

E-Filing Reference Guide Overview

The U.S. Citizenship and Immigration Services (USCIS) Electronic Filing (E-Filing) *Reference Guide* provides E-Filing users with an overview of the basic operational tenets of the E-Filing system.

This guide does not substitute for, but should be used in conjunction with, the USCIS website E-Filing instructions – as both of these should be read together for a more thorough understanding of the E-Filing system.

**Please review this guide
prior to E-Filing or
reporting a problem to the
National Customer Service
Center (NCSC) at
1-800-375-5283.**

Layout and Structure

This guide is organized into seventeen (17) downloadable Portable Document Format (PDF) files, which can be accessed by clicking on each volume title (underlined in blue) below.

Volume I. How to Use	Explains how to use this guide and provides an outline of the volumes that comprise it.
Volume II. General Overview	Provides a general background on the E-Filing system process and the applications currently available for E-Filing.
Volume III. Getting Started	Summarizes the steps for accessing the E-Filing option from the USCIS Internet web links. This section also outlines pre-requisites and provides a navigational outline of the system.
Volume IV. User ID and Password	Provides the steps for registering for a PIN and password to directly access the E-Filing system.
Volume V. E-Filing Form I-90	Provides I-90 specific E-Filing guidance, including error message handling.

Volume VI. E-Filing Form I-129	Provides I-129 specific E-Filing guidance, including error message handling.
Volume VII. E-Filing Form I-129S	Provides I-129S specific E-Filing guidance, including error message handling.
Volume VIII. E-Filing Form I-131	Provides I-131 specific E-Filing guidance, including error message handling.
Volume IX. E-Filing Form I-140	Provides I-140 specific E-Filing guidance, including error message handling.
Volume X. E-Filing Form I-539	Provides I-539 specific E-Filing guidance, including error message handling.
Volume XI. E-Filing Form I-765	Provides I-765 specific E-Filing guidance, including error message handling.
Volume XII. E-Filing Form I-821	Provides I-821 specific E-Filing guidance, including error message handling.
Volume XIII. E-Filing Form I-907	Provides I-907 specific E-Filing guidance, including error message handling.
Volume XIV. E-Filing Form G-28	Provides G-28 specific E-Filing guidance, including error message handling.
Volume XV. Paying for and Submitting E-Filing Applications	Guides users through the process of certifying, paying, and confirming applications in the E-Filing system.
Volume XVI. Next Steps	Summarizes steps to take after E-Filing an application.
Volume XVII. Troubleshooting	Addresses various issues that users may encounter when E-Filing and the actions needed to resolve them.

Volume II – General E-Filing Overview

Purpose

Volume II – General E-Filing Overview provides an overview of the E-Filing system process and the applications currently available for E-Filing. The following topics are addressed in this document:

- [What Is E-Filing?](#)
- [General E-Filing Process Steps](#)
- [USCIS Applications Available for E-Filing](#)

What Is E-Filing?

E-Filing Is...

E-Filing is a quick, easy, and convenient alternative for you or your representative to complete, pay for, and submit applications to USCIS at anytime, from any computer with Internet access.

Upon completion of the E-Filing session, you will receive:

- Instant electronic confirmation of successful application submission; and,
- “Next Steps” instructions for submitting supporting documentation and/or visiting an Application Support Center (ASC) to have your fingerprints and/or photograph digitally captured, if applicable.

E-Filing Is Not...

USCIS does not give priority to E-Filing application submissions over paper-based application submissions, because this would place customers without computer access at a disadvantage. With an E-Filed or paper-based application submission, both will be processed in the same queue, manner, and date order in which USCIS receives the application(s).

General E-Filing Process Steps

A process flowchart, summarizing the general applicant E-Filing process, is provided on the next page for your reference. Steps 1 – 2 apply to all

applicants and Steps 3 – 4 are only required for those applicants requiring a visit to the ASC to perform biometrics capture.

After you submit your application, USCIS will:

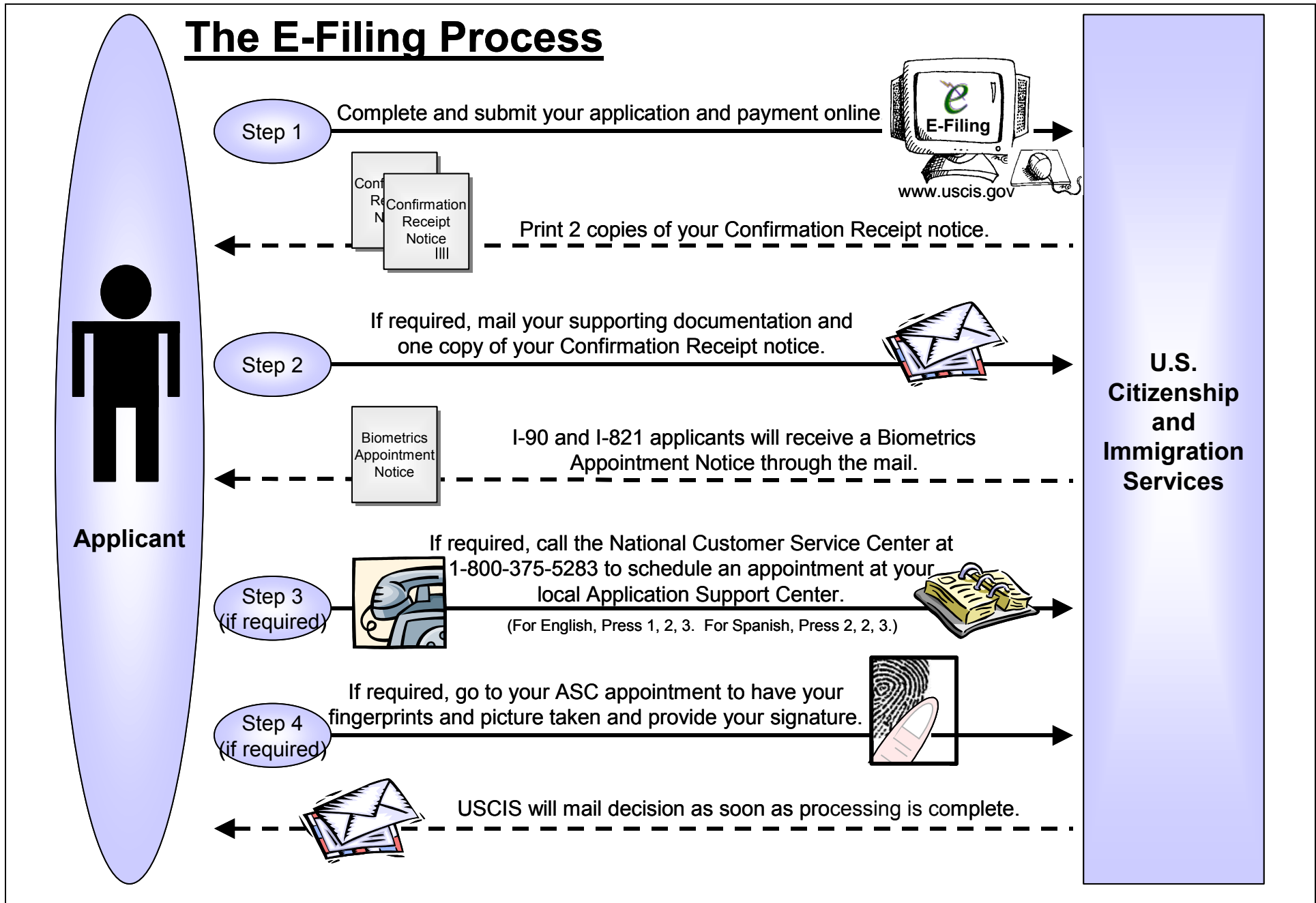
- Send you an official paper receipt, Form I-797, Notice of Action, within 5-10 days after receiving your application;
- Conduct Federal mandated background checks;
- Set up your case file;
- File any supporting documentation you send in to your case file;
- Electronically link any required biometric data transmitted from an ASC;
- Adjudicate your application to determine if your benefit will be granted.

USCIS Applications Available for E-Filing

USCIS has implemented the following applications for E-Filing:

- Form I-90, Application to Replace Alien Registration Card ([Volume V](#))
- Form I-129, Petition for a Nonimmigrant Worker ([Volume VI](#))
 - I-129W, H-1B Data Collection and Filing Fee Exemption (provided as a supplemental form to I-129)
- Form I-129S, Nonimmigrant Petition Based on Blanket L Petition ([Volume VII](#))
- Form I-131, Application for Travel Document ([Volume VIII](#))
- Form I-140, Immigrant Petition for Alien Worker ([Volume IX](#))
- Form I-539, Application to Extend/Change Nonimmigrant Status ([Volume X](#))
- Form I-765, Application for Employment Authorization ([Volume XI](#))
- Form I-821, Application for Temporary Protected Status ([Volume XII](#))
- Form I-907, Request for Premium Processing Service ([Volume XIII](#))
- Form G-28, Notice of Entry of Appearance as Attorney or Representative ([Volume XIV](#))

The E-Filing Process



Volume III - Getting Started

This volume provides a quick navigational overview, summarizes the requisites, and describes the basic functionalities of the E-Filing system. Primarily, this guide addresses the following topics:

- [E-Filing Web Instructions](#)
- [E-Filing Requisites](#)
- [Using My Forms](#)
- [Starting a New Form](#)
- [E-Filing Form Features](#)
- [Forms Checklist](#)
- [Concurrently E-Filing Forms](#)
- [System Timeouts](#)

E-Filing Web Instructions

E-Filing USCIS application can only be done through the official USCIS website at www.uscis.gov. The USCIS charges no additional access or downloading fees for filing its forms electronically.

- From www.uscis.gov, click on [E-Filing](#) link.
- At the “Introduction to E-Filing” page, carefully read the provided instructions on the procedures for submitting an application to the USCIS.

USCIS.gov Home Page - Microsoft Internet Explorer provided by ICE (v6.0-SP1-ICE01)

File Edit View Favorites Tools Help

Address <http://uscis.gov/graphics/index.htm>

Links [BCIS Online Plus](#) [CCWeb Mail](#) [DHS Net](#) [Powerport](#) [USCIS - Office of Records Services](#)

U.S. Citizenship and Immigration Services

TEXT ONLY HOME WHAT'S NEW FAQs SEARCH GLOSSARY FEEDBACK TRANSLATE PRINTPAGE

About Us and FOIA
Office of Citizenship
Immigration Forms, Fees and Fingerprints
Immigration Services and Benefits Programs
Services Field Office Addresses and Information
Immigration Laws, Regulations, and Guides
USCIS Public Affairs
Working for Immigration Programs
Other Government Sites

USCIS.gov

InfoPass Online Appointment Scheduler
This free service eliminates waiting in line for immigration information; [learn how](#) it works. InfoPass - [Citas Para Información Sobre Inmigración](#).

USCIS Announces H-2B Filing Notice for FY 2005 and 2006
USCIS has issued a [public notice](#) about additional petitions for H-2B workers as required by the *Save Our Small and Seasonal Businesses Act of 2005*.

USCIS Implements H-1B Visa Reform Act of 2004
USCIS has forwarded to the

Hot Topics

- [InfoPass Appointment Scheduler](#)
- [National Customer Service Center 1 \(800\) 375-6283](#)
- [Case Status & Processing Dates](#)
- [Forms and E-Filing](#)
- [Customer Service Hotline](#)
- [How Do I? Frequently](#)

E-Filing Requisites

Before accessing the system, perform the following tasks:

1. Click on the links to and read the general [E-Filing Guidance](#) on the [Introduction to E-Filing](#) web page.
2. Read the form-specific E-Filing instructions for the application you will be filing.
 - Access [Forms Currently Available for E-Filing](#) link on the [Introduction to E-Filing](#) web page. Determine if you are eligible to e-file your application by reading the classification-specific eligibility requirements for your application type. You will **NOT** be eligible if you are:
 - Applying for a waiver of the filing fee; or
 - Requesting that your case be expedited (with the exception of Form I-907, Request for Premium Processing).
 - Read the appropriate volume(s) of the [E-Filing Reference Guide](#) for further guidance on E-Filing form-specific applications.
3. Verify that your computer meets the following requirements:
 - Adobe Acrobat Reader (version 5 or higher).
 - Netscape (version 4.7 or higher) or Internet Explorer (version 5.0 or higher).
 - A printer to print your PDF copy of the application and Confirmation Receipt notice or a floppy disk to save these files.
4. Register for your E-Filing user account. (See [Volume IV. User ID and Password](#) for directions on setting up a User Account.)
5. Have on hand all required information (e.g., your immigration, personal documents, or credit card, debit card, or bank account and routing number to pay the filing fee, if applicable) before starting your session.
 - You must read the instructions in the paper-based OMB version of the form you plan to e-file to identify any additional or necessary supporting documentation. Please access the USCIS [Forms and Fees](#) web page for these instructions.

Using My Forms

Access your User Account by entering in your User ID and password. This brings you to the “My Forms” page, which allows you to:

- Select a form to begin completing.
- Save the last 20 forms you have partially completed but have NOT submitted.

My Forms allows you to view, edit, or delete forms that have been saved but not submitted to the USCIS.

Under My Forms, you will see the:

- List of forms available to be completed and submitted to USCIS;
- Date you last worked on each form; and
- Status of each form, showing either **Pending** or **Action Needed**.
 - If the status is **Pending**, the form is saved, but not yet submitted. You may select “View/Edit/Delete” to view, update, or delete a “Pending” application.
 - If the status is **Action Needed**, the payment for your form may not have processed completely. DO NOT RE-FILE. You MUST select “View/Edit/Delete” for more information on the status of your form.

If a form has been successfully submitted, it **CANNOT** be recalled. Refer to [Volume XVII. Troubleshooting](#) on how to submit corrections for these forms.

My Forms

Welcome to the My Forms page of the BCIS E-Filing system. You can select **View/Edit/Delete** to either view, edit or delete any forms listed below.

A maximum of 20 forms can be saved at one time.

Identifier	Form(s)	Last Accessed	Status*	Action
I-539 - Jones, J	I-539	02/18/2004	Pending	View/Edit/Delete
I-140 - Jones, J	I-140	02/18/2004	Pending	View/Edit/Delete
I-131 - Jones, J	I-131	02/18/2004	Pending	View/Edit/Delete

*Status:
Pending - This form has not been submitted.
Action Needed - There was a problem processing this form.

You can also start a new form:
Start a New Form:

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].

Starting a New Form

To start a new form:

- Select a form to complete by using the drop-down menu on the My Forms screen. Upon the form type selection, you will be taken to an instructions page.
- Make sure to read through the instructions provided and then click on <Begin Application> to begin completing the form.

At the beginning of every form:

- The system will require you to select whether you are filing as an “Individual,” a “Qualified Attorney,” or “Organization Representative.”
 - a) If “Individual” is selected, the system will bring you to the first page of the selected form to begin completing.
 - b) If “Qualified Attorney” or “Organization Representative” is selected, a G-28 – Notice of Entry of Appearance as Attorney or Representative form, will be provided after completion of the primary form. Refer to [Volume XIV. E-Filing Form G-28](#) for guidance on completing the G-28.

E-Filing Form Features

The E-Filing system has several built-in features designed to help you complete and E-File your applications, which include:

- Required Fields;
- Error and Warning Messages;
- Context Sensitive Help Feature;
- Text Boxes; and
- Dropdown Boxes.

Required Fields

Required Fields are marked with an **asterisk (*)**. You **MUST** submit all information marked with asterisks for an application to be processed.

Applicant Information Attorney Information Payment Review & Certify Confirmation

You have chosen the **attorney version of the I-765 form**. To modify this choice, please select the Back button on your browser. Otherwise, please complete the form.

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

* I am applying for:

- Permission to accept employment
- Replacement (of lost employment authorization document)
- Renewal of my permission to accept employment

Family Name: *

Given Name: *

Middle Name:

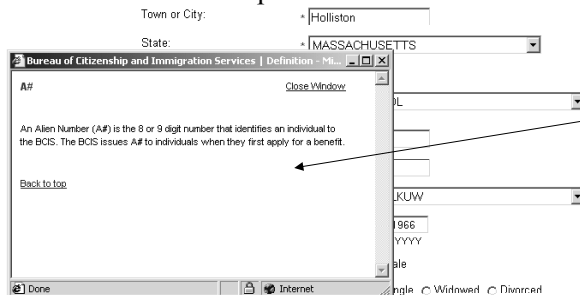
Other Names Used:
(Include Maiden Name)

Examples of Required Items

Regardless of whether a field is required or not, you should complete all the form fields that apply to you. Failure to do so may result in processing delays or even application denials.

Context Sensitive Help

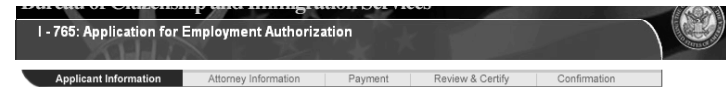
Certain field captions are highlighted and underlined in blue. These are links to the **Context Sensitive Help** feature, which provides definitions of terms and clarifies the information being requested for the field from which the Context Sensitive Help is linked.



Context Sensitive Help Feature

Error and Warning Messages

Error and warning messages assist you in the proper completion of a form.



- ERROR: The applicant must select whether he or she is applying for 'Permission to accept employment', 'Replacement (of lost employment authorization document)' or 'Renewal of my permission to accept employment'.
- ERROR: The applicant's family name (last name) must be provided.
- ERROR: The applicant's first name must be provided. If the applicant does not have a first or given name please enter H-A in the Given Name field.
- ERROR: The applicant's street number & name must be provided.
- ERROR: The applicant's city of residence in the U.S. must be provided with the address.
- ERROR: The state in the U.S. must be provided with the address fields.
- ERROR: The U.S. zip code is required with the address fields.
- ERROR: A valid Date of Birth must be provided.
- ERROR: The applicant must enter their gender as either Male or Female.

You have chosen the **attorney version of the I-765 form**. To modify this choice, please select the Back button on your browser. Otherwise, please complete the form.

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

* I am applying for:

- Permission to accept employment
- Replacement (of lost employment authorization document)
- Renewal of my permission to accept employment

Family Name: -

The system generates an **Error Message** if a required field is left blank:

- Error messages appear on the screen in **red**.
- You will NOT be allowed to proceed to the next form page or submit the application until the error is corrected.

The system generates a **Warning Message** if a non-required field is left blank:

- Warning messages appear on the screen in **blue**.
- You are warned that a field *may possibly* need to be filled in (e.g., based on the information you have already provided or based on circumstances that may be applicable to you).

You are able to submit your application without providing information in non-required fields. However, unless the blank data fields do not apply to you, failure to comply with these messages may result in processing delays or possibly denial of your application.

Dropdown Box

A **Dropdown Box** is provided to limit your answer to only those listed, valid response items accepted by USCIS. The values within the dropdown list are standard system values that are acceptable by the system. The following are representative data fields with standard system dropdown list values:

- Country names;
- USCIS locations;
- Immigration and non-immigration classifications; and
- Eligibility status.

The screenshot shows a web form titled 'U.S. Mailing Address:'. It includes fields for C/O, Street Number & Name (123 Main St.), Apt #, City (Springfield), State (a dropdown menu), ZIP Code, Date of Birth, Country of Birth, and Social Security #. The 'State' dropdown menu is open, showing a list of US states: ALABAMA, ALASKA, ARIZONA, ARKANSAS, CALIFORNIA, COLORADO, CONNECTICUT, DELAWARE, DISTRICT OF COLUMBIA, and FLORIDA. An arrow points to the dropdown menu with the label 'Dropdown Box'.

Text Box

A **Text Box** allows for data entry of responses to a question. The below outlines how the system applies the use of the text box.

- Provides the same amount of data entry space as the space provided on the OMB paper-based form version.
- Provides a **Continuation Sheet** if your response is too long to fit in the Text Box space provided on the PDF generated OMB form version.
 - Continuation Sheet(s) will be automatically generated by the system and submitted as part of your application.
 - The system will generate an error message stating that you have exceeded the space limitations if no Continuation Sheet exists for a particular Text Box response.

You can provide additional information on a separate piece of paper and mail this with your supporting documentation when you exceed E-Filing form space limitations

Forms Checklist

Once you have completed your E-Filing application(s) and prior to paying for the application(s), a Forms Checklist is provided to:

- List your completed but non-submitted applications and the associated fee(s); and
- Link to application(s) that are available for Concurrent E-Filing.

The screenshot shows the 'Form Checklist' page in a web browser. The page title is 'Form Checklist | BCIS - Microsoft Internet Explorer provided by ICE (v6.0-SP1-ICE01)'. The address bar shows 'https://efiling.uscis.dhs.gov/efile/InteractionMgr?efForms_timestamp=1116935091562'. The page content includes a navigation bar with 'Overview', 'Filing Status', 'Form', 'Form Checklist', 'Certify Forms', 'Payment', and 'Confirmation'. Below the navigation bar is a section titled 'Form Checklist' with the text 'Below is the fee/fees for all forms currently in your application.' A table follows with the following data:

Form	Description	Fee
I-765 - Joe, Schmoe	I-765 Application Fee	\$ 175.00
Total due from filer:		\$175.00

Below the table is a link: [I-765 - Joe, Schmoe Add I-131](#). At the bottom of the page are buttons for 'Delete Form', 'Cancel', and 'Certify Forms'.

Concurrently E-Filing Forms

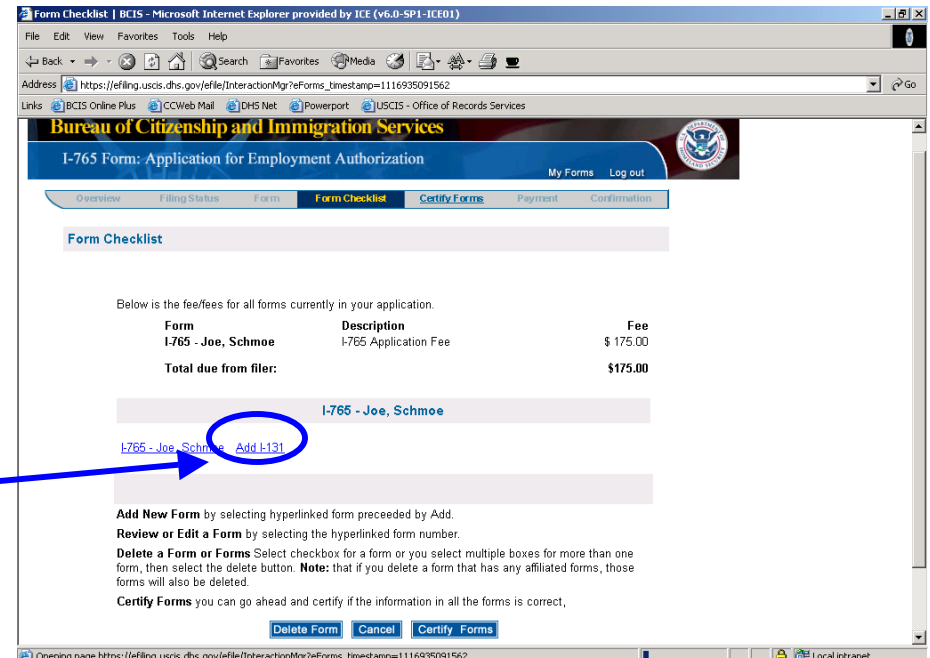
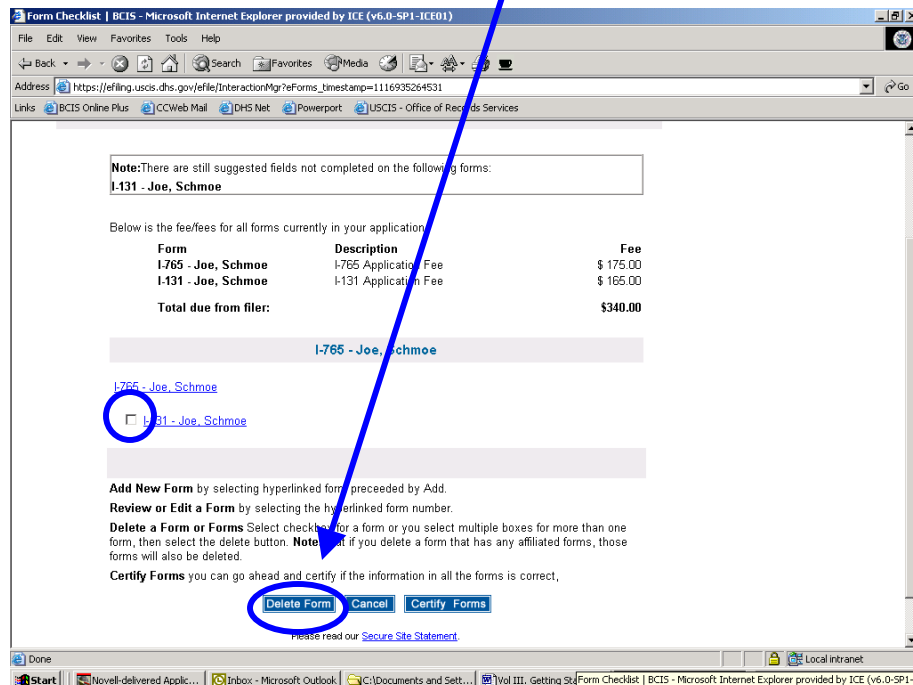
The system allows for multiple related applications (i.e., concurrently e-filed forms) to be submitted at the same time. You can concurrently e-file only those form type(s) that appears on you Form Check list page with a preceding <Add> link.

The benefits of concurrently E-Filing forms include the ability to:

- Pay all fees at one time;
- Submit related applications at one time and to a single processing location instead of separately to multiple locations; and
- Receive a single confirmation that all your applications have been submitted through the E-Filing system.

To concurrently E-File an application, click on the **Add** link to select another form to complete and submit with your primary application. The selected form(s) will be grouped together into one E-Filing submission.

To delete a concurrently E-Filed application, select the checkbox next to the form you wish to delete, and click on the **Delete** button at the bottom of the screen.



Session Timeouts

Your E-Filing session may “timeout” at times for one of the following reasons:

- You entered the E-Filing system from a bookmarked page that wasn't at the beginning of the E-Filing system.
- Your computer was idle or inactive for more than 20 minutes after logging into an E-Filing session. Your progress is automatically saved at the last page that was fully completed. You can access the My Forms page to re-assess your partially completed application once you have logged in properly with your E-Filing User ID and password.

To access the system, login using your E-Filing User ID and password at <https://egov.immigration.gov/efile/>.

Volume IV - User ID and Password

Purpose

This volume highlights key aspects of the User Registration process on obtaining a User ID and password to access the USCIS E-Filing system. In this document the following topics will be addressed:

- [Registration Process](#)
- [Establishing a User Account](#)
- [Establishing and Maintaining a Password](#)

Registration Process

Registration Requisites

User account registration is free. To begin submitting applications through E-Filing, you must first register for an E-Filing User Account. Do not register for an E-Filing User Account until you have verified E-Filing is right for you and your needs.

- Read all general and form-specific E-Filing instructions thoroughly!
- Ensure that your individual case and immigration form requirements can be E-Filed before registering!

User Account Registration Guidelines

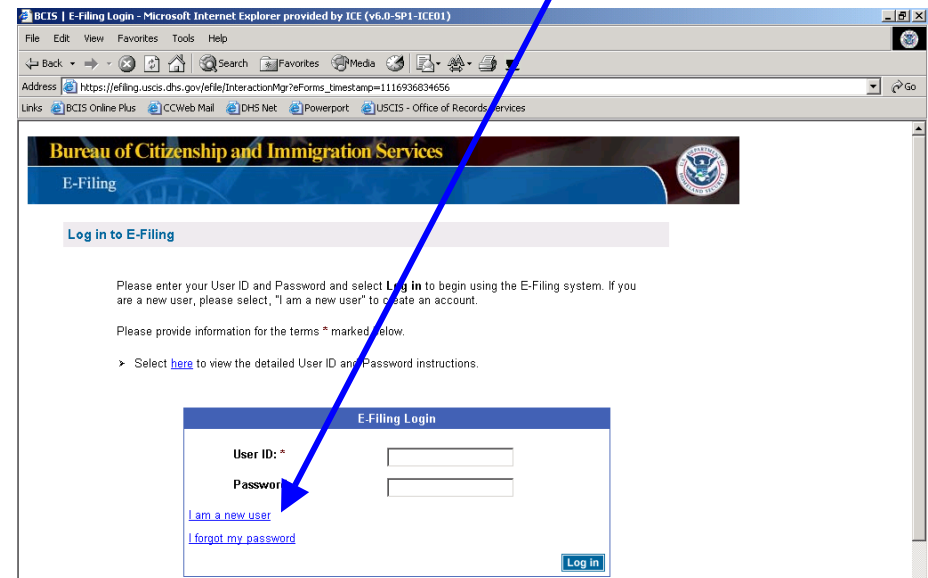
The following guidelines apply to registering in the E-Filing system:

- You are required to complete a personal information page to create your User Account.
 - Fill out all fields that are applicable to you.
 - You must fill out all required fields. Required Fields are marked with an asterisk (*).
- You are required to self-register with a User ID, Password, Hint Type Question and Hint Response.
 - Make sure <Caps Lock> key is turned off when typing in your User ID and password.
 - You will not be allowed to create a User ID that has been previously established by another user.

- An email notice will be sent to the email address identified in your User Account profile to notify you of your registration and any updates to your User Account.
 - Your E-mail address must be provided and it must have the following parameters:
 - Less than or equal to 30 alphanumeric characters.
 - There can only be one “.” after the “@” symbol.
 - Confirmation of your E-Filing User Account registration will be e-mailed to your e-mail account within 24 hours of your registration.
 - Your e-mail address will ONLY be used for e-mailing your account registration information. You will NOT receive information on the status of your application or account.

Establishing a User Account

To establish a new User ID, select the [I am a New User](#) web link from the Log in to E-Filing web page.



Establishing a User ID

You will use the **Create Account** registration web page to create a User Account.

From the Create Account web page, you should follow the below E-Filing User ID guidelines to avoid system errors:

- User ID must contain between **6 to 16 alpha-numeric** characters;
- User ID must contain **no spaces**; and
- User ID is **case sensitive** (e.g., upper and lowercase alphanumeric values).
 - *Examples of User IDs:*
Pollyanna14,
632bicycle4pedal,
ha7ppy,

Establishing and Maintaining a Password

Creating a Password

Follow the below E-Filing password guidelines to avoid system errors:

- Password must contain **8 to 16 alpha-numeric** characters;
- Password is **case sensitive**;
- Password must contain **at least 2 of the following 3 types of characters**:
 - Uppercase alphabetic,
 - Lowercase alphabetic, or
 - Numeric;
- Password must contain **at least 1 special character**:
 - @ # \$ % ^ & * = +
- Password must **begin with an alphabetic character**:
 - a, k, m, r, etc.
- Password **cannot contain or use**:
 - Spaces;
 - All or part of your User ID; or
 - 2 identical characters consecutively (e.g., “gg” or “66”).
- *Examples of Passwords:*
Twink<1959k
StarWars=4ever

Forgotten or Reset of Password

If you forgot your password, select the [I Forgot my Password](#) web link from the [Log in to E-Filing](#) web page.

- You will be asked to select a Password Hint Question and Response during your initial User Account registration.
- In the event you forget your password or need to reset it a later time but do remember your User ID, the system will require you to provide the correct response to your identified Password Hint Question.

Changing and Protecting Password

E-Filing system passwords expire after 60 days. You must change your password **prior to** every 60 days to ensure your User Account remains active.

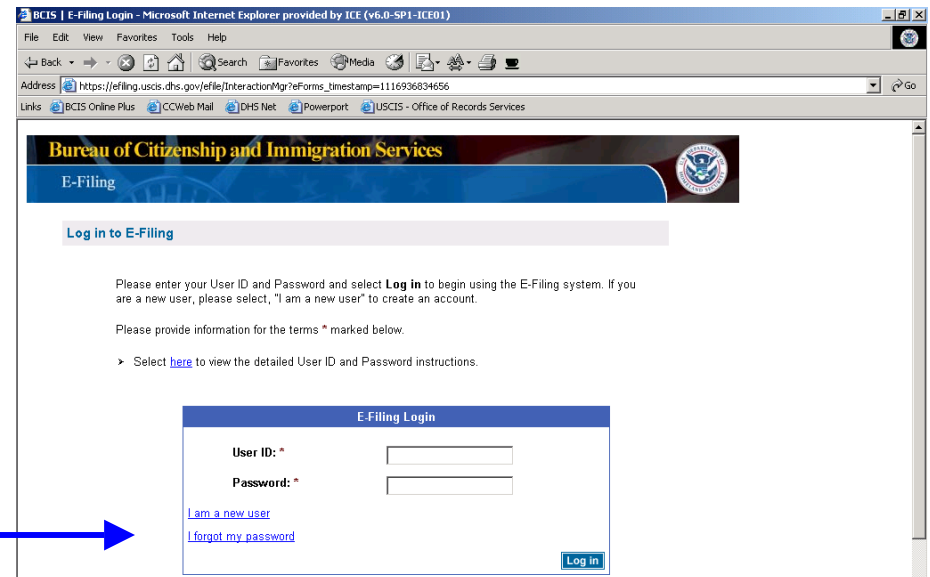
- Your password must be a new password that fits within the password parameters (as identified in *Creating a Password* section of this guide).
- There will NOT be a notification to change your password prior to its expiration.

E-Filing User Accounts will be deactivated, without any warning or notification, if:

- It has not been used for 90 consecutive days,
– or –
- 30 days have passed since the expiration of a User Account password.

Never share your E-Filing User Account information with anyone.

- Doing so gives them access to personal and possibly sensitive information that you have saved.
- If you receive an e-mail or phone request claiming to be from the USCIS and asking you to provide your personal E-Filing User ID, Password, Hint Question and Response, or other sensitive application and payment information you have submitted, please **DO NOT** respond to the e-mail or caller. Call 1-800-375-5283 to report the incident. Official USCIS correspondence will be through the regular USCIS communication channels.



Volume V – E-Filing Form I-90

Form I-90 (Application to Replace Permanent Resident Card) is used to apply for a replacement of your Permanent Resident Card, or “Green Card.”

Purpose

This document provides guidance and tips for E-Filing Form I-90. This guide addresses the following topics:

- [Is E-Filing the Best Option for You?](#)
- [E-Filing Form I-90](#)
- [Confirmation Receipt](#)
- [Next Steps – Specific to Form I-90](#)
- [PDF Troubleshooting](#)
- [Supporting Documentation](#)

Is E-Filing the Best Option for You?

E-Filing is not for everyone, as there are certain situations where you must paper file a Form I-90, such as:

- If you live outside of the U.S., Guam, Puerto Rico, or the U.S. Virgin Islands;
- If your card was issued to you before you were 14 and you have reached your 14th birthday;
- If you are applying for a fee waiver; and
- If you are a conditional resident and your status is expiring, you will need to paper-file Form I-751 or Form I-829 to apply for the removal of conditions.

Please review the E-Filing web instructions for further updated guidance on [I-90 eligibility requirements](#).

E-Filing Form I-90

As described in [Volume III – Getting Started](#), the first screen of any form will require you to select whether you are filing as an “Individual,” a “Qualified Attorney,” or “Organization Representative.”

Your answers to these questions will determine whether you will need to fill out a G-28 (Notice of Entry of Appearance as Attorney or Representative) after you complete the I-90.

Name and Address Section

The system requires you to provide information about the person filing for the I-90 benefit.

The screenshot shows the 'I-90 Form: Application to Replace Permanent Resident Card' in a web browser. The form includes fields for Family Name, Given Name, Middle Initial, U.S. Mailing Address (Street Number & Name, Apt. #, City, State, ZIP Code), Date of Birth, Country of Birth, and Social Security #. A gender selection question is also present. Two callout boxes with blue arrows point to the ZIP Code and Gender fields. The 'Zip Code Identification' box states that the zip code must match the city/state and refers to www.usps.com. The 'Gender Identification' box notes that while not required on the paper form, it is required for the E-Filing system and USCIS.

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.

Gender Identification:
Although not required on the paper edition of the I-90 Form, it is a required field on the E-Filing system and the USCIS uses this information to produce the card.

Current Status and Reason for Application Section

The system requires you to indicate your current status and the reason that you are submitting the I-90 application.

The screenshot shows the 'Reason for Application' section of the I-90 form. It includes two main categories: '1. My Status is: (select one)*' and '2. Reason for application:*'. Under '1. My Status is:', there are three radio button options: 'a. Permanent Resident - (Not a Commuter)', 'b. Permanent Resident - (Commuter)', and 'c. Conditional Permanent Resident'. Under '2. Reason for application:*', there are five radio button options: 'a. My card was lost, stolen or destroyed.', 'b. My authorized card was never received.', 'c. My card was mutilated.', 'd. My card was issued with incorrect information because of BCIS administrative error.', and 'e. My name or other biographic information has changed since the card was issued.' Below these are two sections for 'I am a Permanent Resident and:' with options 'f. My present card has an expiration date and it is expiring.', 'h.1 I have taken up Commuter status.', 'h.2 I was a Commuter and am now taking residence in the U.S.', 'i. My status has been automatically converted to permanent resident.', and 'j. I have an old edition of the card.'

Reason for Application:
If you answer select reason code "B" or "D," you will not need to pay the \$185.00 base fee. However, you will need to pay the \$70.00 biometrics fee.

Immigrant Visa and/or Adjustment of Status Section

The system requires you to answer questions about your Immigrant Visa and/or Adjustment of Status, as applicable.

Make sure to fill out all fields applicable to your case and filing. The USCIS may issue a Request for Evidence (RFE) for any information that is not provided, which may delay the processing of your application.

Warning Messages:
Although no fields are required in this section, the system will generate a Warning Message to confirm that you do indeed wish to leave the fields blank if the fields are not filled in.

The screenshot shows the 'Immigrant Visa and/or Adjustment of Status' section of the I-90 form. It includes fields for 'Mother's First Name', 'Father's First Name', 'City of Residence where you applied for an Immigration Visa or Adjustment of Status', and 'Consulate where Immigration Visa was issued:'. Below these are two 'OR' options: 'BCIS Office where status was adjusted:' and 'City/Town/Village of Birth:'. There are also fields for 'Date of Admission as an immigrant or Adjustment of Status:' (MM DD YYYY) and 'Destination in U.S. at time of Admission:'. A dropdown menu for 'Port of Entry where admitted to U.S.:' is present. Two questions with radio button options are shown: 'Are you in deportation or exclusion proceedings?' (Yes/No) and 'Since you were granted permanent residence, have you ever filed Form I-407, Abandonment by Alien of Status as Lawful Permanent Resident, or otherwise judged to have abandoned your status?' (Yes/No). A text box for detailed explanation is located at the bottom.

Text Boxes:
If you answer "Yes" to any of these questions, you will be required to provide a detailed explanation in the text box below. 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.

Form I-90 Application Completion Section

After completing the I-90 application, the system provides you with an option to:

- Go <BACK> to review your answers;
- <CANCEL> to delete your form; or
- <CONTINUE> to proceed to the certification and payment for the application submission.

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.

Cancel/Delete:
If you click on <CANCEL>, you will return to your *My Forms* page. The I-90 application will no longer be listed since you will have just deleted it.

Form Checklist

As described in [Volume III – Getting Started](#), the Forms Checklist provides information about each form you have filled out, but not yet submitted.

Review your Form:
Before you certify the form, you can click on this link to review your I-90.

Cancel/Delete:
If you decide to delete an I-90, you must use the <CANCEL> button. The <DELETE FORM> button is currently not working on Form I-90.

Form	Description	Fee
I-90 - Void, Void	I-90 Application Fee	\$ 185.00
Total due from filer:		\$185.00

Confirmation Receipt

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

I-90 Form: Application to Replace Permanent Resident Card
Confirmation Receipt

BCIS Receipt Number: MB0680088888
ASC Fingerprint Code: 8
Date of Submission: 08/01/2006
First Name: John
Middle Name: Q
Family Name: Smith
Organization Name:
Filing Fee: \$ 126.00
Biometrics Fee: \$ 70.00
Total Amount Paid: \$ 266.00
Paid by: Visa

Thank you for filing your BCIS benefit application electronically. Your application will be electronically transmitted to the BCIS location at the address below for processing. You will receive an official Receipt Notice (Form I-90) within 7-10 days by standard mail with the same Receipt Number found at the top of this page.

Next Steps:

BCIS WILL SCHEDULE YOUR BIOMETRICS APPOINTMENT to have you brought to the Support Center (ASC). You will be receiving a biometrics appointment notice and you will have your fingerprints and photo taken.

- You MUST wait for your biometrics appointment notice to go to the ASC.
- The Confirmation Receipt notice is NOT your biometrics appointment notice.
- USCIS keep a copy of the Confirmation Receipt notice and a copy of your biometrics appointment notice.

WHAT TO BRING TO YOUR BIOMETRICS APPOINTMENT – You MUST bring identification, all required initial evidence, and when appropriate, any other supporting documentation to be completed at your scheduled time.

- USCIS bring your biometrics appointment notice.
- USCIS bring your photo identification. Acceptable kinds of photo identification are:
 - Passport or national photo identification issued by your country, or
 - Driver's license, or
 - Military photo identification, or
 - State-issued photo identification card.
- USCIS bring ALL required initial evidence, including your prior card OR other evidence of permanent residence or commuter status.
- USCIS bring ANY supporting documentation, which may include but is not limited to:
 - Court ordered name change,
 - Marriage certificate,
 - Birth certificate, or
 - Police report for a stolen or lost card.

If you find it necessary to contact BCIS in writing, please include a copy of the Confirmation Receipt notice with your inquiry.

USCIS – National Benefits Center
Attn: E-Filed I-90 Application
P.O. Box 84-3008
Lanham Summit, MD 20688

For assistance or questions regarding your application, you may call our National Customer Service Center at 1-800-375-5283 [TTY 1-800-767-1833]. For the status of your application, you can access the BCIS web site at <http://www.uscis.gov>.

SENSITIVE BUT UNCLASSIFIED

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Next Steps:
The Confirmation Receipt notice provides next step instructions for your biometrics appointment

Next Steps – Specific to Form I-90

Follow the instructions on the Confirmation Receipt notice.

- Form I-90 applicants will receive a biometrics appointment notice from BCIS indicating the date, time, and place to go to have your fingerprints, signature, and photograph captured at your local Application Support Center (ASC).
- You MUST bring the following with you to your ASC appointment:
 - The biometrics appointment notice you receive in the mail
 - Photo identification. Acceptable kinds of photo identification are:
 - Passport or national photo identification issued by your country, or
 - Driver's license, or
 - Military photo identification, or
 - State-issued photo identification card.
 - All required initial evidence, including:
 - Prior card, or
 - Other evidence of permanent residence or commuter status
 - Any other supporting documentation, which may include, but is not limited to:
 - Court ordered name change,
 - Marriage Certificate,
 - Birth Certificate, or
 - Police report for a stolen or lost card.

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.

Volume VI – E-Filing Form I-129

Purpose

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

In this document the following topics are addressed:

- [E-Filing and Centralized Filing/Sole Jurisdiction](#)
- [E-Filing Petitions for Sports Organization/Athlete or Canadian Custom Harvester](#)
- [Providing Work Addresses](#)
- [E-Filing Petitions That Have Multiple Named Beneficiaries Only](#)
- [E-Filing Petitions That Include Unnamed Workers](#)
- [Chile or Singapore Nonimmigrant E-Filing Eligibility](#)
- [E-Filing and H-1B Cap Restrictions](#)
- [Consulate Notifications](#)
- [I-129 Supplements](#)
- [I-129W: H1B Data Collection and Filing Fee Exemption](#)
- [Concurrently E-Filing Request for Premium Processing](#)
- [I-129 Supporting Documentation](#)

E-Filing and Centralized Filing/Sole Jurisdiction

Sole Jurisdiction and/or Centralized Filing is a privilege granted to a petitioner, or his/her attorney/ representative, whose headquarters, human resources, or legal operations is located within a USCIS Service Center’s jurisdiction. If a petitioner’s request for Sole Jurisdiction/Centralized Filing is granted, the petitioner is placed on a USCIS Service Center’s Sole Jurisdiction/Centralized Filing list and may submit I-140 and I-129s petitions to that USCIS Service Center, regardless of where the beneficiary will work or where the petitioner is located.

E-Filing under a Sole Jurisdiction/Centralized Filing program without prior authorization risks significant processing delays as the petition is manually transferred to the correct location.

Filing Status

WARNING: If you are utilizing Centralized Filing, you must file as an attorney or representative.

Disregard If you electronically process your application, you must provide information for the items below.

1. Attorney or non-attorney

You **DO NOT** need to be an attorney or representative to E-File under the Sole Jurisdiction Centralized Filing program. or a qualified attorney or otherwise: * I am not a Qualified Attorney.

2. Are you authorized for Centralized Filing or Sole Jurisdiction or is this filing for an internationally recognized athlete, group, team sports organization, or Canadian Custom Harvester?* Yes No

When E-Filing a petition under a Sole Jurisdiction/Centralized Filing program please note:

- The warning message that states that you must file as an attorney or representative should be disregarded.

- You must self-select your Sole Jurisdiction/Centralized Filing Service Center when prompted or the petition may not be sent to the correct processing location (see dropdown just under the second Filing Status question).

E-Filing Petitions for Sports Organization/Athlete or Canadian Custom Harvester

The processing Service Center must be provided if you are filing for certain H-2B, H-2A, and P-1 Nonimmigrant Classifications. If E-Filing for a nonimmigrant under one of these specific classes/profession then you **MUST**:

H-2B and/or P-1: Hockey (major/minor), Roller Hockey, Baseball (major/minor), Eastern Indoor Soccer League, NHL, Professional Soccer, NBA (men/women)
OR
H-2A: Canadian Custom Harvester

- Answer “yes” to the Sole Jurisdiction/Centralized Filing question in the second **Filing Status** question; **and**
- Select the Nebraska Service Center from the associated dropdown just under the second Filing Status question.

Jurisdiction or is this filing for an internationally recognized athlete, group, team sports organization or Canadian Custom Harvester?*

If yes, please select the appropriate Service Center
 NOTE: If you are an internationally recognized Custom Harvester you MUST select the Nebraska Service Center.

Please read out loud

For assistance or questions regarding this for

Providing Work Addresses

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

- In most cases, routing of E-Filed petitions is based on work location.
- If you provide a foreign address in Part 1, you will be required to provide a US work address in Part 5.
- If you provide a US address and no work address in Part 5, the system will consider the address provided in Part 1 as the work location.
- If there is more than one work location then you should provide the primary or first plan work location and provide the remaining address on a separate piece of paper with the petition’s supporting documentation.

E-Filing Petitions That Have Multiple Named Beneficiaries Only

You can E-File an I-129 that contains multiple named beneficiaries if the requested nonimmigrant classification is: H-1C, H-2A, H-2B, H-3 (Trainee), H-3 (Sp. Ed), P-1, P-1S, P-2, P-2S, P-3, P-3S, Q-1 or TC.

For every additional beneficiary on the I-129, you will provide an on-line E-Filing I-129 Supplement-1 to complete.

Petition for a Non-Immigrant Worker

For example In Part 2, if you indicate that there is a total of 5 workers included in the I-129 petition, then 4 on-line I-129 Supplement-1s will be provided for completion.

Total number of unnamed workers: *

Total number of workers in petition: *

(See instructions for where more than one worker can be included.) *

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].

Supplement One 1 of 4
Complete when more than one person is included in the petition.

Family Name:

Date of Birth: / /

Country of Birth:

Supplement-1
 Attach to Form I-129 when more than one person is included in the petition. (List each person separately. Do not include the person you named on the form.)

Family Name	Given Name	Middle Initial	Date of Birth
<input type="text" value="1-1"/>	<input type="text" value="1-2"/>	<input type="text" value="1-3"/>	<input type="text" value="1-4"/>
Country of Birth	Social Security Number	Date of Arrival	Current Nonimmigrant Status
<input type="text" value="1-5"/>	<input type="text" value="1-6"/>	<input type="text" value="1-8"/>	<input type="text" value="1-9"/>
Expires on		Expires on	
<input type="text" value="1-10"/>		<input type="text" value="1-11"/>	

Current Nonimmigrant Status:

- If you want to drop any named workers from the petition for whatever reason, simply use the <Back> or <Continue> buttons to reach the “**Supplement Form for I-129**” page and follow the instructions for deleting a named worker’s Supplement-1 form.

Supplemental Forms For I-129

You have reduced the total number of people filing this application from 5 to 1. I please select 4 people to be removed.

1 of 4: NA, NA

2 of 4: NA, NA

3 of 4: NA, NA

4 of 4: NA, NA

The user will have the option to delete a Supplement-1 section by clicking the name associated with the Supplement-1 section and selecting <Continue>

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].

E-Filing Petitions That Include Unnamed Workers

I-129 petitions involving H-2A and H-2B nonimmigrants can include unnamed workers:

Before answering these questions you **MUST** review the additional guidance on:

Submitting ONLY Unnamed Workers

AND

Submitting Named and Unnamed Workers.

- When either H-2A or H-2B nonimmigrant classification items are selected a web page asking for the total number unnamed workers associated with your petition and the total number of workers (named and unnamed) associated with your petition will appear.

Petition for a Non-Immigrant Worker

My Forms Log o

Filing Status **Form** Form Checklist Certify Form Payment Confirmation

Information about the employer filing this petition.

To electronically process your application, you must provide information for the items * below.

Total number of unnamed workers: *

Total number of workers in petition:
 (See instructions for where more than one worker can be included.) *

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].

Chile or Singapore Nonimmigrant E-Filing Eligibility

E-Filing is not for everyone and there are a number of situations where you must continue to use the paper-based process in order to properly file your petition.

- These situations include when you are applying for a filing fee waiver or requesting that your case be expedited.
- In addition, the E-Filing system is not currently programmed to accept petitions for a national of either **Chile or Singapore** under the H-1B1 nonimmigrant classification.

Requested Nonimmigrant Classification: *

Basis for Classification: (Check one) *

Prior Petition: If you checked other than "New Employment" in Item 1

1B1: H-1B1 SPECIALTY OCCUPATION
 1B2: H-1B2 DOD SPECIALTY
 1B3: H-1B3 FASHION MODEL
 1B4: H-1B4 UNIQUE PGM ARTIST/ENT
 1B5: H-1B5 ALIEN ATHLETE
 1B6: SUPPORT PERSON OF H-1
 E1: TREATY TRADER/SPOUSE/CHILDREN
 E2: TREATY INVESTOR/SPOUSE/CHILD
 H1C: Nurse Relief
 H2A: TEMPORARY AGRICULTURAL WORKER
 H2B: TEMPORARY NON-AG WORKER

Does not include Chile or Singapore nonimmigrant workers

E-Filing and H-1B Cap Restrictions

When the congressionally mandated annual cap of new workers is reached during the federal fiscal year, the E-Filing system will continue will to accept H-1B petitions subject to the cap restrictions if:

- E-Filed six months prior to the start of the next Federal fiscal year (i.e., October); and
- Prospective employment starts the next fiscal year.

If a petitioner who wishes to E-File a H-1B petition is subject to the congressionally mandated annual cap restrictions **after the cap has been reached**, the *"Date of intended employment"* must begin after October 1st of the current year.

Part 2. Information about this petition.

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

If filing an H-1B, the Congressionally mandated annual cap limit for the H-1B Visa Program for the current fiscal year has been reached. However, H-1B petitions for Nonimmigrant Workers subject to this limit can still be E-Filed. If you elect to file your petition, please ensure that the "date of intended employment" is not within the current fiscal year. Failure to follow these guidelines will result in processing delays and possibly denial of your petition.

Requested Nonimmigrant Classification: *

Basis for Classification (Check one) *

- New Employment
- Continuation of previously approved employment without change
- Change in previously approved employment
- New concurrent employment

Prior Petition. If you checked other than "New Employment" in item (above) give the most recent prior petition number for the worker(s):

Requested Action: * Notify the office in Part 4 so the person(s) can obtain a visa or extension of stay or change of status.

H1B Cap Restrictions instructions.

If the cap has been reached and you E-File a petition subject to the cap restrictions with an employment start date prior to October 1st of the current year, may experience processing delays or be denied and you will not be eligible to receive a refund.

Consulate Notifications

The E-Filing system will allow you to only list one U.S. consulate or inspection facility (pre-flight inspection site or ports of entries) you want notified if the petition is approved.

I-129 Form: Petition for a Non-Immigrant Worker

Overview Filing Status Form Form Checklist Certify Forms Payment Confirmation

Part 4. Processing Information.

You can select from a list of consulates and ports of entries.

requested extension of stay or change of status cannot be granted, give the U.S. consulate or inspection facility you want notified if this petition is approved.

Type of Office:

Select a Consulate

OR

Enter Pre-flight inspection:

OR

Select a Port of Entry

You are also allowed to type in the pre-flight inspection site you would like to notify

- If you wish to notify more than one to U.S. consulate or inspection facility you will need to file an **I-824, Application for Action on a Approved Application or Petition** in paper.
 - Do not include any other forms or fees, including I-824, with your I-129 supporting documentation.

I-129 Supplements

- As with the paper-based I-129 application, the E-Filing system will provide the follow I-129 Supplements for completion:
 - E Classification Supplement;
 - H Classification Supplement;
 - L Classification Supplement;
 - O and P Classification Supplement; and
 - Q [O] & R Classification Supplement.

State:

Zip Code:

Is this a full time position?

No - Hours per week per week

Yes - Wages per week or per year per \$

Other Compensation (explain):

Value per week or per year: \$

Dates of intended employment:

From: To:

Type of Petitioner (Check one):

U.S. citizen or permanent resident Organization Other - explain

If "Other" was selected in the above question, explain in detail below:

In Part 5, the dates of intended employment must be on or after October 1st of the current calendar year

- Only one of these supplements will be provided based on the nonimmigrant classification requested in Part 2 of the on-line E-Filing I-129 form (see the discussion on Chile or Singapore Nonimmigrant E-Filing Eligibility for an image of the nonimmigrant classification dropdown box provide in Part 2).
- When the supplement is generated the name of the petitioner, the number or name of the worker(s) on the petition, and the requested nonimmigrant classification is pre-populated in the relevant fields.
- You will be able to make changes to pre-populated name and worker information on the supplement.
- If you want to change the requested nonimmigrant classification you will have to navigate back to Part 2 of the on-line E-Filing I-129 form, using only the <Back> button provided at the bottom of each web page.

I-129 Form: H Classification Supplement to Form I-129

My Forms

Overview Filing Status **Form** Form Checklist Certify Forms Payment

Name of person or organization filing petition:

Name of person or total number of workers or trainees you are filing for:

List the alien's and any dependent family members' prior periods of stay in H classification in the U.S. only those periods in which the alien and/or family members were actually in the U.S. in an H classification. If more space is needed attach an additional sheet.

Pre-populated from the primary I-129

Classification Sought: 1B1

I-129W: H1B Data Collection and Filing Fee Exemption

The American Competitiveness and Workforce Improvement Act (ACWIA) Public Law 105-77 enacted by Congress levied a \$1,000 fee for all H-1B I-129 petitions that did not meet specific exemption criteria. The exemption was granted based on the information contained in the I-129W.

- While the legal requirement for the ACWIA fee expired on September 30, 2003, and the fee is no longer required, USCIS still requires that a completed I-129W be submitted with all H-1B I-129 petitions.

Bureau of Citizenship and Immigration Services

I-129W Form: H-1B Data Collection and Filing Fee Exemption

My Forms Log out

Overview Filing Status **Form** Form Checklist Certify Forms Payment Contribution

Petitioner's Last Name: *

Petitioner's Given Name:

Petitioner's Middle Initial:

PART A. General Employer Information - (check all items that apply)

1. Is the petitioner a dependent?
2. Has the petitioner ever been employed by the employer?
3. Is the beneficiary an exempt individual?
 - a. If yes, is it because the beneficiary is a spouse, child, or dependent of the petitioner? Yes No
 - b. Or is it because the beneficiary is a student, research scholar, or exchange visitor? Yes No

PART B. Fee Exemption

1. Are you an institution of higher education as defined in the Higher Education Act of 1965, section 101(a), 20 U.S.C. section 1001(a)? Yes No
2. Are you a nonprofit organization or entity related to or affiliated with an institution of higher education, as such institutions of higher education are defined in the Higher Education Act of 1965, section 101(a), 20 U.S.C. section 1001(a)? Yes No
3. Are you a nonprofit research organization or a governmental organization? Yes No

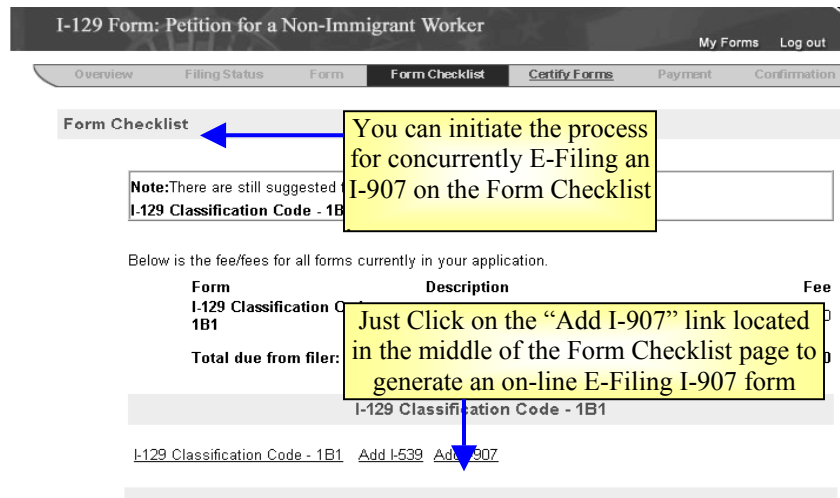
An I-129W on-line E-Filing form will automatically be generated after the I-129H Supplement is completed.

- The I-129 can be submitted without answering the I-129W questions, but this would lead to unnecessary processing delays.
- If the beneficiary currently has a foreign address you will have to file in paper. The I-129W does not accept zip code formats that are different from US zip codes.
- You will need to indicate that to the best of your knowledge that all the I-129W information provided is correct before moving on to the on-line E-Filing form page.

Concurrently E-Filing Request for Premium Processing

Concurrent E-Filing simply refers to E-Filing multiple forms simultaneously. When submitting I-129 petitions through the mail there are a number of applications that can be submitted together and the E-Filing system, in specific circumstances, allows E-Filing users to do the same. Included in forms that can be currently E-Filed with an I-129 petition is the **I-907, Request for Premium Processing**.

While you are not required to, when E-Filing an I-129 that you intend to request premium processing service for, we strongly urge you to concurrently E-File the I-129 petition with the I-907. To do so, fill out the on-line E-Filing I-129 form, and associated G-28 if applicable, and add an I-907 when you come to the Form Checklist page (see below).



- There is no advantage to E-Filing the I-129 and I-907 separately since under no circumstance will the 15-day premium processing clock start prior to USCIS receiving the necessary supporting documentation in the mail.
- If the I-129 and I-907 are separately E-Filed, USCIS will immediately issue an official Request for Evidence for the necessary supporting documentation.

I-129 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.

Mail the supporting documentation to the addresses below. 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

Note: If your I-129 petition was concurrently filed with an I-907 you will need to use the mailing address on the I-907 confirmation receipt notice (See [Volume XIII](#)).

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.

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

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.

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.

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.

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 questions with radio button options for "Yes" and "No":

1. Is there a pending or approved I-485 Application to Register for Permanent Residence by the beneficiary? *
If yes, please select location where the I-485 is pending: [Select a BCS Location]
2. Has the beneficiary been granted Temporary Protected Status? *
3. Does the beneficiary have an I-551 Permanent Resident Card? *
4. Is the beneficiary a refugee or asylee? *

At the bottom of the questions are buttons for "Back", "Cancel", and "Continue". Below the buttons is a link for "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) MM DD YYYY

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 page title is 'Part 5. Complete only if applying for a Reentry Permit.' The main question asks: '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?' with radio button options: 'less than 6 months', '6 months to 1 year', '1 to 2 years', '2 to 3 years', '3 to 4 years', and 'more than 4 years'. Below this is a question: '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.' with 'Yes' and 'No' radio buttons. A note follows: '(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.)' There is a text input field below the note. The page includes a navigation bar with 'Overview', 'Filing Status', 'Form', 'Form Checklist', 'Certify Form', 'Payment', and 'Confirmation' tabs. The 'Form' tab is active. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons, and a link to 'Please read our Secure Site Statement'.

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 page title is 'Part 6. Complete only if applying for a Refugee Travel Document.' The first question is: 'Country from which you are asylee or refugee:' with a dropdown menu labeled 'Select a Country'. The second question is: 'Do you plan to travel to the above-named country?' with 'Yes' and 'No' radio buttons. Below this is a text input field with the prompt 'If yes, explain below'. The third question is: 'Since you were accorded Refugee/Asylee status, have you ever:' followed by three sub-questions: 'a. returned to the above-named country?', 'b. applied for an/or obtained a national passport, passport renewal, or entry permit into this country?', and 'c. applied for an/or received benefit from such country (for example, health insurance benefits?)', each with 'Yes' and 'No' radio buttons. The fourth question is: 'Since being accorded Refugee/Asylee status, have you, by any legal procedure or voluntary act:' followed by three sub-questions: 'a. re-acquired the nationality of the above-named country?', 'b. acquired a new nationality?', and 'c. been granted refugee or asylee status in any other country?', each with 'Yes' and 'No' radio buttons. Below this is another text input field with the prompt 'If yes, explain below:'. The page includes a navigation bar with 'Overview', 'Filing Status', 'Form', 'Form Checklist', 'Certify Form', 'Payment', and 'Confirmation' tabs. The 'Form' tab is active. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons, and a link to 'Please read our Secure Site Statement'.

Part 7: Advance Parole

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

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.

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	LIND480004182	\$ 110.00
I-131 - Jones, G	LIND480004182	\$ 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: LIND480004182
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

Next Steps:
Send supporting documentation to the address below, if required.
• For information on required supporting documentation for this application, see the BCIS Form Instructions.
• DO attach one copy of this Confirmation Receipt as a cover page for the supporting documentation that you are submitting.
• DO keep the extra copy of the Confirmation Receipt and the copy of the application for your records.
• DO NOT send a copy of your e-filed application with your supporting documentation.
• DO NOT include any applications or fees with your supporting documentation for this e-filed application.

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

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

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.

Volume IX – E-Filing Form I-140

Purpose

The purpose of this document is to highlight key aspects of the I-140 E-Filing module for prospective employers wishing to E-File an Immigration Petition For Alien Worker (Form I-140). The following screenshots and discussion topics will provide a preview of the I-140 on-line E-Filing Form and can be used as a reference to prepare for E-Filing I-140 petitions.

In this document the following topics will be addressed:

- [E-Filing and Centralized Filing/Sole Jurisdiction](#)
- [Providing Work Addresses](#)
- [Soviet Scientists E-Filing Ineligibility](#)
- [North American Industry Classification System \(NAICS\) Codes](#)
- [Additional Family Information](#)
- [I-140 and Concurrent E-Filing](#)
- [I-140 Mailing Addresses for Supporting Documentation](#)

E-Filing and Centralized Filing/Sole Jurisdiction

Sole Jurisdiction and/or Centralized Filing is a privilege granted to a petitioner, or its attorney/representative, whose headquarters, human resources, or legal operations is located within a CIS Service Center’s jurisdiction. If a petitioner’s request for Sole Jurisdiction/Centralized Filing is granted, the petitioner is placed on a CIS Service Center’s Sole Jurisdiction/Centralized Filing list and may submit all of its petitions (I-140s and I-129s are petitions) to that CIS Service Center, regardless of where the beneficiary will work or where the petitioner is located.

E-Filing under a Sole Jurisdiction/Centralized Filing program without prior authorization, risks significant processing delays as the petition is manual transferred to the correct location.

Filing Status

WARNING: If you are utilizing Centralized Filing, you must file as an attorney or representative.

Disregard Electronically process your application, you must provide information for the items below.

1. Attorney or non-attorney

Please indicate below if you are filing this form as a qualified attorney or otherwise: *

You DO NOT need to be an attorney or representative to E-File under the Sole Jurisdiction Centralized Filing program. **Someone.** I am not a Qualified Attorney. **Representative.**

2. Are you authorized for Centralized Filing or Sole Jurisdiction or is this filing for an internationally recognized athlete, group, team sports organization, or Canadian Custom Harvester?* Yes No

When E-Filing a petition under a Sole Jurisdiction/Centralized Filing program please note:

- The warning message that states that you must file as an attorney or representative should be disregarded.
- You must self-select your Sole Jurisdiction/Centralized Filing Service Center when prompted or petition may not be sent to the correct processing location (see dropdown just under the second Filing Status question).

If you are not filing under the Centralized Filing/Sole Jurisdiction program question # 2 should be disregarded.

Answer yes only if you are filing under the Centralized Filing/Sole Jurisdiction program

Providing Work Addresses

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

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.

If the employer is an individual, the **Family Name** and **Given Name** must be provided. If the employer is an organization then the **Company or Organization Name** must be provided.

Part 6. Basic information about the proposed employment.

Job title: Select a Job Code

SOC Code: Select a SOC Code

Nontechnical description of job:

Address where person will work if different from address in Part 1.

Address 1:

Address 2:

Apt. #:

City:

State: Select a State

Zip Code:

Is this a full-time position? Yes No Hours per week: Wages per week \$

Family Name: *

Given Name: *

Middle Initial:

Address - Attn:

Company or Organization: *

Street Number and Name: *

Room:

City: *

Select a state (U.S. address only) or province (Outside U.S.): *

State: Select a State

Province:

Country: * Select a Country

Zip (U.S. address only) */ Postal Code (Outside U.S.): *

E-mail Address:

IRS Tax #:

Social Security # (if any):

Work Address is required in Part 1 or 6

- Routing of E-Filed I-140 petitions is based on work location.
- If a foreign address is provided in Part 1, you will be required to provide a US work address in Part 6.
- If a US address is provided and no work address is provided in Part 6, the system will consider the address provided in Part 1 as the work location.
- If there is more than one work location then you should provide the primary or first plan work location and provide the remaining address on a separate piece of paper with the petition's supporting documentation.

Soviet Scientists E-Filing Ineligibility

E-Filing is not for everyone and there are a number of situations where you must continue to use the paper-based process in order to properly file your petition. These situations include when you are applying for a filing fee waiver or requesting that your case be expedited.

Part 2. Petition Type.

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

This petition is being filed for (Check one): *

a. An alien of extraordinary ability

b. An outstanding professor or researcher

c. A multinational executive or manager

d. A member of the professions holding an advanced degree or an alien of exceptional ability (who is **NOT** seeking a National Interest Waiver)

e. A skilled worker (requiring at least two years of specialized training or experience) or professional (Item F - no longer available)

g. Any other worker (requiring less than two years of training or experience)

i. An alien applying for a national interest waiver (who **IS** a member of the professions holding an advanced degree or an alien of exceptional ability)

Due to the E-Filing system being granted an extension for using the previous version of the I-140 form, "Soviet Scientist" is not listed in Part 2 of the on-line form.

Back Cancel Continue

- Soviet Scientists are not eligible to E-File the I-140 and must file in paper.
- Petition Type is a form specific section that asks a required question that will only apply to the I-140 form.

Part 2. Petition Type.

ERROR: It is suggested that you indicate your Petition Type. Failure to do so may result in your application or petition being delayed or denied.

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

This petition is being filed for (Check one): *

a. An alien of extraordinary ability

b. An outstanding professor or researcher

c. A multinational executive or manager

d. A member of the professions holding an advanced degree or an alien of exceptional ability (who is **NOT** seeking a National Interest Waiver)

e. A skilled worker (requiring at least two years of specialized training or experience) or professional (Item F - no longer available)

g. Any other worker (requiring less than two years of training or experience)

i. An alien applying for a national interest waiver (who **IS** a member of the professions holding an advanced degree or an alien of exceptional ability)

Error messages received if this section is left blank.

Back Cancel Continue

North American Industry Classification System (NAICS) Codes

Part 5. Additional Information about the petitioner.

Type of petitioner (Check one):
 Employer
 Self
 Other
 (Explain, e.g., Permanent F...
 behalf of the alien.)

If a company, give the following:
 Type of Business:
 NAICS Code:
 Date Established:
 Current # of employees:
 Gross Annual Income: \$
 Net Annual Income: \$

If an individual, give the following:
 Occupation:
 Annual Income: \$

All North American Industry Classification System (NAICS) codes are listed in the NAICS dropdown box.

- The DOL/ETA Case Number field is a required field in Part 5 of the E-Filing form. If you do not have a DOL/ETA Case Number, please follow the paper-file process.

Additional Family Information

If the number of family members exceeds the number of fields provided in Part 7, then the information for additional family must be submitted on a separate piece of paper with your supporting documentation.

Part 7. Information on spouse and all children of the person you are filing for.

List husband/wife and all children related to the individual for whom the petition is being filed. Provide an attachment of additional family members, if needed.

(Name)	(Relationship)	(Date of Birth)	(Country of Birth)
<input type="text"/>	<input type="text"/>	<input type="text" value="MM DD YYYY"/>	<input type="text" value="Select a Country"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="MM DD YYYY"/>	<input type="text" value="Select a Country"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="MM DD YYYY"/>	<input type="text" value="Select a Country"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="MM DD YYYY"/>	<input type="text" value="Select a Country"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="MM DD YYYY"/>	<input type="text" value="Select a Country"/>

I-140 and Concurrent E-Filing

Concurrently E-Filing is a term that describes an E-Filing system functionality. By concurrent E-Filing, certain form types can be electronically submitted at the same under specific circumstances (e.g., I-129s and I-907s). Concurrently E-Filing is NOT synonymous with policies like USCIS' Concurrent Filing program, which refers to petitioner submitting Form I-485, Application for Adjustment of Status concurrently with the I-140 and other forms like:

- Form I-131, Application for Travel Document;
- Form I-212, Application for Permission to Reapply for Admission into the United States After Deportation or Removal;
- Form I-765, Application for Employment Authorization; or
- Form I-824, Application for Action on an Approved Application or Petition.

No forms are available for concurrent E-Filing with the I-140.

- 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 E-File with an E-Filing application, E-Filing may NOT be the best filing method, and while you are NOT required to do so, you may want to consider mailing all your forms and fees in paper.

Filing in paper is always an option

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.

I-140 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;
- Mail the supporting documentation to one of the addresses below, if the
- 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-140 P.O. Box 10140 Laguna Niguel, CA 92607-0140
Your petition receipt number begins with “LIN”	Send supporting documentation Nebraska Service Center Attn: E-Filed I-140 PO Box 87373 Lincoln, NE 68501-7373
Your petition receipt number begins with “SRC”	Send supporting documentation Texas Service Center Attn: E-Filed I-140 P.O. Box 851391 Mesquite, TX 75185-1391
Your petition receipt number begins with “EAC”	Send supporting documentation Vermont Service Center Attn: E-Filed I-140 75 Lower Welden Street St. Albans, VT 05479-0001

Volume X – E-Filing Form I-539

Purpose

The purpose of Volume X is to highlight key aspects of the I-539 E-Filing module for prospective employers wishing to E-File an Application To Extend/Change Nonimmigrant Status (Form I-539). The following screenshots and discussion topics will provide a preview of the I-539 on-line E-Filing Form and can be used as a reference to prepare for E-Filing I-539 petitions.

In this document the following topics will be addressed:

- [Using the E-Filed I-539 to Change or Extend Your Status](#)
- [E-Filing Ineligibility of A, G, and NATO Nonimmigrants](#)
- [E-Filing I-539s That Have Multiple Beneficiaries](#)
- [Associating E-Filed I-539 With an Application for Employment Authorization](#)
- [Mailing Addresses for Supporting Documentation](#)

Using the E-Filed I-539 to Change or Extend Your Status

The E-Filing System only allows certain nonimmigrant classifications to extend or change their status.

Remember, if you feel that you are eligible to apply for an extension or change of status not allowed by the E-Filing system you may always apply in paper.

- You will only be allowed to E-File an I-539 requesting an extension of stay for the following nonimmigrant classifications:
 - **B-1, B-2, E-1-Dependent, E-2-Dependent, H-4, L-2, M-2, N-8, N-9, O-3, P-4, Q-2, Q-3, R-2, TD, and M-1.**
 - Note that **F-1** Extension of Stays are allowed if they state they have a date specific visa.
- You will only be allowed to E-File an I-539 requesting a change of status to the following nonimmigrant classifications:
 - **B-1, B-2, E-1-Dependent, E-2-Dependent, F-1, F-2, H-4, I, J-1, J-2, L-2, M-1, M-2, N-8, N-9, O-3, P-4, R-2, and TD.**
 - Note that **M-1** nonimmigrants will not be allowed to request a change to **F-1** nonimmigrant status using the E-Filing system.

If you attempt to request an extension or change of status you will (in most cases) receive an error message stating the you cannot request that extension of stay or the nonimmigrant classification will not appear as a change of status option.

E-Filing Ineligibility of A, G, and NATO Nonimmigrants

The E-Filing web instructions clearly state that A, G, and NATO nonimmigrants are E-Filing ineligible. Nonetheless, the E-Filing system will not generate an error message if you mistakenly request an ineligible A, G, and NATO benefit, so be sure to carefully read and follow the I-539 E-Filing web instructions.

You must file I-539s requesting a benefit for an A, G, and NATO nonimmigrant in paper.

- If you are applying for a change of nonimmigrant status to, from, or within, A, G, or NATO classification then you must first submit your request to the diplomatic mission, international organization, or NATO/HQ SACT that employs you, or if you are a dependent, your principal alien. Your request must also include Form I-566.
- If you are an A-3, G-5, or NATO-7 requesting an extension of stay then your employer must submit this application, together with Form I-566, to the embassy, international organization, or NATO command that employs you.

E-Filing I-539s That Have Multiple Beneficiaries

You can E-File an I-539 for other family members jointly by filling out on-line E-Filing I-539 Supplement-1s for each co-applicant.

Bureau of Citizenship and Immigration Services
I-539 Form: Application to Extend/Change Immigration Status

Overview Filing Status Filing Status Filing Status Filing Status Filing Status Filing Status

Part 2. Application type.

2. Number of people included in this application: (check one)

a. I am the only applicant:

b. Members of my family are filing this application with me. The total number of people (including me) in the application is: (Complete the supplement for each co-applicant)

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].

- For example, if you indicate in Part 2 of the on-line E-Filing I-539 form that there is a total of 5 beneficiaries included in the I-539 application, then 4 on-line I-539 Supplement-1s will be provided for completion.

- If you want to drop any of your co-applicants for whatever reason simply use the <Back> or <Continue> buttons to reach the “**Supplement Form for I-539**” page and follow the instructions for deleting a co-applicant’s Supplement-1 form.

Associating E-Filed I-539 with an Application for Employment Authorization

An Application for Employment Authorization (Form I-765) can only be concurrently E-Filed with an I-539 for a spouse of a principal E or L nonimmigrant when you are also concurrently E-Filing a Petition for a Nonimmigrant Worker (Form I-129) for the principal. If you are not concurrently E-Filing an I-539 with an I-129 for a principal of an E or L nonimmigrant, and you want to E-File an I-765 for an E or L dependant beneficiary on an I-539 then:

- First, E-File the I-765.
 - Be sure to note the E-Filing receipt number generated after E-Filing the I-765.
- Second, complete an I-539.
 - Answer item **3.g.** in Part 4 of the on-line E-Filing I-539 form as appropriate; and
 - Provide information about the E-Filed I-765 in the text box provided for **3.g.** answer explanations (see image below).

The information you provided about the E-Filed I-765 will help the appropriate Service Center associate the I-765 application with the related I-539 application.

Mailing Addresses for Supporting Documentation

If you have E-Filed your application, 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.
- Mail the supporting documentation to the addresses below. Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed application.

IF...	THEN ...
Your petition receipt number begins with “WAC”	Send supporting documentation to: California Service Center P.O. Box 10539 Laguna Niguel, CA 92607-0539
Your petition receipt number begins with “LIN”	Send supporting documentation Nebraska Service Center Attn: E-Filed I-539 PO Box 87373 Lincoln, NE 68501-7539
Your petition receipt number begins with “SRC”	Send supporting documentation Texas Service Center Attn: E-Filed I-539 P.O. Box 852523 Mesquite, TX 75185-2523
Your petition receipt number begins with “EAC”	Send supporting documentation Vermont Service Center Attn: E-Filed I-539 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.

DO NOT use the mailing address provided in this volume if your I-539:

- Involves a F-1 or M-1 reinstatement
- Was concurrently E-Filed with an I-129 and/or I-907

Contact the National Customer Service Center at 1-800-375-5283 for supporting documentation mailing address information.

Volume XI – E-Filing Form I-765

Purpose

The purpose of this document is to highlight key aspects of the I-765 E-Filing module for prospective employers wishing to E-File an Application For Employment Authorization (Form I-765). The following screenshots are a preview of the I-765 on-line E-Filing Form and can be used as a reference to prepare for E-Filing the I-765 petitions.

In this document the following topics will be addressed:

- [Processing Location of I-765 Filed on the Basis of a Pending I-485 at a USCIS District/Sub Office](#)
- [I-765 E-Filing Eligibility](#)
- [Submitting No Cost Applications](#)
- [I-765 and Concurrent E-Filing](#)
- [Supporting Documentation for the I-765](#)
- [I-765 Mailing Addresses for Supporting Documentation](#)

Processing Location of I-765 Filed on the Basis of a Pending I-485 at a USCIS District/Sub Office

- The **fourth web page** of the I-765 contains a field that allows the applicant to note the office location of the I-485 (if applicable).
- Provide the I-485 receipt number and any other relevant data about I-485 status.
- An I-765 filed on the basis of a pending I-485 (shown at right) will be processed at the National Benefits Center (NBC). You should not contact the office where your I-485 is located because that office will not be reviewing the E-Filed I-765 case.

Manner of Last Entry into the U.S.: (Visitor, Student, etc.) 01: ALIEN W/EXTRAORDINARY ABILITY

Current Immigration Status: (Visitor, Student, etc.) 01: ALIEN W/EXTRAORDINARY ABILITY

Please select your eligibility status: *

(c)(9) FILED I-485

For (c)(9) eligibility status only Please select the location where your I-485 is pending: BOSTON

Please provide information concerning your eligibility status: My I-485 was approved on 7/6/1997.

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

Back Cancel Continue

The text entered here will be printed on a continuation sheet.

Continuation Sheet

Form I.D.: 5431

Full Name: HUI W HSBAG LIU

Organization Name:

Receipt Number: LNO48504487

Referenced Question Label: Purpose of trip

Page: Section:

Visit husband in Taiwan. I intend to make frequent trips. I am filing to avoid implication that I may be abandoning my U.S. residence.

I-765 E-Filing Eligibility

E-Filing is not for everyone and there are a number of situations where you must continue to use the paper-based process in order to properly file your petition. These situations include when you are applying for a filing fee waiver or requesting that your case be expedited.

In addition, the E-Filing system is NOT currently programmed to accept applications for many eligibility codes under certain categories of 274a.12(a) and 274a.12(c).

- The following applicants are NOT eligible to E-File the I-765:
 - Applicants who request to expedite their case;
 - Applicants who are applying for a waiver of the filing fee;
 - Applicants who live outside the US, Guam, Puerto Rico, and the US Virgin Islands;
 - Applicants who are filing to correct data due to INS/USCIS administrative error; and
 - Applicants who fall under certain categories of 274a.12(a) and 274a.12(c) (See web content for details).

Submitting No Cost Applications

An applicant should NOT submit more than one of the same no cost applications. That will not speed up the processing time. Submitting duplicate no cost applications will adversely affect USCIS ability to process applications.

I-765 and Concurrent E-Filing

- The I-765 is available for concurrent E-Filing with the following (see web content for details):
 - I-129 (only when an I-539 is being filed too);
 - I-131 (only if the I-765 is filled out first);
 - I-539;
 - I-821; and
 - I-907 (only when an I-129 and I-539 are being also being filed).

Form Checklist

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

Form	Description	Fee
I-765 - Doe, John	I-765 Application Fee	\$ 175.00
Total due from filer:		0

Example of option given to add additional forms to concurrently E-File with the I-765

I-765 - Doe, John [Add I-131](#)

Add New Form by selecting hyperlinked form preceded by Add.

- The I-765 must always be filed concurrently with an I-821. The E-Filing system will automatically generate an I-765 for completion after and I-821 is filled out.

Supporting Documentation for the I-765

Review I-765 paper form instructions to determine if copies of documents may need to be submitted.

- Hardcopy photos will not need to be submitted.

I-765 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 and clearly state that the supporting documentation is for an E-Filed petition.

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.

IF...	THEN ...
Your petition receipt number begins with “WAC”	Send supporting documentation to: California Service Center Attn: E-Filed I-765 P.O. Box 10 765 Laguna Niguel, CA 92607-0765
Your petition receipt number begins with “LIN”	Send supporting documentation Nebraska Service Center Attn: E-Filed I-765 PO Box 87373 Lincoln, NE 68501-7373
Your petition receipt number begins with “SRC”	Send supporting documentation Texas Service Center Attn: E-Filed I-765 P.O. Box 852401 Mesquite, TX 75185-2401
Your petition receipt number begins with “EAC”	Send supporting documentation Vermont Service Center Attn: E-Filed I-765 75 Lower Welden Street St. Albans, VT 054790001

Volume XII – E-Filing Form I-821

Purpose

The purpose of this document is to highlight key aspects of the I-821 E-Filing module for prospective applicants who wish to E-File an Application for Temporary Protected Status (Form I-821). The following screenshots provide a preview of the I-821 on-line E-Filing Form and can be used as a reference to prepare for E-Filing the I-821 application.

In this document the following topics will be addressed:

- [I-821 E-Filing Eligibility](#)
- [Parts of the I-821 E-Filed Application](#)
- [I-821 and Concurrent E-Filing](#)
- [Supporting Documentation for the I-821](#)
- [I-821 Mailing Addresses for Supporting Documentation](#)

I-821 E-Filing Eligibility

E-Filing is not available for all applicants. There are a number of situations where you must continue to use the paper-based process in order to properly file your petition.

You are NOT eligible to E-File the I-821 if:

- You live outside of the US (does not include Guam, Puerto Rico, and the US Virgin Islands);
- You are applying for late initial or late registration;
- You are applying for a waiver of the filing fee;
- You are requesting your case to be expedited

Parts of the I-821 E-Filed Application

In Part 1 of the I-821, you will be asked if you are applying for an initial, re-registration, or late initial/re-registration TPS application. You will be able to select only one.

- At this time, initial applications and late initial/late re-registration applications are not available to be E-Filed, but can be paper filed.

In Part 2, you will be asked to provide your personal information.

In Part 3, ,
informatic

U.S. Citizenship and Immigration Services

- If you are applying for TPS benefits for more than four children, input four of your children’s information in the text boxes provided, and use a separate sheet of paper to write down your additional children’s information. You will send this in as part of your supporting documentation.

(Example – You have six children. Input four of your children’s information in the E-Filing System and two of your children’s information on a separate sheet of paper.)

In Part 4, you will be prompted to answer questions to determine if you qualify for TPS benefits.

- Select the TPS country for which you are applying
- Select “Yes” or “No” for all the questions listed

Part 4. Eligibility Standards

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

1. Fill in the necessary information:

I am a national of, or an alien having no nationality who last habitually resided in the foreign state: *

SIERRA LEONE-SIERP

and I entered the United States on: 02 / 14 / 2004
MM DD YYYY

and I have resided in the United States since that time.

2. To be eligible for Temporary Protected Status, you must be admitted to the United States, with certain exceptions. Do any of the following apply to you?

- a. have you been convicted of any felony or two or more misdemeanors committed in the United States;
- b. (i) have you ordered, incited, assisted, or otherwise participated in the persecution of any person on account of race, religion, membership in a particular social group or political opinion; Yes No
- (ii) have you been convicted of a final judgement of a particularly serious crime, constituting danger to the community of the United States (an alien convicted of an aggravated felony is considered to have committed a particularly serious crime); Yes No
- (iii) have you been convicted of a serious nonpolitical crime outside of the United States; Yes No

Only TPS countries currently open for registration will be listed in the drop down box

- If you answer “yes” to any of the Eligibility Standards questions in Part 4, you will be asked to provide an explanation on a separate sheet of paper. You will send this explanation sheet as part of your supporting documentation.

Bureau of Citizenship and Immigration Services
 I-821 Form: Application for Temporary Protected Status My Forms Log out

Overview Filing Status **Form** Form Checklist Certify Forms Payment Confirmation

Part 4. Eligibility Standards

If any of the statements below apply to you, indicate which one(s) by numbered reference on the line below (for example, “2k”) and include a full explanation on a separate sheet(s) of paper. If you were ever arrested, you should provide the disposition (outcome) of the arrest (for example, “case dismissed”) from the appropriate authority.

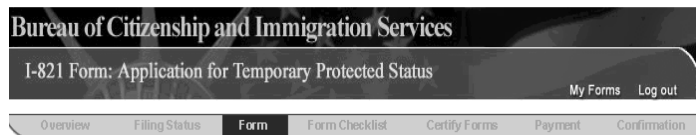
This is what you selected Yes to in 4. a. to 4. o.:

When providing explanations on a separate sheet of paper, label the explanations by the numbered references

PLEASE NOTE: If you placed any of the following may be eligible for a waiver of the grounds described in 2i; 2m; 2n or 2o. The I-601 or I-724 are BCIS forms available at local BCIS offices or by calling the BCIS Contact Center.

I-821 and Concurrent E-Filing

- The I-821 must always be filed concurrently with an I-765. The E-Filing system will automatically generate an I-765 for completion after an I-821 is filled out.
- An I-131 cannot be concurrently E-Filed with an I-821 and its accompanying I-765.
- If you choose not to receive an Employment Authorization Document (EAD), you are still required to Concurrently E-File the I-765, but you will not be charged for the application fee.



End of I-821 Form

You have reached the end of the I-821 form.

You are required to complete an I-765 Form the I-765 form.

If you would like to review information entered, navigate through the form.

To cancel and exit this e-filing process, select **Cancel**.

[◀ Back](#) [Cancel](#) [Continue ▶](#)

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

Form	Description	Fee
I-821 - Bayes, Toni	I-821 Application Fee	\$ 50.00
I-821 - Bayes, Toni	Fingerprint Fee	\$ 50.00
I-765 - Bayes, Toni	I-765 Application Fee	\$ 120.00
Total due from filer:		\$220.00

I-821 - Bayes, Toni

[I-821 - Bayes, Toni](#)

[I-765 - Bayes, Toni](#)

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](#)

Once you complete an I-821 you will be required to complete an I-765

The I-765 will now appear in your My Forms Page



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.

Supporting Documentation for the I-821

Supporting documentation for the E-Filed I-821 is similar to that needed for the paper based I-821 application. Review I-821 paper form instructions to determine what copies of documents may need to be submitted.

Please note that for the E-Filed I-821:

- If you have requested an EAD, you will need to have your biometrics captured by USCIS
- If you have not requested an EAD, you should submit hardcopy photos
- If applicable, submit the Eligibility Standards explanation sheet

I-821 Mailing Addresses for Supporting Documentation

You will find the mailing address for your supporting documentation on your Confirmation Receipt page.

If you received an error and/or were unable to save and/or print the PDF version of your petition and confirmation receipt notice, you will need to follow the procedures below:

1. Wait to receive the official receipt notice (Form I-797) in the mail;
2. Note the receipt number on the I-797; and
3. Mail the supporting documentation to the appropriate address below, if the petition is a non-premium processing case.
 - o Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed application.

IF...	THEN ...
Your petition receipt number begins with “WAC”	Send supporting documentation to: California Service Center ATTN: E-Filing TPS P.O. Box 10821 Laguna Niguel, CA 92607-0821
Your petition receipt number begins with “LIN”	Send supporting documentation Nebraska Service Center ATTN: E-Filed I-821 P.O. Box 87373 Lincoln, NE 68501-7373
Your petition receipt number begins with “SRC”	Send supporting documentation Texas Service Center P.O. Pox 852381 Mesquite, TX 75185-2381
Your petition receipt number begins with “EAC”	Send supporting documentation Vermont Service Center ATTN: TPS 75 Lower Welden Street St. Albans, VT 05479

Volume XIII – E-Filing Form I-907

Purpose

The purpose of this document is to highlight key aspects of the I-907 E-Filing module for prospective employers wishing to E-File a Request for Premium Processing Service (Form I-907). The following screenshots are a preview of the I-907 On-Line E-Filing Form and can be used as a reference to prepare for E-Filing the I-907 petitions.

In this document the following topics will be addressed:

- [Provide Receipt Number for Upgrades](#)
- [Premium Processing E-Filing Eligibility](#)
- [I-907 and Concurrent E-Filing](#)
- [15-Day Premium Processing Clock](#)
- [E-mail Notices](#)
- [I-907 Mailing Addresses for Supporting Documentation](#)

Provide Receipt Number for Upgrades

Once you have selected to E-File the I-907, you will be taken to the first webpage of the I-907 form where you will provide prerequisite information.

- When an I-907 is concurrently E-Filed with an I-129, you will NOT view this page and the Premium Processing case is routed based on the I-129 jurisdictional business rules.
- When E-Filing Premium Processing Upgrades it is very important to:
 - Provide the correct receipt number; and
 - Check the Case Status **immediately before** E-Filing the upgrade.

The screenshot shows the 'I-907 E-filing' interface. At the top, a grey header bar contains the text 'I-907 E-filing'. Below the header, a yellow warning box with a black border contains the text 'Very important to provide correct Receipt Number'. To the right of this box, a blue arrow points to a text input field containing 'AAA999999999'. Below the warning box, the form has two sections: '1. Receipt Number' with the instruction 'Please enter the receipt number of the pending petition form to be premium processed: *' and '2. BCIS Location' with the instruction 'Please select the BCIS Service Center that is currently processing your pending petition form: *'. The BCIS Location is a dropdown menu currently showing 'Vermont Service Center'. At the bottom of the form are three buttons: 'Back', 'Cancel', and 'Continue'.

- The processing location for Premium Processing Upgrades is self-selected.
 - If the wrong location is selected processing of the request will be delayed.

Premium Processing E-Filing Eligibility

Requests for premium process only apply to I-129 petitions.

- The following I-129 nonimmigrants are not eligible to E-File premium processing requests:
 - H-2A and H-1C nonimmigrants; and
 - First-time E-1, E-2, and R classification whom are not in valid status in the U.S. and request consular notification are not eligible. They must obtain their visa at the Consulate.

Processing clock could be paused until the appropriate Service Center receives all required supporting documentation.

E-mail Notices

If you provide an e-mail address when you file the I-907, you should receive e-mail notices to indicate that the case has been successfully uploaded into the case management system.

- Please note that these e-mail notices are not generated by the E-Filing system.
- Also, you may receive follow up e-mails as a reminder to submit supporting documents.
 - If you receive a follow up e-mail please immediately take appropriate action to address the message.

I-907 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 one of the addresses below, if the petition is a non-premium processing case.
 - Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed petition.

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.

IF...	THEN...	
	P.O. Box	Express Mail
Your petition receipt number begins with "WAC"	Send supporting documentation to: California Service Center Attn: E-Filed Premium Processing P.O. Box 10825 Laguna Niguel, CA 92677	Send supporting documentation to: California Service Center Attn: E-Filed Premium Processing 24000 Avila Road, 2nd Floor, Room 2302 Laguna Niguel, CA 92677 E-Mail Address: CSC-Premium.Processing@dhs.gov
Your petition receipt number begins with "LIN"	Send supporting documentation to: Nebraska Service Center Attn: E-Filed Premium Processing P.O. Box 87373 Lincoln, NE 68501-7103	Send supporting documentation to: Attn: E-Filed Premium Processing 850 S Street Lincoln, NE 68508 E-Mail Address: NSC-Premium.Processing@dhs.gov
Your petition receipt number begins with "SRC"	Send supporting documentation to: Texas Service Center Attn: E-Filed Premium Processing P.O. Box 279030 Mesquite, TX 75227	Send supporting documentation to: Texas Service Center Attn: E-Filed Premium Processing 4141 North St. Augustine Road Mesquite, TX 75227 E-Mail Address: TSC-Premium.Processing@dhs.gov
Your petition receipt number begins with "EAC"	Send supporting documentation to: N/A	Send supporting documentation to: VSC Premium Processing Vermont Service Center Attn: E-Filed Premium Processing 30 Houghton Street St. Albans, VT 05478-2399 E-Mail Address: VSC-Premium.Processing@dhs.gov

Volume XIV – E-Filing Form G-28

Attorneys or organizational representatives who wish to E-File an application or petition on behalf of a client must use Form G-28 (Notice of Entry of Appearance as Attorney or Representative).

Purpose

In this document the following topics will be addressed:

- [How to Associate a G-28 With an Application or Petition](#)
- [Pre-Population of Fields on the G-28](#)
- [Modifying Your G-28](#)
- [The G-28 and Concurrent E-Filing Submissions](#)
- [Addressing Missing Information on the G-28](#)

How to Associate a G-28 with an Application or Petition

Prior to filling out the primary application or petition, you must answer the following question. Your answer will determine whether a G-28 is required.

Filing Status

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

1. Attorney or non-attorney

Please indicate below if you are filing this form as a qualified attorney or otherwise: *

I am filing the form **for myself** or **to assist someone**. I am not a Qualified Attorney.

I am a **Qualified Attorney** or **Organization Representative**.

- Individual petitioners and applicants wishing to E-File a petition or application should select the first option.
- An attorney or representative wishing to E-File a petition or application on behalf of a client should select the second Filing Status option.

If you select the second option, the G-28 on-line E-Filing form will automatically be provided for completion after you complete the appropriate application(s) and/or petition(s).

Pre-Population of Fields on the G-28

There are a number of items on the G-28 that request information provided on the principal application or petition. In these cases, the E-Filing system will automatically pull this information from the principal application or petition to insert into the G-28, which will help limit the number of times you have to key in the same information.

Bureau of Citizenship and Immigration Services

G-28 Addendum-Notice of Entry or Appearance as Attorney or Representative

Overview Filing Status **Form** Form C

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

VOLAG Number: [Pre-populated]

OR

ATTY State License Number: [Pre-populated]

I hereby enter my appearance as attorney for (or representative of), and at the request of the named person: \Void \Void [Pre-populated]

* Petitioner Applicant Beneficiary

Select applicable item(s): *

1. Attorney in Good Standing:

I am an attorney and a member in good standing of the bar of the Supreme Court of the United States or of the highest court of the following State, territory, possession, or District of Columbia, and am not under a court or administrative order suspending, enjoining, restraining, disbaring, or otherwise

Pre-Populated Fields:
Name of the applicant or petitioner is pre-populated here based on the information provided earlier in the process.

The fields for the pre-populated items shown above will not be provided for completion within the on-line form given that the system will pre-populate these fields with information previously provided on the associated application/petition.

Modifying your G-28

Like with the applications/petitions themselves, prior to certifying your submission (see for more [Volume XV - Paying for and Submitting E-Filing Applications](#) information on certifying your forms) you will always be able to review or modify your G-28.

The screenshot shows a 'Form Checklist' page. At the top, there is a note: 'Note: There are still suggested fields not completed on the following form: I-129 Classification Code - 1B1'. Below this, it says 'Below is the fee/fees for all forms currently in your application.' There is a table with two columns: 'Form' and 'Description'. The table contains one row: 'I-129 Classification Code - 1B1' and 'I-129 Application Fee'. Below the table, it says 'Total due from filer:'. At the bottom of the screenshot, there is a link labeled 'G-28 -' with a blue arrow pointing to it from a yellow callout box.

Modify Pre-Populated Info:
Click on the G-28 link to review and/or change information previously provided.

- Log-in to your *My Forms* account.
- Go to the *Form Checklist* page and click on the G-28 to go to the G-28 on-line E-Filing form to review and/or modify your G-28.

The G-28 and Concurrent E-Filing Submissions

When concurrently E-Filing multiple applications/petitions for your client, you should expect to see only one (1) version of the PDF G-28 printout with the E-Filed application(s) or petition(s).

- G-28s within concurrently E-Filed submissions will only contain the name of the **primary** applicant or petitioner in the E-Filing.
 - The primary application/petition in a concurrently E-Filed submission is the form you initially selected in your *My Forms* account to begin the E-Filing process.
- While the names of other applicants will not appear on the G-28, the G-28 will be electronically linked to all applications/ petitions in your submission within the E-Filing system.

Addressing Missing Information on the G-28

After submitting your client's application(s) or petition(s), be sure to review the PDF version of the submittal (see [Volume XV - Paying for and Submitting E-Filing Applications](#) for generating and printing PDF copies of E-Filed applications/petitions). If you feel there is missing or incorrect information on the G-28, please do the following:

- Write in the information in the appropriate space on the hardcopy G-28.
- Sign and date the G-28 in the appropriate area (signature box above "Certified and Filed By Internet Certified and Filed By Internet.")
- Send it in with the application's or petition's supporting documentation to the appropriate address provided on the Confirmation Receipt notice.

If you were not able to generate the PDF Confirmation Receipt notice, please see the forms' instructions to determine the appropriate mailing address.

Volume XV - Paying for and Submitting E-Filing Applications

Purpose

The purpose of this volume is to describe the certification and payment processes for E-Filing USCIS forms. This document will address the following topics.

- [Certifying Your Application](#)
- [Fix Errors Page](#)
- [Paying the Application Fee](#)
- [Reporting Payment Issues](#)

Certifying Your Application

After you complete an application:

- The system will take you to the Forms Checklist.
 - You can add and delete forms from your Forms Checklist to create the list of forms you want to certify as being completed with correct information.
 - You will also see a note at the top of the Forms Checklist that tells you which form has unanswered non-required fields.
- If you wish to edit any form information, either:
 - Select the Form Checklist link on the top of the page; or
 - Go back to the page and enter the correct data using the <BACK> button at the bottom of the screen. Always use the <BACK> and <CONTINUE> buttons at the bottom of each page to move back and forth through the on-line form. Do NOT use the web browser's back and forward arrows at the top of the computer screen, because using the web browser buttons may cause form errors.

- Once the list is complete, click the <CERTIFY FORMS> button at the bottom of the Forms Checklist page. This brings you to the Certification page (below) if all fields are field out properly.

If all of the information on your form is correct, you MUST certify it by doing the following:

- Provide answers to the data fields that apply to you; and
- Check the <CERTIFICATION> check box(s)

Your Certification:
I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information which the Bureau of Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read instructions and have identified the appropriate fee category.

Certification:

Date: 03/18/2003
Daytime Phone Number: 508 - 555 - 7899

Certification of person preparing the form, if other than above
I declare that the application was prepared by me at the request of the above person and it is based on all information of which I have knowledge.

Certification:

Type Your Name: Kate Brown
Date: 03/18/2003
Daytime Phone Number: 508 - 555 - 5555
Address: 202 Main Street
Frammingham, MA 01701

I intend to mail supporting documentation for this application.

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

By selecting **I Agree**, your application and payment (if applicable) will be sent to the BCIS. Please select **I Agree** only once.

Please read our [Secure Site Statement](#)

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 (TTY 1-800-767-1833).

When you are certain that you will not make any more edits to the form(s), click the <I AGREE> button. Click <I AGREE> only once. **After clicking "I Agree," you will NOT be able to make any edits to your form.**

- After clicking <I AGREE> you will be brought to the payment page.

After you click <I AGREE> it might take a few seconds for your computer to cycle to the next screen, especially if you are using a slow modem. **Be patient.** The system is processing the application and payment as indicated by the "System Processing Screen." If you click this button more than once you run the risk of submitting multiple applications and non-refundable fee payments.

Fix Errors Page

If you do not complete all required fields or fields that you received warning messages for on an application before certifying it, a **Fix Errors** page will appear.

The Fix Errors page serves as a final reminder to review your application prior to certifying your submission. To do this:

- Click the <FIX ERRORS> button on the Fix Errors page. This will bring you to your on-line form;

- Review your submission one last time to make sure you answer all data fields that apply to you and make any other necessary corrections; and
- After you make the corrections, certify the form.

Paying the Application Fee

Provide the requested information on the payment screen, and verify that it is all the information is correct.

You can choose from one of the following payment options:

- Credit Card;
- Checking Account; or
- Savings Account.

Once you press <SUBMIT APPLICATION>, you have completed the final phase of the application submission process. If you receive an error message or experience a problem during this phase, Do NOT submit another application. Wait three to five days to check your account to ensure that you were not charged for the application processing fee. If you were not charged submit a second application again.

The E-Filing system CANNOT process payments made by cash, government credit cards, or any other form of payment not listed in the above list.

Credit Card Payments

If paying by credit card, you may ONLY use the following credit card types:

- Master Card;
- Visa;
- American Express; or
- Discover.

Credit card authentication (accept or decline) occurs at the time of application submission. If the credit card payment is accepted, then the application will be submitted to USCIS. If the credit card payment is denied, then the transaction will be terminated and the application will NOT be submitted to USCIS.

If paying by credit card, you will be required to provide the following credit card information:

- Credit Card Type;
- Credit Card Number; and
- Credit Card Expiration Date.

Other Payments

If you choose to pay with a checking or savings account:

- The fee must be paid using a bank account (checking, savings, or corporate); and
- All fee payments must be paid in U.S. funds, and the account used must be from a banking institution that participates in the Automatic Clearing House (ACH) electronic funds transfer system.

In order to complete the transaction you must enter:

- A valid bank account number; and
- The nine digit routing number.

Typing in improper routing numbers can result in an error message that must be corrected before the application can be submitted.

- **Routing number** is on the bottom left of the check and set off by colons
- **Account number** is in the center of check

The image shows a check form with a yellow background. At the top left, it says "Valid V. Valid" and "123 Fake Street Washington, D.C. 20000". The date is "1688". The amount is "\$ []". The payee is "Pay to the order of [] Dollars". The name is "Name []". The routing number is "1:32137447:1" and the account number is "00007776". Blue arrows point from the text above to the routing and account numbers on the check.

Payments via electronic funds transfer from your account to USCIS takes two to three day to complete. It does not occur at the time of submission.

Reporting Payment Issues

To report payment issues, contact the National Customer Service Center at 1-800-375-5283 rather than any of the USCIS processing offices.

- Fees are paid to cover the cost of processing applications and do not automatically entitle you to getting benefits.
- If you are denied a benefit, your fees will NOT be refunded. Fees are also generally NOT refunded for user errors. For example, you will NOT get a refund if you accidentally E-File an application twice, file the wrong application, or if you submit additional applications to correct an error on a previous application.

Volume XVI – Next Steps

Purpose

The purpose of Volume XVI is to highlight the steps you follow after finishing the online portion of the E-Filing application process. The following screenshots and discussion topics will provide you with a preview and a reference for actions to take after you have printed your PDF form.

In this document the following topics will be addressed:

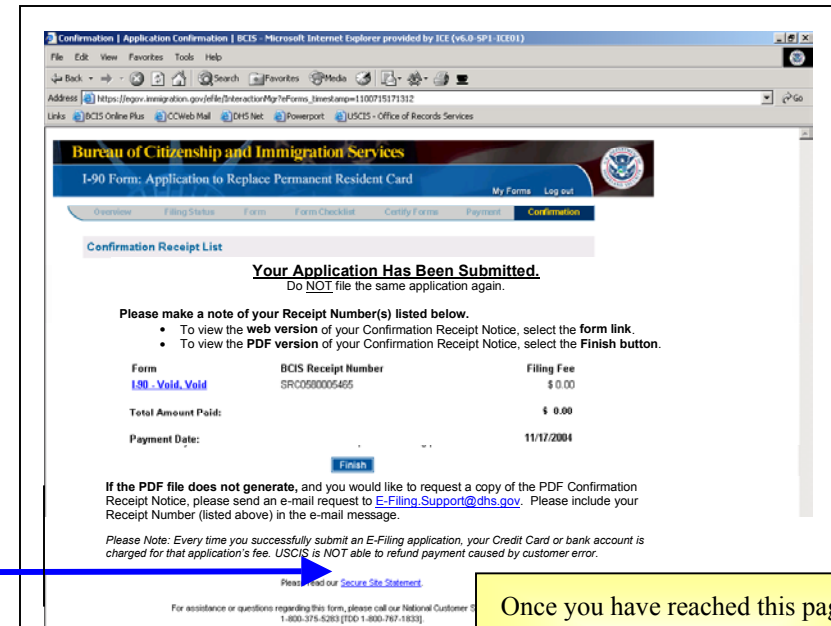
- [Saving and Printing Your E-Filing Submittal](#)
- [PDF Troubleshooting](#)
- [Confirmation Receipt notice](#)
- [Submitting Supporting Documentation - General](#)
- [Required Supporting Documentation – By Form Type](#)
- [Steps to Follow After Printing and/or Saving an Application](#)
- [Actions at Your ASC Appointment](#)
- [I-797 Notice of Action](#)
- [Error / Update on an Application](#)
- [Name Change](#)

Saving and Printing Your E-Filing Submittal

It is very important that you generate, save and/or print a copy of your application and confirmation receipt notice.

- Note your receipt number as soon as you come to the Confirmation Receipt List page.
- Click <FINISH> to generate the PDF file, which will contain:
 - The Confirmation Receipt notice; and
 - A copy of your submitted form.

Both the application and receipt notice have a receipt bar code that USCIS will use to validate and process the application.



Once you have reached this page, **your application has been successfully submitted.** Write down your receipt number and do NOT submit the same application again.

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.

Confirmation Receipt Notice

The PDF Confirmation Receipt notice provides your receipt number, Next Steps instructions, a barcode for use at the ASC, and the address to which you should send any supporting documentation.

I-131 Form: Application for Travel Document
Confirmation Receipt

BCIS Receipt Number: L180400041102
Concurrent Filing Identification Number: 5099
ASC Fingerprint Code: 00192004
Date of Submission: 02/19/2004
First Name: J
Middle Name: J
Family Name: James
Organization Name:
Filing Fee: \$ 119.00
Finger Print Fee: \$ 0.00
Total Amount Paid: \$ 119.00
Paid by: Electronic Bank Account Debit

Thank you for filing your BCIS benefit application electronically. Your application will be electronically transmitted to the BCIS location at the address below for processing. You will receive an official Receipt Notice (Form I-797) within 7-10 days by standard mail with the same Receipt Number found at the top of this page.

Next Steps:

- Send supporting documentation to the address below, if required.
 - For information on required supporting documentation for this application, see the BCIS Form Instructions links listed at the following Internet address: <http://www.uscis.gov/uscis/forms/instructions/index.htm>
 - DO attach one copy of this Confirmation Receipt as a cover page for the supporting documentation that you are submitting.
 - DO keep the extra copy of the Confirmation Receipt and the copy of the application for your records.
 - DO NOT send a copy of your e-filed application with your supporting documentation.
 - DO NOT include any applications or fees with your supporting documentation for this e-filed application.
 - DO NOT mail photos or copies of identification unless requested to do so by BCIS.
- You must phone the BCIS National Customer Service Center at 1-800-375-5283 (TTY: 1-800-767-1833) to schedule an appointment with your local Application Support Center. You will need your BCIS Receipt Number and ASC Fingerprint Code to schedule the appointment.
 - The Application Support Center will collect a digital photograph, signature, and fingerprint from you at your appointment.
 - Please bring a copy of your e-filed application and this confirmation receipt with you to your appointment at the Application Support Center.
 - YOUR APPLICATION CANNOT BE PROCESSED UNTIL YOU HAVE APPEARED FOR YOUR APPOINTMENT AT THE APPLICATION SUPPORT CENTER.**

Please mail in any supporting documentation to this address:

U.S. Mail:
NEBRASKA SERVICE CENTER
Attn: E-Filed I-131
P.O. BOX 87373
Lincoln, NE 685017038

For assistance or questions regarding your application, you may call our National Customer Service Center at 1-800-375-5283 (TTY: 1-800-767-1833). For the status of your application, you can visit the BCIS web site at <http://www.uscis.gov>.

SENSITIVE BUT UNCLASSIFIED

Confirmation Receipt Number / Barcode

USCIS Address

Submitting Supporting Documentation – General

- Specific supporting documentation differs by form type.
 - Copies of forms and their instructions can be found at: <http://www.uscis.gov/graphics/formsfee/forms/index.htm>
- Read the Instructions section on the front of the form that you printed. There you will determine what supporting documentation is required to be sent with your form.
- Supporting documentation should be sent with a copy of your printed Confirmation Receipt notice.
- The supporting documentation must be mailed at your own expense to the USCIS office address at the bottom left of your Confirmation Receipt.

Required Supporting Documentation – By Form Type

In addition to supporting documentation required in the OMB form instructions, E-Filing applicants will be required to submit the following supporting documentation:

- I-131 applicants need to send in two (2) hard copy pictures with printed form.
- I-90 applicants need to submit initial evidence and supporting documentation at the time of the in-person appearance at an ASC.

No pictures or fingerprints are required for I-140, I-129 & I-539 petitions and/or applications, but be sure to read the OMB form instructions for the required supporting documentation.

Steps to Follow After Printing and/or Saving an Application

- If instructed to do so on the Confirmation Receipt notice or in the E-Filing web instructions, call the NCSC to schedule an appointment at an Application Support Center (ASC) as soon as possible after submitting an application.
 - Call **1-800-375-5283**.
 - Press “1” for English (or “2” for Spanish), “2” because you have a receipt number, and “3” to speak to a customer representative.
- The NCSC representative will ask for your:
 - Type of application E-Filed;
 - Receipt number; and
 - ASC Fingerprint Code.
- Bring the following with you to your ASC appointment:
 - Confirmation Receipt notice;
 - Copy of your printed application; and
 - Valid Identification.
- For E-Filed I-90 applications, bring the following with you to your ASC appointment:
 - Biometrics appointment notice that you receive in the mail;
 - Photo identification;
 - All required initial evidence; and
 - Any supporting documentation.

I-797 Notice of Action

The I-797 is the official notice that the USCIS processing location will send to you to confirm that they successfully received your E-Filed application. You should receive your I-797 (Notice of Action) within 5 to 10 days from E-Filing your submission.

Error / Update on an Application

To make changes or update your application, write to your Service Center and refer to your Confirmation Receipt notice for the address.

Do Not submit another E-Filing application to correct mistakes on a previously E-Filed application.

- The letter should contain your Confirmation Receipt number.
 - Explain what is on the application currently and how you would like it changed or updated.
- The Service Center will receive the letter and place it with your file.

Name Change

- To make a name change on an E-Filed application, you must write to the Service Center that initially received your application requesting a name change for your application. You will be required to submit supporting documentation to prove the name change.
 - For example, you will provide the Service Center with proof of the legal name change, such as a marriage license.
- The name provided on an application will be the name printed on the benefit card.
- If you want a name change **DO NOT** request a name change at the ASC and **DO NOT** submit another E-Filing application.

Volume XVII – Troubleshooting

Purpose

The purpose of Volume XVII is to highlight troubleshooting items that you can follow to help ensure that any E-Filing issue is resolved as soon as possible. The following discussion topics will provide you with a preview and a reference for actions to take if you have problems with the USCIS E-Filing system.

In this document the following troubleshooting topics will be addressed:

- [Receive Only a Receipt Number](#)
- [Error Message After the <FINISH> Button](#)
- [Unable to Print PDF File of Your Application](#)
- [Case Status Online](#)
- [Locked out of the E-Filing System](#)
- [Errors on the PDF File of Your Application](#)
- [Receive an Address Error Message](#)

Receive Only a Receipt Number

- If you receive only a receipt number, your application has been successfully submitted. It is not necessary to submit another application.
 - Contact the National Customer Service Center at 1-800-375-5283 for the appropriate next steps.
 - Your receipt number will first appear on the page with the <FINISH> button.

Error Message After the <FINISH> Button

If you receive any error message after you click the <FINISH> button:

- Do Not submit another application.
 - If you reached the screen with the <FINISH> button on it you have successfully E-Filed.

Unable to Print PDF File of Your Application

If you are unable to save or print the PDF version of your application or there is an error during this phase of the E-Filing process:

- Do Not submit another application.
- E-mail the E-Filing Management Team requesting a PDF file of your Confirmation Receipt Page at e-filing.support@dhs.gov OR Call the National Customer Service Center at 1-800-375-5283 to open an E-Filing Help-Desk Ticket requesting a PDF file of your Confirmation Receipt Page
- If you did not note your receipt number, before clicking on the <FINISH> button:
 - Wait **5 to 7 days** until you receive an I-797 (Notice of Action) before making an ASC appointment with National Customer Service Center at 1-800-375-5283 or sending in supporting documentation.
 - Take the I-797 with you to the ASC appointment as proof that you E-Filed.
 - If you don't receive an I-797 within 20 days contact the National Customer Service Center at 1-800-375-5283.

Case Status Online

You may need to wait at least 48 hours before you will be able to check the status of your application online using the Case Status Online on the USCIS homepage.

- The Case Status Online and E-Filing systems are separate systems and are not linked.
- Case Status Online system issues are not connected to the E-Filing system.

Locked out of the E-Filing System

If you are locked out of the E-Filing system you will need to wait 1 hour before re-entering the E-Filing system.

- This is a security feature designed to protect your privacy.

- You will be locked out of the E-Filing system when there are 3 failed login attempts and/or the E-Filing system is incorrectly closed.

Errors on the PDF file of Your Application

When reviewing the PDF file of your application and you notice errors, then write to the processing location noted on the confirmation receipt notice.

- Do Not submit another E-Filing application.
- If you are unsure which location your E-Filing application was sent, but you have your receipt number, go to the appropriate form specific volume in this reference guide to review the mailing addresses.
- If you are still unsure of your processing location contact the National Customer Service Center at 1-800-375-5283.

Receive an Address Error Message

If you receive an error message stating that your address is incorrect, this could be result of the city, state and/or zip code not being programmed within the E-Filing system. Before calling the National Customer Service Center at 1-800-375-5283:

- Check to ensure that the city, state, and zip are correct.
 - Look on www.usps.com to see if the zip code correctly corresponds with the city.