

Systematic Alien Verification for Entitlements



A Guide on Immigration Documents Commonly Used by Benefit Applicants

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INTRODUCTION

The Systematic Alien Verification for Entitlements (SAVE) Program is a service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit applicants so only those entitled to benefits receive them. The SAVE verification process is driven by the immigration document the SAVE agency receives from the benefit-applicant. It also requires SAVE agencies to collect and use certain information found on the benefit applicant's immigration document.

This guide is designed to assist SAVE agencies in identifying the immigration documents commonly used by benefit applicants. For each immigration document type, this guide:

- Provides the name and image of the document (earlier versions of the document may be provided in some instances);
- Identifies both the document issuing agency and the category of individuals to whom the document was issued; and
- Specifies the information that the SAVE agency needs to collect from the immigration document to verify the immigration status of the benefit applicant through SAVE.

As the images presented in this guide are reproductions, the exact size and color may deviate from the original. Do not make identifications based on size and/or color alone. The appearance, content and format of documents issued by the U.S. Department of Homeland Security (DHS) may change. Accordingly, the documents displayed in this guide are neither exclusive nor exhaustive.

If you are unable to find a document presented by an applicant in this guide, do not assume that the document is invalid. Rather, you may submit a copy of the document to SAVE using the additional verification process.

This guide is a publication of the SAVE Program. If you have additional questions about the immigration documents used during the SAVE verification process, please visit the <u>SAVE</u> website or contact SAVE at 1-877-469-2563 or <u>SAVE.HELP@dhs.gov</u>.

Form I-551, Permanent Resident Card

U.S. Citizenship and Immigration Services (USCIS) issues the Form I-551, Permanent Resident card to lawful permanent residents or conditional permanent residents. All USCIS-issued Permanent Resident cards contain two-year or 10-year expiration dates. However, some documents issued by legacy Immigration and Naturalization Services (INS) – such as older versions of the Resident Alien card issued from 1977 to 1989 - do not have expiration dates and may still be valid.

Cards that have no expiration date or have a 10-year expiration date are issued to lawful permanent residents with no conditions on their status. If you encounter a Form I-551 with a 10-year expiration date that has expired, it does not necessarily mean the applicant is no longer a permanent resident, it may simply mean the card must be renewed.

Conditional permanent residents are issued a Form I-551 that expires after two years and they must file a petition to remove the conditions on residence. If approved, they will be issued a new Form I-551 as a lawful permanent resident. If they fail to remove the conditions on residence, their permanent resident status is terminated. The expiration of the Form I-551 does not necessarily mean the individual is out of status. The individual may have applied for example, to remove the conditions and not yet received their new Permanent Resident card or lost their new Permanent Resident card.

The Form I-688 (Temporary Resident Card) is not evidence of lawful permanent resident status. This document was issued by INS to individuals who were granted Temporary Resident status under Section 210 or Section 245A of the Immigration and Nationality Act. The Form I-668 is no longer issued and is obsolete. Many individuals who were issued Form I-688 may have become lawful permanent residents and should have a Form I-551 showing their status. You will need the following information to verify the immigration status of an applicant who provides a Form I-551:

- Alien Number
- Card Number
- Last and First Name
- Date of Birth (MM/DD/YYYY).

Form I-551 (current version)

The current version of the Permanent Resident Card, Form I-551, introduced in 2010, uses the term "USCIS #" instead of the more familiar "A#" to indicate the permanent resident's Alien Number. They have the same meaning. The reverse side of the card still refers to it as "A#".



Form I-551 (2004 version)

This version of the Permanent Resident Card, Form I-551, introduced in 2004, is valid for ten years from the date of issuance. It is also the first version of Form I-551 branded with the Department of Homeland Security as the issuing authority.



Form I-551 (2004 version)

Form I-551 (1997 version)

Introduced in 1997, the Permanent Resident Card, Form I-551, is the first version of the Form I-551 to be entitled "Permanent Resident Card." This version of the Permanent Resident Card was issued to lawful permanent residents and was valid for ten years from the date of issuance. It was also issued to conditional permanent residents, and retained the two-year expiration period of its predecessor for these cardholders. This and prior versions of Form I-551 were branded with the U.S. Department of Justice, Immigration and Naturalization Service, as the issuing authority.



Form I-551 (1997 version)



Reverse

Form I-551, Resident Alien Card

The Resident Alien Card preceded the Permanent Resident Card and was issued by the INS from 1977 to 1997. The predecessor to the Resident Alien Card, Form I-151, was also called "Alien Registration Receipt Card," but the Form I-151 is no longer valid.

Form I-551 (1989/1992 Version)

This version of the Resident Alien Card, Form I-551, was introduced by the INS in August 1989 and modified in January 1992 when a white box was added behind the fingerprint. The version pictured below was the first residence card to contain an expiration date. These cards were usually valid for ten years from the date of issuance. Resident Alien Cards do NOT have card numbers.



Form I-551 (1989/1992 Version)



Reverse

Form I-551 (1977 Version)

The Resident Alien Card, Form I-551, issued from January 1977 to August 1989 (pictured below) does not contain an expiration date or card number and is valid indefinitely. If a benefit applicant presents this version of the Resident Alien Card, see <u>Appendix C</u> for guidance on what you should enter into the card number field in the SAVE System.



Form I-551 (1977 Version)

Allen Number USCIS Number	CONTRACTOR PARK
33200000 11 53	8 663 563 86539
5533 47405 163	323 34456 69480
040380 582 050	07650 9462742
SAMPLE	CARD

Reverse

Form I-551, Permanent Resident Stamp

USCIS and Customs and Border Protection (CBP) issue the I-551 stamp to lawful permanent residents or conditional permanent residents. Sometimes, if no foreign passport is available, the I-551 stamp may be placed on a Form I-94, Arrival/Departure Record, and a photograph of the bearer is affixed to the form. The I-551 stamp is valid until the expiration date stated on the stamp.

You will need the following information to verify the immigration status of an applicant who provides an I-551 stamp:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY).



I-551 Stamp (current version)



I-551 Stamp (older version)

Form I-551, Machine-Readable Immigrant Visa (MRIV)

The U.S. Department of State issues the MRIV overseas to lawful permanent or conditional permanent residents, and is valid as evidence of such status for one year from the admission date. The MRIV is affixed directly on a page of the individual's foreign passport.

You will need the following information to verify the immigration status of an applicant who provides a Form I-551 MRIV:

- Alien Number
- Foreign Passport Number
- Passport Country of Issuance
- Last and First Name
- Date of Birth (MM/DD/YYYY)

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	TRAVELER First name 00000473 Category/Class Green Name Date of Admission
	 HAPPYPERSON Date of Birth IR1 Birth Date Breace Nationality Marial Status Expiration Date
oreign Passport	Passport Number IV Issue Data IV Express On Section 24JUN2004 23DEC2004
Number	Contraction of the second s

Form I-571, Refugee Travel Document

USCIS issues the Form I-571 to refugees/asylees and lawful permanent residents who adjusted from refugee/asylee status. The Form I-571 is valid for only one year and may not be extended. However, expiration of the Form I-571 does not mean the applicant is out of status. A refugee or asylee may have other immigration documents, such as Form I-94, Arrival/Departure Record, or Form I-766, Employment Authorization Card.

You will need the following information to verify the immigration status of an applicant who provides a Form I-571:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

Refugee Travel Document/ Titre de voyage pour réfugié	Type/ Catégorie Country code/ (PT USA	Last name 4003	No/ Passeport 54037
	Sumame/Nom	First name	
	Given Names/Prénoms Z TEST VOID Nationality/ Nationalité	Date of Birth	Alien Numbe
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2	25 MAR/MARS 2010 Entries/Entrées M Restrictions/Restrictions		
form 1-571 (Rev. 05/10/2010)Y	Expiration Date	- Cal	egory/Class Admission

I-571 (current version)

Form I-327, Re-entry Permit

USCIS issues the Form I-327 to USCIS to lawful permanent residents and conditional permanent residents. It allows the bearer to apply for admission into the United States upon returning from abroad during the permit's validity period without the need to obtain a returning resident visa from a U.S. Embassy. The Form I-327 is usually valid for two years from the date of issuance, although some are only valid for one year, and may not be extended.

Expiration of the Form I-327 does not mean the applicant is out of status. A lawful permanent resident or conditional permanent resident may have other immigration documents, such as Form I-551 Permanent Resident Card, I-551 Permanent Resident Stamp, or a Form I-551 Machine Readable Immigrant Visa.

You will need the following information to verify the immigration status of an applicant who provides a Form I-327:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



I-327 (current version)

Form I-766, Employment Authorization Document

USCIS issues the Form I-766 to specific classes of aliens as evidence of their employment authorization in the United States. These aliens include, but are not limited to, applicants for adjustment of status, refugees/asylees, individuals with Temporary Protected Status, individuals who have been granted deferred action, including the Deferred Action for Childhood Arrivals, and F-1 students who have completed their studies and are approved for Optional Practical Training.

The expiration date is located at the bottom of the card. Although it does not relate to immigration status verification, many cards are marked "NOT VALID FOR REENTRY" and are used solely for employment, but others may show "VALID FOR REENTRY" or "SERVES AS I-512 ADVANCE PAROLE," which means they may be used as travel documents to seek re-entry to the United States.

You will need the following information to verify the immigration status of an applicant who provides a Form I-766:

- Alien Number
- Card Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Document Expiration Date (MM/DD/YYYY).



I-776 (current version, 2011)



I-766 (older version, 2004)

*<u>Note</u>: Forms I-688A (issued to applicants for immigration benefits under the Immigration Reform and Control Act of 1986) and Forms I-688B (predecessor to Form I-766) are older employment authorization documents. They are no longer issued and have now expired or have been replaced by the Form I-766. Many individuals who were issued these documents may have become lawful permanent residents or naturalized U.S. citizens and should have a current document showing their status.

Forms N-550 or N-570, Certificate of Naturalization

USCIS issues the Form N-550 to those persons born abroad who have become citizens of the United States through the naturalization process.

The **N-570** is a replacement certificate issued when the original is lost, mutilated or destroyed, or the individual's name has legally changed. USCIS and its predecessor the INS have issued a number of versions of this document type. Some of the earlier versions may not have an Alien Number and many do not have security features that have been added over the years. Accordingly, the absence of these features does not mean the document is not valid.

You will need the following information to verify the citizenship status of an applicant who provides a Form I-550 or N-570:

- Alien Number
- Naturalization Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



N-550 (current, 2010 version)



N-550 (older versions)

Form N-560 or N-561, Certificate of Citizenship

USCIS issues the Form N-560 to persons born outside the United States and who: (a) derived citizenship through the naturalization of their parent(s); (b) derived citizenship through adoption by U.S. citizen parents, provided certain conditions were met; or (c) acquired citizenship at birth because they were born abroad to U.S. citizen parent(s). It is also issued to certain legally qualified natives and/or residents of the Commonwealth of Northern Mariana Islands who were granted U.S. citizenship by operation of law. Unlike a Certificate of Naturalization, the Certificate of Citizenship is not automatically issued to all those who qualify. To receive a Certificate of Citizenship, the individual or someone acting on behalf of the individual (for example., U.S. citizen parent or legal guardian) must apply for it. It is not uncommon for individuals not to have a Certificate of Citizenship even though they are U.S. citizens.

The Form N-561 is a replacement Certificate of Citizenship issued when the original is lost, mutilated, or destroyed or the individual's name has legally changed.

You will need the following information to verify the citizenship status of an applicant who provides a Form N-560 or N-561:

- Alien Number
- Citizenship Certificate Number
- Last and First Name
- Date of Birth (MM/DD/YYY)



N-560 (current version, 2011)

N-560 (older version)

Form I-94, Arrival/Departure Record

The Form I-94, in either paper or electronic format, is the DHS Arrival/Departure Record issued to aliens. CBP, USCIS and U.S. Immigration and Customs Enforcement (ICE) issues the Form I-94 on various occasions including when a person is admitted or paroled into the United States, adjusting status while in the United States, or extending his or her stay.

The Form I-94 issued by CBP in paper format contains a stamp with an expiration date or notation of "D/S" for duration of status (e.g., F-1 students) or "indefinite" for individuals allowed to remain in the United States indefinitely (e.g., asylees). The Form I-94 will also indicate the person's class of admission (COA).

Beginning on April 30, 2013, CBP ceased issuing the paper version of Form I-94 to air and sea travelers, except in limited circumstances (e.g., those inspected at secondary inspection, such as parolees and refugees). The air and sea traveler is now issued a CBP admission stamp on his or her travel document, usually a foreign passport. If, however, the traveler has entered the United States since May 1, 2009, he or she may obtain his or her admission number and Form I-94 record through www.cbp.gov/I94. CBP's long term goal is to cease issuing Form I-94. Therefore, agencies should develop policies to shift toward verifying immigration status using the applicant's foreign passport.

You will need the following information from the Form I-94 to conduct your verification:

- I-94 Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

Different versions of Form I-94 may be issued by DHS agencies. Following are examples the various versions of Form I-94.

Form I-94: Issued by CBP before Automation at Air and Sea Ports of Entry

CBP issued this version of Form I-94 to air and sea travelers before April 30, 2013 – the date that the Form I-94 automation process started. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1.





Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry

After the automation of air and sea ports of entry, the Form I-94 pictured below is the version issued by CBP to special classes of aliens, such as Refugees, Derivative Asylees and Parolees, who are sent to secondary inspection at ports of entry.

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Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry

Form I-94A: Issued by CBP at Land Border Ports of Entry

Below is the version of the Form I-94 CBP issues at both northern and southern land border ports of entry.



Form I-94A issued by CBP at Land Border Ports of Entry

Global Entry Form I-94

The Global Entry (GE) kiosk is used to issue the below version of Form I-94. GE is a CBP program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States.

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Last name	I-94 Departure Record	
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	DOE	Firstname
	15. First (Given) Name	16. Birth Date (Day/Mo/Yr) ユロムロに?お
	17. Country of Citizenship	
	NLD	
	Warning A nonimmigrant who a is subject to deportation	ccepts unauthorized employment
	Important Retain this permit in you must surrender it	
	You are authorized to stay in the U.S. or	

Global Entry Form I-94

CBP Form I-94 Website Printout

Individuals can access their electronic Form I-94 through the <u>CBP I-94 website</u> if they entered the United States after May 1, 2009. **The Form I-94 website printout is an official Form I-94 and agencies can use it to verify immigration status.** If CBP did not issue the applicant a paper Form I-94 due to the CBP automation initiative, SAVE can also verify immigration status by foreign passport. SAVE agencies should not refer applicants to retrieve their I-94 from the website if verification by foreign passport is possible. If attempts to verify status by foreign passport are not successful, the individual still has the option of retrieving the electronic I-94 number from the CBP website. If the applicant possesses both a current I-94 and a foreign passport, agencies should submit the verification request as a "Form I-94 (Arrival/Departure Record) in Unexpired Foreign Passport" document type.

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Birth Date (MMIDD/YY Passport Number:		Passport Number
Passport Country of I Date of Entry (MMDD		Issuance da
Class of Admission:	81 <	Category/Cla of Admissio

CBP Form I-94 Website Printout

Form I-94 in Form I-797A

USCIS issues Form I-94 as a tear-off document from Form I-797A, Notice of Action, to reflect an alien's immigration status following an approved application for immigration benefits or an extension of stay. The Form I-797A may contain additional information regarding the immigration status granted, but the Form I-94 number in the Form I-797A may be verified through SAVE in the same manner as a regular Form I-94. USCIS only issues Form I-94 in paper format.

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Form I-94 in Form I-797A

<u>Note</u>: For other versions of Form I-797, see "Notice of Actions" under Section 14. These versions of the form do not typically indicate an immigration status nor do they contain a tear-off Form I-94.

Form I-94 in Unexpired Foreign Passport

Upon an alien's arrival at a U.S. port of entry, the CBP Officer may issue the alien a paper Form I-94 and place an admission stamp on the alien's paper Form I-94. The officer then inserts and affixes the Form I-94 to the foreign passport. Most foreign travelers at sea and air ports of entry no longer receive a paper Form I-94; they receive, instead, only an admission stamp in their foreign passports. When a benefit applicant presents both a Form I-94 (whether issued by CBP or USCIS) and an unexpired foreign passport, SAVE encourages agencies to use this document type to verify the benefit applicant's immigration status.

You will need the following information to verify the immigration status of an applicant who provides a Form I-94 in an unexpired foreign passport:

- I-94 Number
- Passport Number
- Passport Country of Issuance
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Passport Expiration Date (MM/DD/YYYY)



Form I-94 in Unexpired Foreign Passport

Unexpired Foreign Passport with Admission Stamp

When an alien is inspected upon arrival at a U.S. port of entry, a CBP Officer places a stamp in his or her passport and notes the date of admission, class of admission, and admitted until date. Some alien classifications have no "admitted to" date and for aliens admitted under one of these classifications, CBP writes "D/S" for "duration of status" or "indefinitely" on or near the admission stamp.

You will need the following information to verify the immigration status of an applicant who provides an unexpired foreign passport:

- Passport Number
- Country of Issuance
- Expiration Date (MM/DD/YYYY)
- Last and First Name
- Date of Birth (MM/DD/YYYY)

	VISAS	a hand
	Issuance Date	Category/Class of Admission
Expiration Date	H1B	2013
	CBI	1

CBP Admission Stamp

Form I-20, Certificate of Eligibility

The Student Exchange Visitor Program (SEVP) administered by the National Security Investigations Division of Immigration and Customs Enforcement (ICE) manages program approved schools, nonimmigrant students in the F and M visa classifications and their dependents. The U.S. Department of State or ICE issues the initial the Form I-20 to F visa or M visa students and their spouses and minor children The SEVP approved school in which the F or M student is enrolled issues the subsequent Form I-20 to demonstrate that the student and accompanying family member(s) are in a current nonimmigrant status. If an F or M nonimmigrant submits a Form I-94 and/or a foreign passport for verification, SAVE will prompt the user to enter the Form I-20 information.

You will need the following information to verify the immigration status of an applicant who provides a Form I-20:

- SEVIS ID Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

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Form I-20, Certificate of Eligibility

Form DS-2019, Certificate of Eligibility for Exchange Visitor Status

The Department of State (DOS) issues the Form DS-2019 to J Exchange Visitors, and their spouses and minor children. A subsequent DS-2019 may be issued by the DOS designated sponsor. For example, if a J student starts a new program, transfers to another program, or gets an extension of the existing program, the designated sponsor will issue a new Form DS-2019 reflecting the transfer and any subsequent extensions. If an exchange visitor submits a Form I-94 and/or a foreign passport for verification, SAVE will prompt the user to enter the Form DS-2019 information.

You will need the following information to verify the immigration status of an applicant who provides a Form DS-2019:

- SEVIS ID Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

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Form DS-2019, Certificate of Eligibility for Exchange Visitor Status

Other Documents

If a benefit applicant provides an immigration document not presented above, it does not necessarily mean that the document is invalid. In such cases, we recommend that you follow the tips in the table below.

lf	Then
a benefit applicant presents an immigration document not mentioned above	check to see if there is an alien number or I-94 number on the document
there is an alien number or I-94 number	run the verification query using the "other" document type
both the alien number and the I-94 number are presented	attempt to verify status using the alien number before attempting to verify status using the I-94 number
there is no alien number or I-94 number	submit a verification request using a G-845 so that a status verifier can attempt to verify immigration status

Tips for Verifying Other Documents

Following are examples of various immigration documents, which fall under the "other" category such as immigration court documents, Notices of Action or DHS letters.

Executive Office for Immigration Review Decisions

If eligible, individuals in immigration proceedings before the Department of Justice, Executive Office for Immigration Review (EOIR), can apply for various forms of relief from removal, including but not limited to adjustment to permanent resident status, asylum, and cancellation of removal. Relief may be granted by an immigration judge, the Board of Immigration Appeals (BIA), or a federal court.

Immigration judges may issue an oral decision and provide the parties with a short written memorandum summarizing the order issued in the oral decision. Alternatively, immigration judges may issue a written decision with an order included at the end of the decision. Immigration Court orders and summaries of orders may include format and content variations, and are subject to change. More information, including examples, is available in OPPM 04-06, on the <u>EOIR website</u>. The BIA issues written decisions.

Only BIA published decisions are records in the public domain. The unpublished EOIR decisions are part of a Privacy Act protected mixed system of records. Thus, if you receive or request an EOIR decision from a benefit applicant, your use of the record is limited to those purposes authorized pursuant to EOIR's system of records notices (SORN). As such the decisions should not be further disseminated and all uses must comport with the purposes listed in EOIR's SORN. The EOIR SORN is entitled Department of Justice/EOIR-Records and Management Information System, EOIR-001, published on May 11, 2004, at 69 Fed. Reg. 26,179 and updated on January 25, 2007, at 72 Fed. Reg. 3,410. All requests for copies of the decisions should be referred to EOIR's Office of the General Counsel for processing.

Form I-864, Notice to Appear (NTA)

An Individual in removal proceeding may also have **Form I-862**, Notice to Appear (NTA). This document is issued by ICE and it begins the removal proceeding. Although an individual who has been issued an NTA is involved in a legal proceeding, it does not necessarily mean he or she is ineligible for benefits.

Notices of Action

USCIS issues the Form I-797 or Form I-797B, Notice of Action when an immigration application or petition is approved. See Section 11 for guidance on verification using a Form I-797A with Form I-94.



Form I-797, Notice of Action

USCIS issues the Form I-797C, Notice of Action to communicate, among other things, receipt of applications, rejection of applications and interview appointments. For example, a Form I-797C could indicate that a person has a pending application to adjust status to lawful permanent resident. Consult your agency's eligibility rules to see if having such an application qualifies the alien for your agency's benefits.

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Form I-797C, Notice of Action

<u>Note</u>: If the Form I-797, Form I-797B or Form I-797C has an Alien Number associated with it, the number can be used for the SAVE verification request. You can submit the SAVE verification request by selecting "Other" as the document type and enter the Alien Number. It is very important to include the Form I-797 receipt number in the comments field as well. If the Form I-797 or Form I-797C has no numeric identifier (Alien Number, I-94 number, etc.) associated with it, you may submit the verification request using a Form G-845, Document Verification Request.

Letters

DHS uses various letters to communicate decisions to grant or approve immigration benefits or administrative relief.



Form I-512, Authorization for Parole of an Alien into the United States

Form I-512 is issued by USCIS to allow individuals who are not U.S. citizens, do not have valid immigrant visas, and have pending applications for certain immigration benefits to apply for entry or re-entry to the United States after temporary travel abroad. Form I-512 is typically valid for one year from the date of issuance.

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Form I-512

<u>Note</u>: For combined Form I-512 and Employment Authorization Document, please see Form I-766.

APPENDIX A: ACRONYMS AND ABBREVIATIONS

Term	Definition		
Admission Number	An 11-digit number that is found on the Arrival- Departure Record (Form I-94). It is not be confused with the Alien Registration number (A- Number)/Alien ID number		
Alien	Any person who is a not a citizen or national of the United States		
Alien Registration Number A- Number)/Alien Number	The alien registration number, which the Department of Homeland Security assigns to certain aliens, consists of 8 or 9 digits. For example: A 200 345 678. Also referred to as USCIS # on some immigration documents.		
Benefit Applicant	An applicant – whether a noncitizen or U.S. citizen – applying for a public benefit		
Card Number	The 13-character number found on some immigration documents and begins with three letters such as (EAC, WAC, LIN or SRC).		
COA	Class of Admission		
СВР	Customs and Border Protection		
DHS	Department of Homeland Security		
DOS	Department of State		
ICE	Immigration and Customs Enforcement		
Immigration and Nationality Act of 1952 (INA)	The Act, which, along with other immigration laws, treaties, and conventions of the United States, relates to the immigration, temporary admission, naturalization, and removal of aliens. It defined most immigration statuses now in use.		
INS	Immigration and Naturalization Service – the predecessor to USCIS		
Receipt Number	The 13-character application receipt number can be found on application notices and some immigration documents. It begins with three letters such as (EAC, WAC, LIN or SRC)		
SAVE	Systematic Alien Verification for Entitlements Program		
USCIS	United States Citizenship and Immigration Services		

APPENDIX B: WHO'S ISSUED THIS DOCUMENT¹?

Document Type	U.S. Citizen	Permanent Resident	Asylee/Refugee	Nonimmigrant	Temporary Protected Status (TPS)	Deferred Action for Childhood Arrivals (DACA)
I-551(Permanent Resident Card)		•				
Temporary I-551 Stamp		•				
Machine Readable Immigrant Visa		•				
I-571 (Refugee Travel Document)		• 2	•			
I-327 (Reentry Permit)		•				
I-766 (Employment Authorization Card) ³			•	•	•	•
N-550 or N-570 (Certificate of Naturalization)	•					
N-560 or N- 561(Certificate of Citizenship)	•					
I-94 (Arrival/Departure Record)		٠	•	•	٠	
I-94 in Unexpired Foreign Passport		•	•	•		
Unexpired Foreign Passport ⁴		•	•	•	•	•
I-20 (Certificate of Eligibility for Nonimmigrant Student Status)				• 5		
DS-2019 (Certificate of Eligibility for Exchange Visitor Status)				• 6		

¹ These are immigration statuses/reliefs typically associated with the commonly used immigration documents. Neither the immigration statuses/reliefs nor the immigration documents listed above are exhaustive. There may be an immigration status/relief not listed here that may be associated with one or more of the commonly used immigration documents. Conversely, there may an immigration document not listed here that may be associated with an immigration status/relief listed above. ² Only lawful permanent residents who adjusted status from refugee or asylee status.

³ The I-766 may also be issued to individuals who have a pending application for certain immigration benefits (e.g., adjustment to lawful permanent resident status).

⁴ Even though individuals with these immigration statuses or reliefs may have an unexpired foreign passport, you should use the individual's most recent immigration document for purposes of SAVE verifications.

⁵ Only students in F or M Status and their dependents (spouse or child).

⁶ Only students in J Status and their dependents (spouse or child).

APPENDIX C: SOME HELPFUL TIPS

Alien Number

Alien Numbers may also be referred to as Alien Registration Number, USCIS# and A number.

Not all Alien Numbers have nine (9) digits. If a document bears an A# with fewer than 9 digits, add in zeros in front of the number when you enter it in SAVE. Do not include the letter "A".

Example: A72 735 827 should be input as 072735827

A Certificate of Naturalization that was issued prior to 1956, has a Certificate Number, but no Alien/USCIS Number. In this case, enter "000000000" in place of the Alien/USCIS Number. This can also apply to older versions of the Certificate of Citizenship. If SAVE cannot verify status at initial verification, SAVE will provide an "Institute Additional Verification" (IAV) response.

Card Number

Resident Alien cards that were issued prior to August 1, 1989, do NOT have a Card Number (samples below). When a benefit applicant provides a Resident Alien card without a Card Number, select "Other" from the Document Type screen, instead of using the I-551 selection. In the other document description box, type "I-551, no card number." If SAVE cannot verify status at initial verification, SAVE will provide an "Institute Additional Verification" (IAV) response.

Dates

Dates could be laid out in various ways. For example: August 27, 2013 could be seen as 08/27/2013, 08/27/13, 27AUG2013, and 082713.

For SAVE purposes, enter dates in the following format: MM/DD/YYYY.

Names

Enter the entire surname, including prefixes or name stems (without periods). Hyphenated names and names with apostrophes are allowed.

- Example name: Peter O'Donoghue
- Enter as follows: Peter O'Donoghue
- Example name: Maria Lopez-Garcia
- Enter as follows: Maria Lopez-Garcia

Ignore all suffixes such as Jr., Sr., III, etc.

- Example name: Roberto Garcia, Sr.
- Enter as follows: Roberto Garcia

Do not use periods.

- Example name: Rachel St. John
- Enter as follows: Rachel St John

Individuals from some cultures may use their surname first and their given name last.

- Example name: Nguyen Mai
- Enter as follows: Mai Nguyen