

Instructions

NOTE: 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 you have one, at the top of each sheet and indicate the number of the item to which the answer refers.

Use Form I-777 to apply for replacement of a Northern Mariana Identification Card.

You will need to give us:

- A completed and signed Form I-777
- Evidence of eligibility
- Filing fee

See Step 3 for specific filing instructions.

When Should I Use Form I-777?

During the two-year period that ended July 1, 1990, USCIS issued original Northern Mariana Identification Cards to individuals who acquired U.S. citizenship through the Covenant to Establish a Commonwealth of the Northern Mariana Islands in Political Union with the United States (Public Law 94-241). These cards remain valid as evidence of U.S. citizenship. Although USCIS no longer issues these cards, a citizen to whom a card was previously issued may use this application to request replacement of a card that was lost, stolen or damaged.

How Do I File Form I-777?

A separate Form I-777 must be filed for each person seeking an identification card. Follow the steps below to complete your application:

Step 1 - Reason for Filing Form I-777

Step 2 - Fill Out the Form I-777

Step 3 - Submit Your Application

Notice

USCIS wants to make sure that you receive the requested benefit. To do this, we may ask for more evidence, interview you and/or conduct an investigation. **If you give us false documents, misrepresent facts or otherwise engage in fraud, USCIS will take appropriate action.** This means we will not only deny your application, you may lose current and future immigration benefits. You may also face penalties, including criminal and/or civil prosecution leading to fines and/or imprisonment.

Step 1. Reason for Filing Form I-777.

Listed below is information on each reason for filing a Form I-777. Check the box in **Part 2** that matches your reason for filing.

- **My Northern Mariana Card was lost or destroyed. Check Box A.** You must submit a written statement explaining to the best of your ability when, how and where your card was lost or destroyed.

- **My Northern Mariana Card was stolen. Check Box B.** You must submit a certified copy of the police report.
- **My Northern Mariana Card was damaged. Check Box C.** You must return the damaged card with this application.

All applications must include a **copy of an official identity document showing a photo of the frontal view of your full face, and your name and date of birth.** (Example: a valid government issued driver's license, passport identity page or any other official identity document.) The copy must **clearly** show the photo and identity information.

Step 2. Fill Out the Form I-777.

Use **black ink.** Type or print clearly in black ink, using **capital** letters. If an item does not apply to you, write "N/A." If the answer is none, write "NONE."

This form is divided into **Parts 1** through **5.** The following information should help you fill out the form.

Part 1. Information about you. *(Person applying to replace a Northern Mariana Card.)*

- **Family Name** (Last name) - Give your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.
- **Home Address** - Give your physical street address. This must include a street number and name or a rural route number. Do not put a post office box (P.O. Box) number here.
- **Mailing Address** - Give your mailing address, if different from your home address.
- **Daytime Phone Number** - Give a phone number where you can be reached during the day.
- **U.S. Social Security #** - If you do not have a U.S. Social Security number, leave this blank.
- **A #** - This is your immigration file number. If you do not have an A number or do not know it, leave this blank.

Part 2 - Requested Action.

- Place a check in the box that corresponds with your reason for filing.

Part 3 - Additional information.

- **Numbers 1 and 2** - Give the requested information.

Part 4 - Signature.

- As the applicant, you must sign and date the application. If you do not sign the application, the form will be returned as incomplete.
- A parent or legal guardian may sign the application on behalf of a child under the age of 14 years.

Part 5 - Signature of person preparing form, if other than applicant.

- If you, the applicant, did not fill out the Form I-777, the preparer must also sign, date and give his or her address.

Step 3. Submit Your Form I-777.

Your must include the following items.

- **Your signed and completed Form I-777.**
- **Filing fee.** The filing fee for a Form I-777 is **\$15.00.**

Use the following guidelines when you prepare your check or money order:

- 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
- Make the check or money order payable to the **U.S. Department of Homeland Security**, unless:
 - If you live in Guam and are filing your application there, make it payable to the **Treasurer, Guam.**
 - If you live in the U.S. Virgin Islands and are filing your application there, make it payable to the **Commissioner of Finance of the Virgin Islands.**

NOTE: Spell out U.S. Citizenship and Immigration Services. Do not use the initials "USCIS".

Your check or money order must be honored by the bank or financial institution on which it is drawn. If it is not, we will charge you a fee and your application and any document issued to you will not be valid.

- **Evidence.** Attach copies showing the front and back of the documents you need to support your application. See **Step 1, Reason for Filing**, for information on document requirements. **Do not send original documents unless instructed to do so.**

All applications must include a **copy of an official photo identity document showing a photo of the frontal view of your full face, and your name and date of birth.** (Example: a valid government issued driver's license, passport identity page or any other official identity document.) The copy must **clearly** show the photo and identity information.

- **Translations.** If you send us a document in a foreign language, it must have a full English translation that the translator has certified as complete and correct. The translator must also certify that he or she is competent to translate the foreign language into English.
- **Photos.** You must submit two identical natural color photographs of yourself taken within 30 days of this application. The photos must have a white background, be unmounted, printed on thin paper and be glossy and unretouched. The photo should be a full frontal passport style photograph. The photos should be no larger than 2 x 2 inches, with the distance from the top of the head to just below the chin about 1 and 1/4 inches. Using a pencil, lightly print your A# on the back of each photo.

- **Submit your application.**

Where you submit your form depends on where you live.

If you currently live in the Commonwealth of the Northern Mariana Islands, Guam or elsewhere outside the United States, you must mail this application to:

USCIS - Guam
Sirena Plaza, Suite 100
108 Hernan Cortez Avenue
Hagatna, GU 96910

If you currently live in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, West Virginia or the US Virgin Islands, mail the application to:

USCIS - Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001

If you currently live in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail the application to:

USCIS - Texas Service Center
P.O. Box 851041
Mesquite, TX 75185-1041

If you currently live in Arizona, California, Hawaii or Nevada, mail the application to:

USCIS - California Service Center
P.O. Box 10765
Laguna Niguel, CA 92607-1076

If you currently live anywhere else in the United States, mail the application to:

USCIS - Nebraska Service Center
P.O. Box 87765
Lincoln, NE 68501-7765

Processing Information.

Our goal at USCIS is to process all applications fairly. The processing time will vary, depending on the specific circumstances of each case. We may reject an incomplete application. We may deny your application if you do not give us the requested information or do not go to a scheduled interview.

Privacy Act Notice. USCIS will use the information on Form I-777 to determine eligibility for the requested immigration benefit. We may provide information on your application to other government agencies.

Address Changes. If you change your address, you must fill out a Form AR-11, Alien's Change of Address Card, and mail it to the office where the Form I-777 was originally filed. Write "Form I-777" in the lower left hand corner of the address side of the AR-11.

USCIS Forms and Information. To request USCIS forms, call our toll-free forms line at **1-800-870-3676**. You may also get USCIS forms and information about immigration laws and regulations by calling our National Customer Service Center at **1-800-375-5283** or from our internet website at **www.uscis.gov**.

Paperwork Reduction Act.

An agency may not conduct or sponsor an information collection and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is as follows: (1) 15 minutes to learn about the law and form; (2) 10 minutes to complete the form; (3) 5 minutes to assemble and file the petition; for a total estimated average of 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you may write to the U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, 3rd Floor, Suite 3008, Washington, DC 20529; OMB No. 1615-0042. **Do not mail your completed application to this address.**

Part 3. Additional information.

1. List all absences from the Commonwealth of the Northern Mariana Islands or the United States. (List absences from the last to the present.)

| From | To |
|------|----------------|
| | Present |
| | |
| | |
| | |

| From | To |
|------|----------------|
| | Present |
| | |
| | |
| | |

2. At what address(es) have you lived for the last ten years? (List present address first.)

| Street Address (Number and Name) | Town or City | From (mm/dd/yyyy) | To (mm/dd/yyyy) |
|----------------------------------|--------------|-------------------|-----------------|
| | | | Present |
| | | | |
| | | | |
| | | | |
| | | | |

Part 4. Signature Read the information on penalties in the instructions before completing this part.

I certify, under penalty of perjury of the laws of the United States of America, that my application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S.Citizenship and Immigration Services needs to determine my eligibility for the benefit I am seeking.

| | | |
|----------------------|--|--------------------------|
| <i>Signature</i> | Daytime Phone Number (with area code) | Date (mm/dd/yyyy) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

NOTE: If you do not completely fill out this form or fail to submit the required documents listed in the instructions, you may not be found eligible for the requested document and this application may be denied.

Part 5. Signature of person preparing form, if other than above. (Sign below.)

I declare that I prepared this application at the request of the person named above and it is based on all information of which I have knowledge.

| | |
|------------------------------|--|
| <i>Signature</i> | Print or Type Your Name |
| <input type="text"/> | <input type="text"/> |
| Firm Name and Address | Date (mm/dd/yyyy) |
| <input type="text"/> | <input type="text"/> |
| Fax Number or Email | Daytime Phone Number (with area code) |
| <input type="text"/> | <input type="text"/> |