

TABLE OF CHANGES - Instructions
FORM I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure
Document
OMB No: 1615-0079
2/26/2013

Reason for Change: U.S. Customs and Border Protection (CBP) is in the process of automating Form I-94 Arrival/Departure Records to streamline passenger processing. CBP enters data admission information into the Treasury Enforcement Communications System (TECS) and the Arrival and Departure Information System (ADIS). Form I-94 admission information is used by U.S. Citizenship and Immigration Services (USCIS) to search TECS and ADIS in order to verify applicant, petitioner or beneficiary status in the United States at the time an application or petition is filed. The instructions are being revised to clarify when this form should be used versus when the individual should visit the CBP website in order to obtain an initial or replacement Form I-94. The changes being proposed will be made to reflect the I-94 requirements on the Form I-102 Instructions previously approved by OMB, awaiting posting to the USCIS website.

LOCATION	CURRENT VERSION	PROPOSED VERSION
<p>Page 1, When Should I Use This Form?</p>	<p>As a nonimmigrant visitor to the United States, you should use Form I-102 to apply to U.S. Citizenship and Immigration Services (USCIS) for a new or replacement:</p> <ol style="list-style-type: none"> 1. Form I-94, Nonimmigrant Arrival-Departure Record; 2. Form I-94W, Nonimmigrant Visa Waiver Arrival- Departure Record; or 3. Form I-95, Crewman Landing Permit. <p>NOTE: As of June 29, 2010, U.S. Customs and Border Protection (CBP) no longer issues Form I-94W to visa waiver applicants arriving to the U.S. through air and sea ports-of-entry (POEs). Therefore, only Form 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>You may file a Form I-102 if you:</p> <ol style="list-style-type: none"> 1. Were admitted at a port of entry in the United States by air, sea port, or arriving by land/border crossing and you were not issued an initial Form I-94, I-94W, or I-95 or need to replace your lost, stolen, or mutilated Form I-94, I-94W, or I-95; <p>NOTE: If you were admitted at an air or sea port of entry and issued an electronic Form I-94, you should go to the U.S. Customs and Border Patrol (CBP) Web site at www.cbp.gov/I94 in order to obtain an initial or replacement paper version of Form I-94. Follow the instructions you received from CBP on how to do this. You may print-out a paper version of your Form I-94 from this Web site. CBP does not charge a fee for this service. If you are unable to obtain your Form I-94 from the CBP Web site or do not want to use the CBP Web site, you may use this form (Form I-102) to obtain a paper Form I-94. However, you must pay the Form I-102 filing fee when submitting this form to USCIS.</p> <ol style="list-style-type: none"> 2. Would like to replace a lost, stolen, or mutilated Form I-94W or receive an initial Form I-94W, but only if you were admitted at a land border port of entry, or you were admitted at an air or sea port of entry on or before June 28, 2010; 3. Extended/Changed your initial

		<p>nonimmigrant status with USCIS after you were admitted to the United States, and you need a replacement of your lost, stolen, or mutilated Form I-94;</p> <p>4. Were not issued a Form I-94 when you entered as a nonimmigrant member of the military; or</p> <p>5. Were issued Form I-94, I-94W, or I-95 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 (DOP), 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>Page 1, General Instructions, How to Fill Out Form I-102</p>	<p>How to Fill Out Form I-102 A separate Form I-102 must be filed for each person seeking the immigration benefit. Follow the steps below to complete your application.</p> <p>Step 1- Determine the Reason for Filing Form I-102</p> <p>Step 2- Fill Out Form I-102</p> <p>Step 3- Submit Your Application ...</p> <p>Step 2 Fill Out Form I-102</p> <ol style="list-style-type: none"> 1. Type or print legibly in black ink. 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. 3. Answer all questions fully and accurately. If an item is not applicable or the answer is 	<p>[Deleted “Step 2,” “Step 3” but kept sections]</p> <p>How to Fill Out Form I-102</p> <p>A separate Form I-102 must be filed for each person seeking the immigration benefit.</p> <ol style="list-style-type: none"> 1. Type or print legibly in black ink. 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. 3. Answer all questions fully and accurately. If an item is not applicable or the answer is

	<p>“none,” leave the space blank.</p> <p>Form I-102 is divided into Parts 1 through 5. The following information should help you fill out the form.</p> <p>Part 1. Information About You</p> <p>3. Alien Registration Number This is your immigration file number...</p> <p>7. Social Security Number...</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 it blank.</p> <p>Step 1. Reason for Filing Form I-102 The following is a brief description of eligibility categories. Check the box in Part 2 of Form I-102 that matches your reason for filing.</p> <p>After determining which category best applies, you must submit evidence that proves eligibility. Each category has specific evidence requirements. See Step 3, Submit Your Form I-102, for information on what evidence is required.</p> <p>You should use Form I-102 to:</p> <ol style="list-style-type: none"> 1. Replace your lost, stolen, or mutilated Form I-94, I-94W, or I-95; 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, 	<p>“none,” leave the space blank.</p> <p>Specific Instructions</p> <p>Form I-102 is divided into Parts 1-5. The following information should help you fill out the form.</p> <p>Part 1. Information About You...</p> <p>3. Alien Registration Number (A-Number) This is your immigration file number...</p> <p>7. U.S. Social Security Number...</p> <p>12. Form I-94, I-94W, or I-95 Arrival-Departure Number Provide your Form I-94, I-94W, or I-95 Arrival-Departure Number, if you have one. Otherwise, leave it blank.</p> <p>Part 2. Reason for Application The following is a brief description of eligibility categories. Check the box in Part 2 of Form I-102 that matches your reason for filing.</p> <p>After determining which category best applies, you must submit evidence that proves eligibility. Each category has specific evidence requirements. See section entitled “Submit Your Form I-102” for information on what evidence is required.</p> <p>You should use Form I-102 to:</p> <ol style="list-style-type: none"> 1. Replace your lost, stolen, or mutilated Form I-94, I-94W, or I-95. <p>NOTE: If you were issued an electronic Form I-94 by CBP at an air or sea port of entry, you may not need to file Form I-102. Instead, you may be able to obtain a replacement Form I-94 by going to the CBP Web site at www.cbp.gov/I94. No fee is charged for this service. See the NOTE in the section entitled, “When Should I Use This Form” for more information.</p> <ol style="list-style-type: none"> 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,
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	<p>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 (DOP), 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 Form I-94 if you were not issued one when you were originally admitted into the United States due to your military membership as described below:</p> <p>a. Nonimmigrant member of the U.S. Armed Forces;</p> <p>b. Nonimmigrant member of the North Atlantic Treaty Organization (NATO) armed forces or civilian component; or</p> <p>c. Nonimmigrant member of the Partnership for Peace military program under the Status of Forces Agreement (SOFA).</p> <p>...Part 2. Reason for Application Check the box that corresponds with your reason for filing. Select only one box.</p> <p>Part 3. Processing Information 1.-5. Provide all information requested in the spaces provided....</p> <p>Step 3. Submit Your Application Your application must include the following</p>	<p>Application to Extend/Change Nonimmigrant Status.</p> <p>NOTE: If you were issued an electronic Form I-94 by CBP at an air or sea port of entry, you may not need to file Form I-102. Instead, you may be able to obtain an initial Form I-94 by going to the CBP Web site at www.cbp.gov/I94. No fee is charged for this service. See the NOTE in the section entitled, “When Should I Use This Form” for more information.</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 (DOP), 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 Form I-94 if you were not issued one when you were originally admitted into the United States due to your military membership as described below:</p> <p>a. Nonimmigrant member of the U.S. Armed Forces;</p> <p>b. Nonimmigrant member of the North Atlantic Treaty Organization (NATO) armed forces or civilian component; or</p> <p>c. Nonimmigrant member of the Partnership for Peace military program under the Status of Forces Agreement (SOFA).</p> <p>[Incorporated above]</p> <p>Part 3. Processing Information 1a.-5. Provide all information requested in the spaces provided....</p> <p>Submit Your Application Your application must include the following</p>
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	items....	items....
Page 4 What Is the Filing Fee?	<p>The filing fee for Form I-102 is \$330.</p> <p>1. The fee must be submitted in the exact amount. It cannot be refunded. Do not mail cash...</p> <p>Use the following guidelines when you prepare your check or money order:</p> <p>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</p> <p>2. Make the check or money order payable to U.S. Department of Homeland Security.</p> <p>NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."</p> <p>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> <p>How To Check if the Fees Are Correct Form I-102 fees are current as of edition date 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 the USCIS Web site at www.uscis.gov, select "FORMS," and check the appropriate fee; or 2. Telephone the USCIS National Customer Service Center at 1-800-375-5283 and ask for fee information. 	<p>Page 4, What Is the Filing Fee?</p> <p>The filing fee for Form I-102 is \$330.</p> <p>1. The fee must be submitted in the exact amount. The fee for this form cannot be waived, and is nonrefundable. Do not mail cash...</p> <p>Use the following guidelines when you prepare your check or money order:</p> <p>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</p> <p>2. Make the check or money order payable to U.S. Department of Homeland Security.</p> <p>NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."</p> <p>3. If you live outside the United States, contact the nearest U.S. Embassy or consulate for instructions on the method of payment....</p> <p>How To Check if the Fees Are Correct The fee on this Form I-102 is current as of edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify if the fee is correct by following one of the steps below.</p> <ol style="list-style-type: none"> 1. Visit the USCIS Web site at www.uscis.gov, select "FORMS," and check the appropriate fee; or 2. Telephone the USCIS National Customer Service Center at 1-800-375-5283 and ask for fee information. For TDD (hearing impaired) call: 1-800-767-1833.
Page 5, Where to File?	<p>Please see our Web site at www.uscis.gov/i-102 or call the USCIS National Customer Service Center at 1-800-375-5283 for the most current information about where to file</p>	<p>Page 5, Where To File?</p> <p>Please see our Web site at www.uscis.gov/I-102 or call the USCIS National Customer Service Center at 1-800-375-5283 for the most current information about where to file this benefit</p>

	<p>this benefit request.</p> <p><u>E-Notification:</u></p> <p>If you would like to receive an e-mail and/or a text message that your form has been accepted, clip a completed Form G-1145, E-Notification of Application/Petition Acceptance, to the first page of your application/petition. This form can be downloaded from www.uscis.gov/g-1145. E-Notification is only available for forms filed at a USCIS Lockbox facility.</p> <p>Form G-1145 is activated and the acceptance message is sent after your application has been successfully processed at a USCIS Lockbox facility and your receipt notice has been issued.</p>	<p>request. For TDD (hearing impaired) call: 1-800-767-1833.</p> <p>[Deleted]</p>
Page 5, Address Changes	<p>Address Changes</p> <p>If you have 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 USCIS National Customer Service Center at 1-800-375-5283.</p> <p>NOTE: Do not submit a change of address request to USCIS Lockbox facilities because USCIS Lockbox facilities do not process change of address requests.</p>	<p>Page 5, Address Changes</p> <p>If you have 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 USCIS National Customer Service Center at 1-800-375-5283. For TDD (hearing impaired) call: 1-800-767-1833.</p> <p>NOTE: Do not submit a change of address request to USCIS Lockbox facilities because USCIS Lockbox facilities do not process change of address requests.</p>
Page 5, Processing Information	<p>Processing Information</p> <p>Our goal at USCIS is to process all applications fairly...We may deny an application if you do not give us the requested information or do not go to a 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>Page 5, Processing Information</p> <p>Our goal at USCIS is to process all applications fairly...We may deny an application if you do not give us the requested information or do not go to a scheduled interview.</p>
Page 6, USCIS Forms and Information	<p>You can get USCIS forms and immigration-</p>	<p>Page 6, USCIS Forms and Information</p> <p>To ensure you are using the latest version of this</p>

	<p>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>form, visit the USCIS Web site at www.uscis.gov where you can obtain the latest USCIS forms and immigration-related information. 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. For TDD (hearing impaired) call: 1-800-767-1833...</p>
<p>Page 6, Paperwork Reduction Act</p>	<p>...The public burden for this collection of information is estimated at 25 minutes per response...20 Massachusetts Ave NW, Washington, DC 20529-2020...</p>	<p>Page 6, Paperwork Reduction Act ...The public burden for this collection of information is estimated at 25 minutes per response...20 Massachusetts Ave., NW, Washington, DC 20529-2140.....</p>