

Table of Changes – INSTRUCTIONS
Form I-102
5/23/12

LOCATION	CURRENT VERSION	PROPOSED VERSION
<p>Page 1, Instructions</p>	<p>Instructions</p> <p>Please 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 you have one, at the top of each sheet and indicate the number of the item to which the answer refers.</p>	<p>[Deleted]</p>
<p>Page 1, What Is the Purpose of This Form?</p>	<p>Use Form I-102 to request a new or replacement of an incorrect, lost, stolen, or damaged Nonimmigrant Arrival- Departure Document.</p>	<p>Page 1,</p> <p>Use Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Document, to request a new or replacement of an incorrect, lost, stolen, or mutilated Nonimmigrant Arrival-Departure Document.</p>
<p>Page 1, When Should I Use This Form? Under 3.</p>	<p>[New Section]</p>	<p>NOTE: As of June 29, 2010, U.S. Customs and Border Protection no longer issues Forms I-94 W to visa waiver applicants arriving to the U.S. through air and sea ports-of-entry (POEs). Therefore, only Forms I-94W issued at land border POEs or issued on or before June 28, 2010 at air and sea POEs may be reissued or replaced.</p>
<p>Page 1, General Instructions</p>	<p>[New Section]</p>	<p>Each application must be properly signed and accompanied by the appropriate fee. (See "What Is the Filing Fee?" section of these instructions.) A photocopy of a signed application or typewritten name in place of a signature is not acceptable.</p> <p>If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf.</p> <p>Evidence. You must submit all required initial evidence along with all the supporting documentation with your application at the time of filing.</p> <p>Copies. Unless specifically required that an original document be filed with an</p>

		<p>application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required may remain a part of the record, and will not be automatically returned to you.</p> <p>Translations. Any document containing a 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.</p>
<p>Page 1,</p> <p>How Do I File This Form?</p>	<p>...Step 1 - Identify reason for Filing Form I-102...</p>	<p>Page 1,</p> <p>...Step 1 - Determine the Reason for Filing Form I-102...</p>
<p>Page 1,</p> <p>Step 1. Reason for Filing Form I-102</p>	<p>...2. Receive an initial Form I-94 if you were not issued one when you entered as a nonimmigrant, and you are filing this form with an application for extension of stay or change of status;</p> <p>3. Receive a corrected Form I-94, I-94W, or I-95 if you were issued one with incorrect information when you entered as a nonimmigrant or refugee; or</p> <p>4. Receive an initial ...</p> <p>ADVISORY: Do not use this form to request an action on Form I-94 issued by the U.S. Customs and Border Protection (CBP). If you are seeking a new Form I-94 based on a Form I-94 issued at a port of entry or otherwise by CBP, you should contact the nearest CBP office or port of entry and inquire about their procedures, or visit the CBP's Web site at www.cbp.gov.</p>	<p>Page 2</p> <p>...2. Receive an initial Form I-94 or I-94W if you were not issued one at admission, or you are filing this Form I-102 with Form I-539, Application to Extend/ Change Nonimmigrant Status;</p> <p>3. Receive a corrected Form I-94, I-94W, or I-95 if you were issued one by USCIS with incorrect information.</p> <p>NOTE: If CBP issued you Form I-94, I-94W, or I-95 with incorrect information (for example: misspelled name, incorrect date of birth, visa classification, or date of admission), you should not file Form I-102. You will need to go to the nearest CBP port of entry (POE) or the nearest CBP deferred inspection office (DIO), in person, to have the information corrected. For locations and hours of operation visit the CBP's Web site at www.cbp.gov.</p> <p>4. Receive an initial...</p>

<p>Page 1, Step 2. Fill Out Form I-102</p>	<p>...2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet...</p>	<p>Page 2,</p> <p>...2. If extra space is needed to complete any item, attach a continuation sheet, write your name and Alien Registration Number (A-Number) (if any), at the top of each sheet of paper, indicate the Part and item number to which your answer refers, and date and sign each sheet...</p>
<p>Pages 1 and 2, Part 1. Information About You</p>	<p>1. 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.</p> <p>2. 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.</p> <p>3. A-Number - This is your immigration file number. If you do not have an Alien Registration Number or do not know it, leave this blank.</p> <p>4. U.S. Social Security Number - If you do not have a U.S. Social Security Number, leave this blank.</p> <p>A. Date and Place of Last Admission - Give the date and place of your last actual entry into the United States.</p>	<p>Page 2 – 3,</p> <p>1.a. - 1.c. Your Full Name Provide your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.</p> <p>2.a. - 2.i. Mailing Address List your complete mailing address in the spaces provided. If your mail will be sent to someone other than yourself, please include an "In Care of Name" as part of your mailing address.</p> <p>3. Alien Registration Number This is your immigration file number. If you do not have an Alien Registration Number (A-Number) or do not know it, leave this blank.</p> <p>4. Date of Birth Provide your date of birth (mm/dd/yyyy) in the space provided as it is shown on your birth certificate or other government-issued identity document.</p> <p>5 - 6. Country of Birth and Country of Citizenship Provide the name of the country of your birth and the name of the country of your citizenship. The name of the country should be the current name of the country.</p> <p>7. Social Security Number Provide your Social Security Number. If you do not have a U.S. Social Security Number, leave this blank.</p> <p>8 - 9. Date and Place of Last Admission to the United States Provide the date (mm/dd/yyyy) and location of your last actual entry into the United States.</p>

	<p>B. Current Nonimmigrant Status - Give your current status. If you were granted a change of status, provide the receipt notice noting the change.</p> <p>C. Status Expires On - Give the date your authorized stay in the United States ends.</p> <p>D. Numbers on Form I-94, I-94W, or I-95 Arrival-Departure Document - Give the number that is at the top of the document you originally received at the time of entry. If you did not receive Form I-94 at entry, write "N/A."</p>	<p>10. What is your current Nonimmigrant Status? Provide your current status. If you were granted a change of status, provide a copy of the approval notice noting the change.</p> <p>11. Status Expires Provide the ending date of your authorized stay in the United States.</p> <p>12. Form I-94, I-94W, or I-95 Arrival - Departure Record Number Provide the number that is at the top of the document you originally received at the time of entry. If you did not receive Form I-94 at entry, leave blank.</p>
<p>Page 2, Part 2. Reason for Application</p>	<p>Place a check in the box that corresponds with your reason for filing. Check only one box.</p>	<p>Page 3,</p> <p>Check the box that corresponds with your reason for filing. Select only one box.</p>
<p>Page 2, Part 3. Processing Information</p>	<p>Numbers 1 - 3 - Give all information requested.</p>	<p>Page 3,</p> <p>1. - 5. Provide all information requested in the spaces provided.</p>
<p>Page 2, Part 4. Signature</p>	<p>1. As the applicant, you must sign and date the application. If you do not sign the form, it will be returned as incomplete.</p> <p>2. Daytime Telephone Number - Give a phone number with the area code where you can be reached during the day.</p>	<p>Page 3, Part 4. Signature of Applicant</p> <p>As the applicant, you must sign, date and provide a daytime telephone number on the space provided on the application. If you do not sign the form, it will be rejected as incomplete.</p>
<p>Page 2, Part 5. Signature of Person Preparing Form, If Other than Applicant</p>	<p>If you, the applicant, did not fill out Form I-102, the preparer must also sign, date, and give his or her address, daytime phone number, and e-mail address.</p>	<p>Page 3,</p> <p>If you, the applicant, did not fill out Form I-102, the preparer of the application must also sign, date and provide his or her name, address, daytime telephone number, and e-mail address in the spaces provided.</p>
<p>Page 2, Step 3. Submit Your Application</p>	<p>2.General Requirements</p> <p>...B. Lost or Stolen Form. If you are applying to replace a lost or stolen Form I-94, I-94W, or I-95, submit a copy of the original or submit a copy of the biographic</p>	<p>Pages 3 and 8,</p> <p>...b. Lost or Stolen Form I-94, I-94W, or I-95. If you are applying to replace a lost or stolen Form I-94, I-94W, or I-95, submit a copy of the original or submit a</p>

	<p>page from your passport and a copy of the page indicating admission as claimed, or other evidence of your admission. If you are unable to provide this evidence, submit a full explanation stating why you cannot give any of the above evidence, along with a copy of evidence of your identity and copies of any evidence in your possession to substantiate your claim. If your card was stolen, submit a copy of the police report relating to the theft...</p> <p>F. Correct Inaccurate Information. If you want USCIS to correct inaccurate information on your Form I-94, I-94W, or I-95, attach your Form I-94, I-94W, or I-95 to your application. If you check box "f" on Part 2, Application Type, attach a statement dated and signed by you, citing specifically what information on your Form I-94, I-94W, or I-95 requires correction. You must also attach evidence verifying the validity of the information submitted for correction purposes.</p>	<p>copy of the biographic page from your passport and a copy of the page indicating admission as claimed, or other evidence of your admission. If you are unable to provide this evidence, submit a full explanation stating why you cannot give any of the above evidence, along with a copy of evidence of your identity and copies of any evidence in your possession to substantiate your claim. If your Form I-94, I-94W, or I-95 was stolen, submit a copy of the police report relating to the theft...</p> <p>f. Correct Inaccurate Information. If you want USCIS to correct inaccurate information on your Form I-94, I-94W, or I-95, attach your Form I-94, I-94W, or I-95 to your application. If you check box "1.f." in Part 2, Reason for Application, attach a statement dated and signed by you, citing specifically what information on your Form I-94, I-94W, or I-95 requires correction. You must also attach evidence verifying the validity of the information submitted for correction purposes.</p>
<p>Page 2</p>	<p>Translations Any document containing a 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.</p> <p>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.</p>	<p>[Moved to Page 1, General Instructions]</p>
<p>Page 2, Where to File?</p>	<p>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>Page 5</p> <p>Please see our Web site at www.uscis.gov/I-102 or call our National Customer Service Center at 1-800-375-5283 for the most current information about where to file this benefit request.</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 www.uscis.gov 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>Filing Locations:...</p> <p>Not Issued Form I-94/Extension - Status Change If you were not issued Form I-94 at admission or are filing this application, Form I-102 with the a Form I-539 (Box "1.e."), file this application in accordance with form I-539 filing instructions.</p>	
<p>Page 4, What Is the Filing Fee?</p>	<p>...2. You do not need to pay the fee to request USCIS to correct your Form I-94, I-94W, or Form I-95 if the error(s) on your document was made by USCIS, through no fault of your own. If, however, the error(s) was made because of information you provided or failed to provide to USCIS or the U.S. Department of State, you must pay the fee.</p> <p>3. You do not need to pay the fee if you are a nonimmigrant military member in the U.S. Armed Forces or you are participating in a NATO or Partnership for Peace military program under the SOFA and you are requesting an initial or replacement Form I-</p>	<p>Page 4,</p> <p>... 2. You do not need to pay the fee to request USCIS to correct your Form I-94, I-94W, or Form I-95 if the error(s) on your document was made by USCIS, through no fault of your own. If, however, the error(s) was made because of information you provided or failed to provide to USCIS or the U.S. Department of State (DOS), you must pay the fee.</p> <p>3. You do not need to pay the fee if you are a nonimmigrant military member in the U.S. Armed Forces or you are participating in a NATO or Partnership for Peace military program under the SOFA, and you are requesting an initial</p>

	<p>94.</p> <p>4. Use the following guidelines when you prepare your check or money order:</p> <p>A. 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</p> <p>B. Make the check or money order payable to U.S. Department of Homeland Security, unless:</p> <ol style="list-style-type: none"> 1. If you live in Guam and are filing your application there, make it payable to Treasurer, Guam. 2. If you live in the U.S. Virgin Islands and are filing your application there, make it payable to Commissioner of Finance of the Virgin Islands. 3. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. Embassy or consulate for instructions on the method of payment. <p>NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."...</p> <p>How to Check if the Fees Are Correct</p> <p>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:</p> <ol style="list-style-type: none"> 1. Visit our Web site at www.uscis.gov, select "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. 	<p>Form I-94. Check Box "g." in Part 2, Reason for Application, if this applies to you.</p> <p>Use the following guidelines when you prepare your check or money order:</p> <ol style="list-style-type: none"> 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. <p>NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."</p> <ol style="list-style-type: none"> 3. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. Embassy or consulate for instructions on the method of payment... <p>How to Check if the Fees Are Correct</p> <p>The fees on this Form I-102 are current as of the edition date appearing in the lower left 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:</p> <ol style="list-style-type: none"> 1. Visit our Web site at www.uscis.gov, select "FORMS," and check the appropriate fee; or 2. Telephone our National Customer Service Center at 1-800-375-5283 and ask for the fee information.
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<p>Page 4 E-Notification</p>	<p>If you are filing your Form I-102 at one of the USCIS Lockbox facilities, you may elect to receive an e-mail and/or text message notifying you that your 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 the Form G-1145, including the instructions, refer to www.uscis.gov "FORMS".</p>	<p>Page 5,</p> <p>If you are filing your Form I-102 at one of the USCIS Lockbox facilities, you may elect to receive an e-mail and/or text message notifying you that your 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 the Form G-1145, including the instructions, refer to www.uscis.gov/G-1145.</p> <p>The G-1145 is activated and the acceptance message is sent after your application has been successfully processed at the Lockbox and your receipt notice has been issued.</p>
<p>Page 4 Address Changes</p>	<p>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 "Online Change of Address" and follow the prompts. You may complete and mail Form AR-11, Alien's Change of Address Card, to:</p> <p>U.S. Citizenship and Immigration Services Change of Address P.O. Box 7134 London, KY 40742-7134</p> <p>For commercial overnight or fast freight services only, mail to:</p> <p>U.S. Citizenship and Immigration Services Change of Address 1084-I South Laurel Road London, KY 40744</p>	<p>Page 7,</p> <p>If you changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at www.uscis.gov/addresschange or contact the National Customer Service Center at 1-800-375-5283.</p> <p>NOTE: Do not submit a change of address to the USCIS Lockbox facilities as the USCIS Lockbox facilities do not process change of address requests.</p>
<p>Pages 4 - 5 Processing Information</p>	<p>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 deny an application if you do not give us the requested information or do not go to a</p>	<p>Pages 7 and 8,</p> <p>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 deny an application if you do not give us the requested information or do not go to a</p>

	<p>scheduled interview. Each application must be properly signed with the correct fee. If you are under 14 years of age, your parent or guardian may sign the application...</p>	<p>scheduled interview. Each application must be properly signed and submitted with the correct fee. If you are under 14 years of age, your parent or legal guardian may sign the application...</p> <p>Requests For More Information or Interview</p> <p>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.</p>
<p>Page 5, USCIS Forms and Information</p>	<p>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...</p>	<p>Page 8,</p> <p>You can get USCIS forms and immigration-related information on the USCIS Web site at www.uscis.gov. You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by telephoning our USCIS National Customer Service Center at 1-800-375-5283...</p>
<p>Page 5, Privacy Act Notice</p>	<p>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-102.</p>	<p>Page 8, USCIS Privacy Act Statement</p> <p>AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.</p> <p>PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.</p> <p>DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your form.</p> <p>ROUTINE USES: The information you provide on this form may be shared with other Federal, State, local, and foreign</p>

		<p>government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records], which can be found at www.dhs.gov/privacy. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.</p>
<p>Page 5, Paperwork Reduction Act</p>	<p>...Regulatory Products Division, Office of the Executive Secretariat, 20 Massachusetts Ave., N.W., Washington, DC 20529-2020. OMB No. 1615-0079. This form expires August 31, 2012. Do not mail your application to this address.</p>	<p>Page 8,</p> <p>...Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2020, OMB No. 1615-0079. Do not mail your completed Form I-102 application to this address.</p>