

# PAPERWORK REDUCTION ACT CHANGE WORKSHEET

Agency/subagency  Department of Homeland Security, U.S. Citizenship and Immigration Services	OMB Control Number  1615 - 0079
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*Enter only items that change*

Current record	New record
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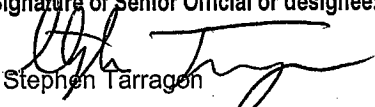
Agency form number (s)  I-102		
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Annual reporting and recordkeeping hour burden		
Number of respondents		
Total annual responses		
Percent of these responses collected electronically	0 %	0 %
Total annual hours		
Difference		
Explanation of difference		
Program change		
Adjustment		

Annual reporting and recordkeeping cost burden (in thousands of dollars)		
Total annualized Capital/Startup costs		
Total annual costs (O&M)		
Total annualized cost requested		
Difference		
Explanation of difference		
Program change		
Adjustment		

**Other changes\*\***

The instructions to Form I-102 are being amended to reflect a change in filing location and to let applicants know that if they want to receive e-notification about their application to submit Form G-1145 (1615-0109) with their application. Table of changes attached.

Signature of Senior Official or designee:  Stephen Tarragon	Date:  11/5/2009	For OIRA Use  _____  _____
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\*\* This form cannot be used to extend an expiration date.

**Application for Replacement/Initial Nonimmigrant Arrival-Departure Document  
Form I-102  
OMB Control No. 1615-0079**

<b>Current Language</b>	<b>Proposed Language</b>
<p><b><u>P 2. Where to File?</u></b> NOTE: The following instructions relate only to Form I-102 issued by USCIS. To request an action on Form I-94 issued by CBP, refer to the Advisory under Step 1, Reason for Filing Form I-102 on Page 1 of these instructions.</p>	<p><b><u>P. 2 Where to File?</u></b> NOTE: The following instructions relate only to Form I-102 issued by USCIS. To request an action on Form I-94 issued by CBP, refer to the Advisory under Step 1, Reason for Filing Form I-102 on Page 1 of these instructions.</p> <p>Please note the USCIS filing locations for this form are subject to change. Read the instructions carefully to determine where to send your application.</p> <p>The filing addresses provided on this form reflect the most current information as of the date this form was last printed.</p> <p>If you are filing form I-102 more than 30 days after the latest edition date shown in the lower right corner, visit us online at <a href="http://www.uscis.gov">www.uscis.gov</a> before you file, and check the "Forms" page to confirm the correct filing address and form version currently in use. Check the edition date located in the lower right corner of the form. If the edition date on your Form I-102 matches the edition date listed for Form I-102 on the online "Forms" page, your version is current. If the edition date on the online version is later than your version, download a copy and use it. If you do not have Internet access, call Customer Service at 1-800-375-5283 to verify the current filing address and edition date.</p>
<p><b><u>P 3. Correction Request</u></b> To request USCIS to correct inaccurate information on your Form I-94, I-94W, or I-95, submit your application to the local USCIS office having jurisdiction over the area where you are temporarily located.</p> <p>Contact the local USCIS office for specific information on how to file the application.</p>	<p><b><u>Filing Locations:</u></b></p> <ol style="list-style-type: none"> <li>1. If you are submitting Form I-102 with another form, submit both forms according to the filing instructions for the other form.</li> <li>2. If you are submitting Form I-102 by itself to:             <ol style="list-style-type: none"> <li>A. Replace your lost or stolen Form I-94 (or I-94W) (Box "a");</li> <li>B. Replace your lost or stolen Form I-95 (Box "b");</li> <li>C. Replace Form I-94 (or I-94W) because it is mutilated (Box "c");</li> <li>D. Replace Form I-95 because it is mutilated (Box "d");</li> <li>E. Correct information on your Forms I-94, I-94W, or I-95. If the I-94, I-94W or I-95 was issued by USCIS with incorrect information (Box "f"), attach your original Forms I-94, I-94W, or I-95. If the error was caused by your submission of incorrect information, you must include the appropriate fee. If the error was due to USCIS error, no fee is required;</li> <li>F. Obtain a Form I-94 because you did not receive it when you entered the United States as a nonimmigrant member of the U.S. Armed Forces (Box "g").</li> </ol> </li> </ol>

Mail your application to the **USCIS Phoenix or Dallas Lockbox** facility, based on where you are located. See filing instructions below.

If you are located in:	Mail your application to:
Alabama, Arkansas, Connecticut, Delaware, the District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia	<b>USCIS Dallas Lockbox:</b>  For U.S. Postal Service:  USCIS PO Box 660867 Dallas, TX 75266  For Express mail and courier deliveries:  USCIS Attn: AOS 2501 S. State Hwy. 121, Bldg. No. 4 Lewisville, TX 75067
Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	<b>USCIS Phoenix Lockbox:</b>  For U.S. Postal Service:  USCIS PO Box 21281 Phoenix, AZ 85036  For Express mail and courier deliveries:  USCIS Attn: AOS 1820 E. Skyharbor Circle S, Floor 1 Suite 100 Phoenix, AZ 85034

**Not Issued Form I-94/Extention – Status Change**

If you were not issued Form I-94 at admission or are filing this application with a Form I-539, Application to Extend/Change Nonimmigrant Status (Box "e"), file this application in accordance with Form I-539 filing instructions.

**NATO and SOFA Military Members**

If you are filing the Form I-102 because you are a military member of NATO or Partnership for Peace under SOFA (Box "g"), and are seeking an initial Form I-94, submit this application through your foreign commander or his or her designee to NATO/Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT) at:

**NATO/HQ SACT**  
**7857 Blandy Road, Suite 100**  
**ATTN: Legal Affairs**  
**Norfolk, VA 23551-2490**

**E-Notification**

If you are filing your Form I-102 at one of the USCIS Lockbox facilities, you may elect to receive an email and/or text message notifying you that your

	<p>application has been accepted. You must complete Form G-1145, E-Notification of Application/Petition Acceptance, and clip it to the first page of your application. To download a copy of Form G-1145, including the instructions, click on the link <a href="http://www.uscis.gov">www.uscis.gov</a> "Forms."</p>
<p><b>P 3. Replace Form I-95</b> If you are filing to replace Form I-95, file this application at the local USCIS office having jurisdiction over where you are temporarily located.</p>	
<p><b>P 3. Not Issued Form I-94/Extension- Status Change</b> If you were not issued Form I-94 at admission or are filing this application with an application for extension of stay or change of status, file this application where you are filing the accompanying extension of stay or change of status application.</p>	
<p><b>P 3. Nonimmigrant Military Member</b> If you are a nonimmigrant member of the U.S. Armed Forces, file this application at the local USCIS office having jurisdiction over the area where you are temporarily located.</p>	
<p><b>P 3. NATO and SOFA Military Members</b> If you are in a NATO or Partnership for Peace military program under SOFA, and are seeking an initial Form I-94, submit this application through your foreign commander or his or her designee to NATO/Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT) at:</p> <p><b>NATO/HQ/SACT</b> <b>7857 Blandy Road, Suite 100</b> <b>ATTN: Legal Affairs</b> <b>Norfolk, VA 23551-2490</b></p> <p>NATO/HQ/SACT will review and forward the application to the USCIS Nebraska Service</p>	

Center.	
<p><b>P 3. In All Other Instances.</b> File your application as follows:</p> <p>If you are currently 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 U.S. Virgin Islands, mail the application to:</p> <p><b>USCIS- Vermont Service Center</b> <b>75 Lower Welden Street</b> <b>St. Albans, VT 05479-0001</b></p> <p>If you are currently in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, or Texas, mail the application to:</p> <p><b>USCIS- Texas Service Center</b> <b>P.O. Box 851182</b> <b>Mesquite, TX 75185-1182</b></p> <p>If you are currently in Arizona, California, Guam, Hawaii, or Nevada, mail the application to:</p> <p><b>USCIS- California Service Center</b> <b>P.O. Box 10102</b> <b>Laguna Niguel, CA 92607-0040</b></p> <p>If you are currently anywhere else in the United States, mail the application to:</p> <p><b>USCIS- Nebraska Service Center</b> <b>P.O. Box 87102</b> <b>Lincoln, NE 68501-7102</b></p>	
<p><b>P. 4: What is the Filing Fee?</b> <b>Number 4, paragraph B.1</b></p>	<p><b>P. 4: What is the Filing Fee?</b> <b>Number 4, paragraph B.1 and B.2.:</b></p>

**and B.2.:**

1. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam.**
2. If you live in the U.S. Virgin Islands, and are filing your petition there, make it payable to **Comissioner of Finance of the Virgin Islands.**

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