

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:

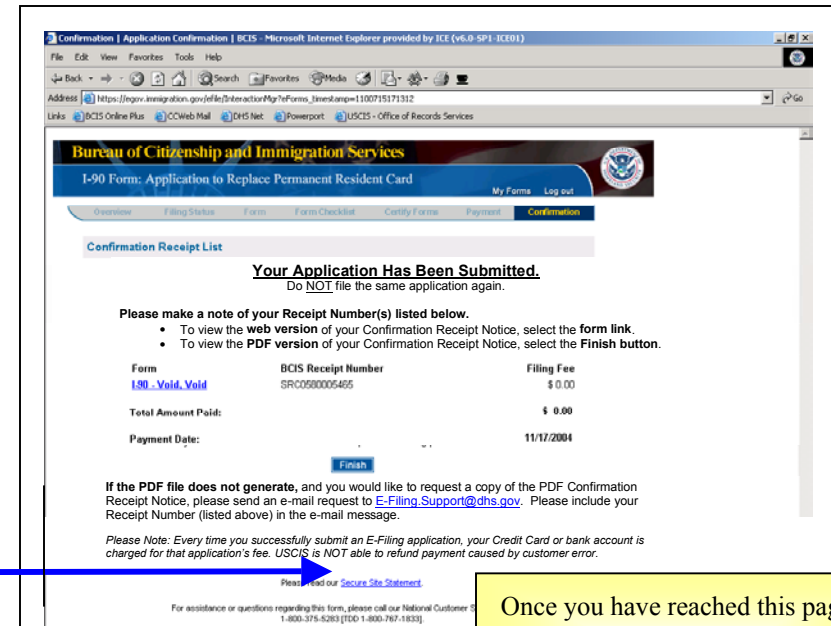
- [Saving and Printing Your E-Filing Submittal](#)
- [PDF Troubleshooting](#)
- [Confirmation Receipt notice](#)
- [Submitting Supporting Documentation - General](#)
- [Required Supporting Documentation – By Form Type](#)
- [Steps to Follow After Printing and/or Saving an Application](#)
- [Actions at 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.