

Volume VIII - E-Filing Form I-131

Form I-131 (Application for Travel Document) is used to apply to U.S. Citizenship and Immigration Services (USCIS) for the following travel documents: Reentry Permit, Refugee Travel Document, or an Advance Parole Document.

Purpose

This document provides guidance and tips for E-Filing Form I-131. This guide addresses the following topics:

- [Is E-Filing the Best Option for You?](#)
- [E-Filing Form I-131](#)
- [Confirmation Receipt](#)
- [Next Steps – Specific to Form I-131](#)
- [Supporting Documentation](#)

Is E-Filing the Best Option for You?

E-Filing offers convenience and additional payment options. However, E-Filing is not for everyone. There are certain situations in which you must paper file. You must paper file if:

- You are applying for a fee waiver.
- You wish to request that your case be expedited or you require emergency travel authorization.
 - If you wish to E-File for a planned trip, it will need to be done well in advance of your trip.
- You are seeking Humanitarian Advance Parole. Applicants seeking Humanitarian Advance Parole are NOT eligible to E-File.
- You are filing on the basis of Temporary Protected Status (TPS) for El Salvador, Honduras, or Nicaragua your E-Filed I-131 application will be sent to the National Benefits Center for Processing. If you want your I-131 to go to a particular Service Center, District Office, or Sub Office then E-Filing may not be the best option for you.

Please review the E-Filing web instructions for further updated guidance on [I-131 eligibility requirements](#).

E-Filing Form I-131

This is the first screen of E-Filing Form I-131. Although these questions do not appear on the paper-based form, answers to these questions are required when E-Filing. Your answers to these questions will determine where your application is sent for processing.

The screenshot shows a web browser window displaying the 'I-131 Questions' screen for the Bureau of Citizenship and Immigration Services. The page title is 'I-131 Form: Application for Travel Document'. The navigation bar includes 'Overview', 'I-131 Status', 'Form', 'Form Checked', 'Certify Form', 'Payment', and 'Confirmation'. The main content area is titled 'I-131 Questions' and contains the following text: 'In order to electronically process your application, you must provide information for the items marked * below'. There are four numbered questions, each with 'Yes' and 'No' radio button options. Question 1 asks if there is a pending or approved I-485 Application to Register for Permanent Residence by the beneficiary. Question 2 asks if the beneficiary has been granted Temporary Protected Status. Question 3 asks if the beneficiary has an I-551 Permanent Resident Card. Question 4 asks if the beneficiary is a refugee or asylee. A dropdown menu labeled 'Select a BCS Location' is positioned between questions 1 and 2. At the bottom of the questions are 'Back', 'Cancel', and 'Continue' buttons. Below the buttons is a link to 'Please read our Secure Site Statement' and contact information for the National Customer Service Center at 1-800-375-5283 (TDD 1-800-767-1833).

Part 1: Applicant Information

In Part 1, you will answer questions about the person or organization filing the I-131. Travel documents will be sent to the address you provide here. Remember – you are not allowed to E-File if you are outside of the United States.

Part 1. Information about the person or organization filing this petition.

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

A.# *

Date of Birth: * (Month/Day/Year) / /

Class of Admission:

Gender: * Male Female

Family Name: *

Given Name: *

Middle Initial:

Street Number and Name: *

Apt. #

City: *

State: *

Zip Code: *

Country of Birth: *

Country of Citizenship: *

Social Security # *

Zip Code Identification:
Your Zip Code must match your City/State. Consult www.usps.com to determine the correct spelling and/or combination of City/State/Zip Code to use when entering your address.

Part 2: Selecting Type of Travel Document

In Part 2, you will answer questions to indicate the type of travel document you are requesting, and to determine where your application is sent for processing.

Part 2. Application type (Check One).

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

Please select one of the following: *

a. I am a permanent resident or conditional resident of the United States and I am applying for a Reentry Permit.

b. I now hold U.S. refugee or asylee status and I am applying for a Refugee Travel Document.

c. I am a permanent resident as a direct result of refugee or asylee status, and am applying for a Refugee Travel Document.

d. I am applying for an Advance Parole to allow me to return to the U.S. after temporary foreign travel.

Processing Location:
If (a), (b), or (c) are selected, your application will be sent to the Nebraska Service Center for processing.
If (d) is selected, your application will be sent to either the National Benefits Center or to the location where your I-485 is pending.

Type of Travel Document Requested

- If (a) is selected, you will answer questions related to Reentry Permit on Parts 3, 4, and 5 of Form I-131.
- If (b) or (c) is selected, you will answer questions related to Refugee Travel Document on Parts 3 and 6.
- If (d) is selected, you will answer questions related to Advance Parole on Parts 3 and 7.

Part 3: Receiving Travel Documents

In Part 3, you will answer questions about your trip.

Length of Trip:
Enter the number of days you will be on your trip.

Navigation Buttons:
Do NOT use the web browser Back and Forward buttons to navigate through the E-Filing application you are filling out. Use the navigation buttons at the bottom of each screen.

Part 4: Additional Information About Your Trip

If you are applying for Reentry Permit, you will be asked more questions about your trip in Part 4.

Text Boxes:
The text box will allow you to enter more information than there is space available on the hardcopy form. The remaining information will print out on a Continuation Sheet.

Part 5: Reentry Permit

If you are applying for a Reentry Permit, you will answer more questions in Part 5.

The screenshot shows the 'Form I-131: Application for Travel Document' page for a Reentry Permit. The header includes the Bureau of Citizenship and Immigration Services logo and navigation tabs: Overview, Filing Status, Form, Form Checklist, Certify Form, Payment, and Confirmation. The main heading is 'Part 5. Complete only if applying for a Reentry Permit.' The questions are as follows:

Since becoming a Permanent Resident (or during the past five years, whichever is less) how much total time have you spent outside the United States?

- less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- more than 4 years

Since becoming a Permanent Resident, have you ever filed a federal income tax return as a nonresident, or failed to file a federal return because you considered yourself to be a nonresident? If yes, give details below.

(Note: Effect of Claim to Nonresident Alien Status for Federal Income Tax Purposes which states:

An alien who actually established residence in the United States after having been admitted as an immigrant, and who is considering filing of a nonresident alien tax return or the non-filing of a tax return on the ground that he/she is a nonresident alien, should carefully consider the consequences under the immigration and naturalization laws if he/she does so.

If you take such action, you may be regarded as abandoned residence in the United States and as having lost immigrant status under the immigration and naturalization laws. As a consequence, you may be ineligible for a visa or other document for which lawful permanent resident aliens are eligible; you may be inadmissible to the United States if you seek admission as a returning resident, and you may become ineligible for naturalization on the basis of your original entry or adjustment as an immigrant.)

Part 6: Refugee Travel Document

If you are applying for a Refugee Travel Document, you will answer more questions in Part 6.

The screenshot shows the 'Form I-131: Application for Travel Document' page for a Refugee Travel Document. The header includes the Bureau of Citizenship and Immigration Services logo and navigation tabs: Overview, Filing Status, Form, Form Checklist, Certify Form, Payment, and Confirmation. The main heading is 'Part 6. Complete only if applying for a Refugee Travel Document.' The questions are as follows:

Country from which you are **asylee** or **refugee**:

Do you plan to travel to the above-named country? Yes No

If yes, explain below:

Since you were accorded Refugee/Asylee status, have you ever:

- a. returned to the above-named country? Yes No
- b. applied for an/or obtained a national passport, passport renewal, or entry permit into this country? Yes No
- c. applied for an/or received benefit from such country (for example, health insurance benefits)? Yes No

Since being accorded Refugee/Asylee status, have you, by any legal procedure or voluntary act:

- a. re-acquired the nationality of the above-named country? Yes No
- b. acquired a new nationality? Yes No
- c. been granted refugee or asylee status in any other country? Yes No

If yes, explain below:

Navigation buttons: Back, Cancel, Continue. A link for 'Please read our Secure Site Statement' is also present.

Part 7: Advance Parole

If you are applying for Advance Parole, you will answer more questions in Part 7.

Form I-131 Form: Application for Travel Document

Part 7. Complete only if applying for an Advance Parole.

On a separate piece of paper, please explain how you would qualify for an Advance Parole and what circumstances warrant issuance of Advance Parole. Include copies of any documents you wish considered. (See instructions.)

For how many trips, do you intend to use this document?

1 trip more than 1 trip

Written Explanation:
You will need to submit your written explanation as part of your Supporting Documentation.

Forms Checklist and Concurrent E-Filing

The Forms Checklist provides information about each form you have filled out, but not yet submitted.

Form Checklist | BCIS - Microsoft Internet Explorer provided by BearingPoint

Bureau of Citizenship and Immigration Services

I-131 Form: Application for Travel Document

Form Checklist

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

Form	Description	Fee
I-131 - Jones, J	I-131 Application Fee	\$ 110.00
I-131 - Jones, G	I-131 Application Fee	\$ 110.00
Total due from filer:		\$220.00

I-131 - Jones, J

I-131 - Jones, J Add I-131

I-131 - Jones, G

Add New Form by selecting Add followed by the form number.
Review or Edit a Form by selecting the hyperlinked form number.
Delete a Form or Forms by selecting the checkbox for a form, or by selecting multiple boxes for more than one form, then selecting the Delete Form button. **Note:** if you delete a form that has any associated forms, those forms will also be deleted.
Certify Forms by selecting the Certify Forms button if the information in all the forms is correct.

Delete Form Cancel Certify Forms

Add I-131:
To concurrently file another I-131 for a family member, click on "Add I-131."

- Concurrent E-Filing of multiple I-131s is only allowed for family members. This functionality should not be used to concurrently file unrelated I-131s.
- You may Concurrently E-File an I-131 and I-765 only if the I-131 beneficiary can file an I-765 under the (c)(9) Eligibility Classification (i.e., the beneficiary has a pending I-485, Application to Register Permanent Residence or Adjust Status, currently at an USCIS office).
 - If you wish to Concurrently E-File an I-131 with an I-765, you must fill out the I-765 first.

Confirmation Receipt

After successfully submitting your payment, you will be taken to a Confirmation Receipt List screen.

Form	BCIS Receipt Number	Filing Fee
I-131 - Jones, J	LIN040004182	\$ 110.00
I-131 - Jones, G	LIN040004183	\$ 110.00
Total Amount Paid:		\$ 220.00
Payment Date:		02/19/2004

Write Down Your Receipt Number:
A receipt number indicates that your application has been successfully submitted. You may wish to print this screen or write down your receipt number.

- After noting your receipt number, click on the <FINISH> button. This will generate a PDF file that you may save or print for your records.
- If the PDF file does not generate, call the National Customer Service Center at 1-800-375-5283. Do NOT re-file. Your application has been submitted successfully, as indicated by the receipt number on the Confirmation Receipt List.

Next Steps – Specific to Form I-131

Follow the instructions on the Confirmation Receipt notice.

- Form I-131 applicants do not need to call the National Customer Service Center to schedule an appointment. Rather, you must submit hardcopy photos with your Supporting Documentation.

This is an example of the first page of the PDF file that should generate when you click on the <FINISH> button.

BCIS Receipt Number: LIN040004182
Concurrent Filing Identification Number: 0000
ASC Fingerprint Code: 00192004
Date of Submission: 02/19/2004
First Name: J
Middle Name: J
Family Name: Jones
Organization Name:
Filing Fee: \$ 110.00
Fingerprint Fee: \$ 0.00
Total Amount Paid: \$ 110.00
Paid by: Electronic Bank Account Debit

Address for Mailing in Supporting Documentation:
The Confirmation Receipt notice provides the address for where to send your supporting documentation.

Please mail in any supporting documentation to the address below:
U.S. Mail:
NEBRASKA SERVICE CENTER
Attn: E-Filed I-131
P.O. BOX 87373
Lincoln, NE 685017090

Supporting Documentation

In addition to the instructions provided on the website at <http://uscis.gov/graphics/formsfee/forms/e-supporting.htm> please follow these guidelines when submitting supporting documentation:

- Submit two (2) hardcopy photos with your Supporting Documentation.
- Include a copy of the Confirmation Receipt notice when mailing in your Supporting Documentation.
- Mail the supporting documentation to the addresses below, if the petition is a non-premium processing case; and
- Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed petition.

IF...	THEN ...
Your petition receipt number begins with “WAC”	Send supporting documentation to: California Service Center Attn: E-Filed I-131 P.O. Box 30111-30115 Laguna Niguel, CA 92607-0111
Your petition receipt number begins with “LIN”	Send supporting documentation to: Nebraska Service Center Attn: E-Filed I-131 PO Box 87373 Lincoln, NE 68501-7131
Your petition receipt number begins with “SRC”	Send supporting documentation to: Texas Service Center Attn: E-Filed I-131 P.O. Box 852685 Mesquite, TX 75185-2685
Your petition receipt number begins with “EAC”	Send supporting documentation to: Vermont Service Center Attn: E-Filed I-130 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.