

**Instructions for Form I-131,
Application for Travel Document****Instructions**

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the part and number of the item to which the answer refers.

Updated Filing Address Information

The filing addresses provided on this form reflect the most current information as of the date this form was last printed. If you are filing Form I-131 more than 30 days after the latest edition date shown in the lower right-hand corner, please visit our website at www.uscis.gov before you file, and check the Forms and Fees page to confirm the correct filing address and version currently in use. Check the edition date located in the lower right-hand corner of the form. If the edition date on your Form I-131 matches the edition date listed for Form I-131 on the online Forms and Fees page, your version is current and will be accepted by USCIS. If the edition date on the online version is later, download a copy and use the online version. If you do not have Internet access, call the National Customer Service Center at 1-800-375-5283 to verify the current filing address and edition date. **Improperly filed forms will be rejected and the fee returned with instructions to resubmit the entire filing using the current form instructions.**

What Is the Purpose of This Form?

This form may only be used to apply to U.S. Citizenship and Immigration Services (USCIS) for the following travel documents, and must not be used to request release from immigration custody:

- 1. Re-entry Permit** - A reentry permit allows a permanent resident or conditional resident to apply for admission to the United States upon returning from abroad during the permit's validity, without having to obtain a returning resident visa from a U.S. Embassy or consulate.
- 2. Refugee Travel Document** - A refugee travel document is issued to a person classified as a refugee or asylee, or to a permanent resident who obtained such status as a result of being a refugee or asylee in the United States. Persons who hold aslyee or refugee status, and are not permanent residents, must have a refugee travel document to return to the United States after temporary travel abroad.

- 3. Advance Parole Document** - An advance parole document is issued solely to authorize the temporary parole of a person into the United States.

The document may be accepted by a transportation company in lieu of a visa as an authorization for the holder to travel to the United States. An advance parole document is not issued to serve in place of any required passport.

Advance parole is an extraordinary measure used sparingly to bring an otherwise inadmissible alien to the United States for a temporary period of time due to a compelling emergency. Advance parole cannot be used to circumvent the normal visa issuing procedures and is not a means to bypass delays in visa issuance.

NOTE: If you are in the United States and wish to travel abroad, you do not need to apply for advance parole if both conditions described below in **A** and **B** are met:

- A.** You are in one of the following nonimmigrant categories:
 - 1.** An H-1, temporary worker, or H-4, spouse, or child of an H-1; **or**
 - 2.** An L-1, intracompany transferee, or L-2, spouse or child of an L-1; **or**
 - 3.** A K-3, spouse, or K-4, child of a U.S. citizen; **or**
 - 4.** A V-2, spouse, or V-3, child of a lawful permanent resident; **and**
- B.** A Form I-485, Application to Register Permanent Residence or Adjust Status, was filed on your behalf and is pending with USCIS.

However, upon returning to the United States, you must present your valid H, L, K, or V nonimmigrant visa and continue to remain eligible for that status.

Who May File Form I-131?

Each applicant must file a separate application for a travel document.

1. Re-entry Permit

A. If you are in the United States as a permanent resident or conditional permanent resident, you may apply for a re-entry permit. After filing your application for a re-entry permit, USCIS will inform you in writing when to go to your local Application Support Center (ASC) for your biometrics appointment. (See Biometric Services Requirement.)

You must be physically present in the United States when you file the Re-entry Permit application. However, a Re-entry Permit may be sent to a U.S. Embassy or consulate or Department of Homeland Security (DHS) office abroad for you to pick up, if you request it when you file your application.

Departure from the United States before a decision is made on an application for a Re-entry Permit usually does not affect the application. **However, where biometric collection is required and the applicant departs the United States before the biometrics are collected, the application may be denied.**

With the exception of having to obtain a returning resident visa abroad, a Re-entry Permit does not relieve you of any of the requirements of U.S. immigration laws.

If you stay outside the United States for less than one year, you are not required to apply for a Re-entry Permit. You may re-enter the United States on your Permanent Resident Card (Form I-551).

If you intend to apply in the future for naturalization, absences from the United States for one year or more will generally break the continuity of your required continuous residence in the United States. If you intend to remain outside the United States for one year or more, you should file a Form N-470, Application to Preserve Residence for Naturalization Purposes. For further information, contact your local USCIS office.

B. Validity of Re-entry Permit

1. Generally, a Re-entry Permit issued to a permanent resident shall be valid for two years from the date of issuance. However, if since becoming a permanent resident you have been outside the United States for more than four of the last five years, the permit will be limited to one year, except that a permit with a validity of two years may be issued to the following:
 - a. A permanent resident whose travel is on the order of the U.S. Government, other than an exclusion, deportation, removal, or rescission order.
 - b. A permanent resident employed by a public international organization of which the United States is a member by treaty or statute.

- c. A permanent resident who is a professional athlete and regularly competes in the United States and worldwide.

2. A Re-entry Permit issued to a conditional resident shall be valid for two years from the date of issuance, or to the date the conditional resident must apply for removal of the conditions on his or her status, whichever date comes first.

3. A Re-entry Permit may not be extended.

C. A Re-entry Permit may not be issued to you if:

1. You have already been issued such a document, and it is still valid, unless the prior document has been returned to USCIS, or you can demonstrate that it was lost; **or**
2. A notice was published in the Federal Register that precludes the issuance of such a document for travel to the area where you intend to go.

NOTICE to permanent or conditional residents who remain outside the United States for more than one year: If you do not obtain a Re-entry Permit and remain outside the United States for one year or more, it may be determined that you have abandoned your permanent or conditional resident status.

2. Refugee Travel Document

A. If you are in the United States in valid refugee or asylee status, or if you are a permanent resident as a direct result of your refugee or asylee status in the United States, you may apply for a Refugee Travel Document. Generally, you must have a Refugee Travel Document to return to the United States after temporary travel abroad. After filing your application for a Refugee Travel Document, USCIS will inform you in writing when to go to your local USCIS Application Support Center (ASC) for your biometrics appointment.

You should apply for a refugee travel document before you leave the United States. However, a Refugee Travel Document may be sent to a U. S. Embassy or consulate or DHS office abroad for you to pick up, if you request it when you file your application. Departure from the United States before a decision is made on the application for a Refugee Travel Document usually does not affect the application. **However, where biometric collection is required and the applicant departs the United States before the biometrics are collected, the application may be denied.**

Travel Warning Regarding Voluntary Re-availment

WARNING to asylees who travel to the country of claimed persecution:

If you applied for asylum on or after April 1, 1997, your asylum status may be terminated if the Government determines that you have voluntarily availed yourself of the protection of your country of claimed persecution. See Section 208(c)(2)(D) of the Immigration and Nationality Act, 8 U.S.C. § 1158(c)(2)(D).

B. Validity of Refugee Travel Document

1. A Refugee Travel Document shall be valid for one year.
2. A Refugee Travel Document may not be extended.

C. A Refugee Travel Document may not be issued to you if:

1. You have already been issued such a document and it is still valid, unless the prior document has been returned to USCIS, or you can demonstrate that it was lost; or
2. A notice was published in the Federal Register that precludes the issuance of such a document for travel to the area where you intend to go.

NOTICE to permanent residents who obtain permanent residence as a result of their refugee or asylee status: If you do not obtain a Re-entry Permit and remain outside the United States for one year or more, it may be determined that you have abandoned your permanent resident status.

3. Advance Parole Document

Travel Warning Regarding Unlawful Presence

Before you apply for an Advance Parole Document, read this travel warning carefully.

- A. If you have been unlawfully present in the United States for more than 180 days but less than one year and you leave before removal proceedings are started against you, you may be inadmissible for three years from the date of departure.
- B. If you have been unlawfully present in the United States for one year or more, you may be inadmissible for ten years from the date of departure regardless of whether you left before, during or after removal proceedings.
- C. Unlawful presence is defined as being in the United States without having been inspected and admitted or paroled, or after the period of authorized stay has expired.

D. However, certain immigration benefits and time spent in the United States while certain applications are pending may place you in a period of authorized stay. These include, but are not limited to, a properly filed adjustment-of-status application, Temporary Protected Status (TPS), deferred enforced departure (DED), asylum, and withholding of removal.

E. Although advance parole may allow you to return to the United States, your departure may trigger the three- or ten-year bar, if you accrued more than 180 days of unlawful presence **BEFORE** the date you were considered to be in a period of authorized stay.

F. Therefore, if you apply for adjustment of status after you return to the United States, resume an adjustment application that was pending before you left, or return to a status that requires you to establish that you are not inadmissible, you will need to apply for and receive a waiver of inadmissibility before your adjustment application may be approved or your status continued.

G. Generally, only those persons who can establish extreme hardship to their U.S. citizen or lawful permanent resident spouse or parent may apply for the waiver for humanitarian reasons to assure family unity or when it is otherwise in the public interest. (See sections 209(c), 212(a)(9) and 244(c) of the Immigration and Nationality Act for more information on unlawful presence and the available waivers.)

If you are outside the United States and need to visit the United States temporarily for emergent humanitarian reasons:

- A. You may apply for an Advance Parole Document. However, your application must be based on the fact that you cannot obtain the necessary visa and any required waiver of inadmissibility. Parole under these conditions is granted on a case-by-case basis for temporary entry, according to such conditions as prescribed.
- B. A person in the United States may file this application on your behalf. In so doing, he or she should complete **Part 1** of the form with information about him or herself.

If you are in the United States and seek advance parole:

- A. You may apply if you have an adjustment- of- status application pending and you seek to travel abroad for emergent personal or bona fide business reasons; **or**

- B.** You may apply if you have been granted Temporary Protected Status or another another immigration status that allows you to return to that status after a brief, casual, and innocent absence (as defined in 8 CFR 244.1) from the United States.
- C.** You may apply if you are classified as a refugee or asylee and you seek to travel abroad for emergent personal or bona fide business reasons, or you are traveling to Canada to apply for a U.S. immigrant visa.
NOTE: If a refugee or asylee who returns to the United States with an Advance Parole Document is paroled into the United States at a port of entry upon return, he or she will not be returned to his or her refugee or asylee status. A refugee or asylee who returns to the United States with a valid Refugee Travel Document may be admitted to the United States to resume his or her refugee or asylee status. For additional information on Refugee Travel Documents, see Pages two and three of these instructions.

WARNING: If you have a pending application for asylum, and you return to the country of claimed persecution, it will be presumed that you abandoned your asylum application, unless you can show that there were compelling reasons for your return. See 8 C.F.R. § 208.8.

An Advance Parole document may not be issued to you if:

- A.** You held J-1 nonimmigrant status and are subject to the two-year foreign residence requirement as a result of that status; or
- B.** You are in exclusion, deportation, removal, or rescission proceedings.

If you travel before the advance parole document is issued, your application will be deemed abandoned if:

- A.** You depart from the United States; or
- B.** The person seeking advance parole attempts to enter the United States before a decision is made on the application.

NOTE: Do not use this form if you are seeking release from immigration custody and you want to remain in the United States as a parolee. You should contact U.S. Immigration and Customs Enforcement (ICE) about your request.

General Instructions

Step 1. Fill Out Form I-131

1. Type or print legibly in black ink.

2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."

Step 2. General Requirements

1. Initial Evidence

We may request additional information or evidence, or we may request that you appear at a USCIS office for an interview or for fingerprinting. (See Biometric Services Requirement.) You must file your application with all the required evidence. If you do not submit the required evidence, it will delay the issuance of the document you are requesting.

All applications must include a **copy of an official photo identity document showing your photo, name, and date of birth.** (Example: a valid government-issued driver's license; passport identity page; Form I-551, Permanent Resident Card; or any other official identity document.) The copy must **clearly** show the photo and identity information. **A Form I-94, Arrival/Departure Document, is not acceptable as a photo identity document.**

If you are applying for :

A. Re-entry Permit

You **must** attach:

1. A copy of the front and back of your Form I-551, Permanent Resident Card; or
2. If you have not yet received your Form I-551, a copy of the biographics page(s) of your passport and a copy of the visa page showing your initial admission as a permanent resident, or other evidence that you are a permanent resident; or
3. A copy of the Form I-797, Notice of Action, approval notice of an application for replacement of your Permanent Resident Card or temporary evidence of permanent resident status.

B. Refugee Travel Document

You **must** attach a copy of the document issued to you by USCIS showing your refugee or asylee status and the expiration date of such status.

C. Advance Parole Document

1. *If you are in the United States*, you **must** attach:
 - a. A copy of any document issued to you by USCIS showing your present status in the United States; and

- b. An explanation or other evidence showing the circumstances that warrant issuance of an advance parole document; or
- c. If you are an applicant for adjustment of status, a copy of a USCIS receipt as evidence that you filed the adjustment application;
- d. If you are traveling to Canada to apply for an immigrant visa, a copy of the U.S. consular appointment letter.

2. If you are applying for a person who is outside the United States, you **must attach:**

- a. A statement of how and by whom medical care, transportation, housing, and other expenses and subsistence needs will be met; and
- b. An Affidavit of Support (Form I-134), with evidence of the sponsor's occupation and ability to provide necessary support; and
- c. A statement explaining why a U.S. visa cannot be obtained, including when and where attempts were made to obtain a visa; and
- d. A statement explaining why a waiver of inadmissibility cannot be obtained to allow issuance of a visa, including when and where attempts were made to obtain a waiver, and a copy of any DHS decision on your waiver request; and
- e. A copy of any decision on an immigrant petition filed for the person, and evidence regarding any pending immigrant petition; and
- f. A complete description of the emergent reasons explaining why advance parole should be authorized and including copies of any evidence you wish considered, and indicating the length of time for which the parole is requested.
- g. Two completed fingerprint cards (FD-258). You must indicate your Alien Registration Number (A#) on the fingerprint card and ensure that the completed cards are not bent, folded, or creased. The fingerprint cards must be prepared by a U.S. Embassy or consulate, USCIS office, or U.S. military installation.

2. Photographs

A. If you are outside the United States and filing for a refugee travel document, or if you are in the United States and filing for advance parole document.

You **must** submit two identical color photographs of yourself taken within 30 days of the filing of this application.

The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.

NOTE: Because of the current USCIS scanning process, if a digital photo is submitted, it needs to be produced from a high-resolution camera that has at least 3.5 mega pixels of resolution.

Passport-style photos must be 2" x 2." The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a headdress as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.

B. If the person seeking advance parole is outside the United States:

- 1. If you are applying for an Advance Parole Document and you are outside the United States, do not submit the photographs with your application. Prior to issuing the parole document, the U.S. Embassy or consulate or DHS office abroad will provide you with information regarding the photograph requirements.
- 2. If you are filing this application for an Advance Parole Document for another person, submit the required photographs of the person to be paroled.

3. Biometric Services Requirement

If you are between age 14 through 79 and you are applying for a Refugee Travel Document or Re-entry Permit, you must be fingerprinted as part of USCIS biometric services requirements. After you have filed this application, USCIS will notify you in writing of the time and location where you must go to be fingerprinted. If necessary, USCIS may also take your photograph and signature. Failure to appear to be fingerprinted or for other biometric services may result in a denial of your application. All applicants for Re-entry Permit and/or Refugee Travel Documents between the ages of 14 through 79 are required to pay the additional \$80 biometric fee. (See "What is the Filing Fee" on page eight).

Invalidation of Travel Document

Any travel document obtained by making a material false representation or concealment in this application will be invalid.

A travel document will also be invalid if you are ordered removed or deported from the United States.

In addition, a Refugee Travel Document will be invalid if the United Nations Convention of July 28, 1951, shall cease to apply or shall not apply to you as provided in Article 1C, D, E, or F of the Convention.

Copies. Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

Translations. Any document containing foreign language submitted to USCIS shall be accompanied by a full English language translation, which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Expedite Request Instructions.

Expedited applications for Re-entry Permit or Refugee Travel Document. When mailing in this request, please notate the outside of the envelope with the word EXPEDITE. It is recommended that two pre-paid, self-addressed express mailers, e-mail addresses, and a fax number be provided with any expedite request for the Re-entry Permit or Refugee Travel Document. If the expedite request is granted and you provide prepaid, self-addressed express mailers, we will use the pre-paid mailers to send you the ASC appointment notice and travel document upon completion. If you do not provide pre-paid mailers, the appointment notice and travel document will be sent via regular mail.

Where To File?

E-Filing Form I-131

Certain Form I-131 filings may be electronically filed (e-filed) with USCIS. Please view our website at www.uscis.gov for a list of who is eligible to e-file this form and instructions.

1. Travel Documents

If you are applying for a Refugee Travel Document based on your refugee or asylum status or you are a permanent resident as a direct result of your refugee or asylee status in the United States, file your Form I-131 with the Nebraska Service Center at the below address:

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

2. Re-entry Permits

If you are a Lawful Permanent Resident or a Conditional Permanent Resident and are applying for a Re-entry Permit, file your Form I-131 with the Nebraska Service Center at the address below:

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

3. Advance Parole

A. For adjustment of status applications (Form I-485) filed with USCIS Chicago Lockbox Facility:

Submit Form I-131 either concurrently with Form I-485 or alone to the same address you used to file your I-485 application. (A complete list of the adjustment-of-status applications filed with USCIS Chicago Lockbox Facility is found on Form I-485.)

USCIS Lockbox Addresses:

For U.S. Postal Service (USPS) deliveries:

**USCIS
P.O. Box 805887
Chicago, IL 60680-4120**

For courier/express deliveries:

**USCIS
Attn: FBAS
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517**

B. For battered spouses and children applying for adjustment of status:

If you are filing as a battered or abused spouse or child and you are filing your I-131 concurrently with Form I-485, send both forms to the address you will use to file Form I-485. If you are requesting advanced parole based on a pending I-485, file your Form I-131 using the same address you used to file Form I-485.

C. For special immigrant international employees:

If you are a special immigrant international organization employee or eligible relative and you are applying for advance parole concurrently with Form I-485, use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Nebraska Service Center using the following address:

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

D. For aliens granted refugee or asylee status who have filed or will file an adjustment-of-status application:

If you have been granted refugee or asylee status and you are applying for advance parole concurrently with Form I-485, use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Service Center where your Form I-485 is pending. (See addresses to the Nebraska and Texas Service Centers below.)

E. For Immigrant Investors:

If you are an immigrant investor and you are applying for advance parole concurrently with Form I-485, use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Texas Service Center using the following address:

**USCIS Texas Service Center
P.O. Box 851182
Mesquite, TX 75185-1182**

F. For applicants covered under the Haitian Refugee Immigrant Fairness Act (HRIFA):

If you are either the dependent spouse or child of a HRIFA principal or a HRIFA principal who has a Form I-485 pending, you may file your Form I-131 using the following address:

**USCIS Nebraska Service Center
P.O. Box 87245
Lincoln, NE 68501-7245**

For dependent spouse or dependent child covered under the Haitian Refugee Immigrant Fairness Act (HRIFA) outside the United States: If you are the spouse or child of a principal HRIFA applicant and are seeking advance parole to enter the United States to file for adjustment of status as a permanent resident, you may file your Form I-131 using the following address:

**USCIS Nebraska Service Center
P.O. Box 87245
Lincoln, NE 68501-7131**

G. For other adjustment-of-status applications (Form I-485) filed at a USCIS Service Center including the following:

1. Based on an underlying Form I-140 petition;

2. Based on an underlying Form I-360 petition not previously mentioned; **or**

3. Others not previously mentioned.

If you are applying for advance parole concurrently with Form I-485, use the filing address listed on Form I-485 for both forms. If you are filing a Form I-131 based on a pending Form I-485, file Form I-131 with the Nebraska Service Center or Texas Service Center, depending on where you live.

Nebraska Service Center filings:

File your Form I-131 with the Nebraska Service Center if you live in the following states: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, or Wyoming.

**USCIS Nebraska Service Center
P.O. Box 87131
Lincoln, NE 68501-7131**

Texas Service Center filings:

File your Form I-131 with the Texas Service Center if you live in the following states: Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia, and the District of Columbia.

**USCIS Texas Service Center
P.O. Box 851182
Mesquite, TX 75185-1182**

H. For individuals with Temporary Protected Status (TPS)

If you have been granted Temporary Protected Status and you are applying for advance parole, mail Form I-131 to the Vermont Service Center, regardless of where you live in the United States.

**USCIS Vermont Service Center
Attn: I-131
75 Lower Welden Street
St. Albans, VT 05479-0001**

I. Beneficiaries outside of the United States seeking parole due to extraordinary, emergent, humanitarian circumstances should mail Form I-131 to the following address:

**U.S. Citizenship and Immigration Services
Attn: Chief, International Operations Division
(Humanitarian Parole)
20 Massachusetts Avenue, NW, Room 3300
Washington, DC 20529**

J. Questions Regarding Form I-131

For additional information about Form I-131, including how to file your application or filing locations not mentioned, call the USCIS National Customer Service Center at **1-800-375-5283** or visit our website at www.uscis.gov.

What Is the Filing Fee?

The fee for this application is **\$305** and may not be waived, (see NOTE that follows for when this fee may not apply). The biometric fee is **\$80** for applicants ages 14 through 79 who request a Refugee Travel Document or Re-Entry Permit, unless the applicant resides outside the United States at the time of filing their form. See 8 CFR 103.2(e)(4)(ii)(A)). The application fee and biometrics services fee may be paid with one \$385 check. Persons financially unable to pay the required biometric services fee may submit a fee waiver request, with supporting documentation, as described in 8 CFR 103.7(c). USCIS will inform you regarding the approval or denial of your fee waiver request.

NOTE: If you filed a Form I-485, Application to Register Permanent Residence or Adjust Status, on or after July 30, 2007, and you paid the I-485 application fee required, then no fee is required to file a request for Advance Parole or for a Refugee Travel Document on Form I-131. You may file the I-131 for Advance Parole or for a Refugee Travel Document concurrently with your I-485, or you may submit the I-131 for Advance Parole or a Refugee Travel Document at a later date. If you file Form I-131 for advance parole or a refugee travel document separately, you must also submit a copy of your Form I-797C, Notice of Action, receipt as evidence that you filed and paid the fee for the Form I-485 required on or after July 30, 2007.

Use the following guidelines when you prepare your check or money order for the Form I-131 fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and

2. Make the check or money order payable to U.S. Department of Homeland Security, unless:

- A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.
- B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct

The form fee on this form is current as of the edition date appearing in the lower right corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our website at www.uscis.gov, select "Immigration Forms," and check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

Address Changes

If you change your address and you have an application or petition pending with USCIS, you may change your address online at www.uscis.gov, click on "Change your address with USCIS," and follow the prompts. Or you may complete and mail Form AR-11, Alien's Change of Address Card, to:

**U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134**

For commercial overnight or fast freight services only, mail to:

U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744

Processing Information

Any Form I-131 that is not signed or accompanied by the correct fee(s) will be rejected with a notice that the Form I-131 is deficient. You may correct the deficiency and resubmit the Form I-131. An application or petition is not considered properly filed until accepted by USCIS.

Initial processing. Once a Form I-131 has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your Form I-131.

Requests for more information or interview. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Decision. The decision on a Form I-131 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

What If You Claim Nonresident Alien Status on Your Federal Income Tax Return?

If you are an alien who has established residence in the United States after having been admitted as an immigrant or adjusted status to that of an immigrant, and are considering the filing of a nonresident alien tax return or the non-filing of a tax return on the ground that you are a nonresident alien, you should carefully review the consequences of such actions under the Immigration and Nationality Act.

If you file a nonresident alien tax return or fail to file a tax return, you may be regarded as having abandoned residence in the United States and as having lost your permanent resident status under the Act. As a consequence, you may be ineligible for a visa or other document for which permanent resident aliens are eligible.

You may also be inadmissible to the United States if you seek admission as a returning resident, and you may become ineligible for adjustment of status as a permanent resident, or naturalization on the basis of your original entry.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations, and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our Internet website at **www.uscis.gov**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our Internet-based system, **InfoPass**. To access the system, visit our website. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-131, we will deny the Form I-131 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form I-131.

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 one hour and 55 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 Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0013. **Do not mail your application to this address.**