Systematic Alien Verification for Entitlements

A Guide on Immigration Documents Commonly Used by Benefit Applicants

June 2020
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1. Introduction

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

This guide is 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 should collect from the immigration document to verify the immigration status of the benefit applicant through SAVE.

This guide identifies the specific information needed from the documents described in each section when an applicant presents those particular documents to the SAVE agency. However, the SAVE agency may provide any and all of the following immigration identifiers if they are available from the applicant, regardless of the document presented, for a SAVE verification: Alien Number, I-94 Number, Passport Number, SEVIS ID, Naturalization/Citizenship Number, Receipt Number (Card Number) and Visa Number.

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. You may submit a copy of the document to SAVE using the scan and upload process.

This guide is a publication of U. S. Citizenship and Immigration Services (USCIS) SAVE. If you have additional questions about the immigration documents used during the SAVE verification process, please contact SAVE at: 1-877-469-2563 or SAVE.HELP@dhs.gov.
2. Forms N-550, 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.

To verify the U.S. citizenship of an applicant who provides a Form N-550 you need the following information:

- Alien Number and/or Naturalization Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
3. Form N-570, Certificate of Naturalization

The Form 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 Immigration and Naturalization Service 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.

To verify the U.S. citizenship of an applicant who provides a Form N-570 you need the following information:

- Alien Number and/or Naturalization Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
4. Form N-560, 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 United States citizen parents, provided certain conditions were met; or (c) acquired citizenship at birth because they were born abroad to United States 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 United States 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, United States 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 United States citizens.

To verify the U.S. citizenship of an applicant who provides a Form N-560 you need the following information:

- Alien Number and/or Citizenship Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
(Con’t) Form N-560, Certificate of Citizenship

N-560 (2011 Version)

N-560 (Older Version)
5. Form N-561, Certificate of Citizenship

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.

To verify the U.S. citizenship of an applicant who provides a Form N-561 you need the following information:

- Alien Number and/or Citizenship Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
(Con’t) Form N-561, Certificate of Citizenship

N-561 (Current Version)

N-561 (2011 Version)
6. Form I-551, Permanent Resident and Resident Alien Cards

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 Service (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 and can only provide the expired Conditional 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.

To verify the immigration status of an applicant who provides a Form I-551 you need the following information:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY).
**U.S.A. Permanent Resident, Form I-551 (Current Version)**

The current version of the Permanent Resident Card Form I-551 displays the individual's photos on both sides; has an image of the Statue of Liberty, with a predominately-green palette and embedded holographic images.

**U.S.A Permanent Resident, Form I-551 (2010 Version)**

This version of the Permanent Resident Card, Form I-551, introduced in 2010, uses the term “USCIS #” to indicate the permanent resident’s Alien Number on the front side of the card and uses A# on the reverse side. Both numbers should be the same.

**Note:** Both the older and the new versions of the card will remain valid until the expiration date shown on the card.
Permanent Resident Card, 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.

Permanent Resident Card, Form I-551 (1997 Version)

This is the first version of the Form I-551 to be entitled “Permanent Resident Card.” The 1997 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 like prior versions issued to these individuals. 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.

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

Form I-551 (1977 Version)

The Resident Alien Card, Form I-551, issued from January 1977 to August 1989 does not contain an expiration date or card number and is valid indefinitely.
7. Form I-551, Permanent Resident Stamp

USCIS and Customs and Border Protection (CBP) issues 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.

To verify the immigration status of an applicant who provides an I-551 stamp you need the following information:

☑ Alien Number
☑ Last and First Name
☑ Date of Birth (MM/DD/YYYY)
8. Form I-551, Machine Readable Immigrant Visa (MRIV)

The U. S. Department of State (DOS) 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.

To verify the immigration status of an applicant who provides a Form I-551 MRIV you need the following information:

- Alien Number and/or Foreign Passport Number and/or Visa Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Passport Country of Issuance (if Passport Number is used)
9. 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.

To verify the immigration status of an applicant who provides a Form I-571 you need the following information:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
10. Form I-327, Re-entry Permit

USCIS issues the Form I-327 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 United States 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).

Form I-327 (Current Version)

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 (TPS), individuals who have been granted deferred action, including the Deferred Action for Childhood Arrivals (DACA), and F-1 students who have completed their studies and are approved for Optional Practical Training (OPT).

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.

To verify the immigration status of an applicant who provides a Form I-766 you need the following information:

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

Form, I-766 (2017 Version)

USCIS began issuing the new Employment Authorization Document (EAD) cards on May 1, 2017. The EAD card has an image of a bald eagle, a predominately red palette, embedded holographic images and displays the individual's photo on both sides of the document.
Form, I-766 (Older Versions)

Front of Form I-766 (2011 Version)

Front of Form I-766 (2010 Version)

**Note:** 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.
12. 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 United States Immigration and Customs Enforcement (ICE) issue the Form I-94 on various occasions including, but not limited to, when a person is admitted or paroled into the United States, adjusting status while in the United States, or extending his or her status.

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. Travelers who have entered the United States since May 1, 2009, may obtain their admission number and Form I-94 record through www.cbp.gov/I94.

To verify the status of an applicant who provides a Form I-94 you need the following information:

- 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. Beginning in May 2019, I-94 numbers issued by CBP may include letters as the 10th character. 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 before Automation at Air and Sea Ports of Entry](image-url)
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.

Form I-94 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.

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.
Global Entry Form I-94

CBP Form I-94 Website Printout

Individuals can access their electronic Form I-94 through the CBP I-94 website if they entered the United States after May 1, 2009. The Form I-94 website printout is an official Form I-94 that agencies can use 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 an 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.
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 SAVE can confirm the Form I-94 number in the Form I-797A in the same manner as a regular Form I-94. USCIS only issues Form I-94 in paper format.

Note: For other versions of Form I-797, see “Notices of Actions” under Section 15. 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 United States port of entry, the CBP Officer may issue the alien a paper Form I-94 with an admission stamp. The officer then 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.

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

- I-94 Number and/or Passport Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Passport Country of Issuance (if Passport Number is used)
Unexpired Foreign Passport with Admission Stamp

When an alien is inspected upon arrival at a United States 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.

To verify the immigration status of an applicant who provides an unexpired foreign passport you need the following information:

☑ Passport Number
☑ Last and First Name
☑ Date of Birth (MM/DD/YYYY)
☑ Passport Country of Issuance
13. Form I-20, Certificate of Eligibility

The Student Exchange Visitor Program (SEVP) administered by the National Security Investigations Division of ICE manages program approved schools, nonimmigrant students in the F and M visa classifications and their dependents. The United States DOS or ICE issues the initial 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.

To verify the immigration status of an applicant who provides a Form I-20 you need the following information:

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

![Form I-20, Certificate of Eligibility](image.png)

- SEVIS ID NUMBER
- Last Name
- First Name
- I-94 Number
- Expiration Date
14. Form DS-2019, Certificate of Eligibility for Exchange Visitor Status

The 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.

To verify the immigration status of an applicant who provides a Form DS-2019 you need the following information:

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

If a benefit applicant provides an immigration document not presented above, it does not necessarily mean that the document is invalid.

**Tips for Verifying Other Documents**

- Check the document presented by the applicant for the following numbers: alien (A#)/USCIS, I-94, SEVIS ID, unexpired foreign passport, Naturalization or Citizenship, Receipt Number (Card Number) and Visa Number.

- If available, an Alien Number should always be used to verify status and the I-94 number is the next best option.

- If available, multiple numbers from the first bullet can be entered into a query.

- It is a best practice to provide any available additional enumerators, even if they are not related to the specific document that was presented for verification.

Following are examples of other documents an applicant may present as evidence of status.

**Executive Office for Immigration Review Decisions**

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. An immigration judge, the Board of Immigration Appeals (BIA), or a federal court may grant relief.

Immigration judges may issue an oral decision and provide the parties with a brief 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 EOIR website. 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. All requests for copies of the decisions should be referred to EOIR’s Office of the General Counsel for processing.

**Form I-862, Notice to Appear (NTA)**

An Individual in removal proceeding may also have Form I-862, Notice to Appear (NTA). This document is issued by CBP, ICE or USCIS to begin the removal proceeding. Although an individual who has been issued an NTA is in a legal proceeding it does not necessarily mean that they are ineligible for benefits.
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.

**Note:** 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. If the Form I-797 or Form I-797C has no numeric identifier (Alien Number or I-94 number, etc.) associated with it, refer to the SAVE Program Guide for directions on handling this situation.
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.

To verify the immigration status of an applicant who provides a Form I-797 Notice of Action you need the following information:

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

![Notice of Action (2005 Version)](image1)
![Notice of Action (Current Version)](image2)
Letters

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

Letter Granting Asylum Status (Sample Version)
Form I-512, Authorization for Parole on 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.

Note: For combined Form I-512 and Employment Authorization Document, please see Form I-766.
16. APPENDIX A: Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Number</td>
<td>An 11-digit number that is found on the Arrival-Departure Record (Form I-94). Beginning in May 2019, CBP may begin using letters as the 10th character. It is not be confused with the Alien Registration number (A-Number)/Alien ID number</td>
</tr>
<tr>
<td>Alien</td>
<td>Any person who is a not a citizen or national of the United States</td>
</tr>
<tr>
<td>Alien Registration Number A-Number/Alien Number</td>
<td>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.</td>
</tr>
<tr>
<td>Benefit Applicant</td>
<td>An applicant – whether a noncitizen or United States citizen – applying for a public benefit</td>
</tr>
<tr>
<td>Card Number</td>
<td>The 13-character number found on some immigration documents and begins with three letters such as (EAC, IOE, LIN, SRC, WAC or YSC).</td>
</tr>
<tr>
<td>COA</td>
<td>Class of Admission</td>
</tr>
<tr>
<td>CBP</td>
<td>Customs and Border Protection</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DOS</td>
<td>Department of State</td>
</tr>
<tr>
<td>ICE</td>
<td>Immigration and Customs Enforcement</td>
</tr>
<tr>
<td>Immigration and Nationality Act of 1952 (INA)</td>
<td>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.</td>
</tr>
<tr>
<td>INS</td>
<td>Immigration and Naturalization Service – the predecessor to USCIS</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>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)</td>
</tr>
<tr>
<td>SAVE</td>
<td>Systematic Alien Verification for Entitlements</td>
</tr>
<tr>
<td>USCIS</td>
<td>United States Citizenship and Immigration Services</td>
</tr>
</tbody>
</table>
17. APPENDIX B: Who is Issued This Document?

The following immigration statuses/relief are typically associated with the below listed immigration documents. Neither the immigration statuses/reliefs nor the immigration documents listed 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.

**U S Citizen**
- N-550 or N-570 (Certificate of Naturalization)
- N-560 or N-561 (Certificate of Citizenship)

**Permanent Resident**
- I-551 (Permanent Resident Card)
- Temporary I-551 Stamp
- Machine Readable Immigrant Visa
- I-571 (Refugee Travel Document)
- I-94 (Arrival/Departure Record)
- I-94 in Unexpired Foreign Passport
- Unexpired Foreign Passport

**Asylee/Refugee**
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record)
- I-94 in Unexpired Foreign Passport
- Unexpired Foreign Passport

**Nonimmigrants**
- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record)
- I-94 in Unexpired Foreign Passport
- Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant Student Status) - Only students in F or M Status and their dependents (spouse or child)
- DS-2019 (Certificate of Eligibility for Exchange Visitor Status) - Only students in J Status and their dependents (spouse or child)
- I-797A Notice of Action

**Temporary Protected Status (TPS)**
- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record)
- Unexpired Foreign Passport
- I-797A Notice of Action

**Deferred Action for Childhood Arrivals (DACA)**
- I-766 (Employment Authorization Card)
- Unexpired Foreign Passport
- I-797A Notice of Action

**Note:** 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 and temporary Protected Status).

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.
18. APPENDIX C: Some Helpful Tips

Alien Number

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

Not all Alien Numbers have nine (9) digits. If a document bears an Alien number 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 Naturalization Number, but no Alien/USCIS Number. In this case, enter the Naturalization Number 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.

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

As a best practice, names should be entered as they appear on the immigration document presented by the applicant. These guidelines should be followed to ensure the best chance of a successful verification.

Both the First and Last (Surname or Family) name fields must be populated to run a query. If a document has only a single name and the other field is blank, put “No Name Given” as the name for the blank field.

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

• Example name: Peter O’Donoghue
  o Enter as follows: Peter O’Donoghue

• Example name: Maria Lopez-Garcia
  o Enter as follows: Maria Lopez-Garcia

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

• Example name: Roberto Garcia, Sr.
  o Enter as follows: Roberto Garcia

Do not use periods.

• Example name: Rachel St. John
  o Enter as follows: Rachel St John

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

• Example name: Nguyen Mai
  o Enter as follows: Mai Nguyen