

**Instructions for I-90, Application
to Replace Permanent Resident Card****Instructions**

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

What Is the Purpose of This Form?

This form is for permanent residents and conditional residents to apply to U.S. Citizenship and Immigration Services (USCIS) for replacement of permanent resident cards.

NOTE: Do not use Form I-90 if you are a conditional resident and your status is expiring. You must apply accordingly to remove the conditions:

1. If you became a conditional resident through marriage to a U.S. citizen or permanent resident, submit Form I-751, Petition to Remove Conditions on Residence; or
2. If you became a conditional resident based on a financial investment in a U.S. business, submit Form I-829, Petition by Entrepreneur to Remove Conditions.

Who May File This Application?

If you are a permanent resident or conditional resident, file this application to:

1. Replace a lost, stolen or destroyed card; or
2. Update a card after change of name or other biographic data; or
3. Replace a card that is mutilated; or
4. Replace a card that is incorrect on account of USCIS error; or
5. Replace a card that was never received.

If you are a permanent resident, you must also file this application:

1. To replace a card that is expiring; or
2. Within 30 days after reaching your 14th birthday, to replace a card issued before your 14th birthday; or
3. If you have been a lawful permanent resident in the United States and are now taking up Commuter status while actually residing outside the United States; or
4. If you have been in Resident Commuter status and are now taking up actual residence in the United States; or
5. If your status has been automatically converted to permanent resident; or
6. When you have an older edition of the card and must replace it with the current type of card.

General Instructions

Answer all questions by typing or clearly printing in black ink. If an answer is "none," write "NONE."

Every application must be properly signed and accompanied by the appropriate fee. (See "**What Is the Filing Fee**" on **Page 3** of these instructions.) A photocopy of a signed application is not acceptable.

If you are under 14 years of age, your parent or guardian may sign the application on your behalf.

Translations. Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct, and by the translator's certification that he or she is competent to translate the foreign language into English.

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.

What Initial Evidence Is Required?

You must submit all required initial evidence as well as all supporting documentation when you file your application.

1. Your Prior Card or Other Evidence of Identity

A. Renewing Expiring or Expired Card. If your card has already expired or will expire in the next six months, submit a copy of your card.

B. Replacing Lost or Damaged Card. If your card has been lost, stolen, damaged, or you never received it, submit a copy of your card, if you have one. If you do not have a copy and are at least 18 years of age, you must submit a copy of an identity document, such as a driver's license, passport, or a copy of another document containing your name, date of birth, photograph, and signature.

If you have been automatically converted to permanent residence status, you are considered to be replacing your card. Submit a copy of your temporary status document.

2. Correction or Change in Biographical Data

If you are applying to replace a card because of a name change, you must submit a copy of the original court order or a certified copy of your marriage certificate reflecting the new name. To replace a card because of a change of any other biographic data, you must submit copies of documentation to prove that the new data is correct.

What Is Evidence of Registration?

A pending application for a replacement permanent resident card is temporary evidence of registration.

Where to File?

You have the option of filing this paper form by mail at the Phoenix, Arizona, Lockbox facility (see address below), or you may file it electronically by using the Internet.

Replacing a Card That Was Never Received. If you are filing this application to replace a permanent resident card that was never received, you must prepare another Form I-90. On the first page of the form, under **Part 2, Application type, Number 2, Reason for application**, check box **b** that reads: "My authorized card was never received." Include any documents with your application that support your claim.

In addition to the new Form I-90, you must send a copy of Form I-797, Notice of Action, that you received for your previously filed Form I-485 (adjustment of status), Form I-751 (removal of conditions), or Form I-90.

If you electronically filed your previous Form I-90, you must send a copy of the e-filing confirmation receipt issued for your previously filed application.

NOTE: Applications with reason **b** checked (My authorized card was never received.) do not require the application base fee or biometrics fee.

Replacing a Card That Was Issued With Incorrect Data on Account of a USCIS Error. If you are submitting your application because of this situation, you must prepare another Form I-90. On the first page of the form, under **Part 2, Application type, Number 2, Reason for application**, check box **d** that reads: "My card was issued with incorrect information because of a USCIS administrative error." Include any documents with your application that support your claim.

In addition, applicants are required to submit the original Form I-551 card containing incorrect information that supports the requested correction.

Applications submitted with reason **d** checked (My card was issued with incorrect information because of a USCIS administrative error) do not require the application base fee or biometrics fee.

NOTE: While many of our customers are eligible to e-file, there are restrictions for some applicants. Check our Web site at www.uscis.gov for a list of who is eligible to e-file this form and for instructions on how to properly complete and submit the form.

If you choose to file this paper version of the form, you must include a check or money order with the application to pay the appropriate fees.

After filing your application, USCIS will inform you in writing when to go to your local USCIS Application Support Center (ASC) for your biometrics appointment.

You must submit all required initial evidence, including your prior permanent resident card or other evidence of identity, and any supporting documentation when you submit your application.

File this application with appropriate fees to the following Lockbox address:

**USCIS
P.O. Box 21262
Phoenix, AZ 85036**

For express/courier deliveries, use the following address:

**USCIS
ATTN: I-90
1820 Skyharbor, Circle S Floor 1
Phoenix, AZ 85034**

Biometrics Requirement

If you have reached your 14th birthday since your card was issued, additional fingerprints will be taken. You no longer need to submit photographs with Form I-90. When you file your Form I-90, USCIS will notify you in writing of the time and location where you must go for the required biometrics. Failure to appear for the biometrics may result in a denial of your application.

What Is the Filing Fee?

The fee for this application is **\$290**.

The fee for the biometrics is **\$80**.

You may submit one check or money order for both the application and biometrics fees, for a total of **\$370**.

Exceptions. There are three exceptions to having to pay the **\$290** application filing fee:

1. If you are filing only because the card issued to you was incorrect due to a USCIS administrative error. However, if the error was not caused by USCIS, both application and biometrics fees are required.
2. If you are filing only because you never received your card. However, if the card was sent to the address provided and never returned to USCIS, your application will be rejected. You must file another Form I-90 and on the first page of the form under **Application Type, Number 2, Reason for Application**, check box **a** that states: My card was lost, stolen or destroyed. Include both application and biometrics fees with your form.
3. If you are filing only to register at age 14 years, and your existing card will not expire before your 16th birthday.

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 **U.S. Department of Homeland Security**, unless:

1. If you live in Guam, make your check or money order payable to the "**Treasurer, Guam**."
2. If you live in the U.S. Virgin Islands, make your check or money order payable to the "**Commissioner of Finance of the Virgin Islands**."

NOTE: 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 USCIS to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, USCIS may try to make the transfer up to two times.

How to Check If the Fees Are Correct

The form and biometric fees on this form are 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 Web site 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.

NOTE: If your Form I-90 requires payment of a biometric service fee for USCIS to take your fingerprints, photograph, or signature, you can use the same procedure to obtain the correct biometric fee.

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

Acceptance. An application is not considered properly filed until it is accepted by USCIS.

Initial Processing. Once the application has been accepted, it will be checked for completeness. If you do not completely fill out the form, you will not establish a basis for eligibility and we may deny your application.

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 provide the originals of any copies you submit. We will return these originals when they are no longer required.

Decision. If your application is approved, your Permanent Resident Card will be manufactured and mailed to you. If your application is denied, we will mail you a notice explaining the reasons for the denial.

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 Web site 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 Web site. 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 request, we will deny the benefit 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-90.

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 55 minutes per response, including the time for reviewing instructions, 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 20529-2210. OMB No. 1516-0082. **Do not mail your application to this address.**