

# Instructions for Form G-845, Document Verification Request

## Instructions

Read these instructions carefully to properly complete this form. If you do not follow the instructions, U.S. Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) Program may return this form, which may delay processing.

### What Is the Purpose of This Form?

An agency that is registered with the USCIS SAVE Program may file this form to request immigration status verification information for an applicant.

### Who May File This Form?

Any agency that has executed a Memorandum of Agreement with the USCIS SAVE Program.

### General Instructions

A separate Form G-845, Document Verification Request, must be completed for each applicant and must include copies of documents only for that individual. If a family unit applies for a benefit, submit a separate Form G-845 for each family member.

When completing Form G-845, type or print legibly in black ink (unless electronically generated).

Submit copies (front and back) of the alien's original documentation. Ensure that copies are legible.

Make certain that a complete return address has been entered in the **"From"** portion of the form and all items in **Section A** have been completed. (SAVE may use this portion of the form for your address in a number 10 window envelope.)

### Section A. To Be Completed by Registered Agency Only

1. In the **"To"** section: stamp or legibly write the mailing address of the agency's assigned Status Verification Office; this can be found at [www.uscis.gov/save](http://www.uscis.gov/save).
2. In the **"From"** section: stamp or legibly write the registered agency name and mailing address with the Zip Code.

### Complete items numbered 1 through 15

1. Enter the Alien Registration Number (A-Number) or the I-94 (Arrival-Departure Record) Number in the space provided or both the A-Number and I-94 Number if both numbers are listed on the provided document. The A-Number is the letter "A" followed by a 7, 8, or 9-digit number. The I-94 Number is found on Form I-94 and is 11 digits. (Check the front and back of the Form I-94. If the A-Number appears, record that number when requesting information instead of the I-94 Number because the A-Number refers to the most integral record available.) If the A-Number or I-94 Number is not available, enter another immigration number such as the Certificate of Citizenship document number on the line marked "Other immigration number." Provide the name of the document that contains this immigration number on the line below.
2. Enter the applicant's last, first, and middle name, as printed on the documents.
3. Enter the applicant's nationality.
4. Enter the applicant's date of birth in the format indicated.
5. Enter the applicant's Social Security Number, if applicable.
6. Enter the applicant's Student and Exchange Visitor Information System (SEVIS) Number, if applicable.
7. Enter the case verification number if a query has been initiated in the SAVE online system. If the SAVE online system is not used, leave this line blank.
8. Enter the registered agency case number, if applicable.
9. Check the proper box indicated for copies or other information attached. If an immigration document is printed on both sides, you must attach a copy of the front and back. Ensure copies are legible.
10. Check the corresponding benefit box for submitting agency.
- 11 - 14. Enter the submitting name of agency official, title, telephone number, and fax number in the space provided.
15. Enter the date that the Form G-845 is completed.

**Registered Agency Comments Box (Optional).** Agency may enter additional information about the immigration verification request.

## Processing Information

Upon receipt, the SAVE Program Status Verification Office will review the form for completeness, including submission of any attached documents. **Please be aware that if the Form G-845 is not completely filled out, USCIS will return the form to you with no verification response.**

Please be aware that if the Form G-845 is submitted without a copy of the applicant's documentation, it will be returned to you with no verification response.

If USCIS responds by checking **response** box number **13** of **Section B**, this indicates that the immigration status information requested cannot be found immediately. In such case, USCIS will conduct further records research. While this search is pending, USCIS will return a copy of Form G-845 and Form G-1120 to notify you that the case is pending. The original Form G-845 will be returned to you when the research is complete and a final response is prepared. **The inability of USCIS to provide an immediate response does not mean that the applicant is not in a lawful immigration status.**

## USCIS Privacy Act Statement

The information provided in this form is subject to the Privacy Act of 1974 (5 U.S.C. § 552a) and must be protected from unauthorized disclosure or secondary uses. In accordance with the Privacy Act, the information collected and provided to authorized agencies pursuant to this form is covered by the System of Records Notice "DHS/USCIS-004 - Systematic Alien Verification for Entitlements Program System of Records" September 21, 2011, 76 FR 58525.

## 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 5 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 Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020, OMB No. 1615-0101. This form expires July 31, 2011. **Do not mail your verification request to this address.**