

Volume VII – E-Filing Form I-129S

Purpose

The purpose of this document is to highlight key aspects of the I-129S E-Filing module for prospective employers wishing to E-File a Nonimmigrant Petition Based on Blanket L Petition (Form I-129S). The following screenshots and discussion topics will provide a preview of the I-129S on-line E-Filing form and can be used as a reference to prepare to for E-Filing I-129S petitions.

In this document the following topics will be addressed:

- [Petitioners with Foreign Address](#)
- [Providing the Information Needed to Electronically Route the Petition](#)
- [Providing a US Work Address](#)
- [I-129S and Concurrent E-Filing](#)
- [I-129S Mailing Addresses for Supporting Documentation](#)

Petitioners with Foreign Address

- Once you have selected to E-File the I-129S, you will be taken to **Part 1** of the I-129S form where you will enter in the Employer Information.

Part 1. Information about employer.

In order to electronically process your application, you must provide information for the items marked * below.

| | |
|-----------------------------------------------------------------|-----------------------------------------------|
| Sponsoring Company or Organization's Name: * | <input type="text"/> |
| Address - ATTN: | <input type="text"/> |
| Street Number and Name: * | <input type="text"/> |
| Room #: | <input type="text"/> |
| City or Town: * | <input type="text"/> |
| Select a state (U.S. address only)* or province (Outside U.S.): | |
| State: | <input type="text" value="Select a State"/> |
| Province: | <input type="text"/> |
| Country:* | <input type="text" value="Select a Country"/> |

If you are providing a foreign address be sure to include the foreign city/province information in the "Province" field and leave the "City" field blank.

Providing the Information Needed to Electronically Route the Petition

In **Part 2**, you will enter the Employment Information.

Part 2. Information about employment.

In order to electronically process your application, you must provide information for the items marked * below.

This alien will be a: * manager/executive specialized knowledge professional

Blanket petition approval number: *

BCIS Location where the Blanket L Petition was approved: *

To file an I-129S you will need a Blanket petition approval number.

You will also need to know the Service Center where the Blanket petition was approved.

- Without the Approval Number and the Service Center information (shown above) the system will not accept the petition.
- Providing false information will result in delays or denial of your application.

Part 2. Information about employment.

ERROR: The Alien Employment Level Code is required.
ERROR: Blanket Petition Approval Number is required and must be provided.
ERROR: BCIS Location is required and must be provided.

In order to electronically process your application, you must provide information for the items marked * below.

This alien will be a: * manager/executive specialized knowledge professional

was approved: *

If one or more of the I-129 form specific questions in Part 2 are left blank, you will receive these error messages

Providing a US Work Address

Part 4 requests Additional Employment information.

- Providing the nonimmigrant actual work location is critical to the electronic routing of E-Filing petitions.

Part 4. Additional Information about the employment.

Address:
Street Number and Name:
 Room #:
 City or Town:
 Select a state (U.S. address only) or province (Outside U.S.):
 State:
 Province:
 Country:
 Zip/Postal Code:
 Dates of Intended Employment:

Even though the system will accept a foreign address in Part 4 of the I-129 form, a US work address should be provided

In this case, with the I-129S, even though you are NOT required to do so, you may want to consider mailing all your forms and fees in paper.

Before E-Filing, the I-129S, you should consider if E-Filing is for you:

- Paper-based applications associated with an E-Filing application are treated as separate applications, because they are received and data entered into USCIS' case management system at different times.
- If there are paper-based applications you wish to concurrently file with an I-129S E-Filing application, E-Filing may NOT be the best filing method.

I-129S and Concurrent E-Filing

- The I-129S cannot be E-Filed with any other applications.

Form Checklist

Note: There are still suggested fields not completed on the following forms:
I-129S - w

Below is the fee/fees for all forms currently in your application.

| Form | Description |
|------------------------------|------------------------|
| I-129S - w | I-129S Application Fee |
| Total due from filer: | |

I-129S - w

There's not an "Add" link on the I-129S forms checklist page.

Add New Form by selecting hyperlinked form preceded by Add.
Review or Edit a Form by selecting the hyperlinked form number.

I-129S Mailing Addresses for Supporting Documentation

If you have E-Filed your petition, but were unable to save and/or print the PDF version of the petition and confirmation receipt notice, you should:

- Wait to receive the official receipt notice (Form I-797) in the mail;
- Note the receipt number on the I-797; and
- Mail the supporting documentation to the addresses below, if the petition is a non-premium processing case. Include a cover letter referencing your receipt number.

| IF... | THEN ... |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Your petition receipt number begins with “WAC” | Send supporting documentation to: California Service Center Attn: E-Filed I-129S P.O. Box 10129 Laguna Niguel, CA 92607-0129 |
| Your petition receipt number begins with “LIN” | Send supporting documentation Nebraska Service Center Attn: E-Filed I-129S PO Box 87373 Lincoln, NE 68501-7373 |
| Your petition receipt number begins with “SRC” | Send supporting documentation Texas Service Center Attn: E-Filed I-129S P.O. Box 851812 Mesquite, TX 75185-1812 |
| Your petition receipt number begins with “EAC” | Send supporting documentation Vermont Service Center Attn: E-Filed I-129S Lower Welden Street St. Albans, VT 05479-0001 |

PDF Troubleshooting

If the PDF Confirmation Receipt Page did not generate, or you were unable to save and/or print the PDF version of the Confirmation Receipt Page, DO NOT FILE AGAIN. Send an e-mail request to E-Filing.Support@dhs.gov and include your Receipt Number in the e-mail message.