TABLE OF CHANGES – INSTRUCTIONS Form I-90, Application to Replace Permanent Resident Card OMB Number: 1615-0082 02/22/2016

Reason for Revision: USCIS is requesting two revisions to the Form I-90 Instructions.

1. Notice to Applicants re: Destruction of Original Documents

All Form I-90s (Application to Replace Permanent Resident Card) are now included in USCIS' Electronic Immigration System, regardless of the method of filing (paper or online). USCIS is adopting a new retention schedule for Form I-90s, making all I-90s temporary records. The draft I-90 records schedule was posted in the Federal Register on August 5, 2015 (80 FR 46606). Since USCIS' Electronic Immigration System is now the official administrative record for I-90s, we need to amend the form instructions to emphasize to applicants that they should not submit original documents with their Form I-90s. The current instructions do indicate that applicants should not submit originals but do not notify applicants that any originals submitted with their applications, when not required or specifically requested by USCIS, will be destroyed in light of the change from paper A-files to electronic records.

2. Notice to Applicants re: Mailing of Permanent Resident Cards only to a U.S. Address

The National Benefits Center, which processes I-90s, asked for a modification to the instructions to make it clear that USCIS will not mail a Permanent Resident Card to foreign mailing addresses. The current instructions have this language, but only under the section for alien commuters. This proposed amendment would add clarifying language to the general instructions for applicants and specific instructions for alien commuters.

Current Page Number and Section	Current Text	Proposed Text
Page 1, What Is the Purpose of This Application?		[Page1] What Is the Purpose of Form I-90?
Page 1, General Instructions	If you are completing this application on a computer, USCIS will capture the data you enter using 2D barcode technology. This capture will ensure that the data you provide is accurately entered into USCIS systems. As you complete each data field, the 2D barcode line at the bottom of each page will shift as data is captured. Upon receipt of your application USCIS will use decoding equipment to extract the data from the application. Please do not damage the 2D barcode (for example, puncture, staple, spill on, write on) as this could affect the ability of USCIS to timely process your application.	[Page 1] [Delete]
	USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe	USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe

Reader, which you can download for free at http://get.adobe.com/reader/. If you do not have Internet access, you may call the USCIS National Customer Service Center at 1-800-375-5283 and ask that we mail a form to you. If you are electronically filing this application, you must follow the instructions provided on the USCIS Web site at www.uscis.gov/efiling.	Reader, which you can download for free at <u>http://get.adobe.com/reader/</u> . If you do not have Internet access, you may call the USCIS National Customer Service Center at 1-800-375-5283 and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: 1-800-767-1833 . If you are electronically filing this application, you must follow the instructions provided on the USCIS Web site at <u>www.uscis.gov/file-online/file-form-i-90-online.</u>
Signature. Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature. If you are filing this application electronically, when authorized, USCIS will accept your signature in an electronic format. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. A legal guardian may also sign for a mentally incompetent person.	[No Change]
Filing Fee. Each application must be accompanied by the appropriate filing fee and biometric services fee (if applicable). (See the What Is the Filing Fee section of these Instructions.)	[No Change]
Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the Specific Instructions section of these Instructions.	Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the Specific Instructions section of these Instructions. If you are electronically filing this application, you must follow the instructions provided on the USCIS online filing Web site, at <u>www.uscis.gov/file-online.</u>
Biometric Services Appointment. USCIS may require that you appear for an interview or provide fingerprints, photograph, and/or signature at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application. After USCIS receives your application and ensures it is complete, we	Biometric Services Appointment. USCIS may require that you appear for an interview or provide fingerprints, photograph, and/or signature at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. After USCIS receives your application and

will inform you in writing (or by email notice if you e-file your application), if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if vou are currently overseas, instruct vou to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to set up an appointment. If you fail to attend your biometric services appointment, set up an appointment. USCIS may deny your application. reaffirming that: application. Acknowledgement of Appointment at [Deleted] **USCIS Application Support Center** Acknowledgement of Appointment at **USCIS Application Support Center.** Review the ASC Acknowledgement that appears in **Part 5.** of the application. The purpose of this ASC Acknowledgement is to confirm that you have completed your application, reviewed your responses, and affirmed that the information was provided by you and is complete, true, and correct. If someone helped you fill out your application, that person must review the ASC Acknowledgement with you to make sure you understand it. **Copies.** You may submit legible photocopies of documents requested, unless the instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will

ensures it is complete, we will inform you in writing (or by email notice if you electronically file your application), if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if you are currently overseas, instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to

If you are required to provide biometrics, at your appointment you must sign an oath

1) You provided or authorized all information in the application; 2) You reviewed and understood all of the information contained in, and submitted with, your application; and 3) All of this information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your

Copies. You should submit legible photocopies of documents requested, unless the instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer

	not automatically return them to you.	needs your original.
		NOTE : If you submit original documents when not required or requested by USCIS, your original documents will be immediately destroyed upon receipt .
	Translations. If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English.	Translations. If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. The certification should also include the date, the translator's signature and printed name, and may contain the translator's contact information.
	How To Fill Out Form I-90	[No change]
	1. Type or print legibly in black ink.	
	2. If you need extra space to complete any item within this application, use the space provided in Part 8. Additional Information or attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the Page Number, Part Number , and Item Number to which your answer refers; and sign and date each sheet.	
	3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None," unless otherwise directed.	
Page 2,		[Page 2]
Specific Instructions, Part 1. Information About You, Item Number 2.	Item Number 2. USCIS ELIS Account Number (if any). If you have previously filed an application, petition, or request using the USCIS Electronic Immigration	Item Number 2. USCIS Online Account Number (if any). If you have previously filed an application, petition, or request using the USCIS online filing system

	System (USCIS ELIS), provide the USCIS ELIS Account Number you were issued by the system. The USCIS ELIS Account Number is not the same as an A-Number. If you were issued a USCIS ELIS Account Number, enter it in the space provided.	(previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications, petitions, or requests on a paper form via a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. If you received such a notice, your USCIS Online Account Number can be found at the top of the notice. If you were issued a USCIS Online Account Number, enter it in the space provided. The USCIS Online Account Number is not the same as an A-Number.
Page 3, Specific Instructions,	[Page 3]	[Page 3]
Part 1., Information About You	Item Numbers 6.a 6.i. Mailing Address. List your complete mailing address in the spaces provided. You may list a valid residence, APO, In Care Of Name, or commercial address. You may also list a Post Office address (PO Box) if that is how you receive your mail. If your mail is sent to someone other than yourself, please include an "In Care Of Name" as part of your mailing address. If your mailing address is in a U.S. territory and it contains an urbanization name, list the urbanization name in the In Care Of Name space provided.	 Item Numbers 6.a 6.i. Mailing Address. Provide your complete U.S. mailing address in the spaces provided. You may list a valid U.S. residence, APO, In Care Of Name, or commercial address. You may also list a U.S. Post Office address (PO Box) if that is how you receive your mail. If your mail is sent to someone other than yourself, please include an "In Care Of Name" as part of your mailing address. If your U.S. mailing address is in a U.S. territory and it contains an urbanization name, list the urbanization name in the "In Care Of Name" space provided. NOTE: USCIS will not mail a Permanent Resident Card to a foreign mailing address, only to a valid U.S. mailing address. If you are going to travel abroad and your Permanent Resident Card is about to expire, USCIS recommends you apply for and receive your new Permanent Resident Card prior to departing the United States.
	NOTE FOR ALIEN COMMUTERS: If you are currently an alien commuter who continues to reside in a foreign contiguous territory, you may provide a foreign mailing address. If you are an alien commuter who will take up actual residence in the United States, provide your U.S. mailing address. USCIS will not mail	NOTE FOR ALIEN COMMUTERS: If you are currently an alien commuter who continues to reside in a foreign contiguous territory, you may provide a foreign mailing address. If you are an alien commuter who will take up actual residence in the United States, provide your U.S. mailing address.

	a Permanent Resident Card to a foreign mailing address, only to a U.S. mailing address. If you are a lawful permanent resident who will become a commuter, follow the instructions for Item Number 2.h1. , including indicating which U.S. Port of Entry (POE) you will use to enter and exit the United States. USCIS will use this information to send your Permanent Resident Card to the appropriate POE for pick-up. If you are a lawful permanent resident who is currently an alien commuter, and you provide a foreign mailing address, please indicate which U.S. Port-of-Entry (POE) you use to enter and exit the United States in Item Number 2.h1.1 . USCIS will use this information to send your Permanent Resident Card to the appropriate POE for pick-up.	NOTE: USCIS will not mail a Permanent Resident Card to a foreign mailing address, only to a valid U.S. mailing address. If you are a lawful permanent resident who will become a commuter, follow the instructions for Item Number 2.h.1. , including indicating which U.S. Port of Entry (POE) you will use to enter and exit the United States. USCIS will use this information to send your Permanent Resident Card to the appropriate POE for pick-up. If you are a lawful permanent resident who is currently an alien commuter, and you provide a foreign mailing address, please indicate which U.S. Port-of-Entry (POE) you use to enter and exit the United States in Item Number 2.h.1.a. USCIS will use this information to send your Permanent Resident Card to the appropriate POE for pick-up.
Page 9, Part 5. Applicant's Statement, Contact Information, Acknowledgement of Appointment at USCIS Application Support Center, Certification,	Part 5. Applicant's Statement, Contact Information, Acknowledgement of Appointment at USCIS Application Support Center, Certification, and Signature Item Numbers 1.a6.b. Select the	[Page 9] Part 5. Applicant's Statement, Contact Information, Certification, and Signature.
and Signature	appropriate box to indicate that you either read this application yourself or someone interpreted this application for you from English to a language in which you are fluent. If applicable, select the box to indicate if someone prepared this application for you. You must affirm that you have read and understand (or that an interpreter or preparer read to you, and you understand) the Acknowledgement of Appointment at USCIS Application Support Center in Part 5 . Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application MUST contain the signature of the applicable). A stamped or typewritten name in place of a signature is not acceptable.	Item Numbers 1.a6.b. Select the appropriate box to indicate whether you read this application yourself or whether you had an interpreter assist you. If someone assisted you in completing the application, select the box indicating that you used a preparer. Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application MUST contain the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

Page 9, Part 6.		[Page 9]
Interpreter's Contact Information,	Part 6. Interpreter's Contact	Part 6. Interpreter's Contact
Certification, and Signature	Information, Certification, and Signature	Information, Certification, and Signature.
	Item Numbers 1.a6.b. If you used anyone as an interpreter to read the instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, and his or her email address (if any). The interpreter must also certify that he or she has read Part 5 . Acknowledgement of Appointment at USCIS Application Support Center to you in the same language in which you are fluent. The interpreter must sign and date the application.	Item Numbers 1.a7.b. If you used anyone as an interpreter to read the instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the application.
Page 10, Part 7. Contact Information, Statement, Certification, and Signature of the Person Preparing this	Part 7. Contact Information, Statement, Certification, and Signature of the Person Preparing this Application, If Other Than the Applicant.	[Page 10] Part 7. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant.
Application, If Other Than the Applicant.	Item Numbers 1.a 8.b. This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter and your preparer, that person should complete both Part 6. and Part 7. If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you prepare this application MUST sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. Anyone who helped you prepare your application must also certify that he or she has read Part 5. Acknowledgement of Appointment at USCIS Application Support Center to you, and that you informed him or her that you understood the ASC Acknowledgement. If the person who helped you prepare your application is an attorney or accredited representative, he or	Item Numbers 1.a 8.b. This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter and your preparer, that person should complete both Part 6. and Part 7. If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you prepare this application MUST sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your application is an attorney or accredited representative, whose representation extends beyond preparation of this application, he or she may be obliged to also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

	she must also submit a completed Form G- 28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.	
Page 10, Part 8. Additional Information	Part 8. Additional Information	[Page 10] Part 8. Additional Information
	If you need extra space to provide any additional information within this application, use the space provided in Part 8. Additional Information . If you need more space than what is provided in Part 8. , you may make copies of Part 8. to complete and file with your application, or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number , Part Number , and Item Number to which your answer refers, and sign and date each sheet.	Item Numbers 1.a 7.d. If you need extra space to provide any additional information within this application, use the space provided in Part 8. Additional Information . If you need more space than what is provided in Part 8. , you may make copies of Part 8. to complete and file with your application, or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number , Part Number , and Item Number to which your answer refers, and sign and date each sheet.
Page 11, How to Check If the Fees		[Page 11]
Are Correct, first		How To Check If the Fees Are Correct
paragraph	Form I-90 filing fee and biometric services fee are current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.	Form I-90's filing fee and biometric services fee are current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.
Page 11,		[Page 11]
Address Change		Address Change
	You must notify USCIS of your new address within 10 days of moving from your previous residence. For information on filing a change of address, go to the USCIS Web site at <u>www.uscis.gov/addresschange</u> or contact the USCIS National Customer Service Center at 1-800-375-5283 . For TTY (deaf or hard of hearing) call: 1-800-767-1833 .	An applicant who is not a U.S. citizen must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address, go to the USCIS Web site at <u>www.uscis.gov/addresschange</u> or contact the USCIS National Customer Service Center at 1-800-375-5283 . For TTY (deaf or hard of hearing) call: 1-800- 767-1833 .
	NOTE: Do not submit a change of address request to the USCIS Lockbox facilities because the Lockbox does not process change of address requests.	NOTE: Do not submit a change of address request to the USCIS Lockbox facilities because the Lockbox does not process change of address requests.

Page 11, Processing Information		[Page 11] Processing Information
	Initial Processing. Once USCIS accepts your application we will check it for completeness. If you do not completely fill out this application, you will not establish a basis for your eligibility and USCIS may reject or deny your application.	[No change]
	Requests for More Information. We may request that you provide more information or evidence to support your application. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.	Requests for More Information. We may request that you provide more information or evidence to support your application. We may also request that you provide the originals of any copies you submit. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.
		NOTE : If you submit original documents when not required or requested by USCIS, your original documents will be immediately destroyed upon receipt.
	Requests for Interview. We may request that you appear at a USCIS office for an interview based on your application. At the time of any interview or other appearance at a USCIS office, we may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.	[No change]
	Decision. The decision on Form I-90 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.	Decision. The decision on Form I-90 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing, or, for applications filed electronically, through an electronic notice.
Page 12, USCIS Forms and Information		[Page 12] USCIS Forms and Information
	To ensure you are using the latest version of this application, visit the USCIS Web site at <u>www.uscis.gov</u> where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling the Forms Request	To ensure you are using the latest version of this application, visit the USCIS Web site at www.uscis.gov where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling the Forms Request

	Line at 1-800-870-3676 . You may also obtain forms and information by calling the USCIS National Customer Service Center at 1-800-375-5283 . For TTY (deaf or hard of hearing) call: 1-800-767-1833 . Instead of waiting in line for assistance, at your local USCIS office, you can now schedule an appointment through our online system, InfoPass , at infopass.uscis.gov . 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.	Line at 1-800-870-3676 . You may also obtain forms and information by calling the USCIS National Customer Service Center at 1-800-375-5283 . For TTY (deaf or hard of hearing) call: 1-800-767-1833 . Instead of waiting in line for assistance at your local USCIS office, you can schedule an appointment online at <u>www.uscis.gov</u> . Select "Schedule an appointment online" and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.
Page 13. USCIS Privacy Act Statement, ROUTINE USES:	DHS may share the information you provide on this application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows 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 you can find at <u>www.dhs.gov/privacy</u> . DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.	[Page 13] USCIS Privacy Act Statement ROUTINE USES: DHS may share the information you provide on this application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows 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 you can find at www.dhs.gov/privacy. DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.