

Instructions for Form G-845 Supplement, Document Verification Request Supplement

Instructions

Read these instructions carefully to properly complete this form. If you do not follow the instructions, U.S. Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) Program may return this form, which may delay processing.

What Is the Purpose of This Form?

An agency that is registered with the USCIS SAVE Program may file this form with Form G-845, Document Verification Request, to request more detailed information on immigration status, citizenship, and sponsorship.

Who May File This Form?

Any agency that has executed a Memorandum of Agreement with the USCIS SAVE Program.

General Instructions

This form must be submitted with Form G-845 to request additional information. This form cannot be used alone. The information on this form concerns eligibility for Federal, State, and local public benefits under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

A separate Form G-845 and Form G-845 Supplement must be completed for each applicant and must include copies of documents only for that individual. If a family unit applies for a benefit, submit a separate Form G-845 and Form G-845 Supplement for each family member.

When completing Form G-845 Supplement, type or print legibly in black ink (unless electronically generated).

Submit copies (front and back) of the alien's original documentation. Ensure that copies are legible.

Make certain a complete return address has been entered in the **"From"** portion of the form and all items in **Section A** have been completed. (SAVE may use this portion of the form for your address in a number 10 window envelope.)

Section A. To Be Completed by Registered Agency Only

1. In the **"To"** section: stamp or legibly write the mailing address of the agency's assigned Status Verification Office; this can be found at www.uscis.gov/save.
2. In the **"From"** section: stamp or legibly write the registered agency name and mailing address with the Zip Code.

Complete items numbered 1 through 8

1. Enter the Alien Registration Number (A-Number) or the I-94 (Arrival-Departure Record) Number in the space provided or both the A-Number and I-94 Number if both numbers are listed on the provided document. The I-94 Number is found on Form I-94 and is 11 digits. (Check the front and back of the Form I-94. If the A-Number appears, record that number when requesting information instead of the I-94 Number because the A-Number refers to the most integral record available.) If the A-Number or I-94 Number is not available, enter another immigration number such as the Student and Exchange Visitor Information System (SEVIS) Number or Certificate of Citizenship document number on the line marked "Other immigration number." Provide the name of the document that contains this immigration number on the line below.
2. Enter the applicant's last, first, and middle name.
3. Enter the applicant's date of birth in the format indicated.
4. Enter the applicant's Social Security Number, if applicable.
- 5 - 6. Enter the name of the agency official and telephone number.
7. Enter the date the Form G-845 Supplement is completed.
8. Check the corresponding box for the verification requested.

Registered Agency Comments Box (Optional): Agency may enter additional information about the immigration verification request.

Special Instructions for SSA in Sections B and C

1. **Section B. item 2** - Enter dates status information is requested for SSA's Retirement, Survivors and Disability Insurance (RSDI).
2. **Section C. item 2b. and 2c.** - Enter dates status information is requested.

Processing Information

Upon receipt, the SAVE Program Status Verification Office will review the form for completeness, including submission of any attached documents. **Please be aware that if the Form G-845 Supplement is not completely filled out, USCIS will return the form to you with no verification response.**

Please be aware that if the Form G-845 Supplement is submitted without Form G-845 and a copy of the applicant's original documentation, USCIS will return it to you with no verification response.

USCIS Privacy Act Statement

The information provided in this form is subject to the Privacy Act of 1974 ((5 U.S.C. § 552a) and must be protected from unauthorized disclosure or secondary uses. In accordance with the Privacy Act, the information collected and provided to authorized agencies pursuant to this form is covered by the System of Records Notice "DHS/USCIS-004 - Systematic Alien Verification for Entitlements Program System of Records" September 21, 2011, 76 FR 58525.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 5 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020; OMB No. 1615-0101. **Do not mail your verification request to this address.**