP at Land Border Ports of Entry	17
Global Entry Form I-94	17
CBP Form I-94 Website Printout	18
Form I-94 in Form I-797A	19
Form I-94 in Unexpired Foreign Passport	20
Unexpired Foreign Passport with Admission Stamp	21
13. Form I-20, Certificate of Eligibility	22
14. Form DS-2019, Certificate of Eligibility for Exchange Visitor Status	23
15. Other Documents	24
Tips for Verifying Other Documents	24
Executive Office for Immigration Review Decisions	22

Form I-864, Notice to Appear (NTA).....	24
Notices of Action.....	25
Letters.....	27
Form I-512, Authorization for Parole of an Alien into the United States	28
16. APPENDIX A: ACRONYMS AND ABBREVIATIONS	29
17. APPENDIX B: WHO’S ISSUED THIS DOCUMENT?.....	30
18. APPENDIX C: SOME HELPFUL TIPS.....	31
Alien Number	31
Card Number	31
Dates	31
Names	31

1. Introduction

Systematic Alien Verification for Entitlements (SAVE) is a service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies confirm the immigration status of benefit applicants so only those entitled to benefits receive them. The SAVE verification process requires SAVE agencies to collect and use certain information found on the benefit applicant's immigration document.

This guide is to assist SAVE agencies in identifying the immigration documents commonly used by benefit applicants. For each immigration document type, this guide:

- Provides the name and image of the document (earlier versions of the document may be provided in some instances);
- Identifies both the document issuing agency and the category of individuals to whom the document was issued; and
- Specifies the information that the SAVE agency should collect from the immigration document to verify the immigration status of the benefit applicant through SAVE.

This guide identifies the specific information needed from the documents described in each section when an applicant presents those particular documents to the SAVE agency. However, the SAVE agency may provide any and all of the following immigration identifiers if they are available from the applicant, regardless of the document presented, for a SAVE verification: Alien Number, I-94 Number, Passport Number, SEVIS ID, Naturalization/Citizenship Number, Receipt Number (Card Number) and Visa Number.

The images presented in this guide are reproductions; the exact size and color may deviate from the original. Do not make identifications based on size and/or color alone. The appearance, content and format of documents issued by the U.S. Department of Homeland Security (DHS) may change. Accordingly, the documents displayed in this guide are neither exclusive nor exhaustive.

If you are unable to find a document presented by an applicant in this guide, do not assume that the document is invalid. You may submit a copy of the document to SAVE using the scan and upload process.

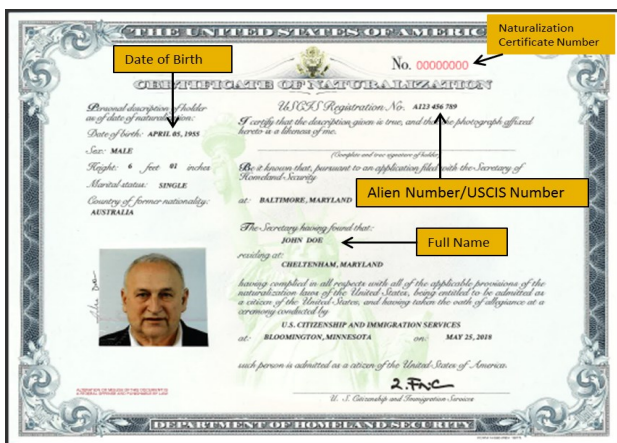
This guide is a publication of U. S. Citizenship and Immigration Services (USCIS) SAVE. If you have additional questions about the immigration documents used during the SAVE verification process, please contact SAVE at: 1-877-469-2563 or SAVE.HELP@dhs.gov.

2. Forms N-550, Certificate of Naturalization

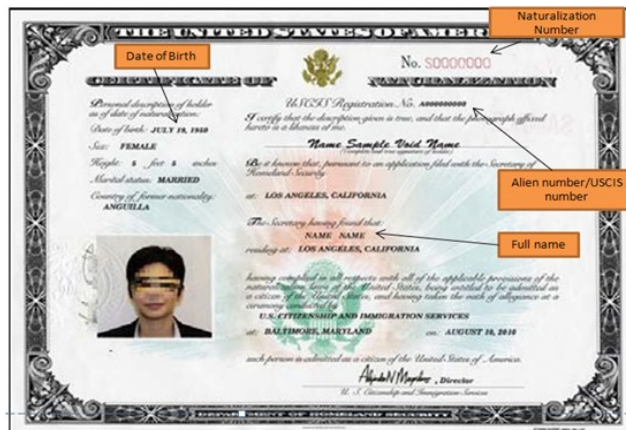
USCIS issues the Form N-550 to those persons born abroad who have become citizens of the United States through the naturalization process.

To verify the U.S. citizenship of an applicant who provides a Form N-550 you need the following information:

- Alien Number and/or Naturalization Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



N-550 (Current Version)



N-550 (2010 Version)



N-550 (Older Versions)

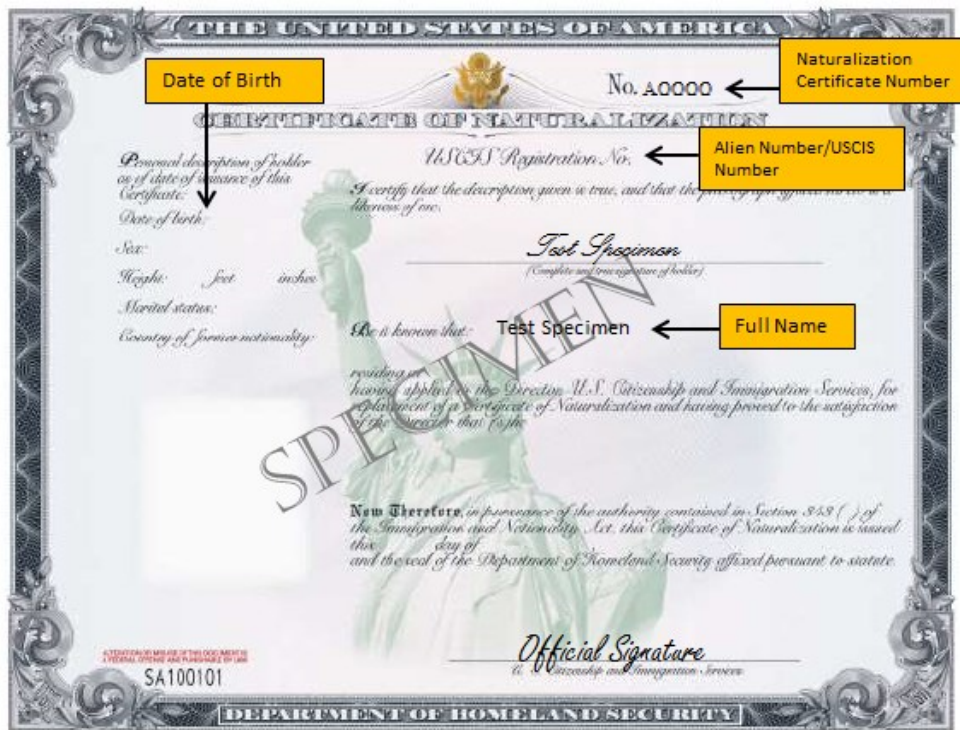


3. Form N-570, Certificate of Naturalization

The Form N-570 is a replacement certificate issued when the original is lost, mutilated or destroyed, or the individual's name has legally changed. USCIS and its predecessor the Immigration and Naturalization Service have issued a number of versions of this document type. Some of the earlier versions may not have an Alien Number and many do not have security features that have been added over the years. Accordingly, the absence of these features does not mean the document is not valid.

To verify the U.S. citizenship of an applicant who provides a Form N-570 you need the following information:

- Alien Number and/or Naturalization Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



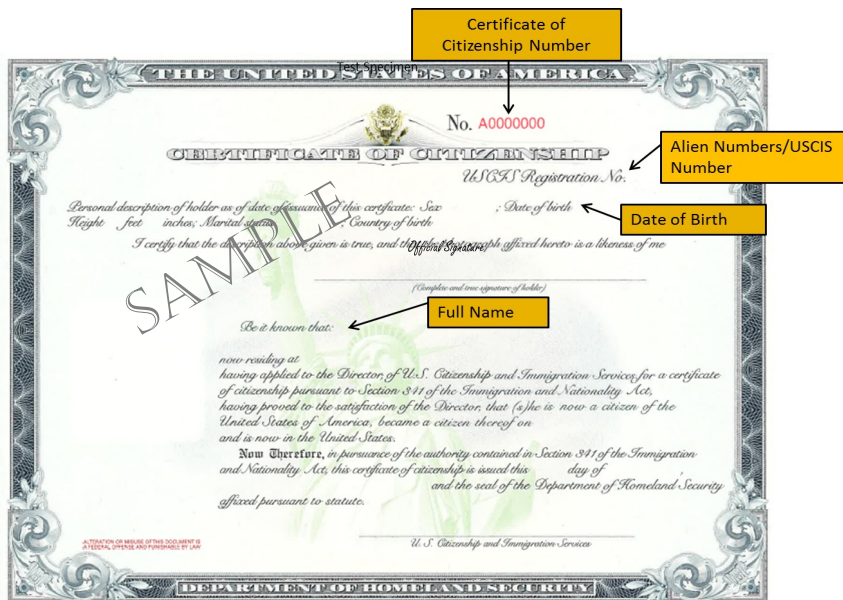
N-570 (Current Version)

4. Form N-560, Certificate of Citizenship

USCIS issues the Form N-560 to persons born outside the United States and who: (a) derived citizenship through the naturalization of their parent(s); (b) derived citizenship through adoption by United States citizen parents, provided certain conditions were met; or (c) acquired citizenship at birth because they were born abroad to United States citizen parent(s). It is also issued to certain legally qualified natives and/or residents of the Commonwealth of Northern Mariana Islands who were granted United States citizenship by operation of law. Unlike a Certificate of Naturalization, the Certificate of Citizenship is not automatically issued to all those who qualify. To receive a Certificate of Citizenship, the individual or someone acting on behalf of the individual (for example., United States citizen parent or legal guardian) must apply for it. It is not uncommon for individuals not to have a Certificate of Citizenship even though they are United States citizens.

To verify the U.S. citizenship of an applicant who provides a Form N-560 you need the following information:

- Alien Number and/or Citizenship Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



N-560 (Current Version)

(Con't) Form N-560, Certificate of Citizenship

This image shows the 2011 version of Form N-560, Certificate of Citizenship. The document is titled "THE UNITED STATES OF AMERICA" and "DEPARTMENT OF HOMELAND SECURITY". It features a decorative border and a central seal. The form includes the following fields and text:

- Certificate of Citizenship Number:** No. AS000017
- Alien number/USCIS number:** A991204104
- USCIS Registration No.:** A991204104
- Personal description of holder as of date of issuance of this certificate:** Sex: MALE; Date of birth: NOVEMBER 16, 1979; Height: 5 feet 10 inches; Marital status: SINGLE; Country of birth: CHINA, PEOPLE'S REPUBLIC OF
- Signature:** John Joshua Kinwuwu
- Date of Birth:** NOVEMBER 16, 1979
- Full name:** JOHN JOSHUA KINWUWU
- Address:** BRYANTOWN, MARYLAND
- Text:** "I certify that the description above given is true, and that the photograph affixed hereto is a likeness of me." and "Be it known that JOHN JOSHUA KINWUWU now residing at BRYANTOWN, MARYLAND having applied to the Director of U.S. Citizenship and Immigration Services for a certificate of citizenship pursuant to Section 311 of the Immigration and Nationality Act, having provided to the satisfaction of the Director, that (s)he is now a citizen of the United States of America, became a citizen thereof on JUNE 16, 2011 and is now in the United States."
- Signature of Director:** Alberto M. Gonzales, Director, U.S. Citizenship and Immigration Services

N-560 (2011 Version)

This image shows an older version of Form N-560, Certificate of Citizenship. The document is titled "THE UNITED STATES OF AMERICA" and "DEPARTMENT OF HOMELAND SECURITY". It features a decorative border and a central seal. The form includes the following fields and text:

- Alien number/USCIS number:** AB 000 000
- USCIS Registration No.:** (blank)
- Personal description of holder as of date of issuance of this certificate:** Sex: (blank); date of birth: (blank); country of birth: (blank); complexion: (blank); color of hair: (blank); height: (blank) feet (blank) inches; weight: (blank) pounds; visible distinctive marks: (blank); Marital status: (blank)
- Signature:** (blank)
- Date of Birth:** (blank)
- Full name:** (blank)
- Text:** "I certify that the description above given is true, and that the photograph affixed hereto is a likeness of me." and "Be it known that (blank) now residing at (blank) having applied to the Director of U.S. Citizenship and Immigration Services for a certificate of citizenship pursuant to Section 311 of the Immigration and Nationality Act, having provided to the satisfaction of the Director, that (s)he is now a citizen of the United States of America, became a citizen thereof on (blank) and is now in the United States."
- Seal:** (blank)
- Text:** "Now Therefore, in pursuance of the authority contained in Section 311 of the Immigration and Nationality Act, the certificate of citizenship is issued this (blank) day of (blank) (blank) and the seal of the Department of Homeland Security affixed pursuant to statute."
- Signature of Director:** (blank)

N-560 (Older Version)

5. Form N-561, Certificate of Citizenship

The Form N-561 is a replacement Certificate of Citizenship issued when the original is lost, mutilated, or destroyed or the individual's name has legally changed.

To verify the U.S. citizenship of an applicant who provides a Form N-561 you need the following information:

- Alien Number and/or Citizenship Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

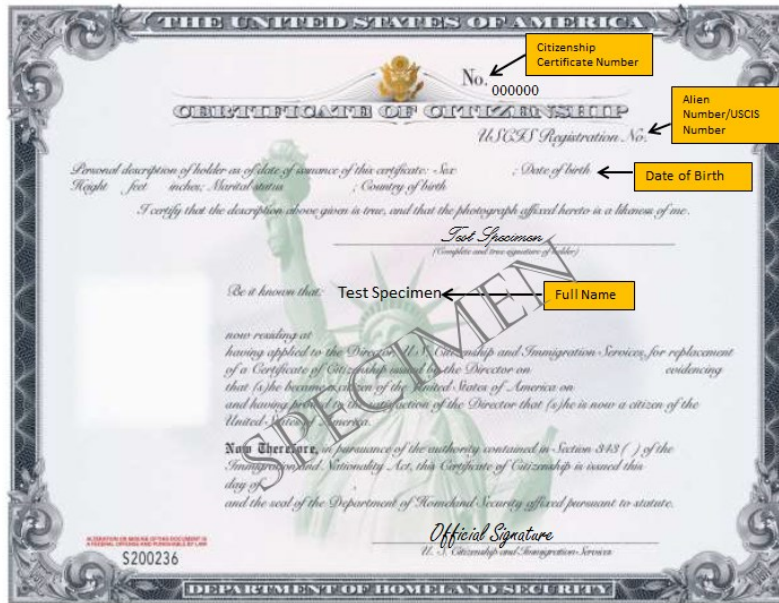


N-561 (Current Version)



N-561 (2011 Version)

(Con't) Form N-561, Certificate of Citizenship



N-561 (Current Version)



N-561 (2011 Version)

6. Form I-551, Permanent Resident and Resident Alien Cards

U.S. Citizenship and Immigration Services (USCIS) issues the Form I-551, Permanent Resident card to lawful permanent residents or conditional permanent residents. All USCIS-issued Permanent Resident cards contain two-year or 10-year expiration dates. However, some documents issued by legacy Immigration and Naturalization Service (INS) – such as older versions of the Resident Alien card issued from 1977 to 1989 - do not have expiration dates and may still be valid.

Cards that have no expiration date or have a 10-year expiration date are issued to lawful permanent residents with no conditions on their status. If you encounter a Form I-551 with a 10-year expiration date that has expired, it does not necessarily mean the applicant is no longer a permanent resident, it may simply mean the card must be renewed.

Conditional permanent residents are issued a Form I-551 that expires after two years and they must file a petition to remove the conditions on residence. If approved, they will be issued a new Form I-551 as a lawful permanent resident. If they fail to remove the conditions on residence, their permanent resident status is terminated. The expiration of the Form I-551 does not necessarily mean the individual is out of status. The individual may have applied for example, to remove the conditions and not yet received their new Permanent Resident card or lost their new Permanent Resident card and can only provide the expired Conditional Resident card.

The Form I-688 (Temporary Resident Card) is not evidence of lawful permanent resident status. This document was issued by INS to individuals who were granted Temporary Resident status under Section 210 or Section 245A of the Immigration and Nationality Act. The Form I-668 is no longer issued and is obsolete. Many individuals who were issued Form I-688 may have become lawful permanent residents and should have a Form I-551 showing their status.

To verify the immigration status of an applicant who provides a Form I-551 you need the following information:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY).

U.S.A. Permanent Resident, Form I-551 (Current Version)

The current version of the Permanent Resident Card Form I-551 displays the individual's photos on both sides; has an image of the Statue of Liberty, with a predominately-green palette and embedded holographic images.

U.S.A Permanent Resident, Form I-551 (2010 Version)

This version of the Permanent Resident Card, Form I-551, introduced in 2010, uses the term "USCIS #" to indicate the permanent resident's Alien Number on the front side of the card and uses A# on the reverse side. Both numbers should be the same.

Note: Both the older and the new versions of the card will remain valid until the expiration date shown on the card.

Permanent Resident Card, Form I-551 (2004 Version)

This version of the Permanent Resident Card, Form I-551, introduced in 2004, is valid for ten years from the date of issuance. It is also the first version of Form I-551 branded with the Department of Homeland Security as the issuing authority.



Front of Form I-551 (2004 Version)



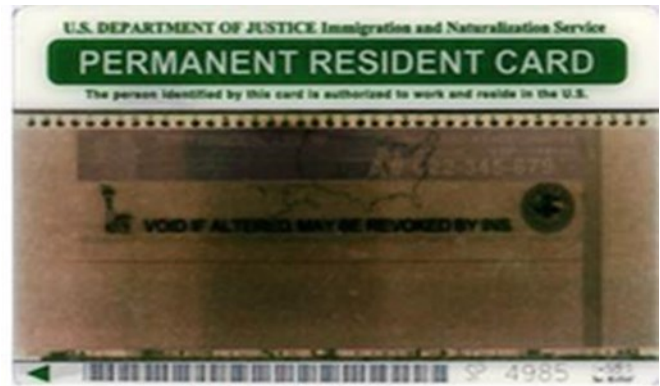
Front of Form I-551 (2004 Version)

Permanent Resident Card, Form I-551 (1997 Version)

This is the first version of the Form I-551 to be entitled "Permanent Resident Card." The 1997 version of the Permanent Resident Card was issued to lawful permanent residents and was valid for ten years from the date of issuance. It was also issued to conditional permanent residents, and retained the two-year expiration period like prior versions issued to these individuals. This and prior versions of Form I-551 were branded with the U.S. Department of Justice, Immigration and Naturalization Service, as the issuing authority.



Front of Form I-551 (1997 Version)



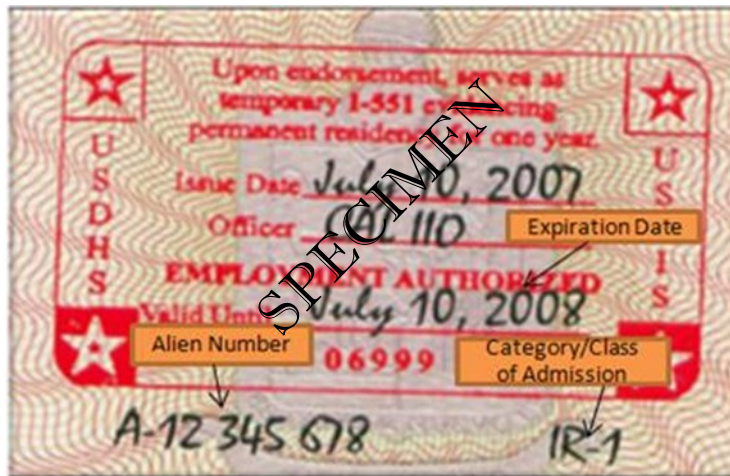
Front of Form I-551 (1997 Version)

7. Form I-551, Permanent Resident Stamp

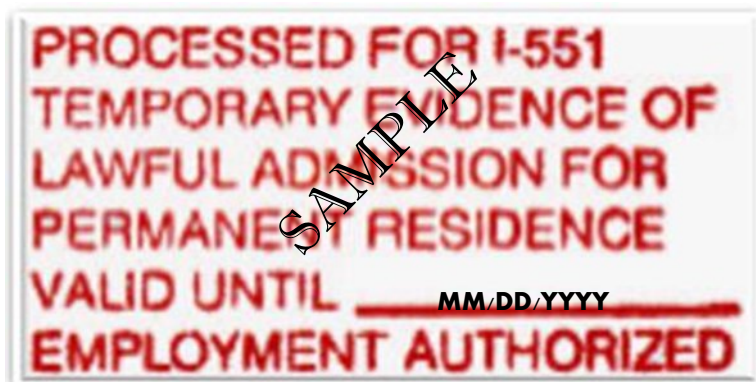
USCIS and Customs and Border Protection (CBP) issues the I-551 stamp to lawful permanent residents or conditional permanent residents. Sometimes, if no foreign passport is available, the I-551 stamp may be placed on a Form I-94, Arrival/Departure Record, and a photograph of the bearer is affixed to the form. The I-551 stamp is valid until the expiration date stated on the stamp.

To verify the immigration status of an applicant who provides an I-551 stamp you need the following information:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



Temp I551 Stamp (Current Version)



Temp I551 Stamp (Older Version)

11. Form I-766, Employment Authorization Document

USCIS issues the Form I-766 to specific classes of aliens as evidence of their employment authorization in the United States. These aliens include, but are not limited to, applicants for adjustment of status, refugees/asylees, individuals with Temporary Protected Status (TPS), individuals who have been granted deferred action, including the Deferred Action for Childhood Arrivals (DACA), and F-1 students who have completed their studies and are approved for Optional Practical Training (OPT).

The expiration date is located at the bottom of the card. Although it does not relate to immigration status verification, many cards are marked “NOT VALID FOR REENTRY” and are used solely for employment, but others may show “VALID FOR REENTRY” or “SERVES AS I-512 ADVANCE PAROLE,” which means they may be used as travel documents to seek re-entry to the United States.

To verify the immigration status of an applicant who provides a Form I-766 you need the following information:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

Form, I-766 (2017 Version)

USCIS began issuing the new Employment Authorization Document (EAD) cards on May 1, 2017. The EAD card has an image of a bald eagle, a predominately red palette, embedded holographic images and displays the individual’s photo on both sides of the document.

Form, I-766 (Older Versions)



Front of Form I-766 (2011 Version)

Front of Form I-766 (2010 Version)

Note: Forms I-688A (issued to applicants for immigration benefits under the Immigration Reform and Control Act of 1986) and Forms I-688B (predecessor to Form I-766) are older employment authorization documents. They are no longer issued and have now expired or have been replaced by the Form I-766. Many individuals who were issued these documents may have become lawful permanent residents or naturalized U.S. citizens and should have a current document showing their status.

12. Form I-94, Arrival / Departure Record

The Form I-94, in either paper or electronic format, is the DHS Arrival/Departure Record issued to aliens. CBP, USCIS and United States Immigration and Customs Enforcement (ICE) issue the Form I-94 on various occasions including, but not limited to, when a person is admitted or paroled into the United States, adjusting status while in the United States, or extending his or her status.

The Form I-94 issued by CBP in paper format contains a stamp with an expiration date or notation of “D/S” for duration of status (e.g., F-1 students) or “indefinite” for individuals allowed to remain in the United States indefinitely (e.g., asylees). The Form I-94 will also indicate the person’s class of admission (COA).

Beginning on April 30, 2013, CBP ceased issuing the paper version of Form I-94 to air and sea travelers, except in limited circumstances (e.g., those inspected at secondary inspection, such as parolees and refugees). The air and sea traveler is now issued a CBP admission stamp on his or her travel document, usually a foreign passport. Travelers who have entered the United States since May 1, 2009, may obtain their admission number and Form I-94 record through www.cbp.gov/I94.

To verify the status of an applicant who provides a Form I-94 you need the following information:

- I-94 Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

Different versions of Form I-94 may be issued by DHS agencies. Beginning in May 2019, I-94 numbers issued by CBP may include letters as the 10th character. Following are examples the various versions of Form I-94.

Form I-94: Issued by CBP before Automation at Air and Sea Ports of Entry

CBP issued this version of Form I-94 to air and sea travelers before April 30, 2013 – the date that the Form I-94 automation process started. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1.

The image shows a sample Form I-94 (Departure Record) with the following details:

- I-94 Number:** 3333333333 33
- Admission Number:** 442415050 21
- Category/Class of Admission:** (indicated by a stamp)
- Expiration Date:** (indicated by a stamp)
- Name:** SMITH, MAIRN
- Country of Citizenship:** PHILIPPINES
- Birth Date:** 11/30/57

Annotations on the form include: "Expiration Date" pointing to the stamp, "I-94 Number" pointing to the top number, "Category/Class of Admission" pointing to the stamp, "Lastname" pointing to SMITH, and "Firstname" pointing to MAIRN. A "SAMPLE" watermark is also present.

Form I-94 issued by CBP before Automation at Air and Sea Ports of Entry

Form I-94 Issued by CBP after Automation at Air and Sea Ports of Entry

After the automation of air and sea ports of entry, the Form I-94 pictured below is the version issued by CBP to special classes of aliens, such as Refugees, Derivative Asylees and Parolees, who are sent to secondary inspection at ports of entry.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

Category/Class of Admission: B2

I-94 Number: 000000000 00

Last name: SMITH

First name: TEST

Admission Number: 000000000 00

EMERGENCY AUTHORIZED

PORT MIA - IAP DATE: 11/20/13

OFFICER: 0123

2nd Birth Date (DDMMYY): 11/20/13

CBP Form I-94 (05/09)

See Other Side

STAPLE HERE

Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry

Form I-94 Issued by CBP at Land Border Ports of Entry

Below is the version of the Form I-94 CBP issues at both northern and southern land border ports of entry.

Departure Number: 01010101000

I-94 Number: 01010101000

Category/Class of Admission: B2

Issuance date: Mar 20 2012

Department of Homeland Security
CBP I-94A (11/04)
Departure Record

Last name: TEST CASE

First name: TEST

Birth Date (Day, Mo, Yr): 14, 09, 78

Expiration Date: 14, 09, 78

Country of Citizenship: MEXICO

20110921 US-VISIT 20110921 MULTIPLE

See Other Side

STAPLE HERE

Form I-94A issued by CBP at Land Border Ports of Entry

Global Entry Form I-94

The Global Entry (GE) kiosk is used to issue the below version of Form I-94. GE is a CBP program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States.

I-94 Number

Departure Number
00000000 00

OMB No. 1651-0111

Category/Class of Admission
B1

Last name
I-94 Departure Record
14. Family Name
DOE

GE KIOSK
17 Jan 2013

First name
15. First (Given) Name
JOHN

16. Birth Date (Day/Mo/Yr)
10 Apr 78

17. Country of Citizenship
NLD

Warning.... A nonimmigrant who accepts unauthorized employment is subject to deportation.
Important.. Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from the Department of Homeland Security, you must apply for an extension of stay.

Global Entry Form I-94

CBP Form I-94 Website Printout

Individuals can access their electronic Form I-94 through the [CBP I-94 website](#) if they entered the United States after May 1, 2009. **The Form I-94 website printout is an official Form I-94 that agencies can use to verify immigration status.** If CBP did not issue the applicant a paper Form I-94 due to the CBP automation initiative, SAVE can also verify immigration status by foreign passport. SAVE agencies should not refer applicants to retrieve their I-94 from the website if verification by foreign passport is possible. If attempts to verify status by foreign passport are not successful, the individual still has the option of retrieving the electronic I-94 number from the CBP website. If the applicant possesses both an I-94 and a foreign passport, agencies should submit the verification request as a “Form I-94 (Arrival/Departure Record) in Un-expired Foreign Passport” document type.

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number | I-94 FAQ | **I-94 Number**

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 000000000 22

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Last name → Family Name: **DOE** → **Expiration Date**

First (Given) Name: **JANE** → **First name**

Birth Date (MM/DD/YYYY): 01/01/1990

Passport Number: P123123213 → **Passport Number**

Passport Country of Issuance: Mexico

Date of Entry (MM/DD/YYYY): 04/11/2012 → **Issuance date**

Class of Admission: B1 → **Category/Class of Admission**

▶ If an employer, local, state or federal agency requests admission information, present your admission required documents requested by that employer or agency.
▶ Note: For security reasons, we recommend that you close your browser after you have finished

CBP Form I-94 Website Printout

Form I-94 in Form I-797A

USCIS issues Form I-94 as a tear-off document from Form I-797A, Notice of Action, to reflect an alien's immigration status following an approved application for immigration benefits or an extension of stay. The Form I-797A may contain additional information regarding the immigration status granted, but SAVE can confirm the Form I-94 number in the Form I-797A in the same manner as a regular Form I-94. USCIS only issues Form I-94 in paper format.

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797A, Notice of Action

THE UNITED STATES OF AMERICA

158-00-000-00000 FORM 2013

APPLICATION TO EXTEND/CHANGE NONIMMIGRANT STATUS

RECEIVED May 12, 2004	RECEIVED July 24, 2004	RECEIVED July 24, 2004	RECEIVED July 24, 2004
--------------------------	---------------------------	---------------------------	---------------------------

NAME: SAMPLE, SAMPLE
CLASS: H4
VALID FROM 05/26/2004 UNTIL 11/18/2004

PLEASE SEE THE ADDITIONAL INFORMATION ON THE BACK. YOU WILL BE NOTIFIED SEPARATELY ABOUT ANY OTHER CASES YOU FILED.

RECEIVED SERVICE CENTER
U. S. CITIZENSHIP & NAT. SERVICE
P. O. BOX 60321
DENVER, CO 80206-0321
Customer Service Telephone: 800-375-5282
Form I-797A (Rev. 08/07/04)

0000000000 00 Receipt Number 158-00-000-00000

Immigration and Naturalization Service

I-94
Departure Record Petitioner:

14. Family Name: BHAUVNA
15. First Given Name: BHAUVNA
16. Date of Birth: 08/19/1979
17. Country of Birth: INDIA

Form I-797A (Rev. 10/31/05) N

PLEASE TEAR OFF FORM I-94 PRINTED BELOW, AND STAPLE TO ORIGINAL I-94 IF AVAILABLE

Detach This Half for Personal Records

Receipt # WAC-11-027-992 21 I-94 Number 92 21

NAME GUPTA, BHAVNA
CLASS H4
VALID FROM 03/26/2011 UNTIL 09/30/2011

PETITIONER: BHAVNA
1234 MAIN ST
BERRYVALE CA 94089

Receipt Number WAC-11-027-992 21
Immigration and Naturalization Service

I-94
Departure Record Petitioner:

14. Family Name: BHAUVNA
15. First Given Name: BHAUVNA
16. Date of Birth: 08/19/1979
17. Country of Birth: INDIA

Form I-797A (Rev. 10/31/05) N

Form I-94 in Form I-797A

Note: For other versions of Form I-797, see “Notices of Actions” under Section 15. These versions of the form do not typically indicate an immigration status nor do they contain a tear-off Form I-94.

Form I-94 in Unexpired Foreign Passport

Upon an alien's arrival at a United States port of entry, the CBP Officer may issue the alien a paper Form I-94 with an admission stamp. The officer then affixes the Form I-94 to the foreign passport. Most foreign travelers at sea and air ports of entry no longer receive a paper Form I-94; they receive, instead, only an admission stamp in their foreign passports. When a benefit applicant presents both a Form I-94 (whether issued by CBP or USCIS) and an unexpired foreign passport, SAVE encourages agencies to use this document type to verify the benefit applicant's immigration status.

To verify the immigration status of an applicant who provides a Form I-94 in an unexpired foreign passport you need the following information:

- I-94 Number and/or Passport Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Passport Country of Issuance (if Passport Number is used)



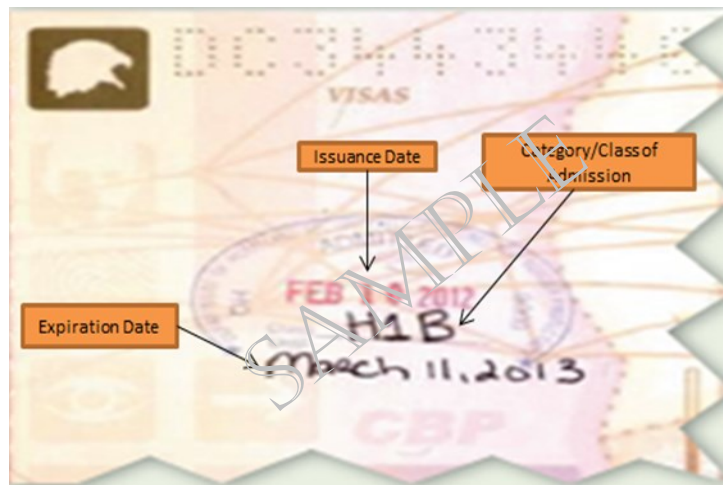
Form I-94 in Unexpired Foreign Passport (Current Version)

Unexpired Foreign Passport with Admission Stamp

When an alien is inspected upon arrival at a United States port of entry, a CBP Officer places a stamp in his or her passport and notes the date of admission, class of admission, and admitted until date. Some alien classifications have no “admitted to” date and for aliens admitted under one of these classifications, CBP writes “D/S” for “duration of status” or “indefinitely” on or near the admission stamp.

To verify the immigration status of an applicant who provides an unexpired foreign passport you need the following information:

- Passport Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Passport Country of Issuance



CBP Admission Stamp (Current Version)

13. Form I-20, Certificate of Eligibility

The Student Exchange Visitor Program (SEVP) administered by the National Security Investigations Division of ICE manages program approved schools, nonimmigrant students in the F and M visa classifications and their dependents. The United States DOS or ICE issues the initial Form I-20 to F visa or M visa students and their spouses and minor children. The SEVP approved school in which the F or M student is enrolled issues the subsequent Form I-20 to demonstrate that the student and accompanying family member(s) are in a current nonimmigrant status. If an F or M nonimmigrant submits a Form I-94 and/or a foreign passport for verification, SAVE will prompt the user to enter the Form I-20 information.

To verify the immigration status of an applicant who provides a Form I-20 you need the following information:

- SEVIS ID Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N000000000			
SEVIS ID NUMBER			
SURNAME/PRIMARY NAME Doe Smith		GIVEN NAME John	
Last Name		First Name	
PREFERRED NAME John Doe-Smith		PASSPORT NAME John Doe-Smith	
COUNTRY OF BIRTH UNITED KINGDOM		COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1980		ADMISSION NUMBER [I-94 Number]	
FORM ISSUE REASON INITIAL ATTENDANCE		LEGACY NAME John Doe-Smith	
SCHOOL INFORMATION		CLASS	
SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies		F-1	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO		SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744	
SCHOOL CODE AND APPROVAL DATE BAL214F4444000 03 APRIL 2015		ACADEMIC AND LANGUAGE	
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE		MAJOR 1 Economics, General 45.0601	
NORMAL PROGRAM LENGTH 72 Months		MAJOR 2 None 00.0000	
PROGRAM START DATE 01 SEPTEMBER 2015		PROGRAM ENGLISH PROFICIENCY Required	
		ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM END DATE 31 MAY 2021		Expiration Date	
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Dependents (1)	\$ 3,000	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 32,000	TOTAL	\$ 32,000
REMARKS			
Orientation begins 8/25/2015. Please report to ISSS upon arrival.			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: Helene Robertson, PDSO		DATE ISSUED 21 April 2015	PLACE ISSUED Ft. Washington, MD
STUDENT ATTESTATION			
I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF: John Doe Smith		DATE	
NAME OF PARENT OR GUARDIAN		SIGNATURE	ADDRESS (city/state or province/country)
		DATE	

14. Form DS-2019, Certificate of Eligibility for Exchange Visitor Status

The DOS issues the Form DS-2019 to J Exchange Visitors, and their spouses and minor children. A subsequent DS-2019 may be issued by the DOS designated sponsor. For example, if a J student starts a new program, transfers to another program, or gets an extension of the existing program, the designated sponsor will issue a new Form DS-2019 reflecting the transfer and any subsequent extensions. If an exchange visitor submits a Form I-94 and/or a foreign passport for verification, SAVE will prompt the user to enter the Form DS-2019 information.

To verify the immigration status of an applicant who provides a Form DS-2019 you need the following information:

- SEVIS ID Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS
 OMB APPROVAL NO. 1465-0119
 EXPIRES: 07-31-2011
 ESTIMATED BURDEN TIME: 45 min
 *See Page 2

Last Name [Redacted] **First Name** [Redacted] **Gender:** FEMALE **SEVIS Number:** N00000000

Date of Birth (mm-dd-yyyy): 06-12-1975 **City of Birth:** Lyon **Country of Birth:** FRANCE **Citizenship Country Code:** FR **Origin Country:** FRANCE

Legal Permanent Residence Country Code: FR **Legal Permanent Residence Country:** FRANCE **Position Code:** 115 **Position:** PROFESSIONALS AND SCIENTISTS IN CENTRAL GOVERNMENT

Primary Site of Activity: 1000 Main St., Fairfax, VA 20108

3. Program Sponsor: Fujata's June 11th **Exchange Visitor Program Number:** G-S-13782

Participating Program Official Description: PROFESSOR; RESEARCH SCHOLAR; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERN; STUDENT MASTERS; STUDENT NON-DORSE

Class of Admission: J-1

4. Exchange Visitor Category: RESEARCH SCHOLAR

5. Form Covers Period: From (mm-dd-yyyy): 01-12-2009 To (mm-dd-yyyy): 12-31-2012

6. During the period covered by this form, the estimated financial support (in U.S. \$) to be provided to the exchange visitor by:
 Current Program Sponsor Funds: \$27,500.00
 Personal Funds: \$2,500.00
 Total: \$30,000.00

Expiration Date: 12-31-2012

7. Statement of Responsible Officer for Release Sponsor/ FOR TRANSFER OF PROGRAM:
 I, the undersigned, am the [Name of the exchange visitor from program number] sponsored by [Name of the sponsor] in the program specified in Item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1962, as amended.

8. PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED:
 The Exchange Visitor is in a [] two-year residence requirement based on:
 1. [] Subject to two-year residence requirement based on:
 A. [] Government Stipend and/or
 B. [] The Exchange Visitor Skills List and/or
 C. [] PL 94-484 as amended
 (ALL USAID PARTICIPANTS (L-1, M-1) AND ALL AGENY PARTICIPANTS SPONSORED BY P-1 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.)

TRAVEL VALIDATION BY RESPONSIBLE OFFICER:
 (Maximum validation period is 7 years)
 *EXCOPE: Maximum validation period is up to 6 months for Short-term Student and 4 months for Child Connectors and Summer Work/Travel.
 (1) Exchange Visitor is in good standing at the present time.
 (2) Exchange Visitor is in good standing at the present time.

Signature of Responsible Officer or Alternate Responsible Officer: [Redacted] **Date (mm-dd-yyyy):** 01-12-2009

Signature of Applicant: [Redacted] **Date (mm-dd-yyyy):** [Redacted]

15-2019
17-2016 Page 1 of 2

15. Other Documents

If a benefit applicant provides an immigration document not presented above, it does not necessarily mean that the document is invalid.

Tips for Verifying Other Documents

- Check the document presented by the applicant for the following numbers: alien (A#)/USCIS, I-94, SEVIS ID, unexpired foreign passport, Naturalization or Citizenship, Receipt Number (Card Number) and Visa Number.
- If available, an Alien Number should always be used to verify status and the I-94 number is the next best option.
- If available, multiple numbers from the first bullet can be entered into a query.
- It is a best practice to provide any available additional enumerators, even if they are not related to the specific document that was presented for verification.

Following are examples of other documents an applicant may present as evidence of status.

Executive Office for Immigration Review Decisions

Eligible individuals in immigration proceedings before the Department of Justice, Executive Office for Immigration Review (EOIR), can apply for various forms of relief from removal, including but not limited to adjustment to permanent resident status, asylum, and cancellation of removal. An immigration judge, the Board of Immigration Appeals (BIA), or a federal court may grant relief.

Immigration judges may issue an oral decision and provide the parties with a brief written memorandum summarizing the order issued in the oral decision. Alternatively, immigration judges may issue a written decision with an order included at the end of the decision. Immigration Court orders and summaries of orders may include format and content variations, and are subject to change. More information, including examples, is available in OPPM 04-06, on the [EOIR website](#). The BIA issues written decisions.

Only BIA published decisions are records in the public domain. The unpublished EOIR decisions are part of a Privacy Act protected mixed system of records. Thus, if you receive or request an EOIR decision from a benefit applicant, your use of the record is limited to those purposes authorized pursuant to EOIR's system of records notices (SORN). As such, the decisions should not be further disseminated and all uses must comport with the purposes listed in EOIR's SORN. All requests for copies of the decisions should be referred to EOIR's Office of the General Counsel for processing.

Form I-862, Notice to Appear (NTA)

An Individual in removal proceeding may also have **Form I-862**, Notice to Appear (NTA). This document is issued by CBP, ICE or USCIS to begin the removal proceeding. Although an individual who has been issued an NTA is in a legal proceeding it does not necessarily mean that they are ineligible for benefits.

USCIS issues the Form I-797C, Notice of Action to communicate, among other things, receipt of applications, rejection of applications and interview appointments. For example, a Form I-797C could indicate that a person has a pending application to adjust status to lawful permanent resident. Consult your agency's eligibility rules to see if having such an application qualifies the alien for your agency's benefits.

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797C, Notice of Action

UNITED STATES OF AMERICA

Immigration benefit requested: FORM I-485, APPLICATION TO REGISTER PERMANENT RESIDENCE OR ADJUST STATUS

Alien number: A

Last, First Name: [Redacted]

NOVICE DATE: November 27, 2007

RECEIPT NUMBER: LIN-14-013

RECEIPT DATE: August 25, 2014

NOVICE DATE: August 25, 2014

PRIORITY DATE: August 25, 2014

PAGE: 1 of 1

APPLICANT COPY

Form I-797C (Previous Version)

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-797C, Notice of Action

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

Receipt Number: [Redacted]

Alien Number, Last name, First name: SMITH, SAM

NOVICE DATE: August 25, 2014

PRIORITY DATE: August 25, 2014

PAGE: 1 of 1

APPLICANT COPY

Form I-797C (Current Version)

Note: If the Form I-797, Form I-797B or Form I-797C has an Alien Number associated with it, the number can be used for the SAVE verification request. If the Form I-797 or Form I-797C has no numeric identifier (Alien Number or I-94 number, etc.) associated with it, refer to the SAVE Program Guide for directions on handling this situation.

Notices of Action

USCIS issues the Form I-797 or Form I-797B, Notice of Action when an immigration application or petition is approved. See Section 11 for guidance on verification using a Form I-797A with Form I-94.

To verify the immigration status of an applicant who provides a Form I-797 Notice of Action you need the following information:

- Alien Number and/or I-94 Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

U.S. Citizenship and Immigration Services I-797, Notice of Action

Receipt Number [redacted] **Last, First Name** [redacted] **Alien number** [redacted]

Supplemental Notice of Deferred Action: [redacted]

Notice Date: August 16, 2010

The Application for Employment Authorization (Form I-765) you filed on March 11, 2010 has been approved. You will receive a notice of action and your Employment Authorization Document (EAD card) in a separate mailing.

The above referenced Form I-360 Petition for Adjustment of Status, filed by you, was approved on January 14, 2009. This notice is a supplement to the approval notice previously sent to you.

EXTENSION OF DEFERRED ACTION:

The Service has decided to place this case under deferred action, which is an administrative choice to give some cases lower priority for removal. Therefore, the Service does not anticipate removing action for removal at this time. Deferred action will remain in effect until July 8, 2011 or unless terminated earlier by the Service for reasonable cause and upon appropriate notice.

Pursuant to 8 CFR Sec 274a.12(c)(14), an alien who is under deferred action is eligible to submit an application for employment authorization, if the alien establishes an economic necessity for employment. This application, on Form I-765, should be filed with this office. The alien must provide information regarding his or her assets, income and expenses in accordance with the instructions on the Form I-765.

In order to extend your Deferred Action status, you must do one (1) of the following:

- File Form I-765 for Employment Authorization, pursuant to 8 CFR Sec 274a.12(c)(14) **WITH THIS OFFICE**. If you still qualify, Deferred Action will be extended at the time your application for employment is approved.
- Request in writing for an extension of Deferred Action.

If you are represented by an attorney, all further correspondence should be accompanied by Form G-28.

This form does not constitute employment authorization nor may it be used in place of an Employment Authorization Document.

You will be notified separately about any other applications or petitions you filed. Save this notice. Please enclose a copy of it if you write to us about this case, or if you file another application based on this decision. Our address is:

UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES
VERMONT SERVICE CENTER
75 LOWER WELDEN STREET
ST. ALBANS, VT 05479

S

Form I-797 (Rev. 01/01/05) N

Notice of Action (2005 Version)

UNITED STATES OF AMERICA DEPARTMENT OF HOMELAND SECURITY
U.S. CITIZENSHIP AND IMMIGRATION SERVICES

I-797 | NOTICE OF ACTION

Receipt Number [redacted] **Alien Number, Last name, First name** [redacted]

Case Type: PETITION FOR FLANCIER

Received Date: 01/01/2012

Priority Date: [redacted]

Notice Date: 08/06/2011

Page: 1 of 1

John Doe
123 Main Street
Anytown DC 99999

Notice Type: Approval Notice
Valid from 08/19/2016 to 08/19/2018
Country: Malaysia

The above petition has been approved, and forwarded to the listed consulate. Please contact the consulate with any questions about visa issuance, or if you would now like them to forward the petition to a different consulate. The petitioner can also file Form I-824, Application for Action on an Approved Application or Petition, to request that we carry another date of the petition approval for visa processing purposes. **THIS FORM IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.**

When the person this petition is for enters the U.S. based on this notice, he or she will be admitted for ninety (90) days in order to marry the petitioner, and based on that marriage file the adjustment to permanent residence (Form I-485). The forms to apply for adjustment can be obtained at any local USCIS office or USCIS Service Center. Please attach a copy of this notice to the adjustment application when you file it.

If the petitioner and the fiancée do not marry within the 90-day status will expire, and he or she will be in violation of the Immigration and Nationality Act if he or she does not depart. An extension cannot be granted. It is requested that the petitioner inform his or her local USCIS office if he or she determines that the marriage will not take place within the 90-day period. Please attach a copy of this notice to any correspondence about this case.

NOTICE: Although this application or petition has been approved, USCIS and the U.S. Department of Homeland Security reserve the right to verify the information before and after making a decision on your case so we can ensure that you have complied with applicable laws, rules, regulations, and other legal authorities. We may review public information and records, contact others by mail, the internet or phone, conduct site inspections of businesses and residences, or use other methods of verification. We will use the information obtained to determine whether you are eligible for the benefit you seek. If we find any derogatory information, we will follow the law in determining whether to provide you (and the legal representative listed on your Form G-28, if you submitted one) an opportunity to address that information before we make a final decision on your case or case proceedings.

Please see the additional information on the back. You will be notified separately about any other cases you filed.

Vermont Service Center
U.S. CITIZENSHIP & IMMIGRATION SVC
75 Lower Welden Street
St. Albans VT 05479-0001
Customer Service Telephone: 888-375-5380

Notice of Action (Current Version)

Letters

DHS uses various letters to communicate decisions to grant or approve immigration benefits or administrative relief.

U.S. Department of Homeland Security
P. O. Box 65015
Sanchez, CA 92615-8515

U.S. Citizenship and Immigration Services

Date: OCT 7 2011

LOS ANGELES, CA

RE: **Name** A: **Alien number**

Asylum Approval ← **Immigration benefit**

Dear Mr.

This letter refers to your request for asylum in the United States filed on Form I-589.

It has been determined that you are eligible for asylum in the United States. Attached please find a completed Form I-94, Arrival-Departure Record, indicating that you have been granted asylum status in the United States pursuant to § 208(a) of the Immigration and Nationality Act (INA) as of 10/07/11. This grant of asylum includes your dependents listed above who are present in the United States, who were included in your asylum application, and for whom you have established a qualifying relationship by a preponderance of evidence.

You have been granted asylum in the United States for an indefinite period; however, asylum status does not give you the right to remain permanently in the United States. Asylum status may be terminated if you no longer have a well-founded fear of persecution because of a fundamental change in circumstances, you have obtained protection from another country, or you have committed certain crimes or engaged in other activity that makes you ineligible to retain asylum status in the United States. See INA § 208(c)(2).

Now that you are an asylee, you may apply for certain benefits, which are listed below. You are also responsible for complying with certain laws and regulations, if such laws and regulations apply to you. These responsibilities are also explained in this letter. We recommend that you retain the original of this letter as proof of your status and that you submit copies of this letter when applying for any of the benefits or services listed below. You may obtain any of the U.S. Citizenship and Immigration Services (USCIS) forms mentioned in this letter by visiting a local USCIS office or by calling the National Customer Service Center at 1-800-375-5283. You may also download any USCIS form from the Internet on the USCIS website at www.uscis.gov.

Benefits

- Employment Authorization**

You are authorized to work in the United States for as long as you remain in asylum status. Your dependents listed above are also authorized to work in the United States, so long as they retain derivative asylum status. In order to work in the United States, every employee must show to a prospective employer certain documentation as proof of employment authorization. That proof may consist of, among other things, an unrestricted social security card and a state-issued driver's license. It may also consist of an unexpired employment authorization document issued by USCIS. For a list of all documents that can be accepted by an

www.uscis.gov

Letter Granting Asylum Status (Sample Version)

16. APPENDIX A: Acronyms and Abbreviations

Term	Definition
Admission Number	An 11-digit number that is found on the Arrival-Departure Record (Form I-94). Beginning in May 2019, CBP may begin using letters as the 10th character. It is not to be confused with the Alien Registration number (A-Number)/Alien ID number
Alien	Any person who is not a citizen or national of the United States
Alien Registration Number (A-Number)/Alien Number	The alien registration number, which the Department of Homeland Security assigns to certain aliens, consists of 8 or 9 digits. For example: A 200 345 678. Also referred to as USCIS # on some immigration documents.
Benefit Applicant	An applicant – whether a noncitizen or United States citizen – applying for a public benefit
Card Number	The 13-character number found on some immigration documents and begins with three letters such as (EAC, IOE, LIN, SRC, WAC or YSC).
COA	Class of Admission
CBP	Customs and Border Protection
DHS	Department of Homeland Security
DOS	Department of State
ICE	Immigration and Customs Enforcement
Immigration and Nationality Act of 1952 (INA)	The Act, which, along with other immigration laws, treaties, and conventions of the United States, relates to the immigration, temporary admission, naturalization, and removal of aliens. It defined most immigration statuses now in use.
INS	Immigration and Naturalization Service – the predecessor to USCIS
Receipt Number	The 13-character application receipt number can be found on application notices and some immigration documents. It begins with three letters such as (EAC, WAC, LIN or SRC)
SAVE	Systematic Alien Verification for Entitlements
USCIS	United States Citizenship and Immigration Services

17. APPENDIX B: Who is Issued This Document?

The following immigration statuses/relief are typically associated with the below listed immigration documents. Neither the immigration statuses/reliefs nor the immigration documents listed are exhaustive. There may be an immigration status/relief not listed here that may be associated with one or more of the commonly used immigration documents.

U S Citizen

- N-550 or N-570 (Certificate of Naturalization)
- N-560 or N-561(Certificate of Citizenship)

Permanent Resident

- I-551(Permanent Resident Card)
- Temporary I-551 Stamp
- Machine Readable Immigrant Visa
- I-571 (Refugee Travel Document)
- I-94 (Arrival/Departure Record)
- I-94 in Unexpired Foreign Passport
- Unexpired Foreign Passport

Asylee/Refugee

- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record)
- I-94 in Unexpired Foreign Passport
- Unexpired Foreign Passport

Nonimmigrants

- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record)
- I-94 in Unexpired Foreign Passport
- Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant Student Status) - Only students in F or M Status and their dependents (spouse or child)
- DS-2019 (Certificate of Eligibility for Exchange Visitor Status) - Only students in J Status and their dependents (spouse or child)
- I-797A Notice of Action

Temporary Protected Status (TPS)

- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record)
- Unexpired Foreign Passport
- I-797A Notice of Action

Deferred Action for Childhood Arrivals (DACA)

- I-766 (Employment Authorization Card)
- Unexpired Foreign Passport
- I-797A Notice of Action

Note: The I-766 may also be issued to individuals who have a pending application for certain immigration benefits (e.g., adjustment to lawful permanent resident status and temporary Protected Status).

Even though individuals with these immigration statuses or reliefs may have an unexpired foreign passport, you should use the individual's most recent immigration document for purposes of SAVE verifications.

18. APPENDIX C: Some Helpful Tips

Alien Number

Alien Numbers may also be referred to as Alien Registration Number, USCIS#, A# and A number.

Not all Alien Numbers have nine (9) digits. If a document bears an Alien number with fewer than 9 digits, add in zeros in front of the number when you enter it in SAVE. Do not include the letter "A".

- Example: A72 735 827 should be input as 072735827

A Certificate of Naturalization that was issued prior to 1956 has a Naturalization Number, but no Alien/USCIS Number. In this case, enter the Naturalization Number in place of the Alien/USCIS Number. This can also apply to older versions of the Certificate of Citizenship. If SAVE cannot verify status at initial verification, SAVE will provide an "Institute Additional Verification" (IAV) response.

Dates

Dates could be laid out in various ways. For example: August 27, 2013 could be seen as 08/27/2013, 08/27/13, 27AUG2013, and 082713.

For SAVE purposes, enter dates in the following format: MM/DD/YYYY.

Names

As a best practice, names should be entered as they appear on the immigration document presented by the applicant. These guidelines should be followed to ensure the best chance of a successful verification.

Both the First and Last (Surname or Family) name fields must be populated to run a query. If a document has only a single name and the other field is blank, put "No Name Given" as the name for the blank field.

Enter the entire surname, including prefixes or name stems (without periods). Hyphenated names and names with apostrophes are allowed.

- Example name: Peter O'Donoghue
 - o Enter as follows: Peter O'Donoghue
- Example name: Maria Lopez-Garcia
 - o Enter as follows: Maria Lopez-Garcia

Ignore all suffixes such as Jr., Sr., III, etc.

- Example name: Roberto Garcia, Sr.
 - o Enter as follows: Roberto Garcia

Do not use periods.

- Example name: Rachel St. John
 - o Enter as follows: Rachel St John

Individuals from some cultures may use their surname first and their given name last.

- Example name: Nguyen Mai
 - o Enter as follows: Mai Nguyen