



Instructions for Annual Certification of Regional Center

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-924A
OMB No. 1615-0061
Expires 03/31/2016

What Is the Purpose of Form I-924A?

This form is used by approved regional centers to certify and demonstrate their continued eligibility for the regional center designation. Each approved regional center must file Form I-924A, Annual Certification of Regional Center, for each Federal fiscal year (October 1 through September 30) on or before December 29 of the calendar year in which the Federal fiscal year ended.

An Approved Regional Center	
With a designated letter dated:	Must file an initial Form I-924A:
On/before September 30	On/before December 29 of the same calendar year
On/after October 1	On/before December 29 of the following calendar year

Failure to file Form I-924A in a timely manner for each Federal fiscal year in which the regional center has been designated to participate in the Immigrant Investor Program will result in the issuance of a notice of intent to terminate the participation of the regional center in the program. Such failure may ultimately result in the termination of the approval and designation of the regional center. U.S. Citizenship and Immigration Services (USCIS) will review each certification and will notify the regional center should the certification be inadequate.

General Instructions

USCIS provides forms free of charge through the USCIS website. 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. For TTY (deaf or hard of hearing) call: 1-800-767-1833.

Signature. Each form must be properly signed and filed. For all signatures on this form, USCIS will not accept a stamped or typewritten name in place of a signature.

Filing Fee. Each form must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these Instructions.)

Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the **Specific Instructions** and **What Evidence Must You Submit** sections of these Instructions.

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 needs your original.

NOTE: If you submit original documents when not required or requested by USCIS, your original documents may 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 the translator 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-924A

1. Type or print clearly in black ink.
2. If you need extra space to complete any item within this form, use the space provided in **Part 11. Additional Information** or attach a separate sheet of paper; type or print the name of the regional center entity at the top of each attached 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 the new commercial enterprise does not serve as a vehicle for investment into other job creating entities and the question asks for information about those entities), 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, “Aggregate Non-EB-5 Capital Investment”), type or print “None,” unless otherwise directed.

Specific Instructions

Part 1. Information About the Regional Center

Item Numbers 1. - 4. Information About the Regional Center Entity. Provide the name of the regional center entity, the name of the regional center (if different from the regional center entity), regional center identification number, and the receipt number for the Form I-924 filing. The regional center entity is the legal entity previously designated as a regional center in order to promote economic growth through investment in a limited geographic area.

Item Numbers 5.a. - 5.f. Regional Center Mailing Address. Provide the mailing address where the regional center entity can receive a printed notice from USCIS. If the mailing address of the regional center entity is different from its physical address, provide the physical address of the regional center entity in the space provided in **Part 11. Additional Information**.

Item Numbers 6. - 9. Regional Center Contact Information. Provide the daytime telephone number, fax number, email address (if any), and website address (if any) for the regional center entity.

Part 2. Information About the Managing Company or Agency (if different from the regional center entity)

A “managing company or agency” is any entity, agent, individual, group, or other organization, which is not a principal (as that term is defined in **Part 4.** of the **Specific Instructions** section) of the regional center entity, that is or will be involved in the management, oversight, or administration of the regional center.

Item Number 1. Name of the Managing Company or Agency. Provide the name of the managing company or agency.

Item Numbers 2.a. - 2.f. Managing Company or Agency Mailing Address. Provide the mailing address of the managing company or agency.

Item Numbers 3. - 6. Contact Information for Managing Company or Agency. Provide the daytime telephone number, fax number, email address (if any), and website address (if any) for the regional center’s managing company or agency.

NOTE: If more than one managing company or agency is associated with the regional center, provide the above information for all other managing companies or agencies in the space provided in **Part 11. Additional Information**.

Part 3. Reporting Period for the Regional Center Activity

Item Numbers 1. - 2. Reporting Period. Indicate whether you are filing this form for a single federal Fiscal year or for a series of Federal fiscal years. Confirm the period of time the form is meant to cover regarding reporting for the regional center.

Part 4. Information About the Organizational Structure, Ownership, and Control of Regional Center Entity

A “principal” is any person or legal entity or organization (for example, a corporation, limited liability company, partnership, or governmental entity) that is an owner of the regional center entity, that is in a position of executive managerial authority over the regional center entity, or that is otherwise in a position to control, influence, or direct the management or policies of the regional center.

Item Numbers 1.a. - 11. Information About the Owners of the Regional Center Entity. For those persons that hold an ownership interest in the regional center entity, provide each person’s full legal name, date of birth, country of birth, social security number, the percentage of ownership held in the regional center entity, and the current position/ title held within the regional center entity (if applicable). All such principals are required to provide a copy of a valid government-issued photo identification document and should provide a social security number. If the principal is an entity or organization, such as a limited liability company or partnership, provide the entity’s legal name, Federal Employer Identification Number, and the name of all persons having ownership, control or a beneficial interest in that entity or organization. Also provide the date of birth, country of birth, percentage of ownership and the position held (if any) of all persons having ownership, control, or a beneficial interest in the entity or organization. For each owner, provide any other names and aliases used (if applicable), as well as their mailing address, telephone number, email address, and website address.

Item Numbers 12.a. - 12.i. Mailing Address for the Principal Owner of the Regional Center Entity. Provide the principal’s mailing address.

Item Numbers 13. - 16. Contact Information for the Principal Owner of the Regional Center Entity. Provide the principal’s current daytime telephone number, fax number, and email address (if any). Provide the principal’s website address (if any).

NOTE: If there are multiple principals with ownership interest in the regional center entity, provide the information requested in the space provided in **Part 11. Additional Information.**

Item Numbers 17.a. - 26. Information About Principal Non-Owner of the Regional Center Entity. Provide the full legal name of each person who is a principal of, but does not hold an ownership interest in, the regional center entity, as well as their date of birth, country of birth, social security number, and their current position/title held within the regional center entity. All such principals are required to provide a copy of a valid government-issued photo identification document and should provide a social security number. If the principal is an entity or organization, such as a limited liability company or partnership, provide the entity’s legal name, Federal Employer Identification Number, and the name of all persons having ownership, control, or a beneficial interest in that entity or organization. Also provide the date of birth, country of birth, percentage of ownership interest, and the position held (if any) of all persons having ownership, control, or a beneficial interest in the entity or organization. For each principal, provide any other names and aliases used (if applicable), as well as their mailing address, telephone number, email address, and website address.

Item Numbers 27.a. - 27.i. Mailing Address for the Principal Non-Owner of the Regional Center Entity. Provide the principal non-owner’s mailing address.

Item Numbers 28. - 31. Contact Information for the Principal Non-Owner of the Regional Center Entity. Provide the principal non-owner’s current daytime telephone number, fax number, email address (if any), and website address (if any).

NOTE: If there are multiple principal non-owners in the regional center entity, provide the information requested in the space provided in **Part 11. Additional Information.**

Part 5. Information About the Regional Center’s Operations

Item Numbers 1. - 4. Aggregate Capital Investment and Job Creation. Provide the following information, in aggregate, from all sponsored projects:

1. EB-5 investor capital invested through the regional center;
2. Non-EB-5 capital invested through the regional center;

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3. New direct, indirect, and/or induced jobs created through the regional center; and
 4. Jobs maintained for EB-5 purposes through the regional center by investment into “troubled businesses” (if applicable).

NOTE: When reporting job creation, the numbers should reflect the aggregate direct, indirect, and/or induced jobs that have actually been created by all sponsored projects to date, regardless of whether any petitioners have independently claimed credit for such jobs on any Form I-526, Immigrant Petition by Alien Entrepreneur or Form I-829, Petition by Entrepreneur to Remove Conditions. This calculation should employ the same economic methodology identified when the project was first submitted to USCIS with Form I-924, Application For Regional Designation Center Under the Immigrant Investor Program, with an exemplar project or a Form I-526 petition. In cases where a current project is different than what was contemplated in Form I-924 or Form I-526, the job creation calculation should employ the intended methodology for related Form I-829.

Where utilized job creation methodologies use inputs of expenditures, revenues, and/or direct jobs, the reported aggregate jobs created should be the result of those job creating inputs to date. Include a description which explains the prorated inputs and job creation calculations in relation to the total jobs expected to result from the project.

If there is more than one project sponsored through a regional center or if a particular project’s jobs were not all created during the Federal fiscal year covered by the form, use the space provided in **Part 11. Additional Information** to report the number of jobs created by Federal fiscal year for each sponsored project.

Item Numbers 5. - 16. Industries and Resulting Aggregate Capital Investment and Job Creation. Provide the following information about the regional center operations:

1. Each industry that has been the focus of EB-5 capital investments sponsored through the regional center;
2. North American Industry Classification System (NAICS) code for each industry;
3. Aggregate amount of EB-5 capital investment for each industry;
4. Aggregate amount of non-EB-5 capital investment for each industry;
5. Aggregate number of direct, indirect, and/or induced jobs created for each industry; and
6. Aggregate number of jobs maintained for EB-5 purposes through investment into “troubled businesses” for each industry (if applicable).

Part 6. Information About the New Commercial Enterprise

For each new commercial enterprise associated with the regional center that has received EB-5 investor capital, provide the following information.

Item Number 1. Name of the New Commercial Enterprise. Provide the name of the new commercial enterprise and the industry category title.

Item Number 2. New Commercial Enterprise Federal Employer Identification Number. Provide the Federal Employer Identification Number of the new commercial enterprise.

Item Numbers 3.a. - 3.f. New Commercial Enterprise Mailing Address. Provide the mailing address of the new commercial enterprise. If the mailing address of the new commercial enterprise is different from its physical address, provide the physical address of the new commercial enterprise in the space provided in **Part 11. Additional Information**.

Item Numbers 4. - 10. Other Information. Provide the following information about the new commercial enterprise. If the regional center oversees more than one new commercial enterprise, provide the requested information for each new commercial enterprise:

1. Industries that have been the focus of EB-5 capital investment;
2. NAICS code for each industry;
3. Aggregate amount of EB-5 capital investment;

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4. Aggregate amount of non-EB-5 capital investment;
 5. Aggregate number of direct, indirect, and/or induced jobs created;
 6. Aggregate number of jobs that have been maintained for EB-5 purposes through investments into “troubled businesses” (if applicable); and
 7. Indicate whether the new commercial enterprise will serve as a vehicle for investment into job creating entities that have or will create or maintain jobs for EB-5 purposes.

Item Numbers 11. - 18. Job Creating Entity. If any new commercial enterprise serves as a vehicle for investment into other job creating entities, provide the following information for each job creating entity:

1. Name of each job creating entity;
2. Federal Employer Identification Number of each job creating entity;
3. Mailing address and physical address of each job creating entity;
4. Industries of each job creating entity;
5. Aggregate amount of EB-5 capital investment for each job creating entity;
6. Aggregate amount of non-EB-5 capital investment for each job creating entity;
7. Aggregate number of jobs created for each job creating entity; and
8. Aggregate number of jobs maintained for EB-5 purposes through investment into “troubled businesses” for each job creating entity (if applicable).

NOTE: When providing the requested job creation data, please refer to **NOTE in Part 5.** in the **Specific Instructions** section for reporting job creation contained in the note to **Part 5.** above. Additionally, if the reported jobs were not all created during the Federal fiscal year covered by the form, use the space provided in **Part 11. Additional Information** to report the number of jobs created by Federal fiscal year.

Part 7. Petitions Filed by EB-5 Investors

Item Numbers 1. - 2. Immigrant Petition by Alien Entrepreneur (Form I-526). Provide the name of each new commercial enterprise associated with the regional center that has received EB-5 investment capital and the total number of approved, denied, and revoked Form I-526 petitions filed by EB-5 investors for each new commercial enterprise. If you need extra space to complete this section, use the space provided in **Part 11. Additional Information.**

Item Numbers 3. - 4. Petition by Entrepreneur to Remove Conditions (Form I-829). Provide the name of each new commercial enterprise associated with the regional center that has received EB-5 investment capital and the total number of approved and denied Form I-829 petitions filed by EB-5 investors for each new commercial enterprise. If you need extra space to complete this section, use the space provided in **Part 11. Additional Information.**

NOTE: In certain instances, in order to verify the aggregate data provided in this form, USCIS may require case-specific data relating to individual EB-5 petitions and the job creation and allocation methodologies used by a regional center.

Part 8. Statement, Contact Information, Declaration, Certification, and Signature of the Authorized Individual

This form must be signed and filed by an authorized individual of the regional center. An “authorized individual” of the regional center is a principal of the entity previously designated to participate in the Immigrant Investor Program with the executive managerial authority to complete and execute this form.

Item Numbers 1.a. - 8.b. Select the appropriate box to indicate whether you read this form yourself or whether you had an interpreter assist you. If someone assisted you in completing the form, select the box indicating that you used a preparer. Further, you must sign and date this form and provide your title or position held within the regional center entity, daytime telephone number, mobile telephone number (if any), and email address (if any). Every form **MUST** contain the signature of the authorized individual. A stamped or typewritten name in place of a signature is not acceptable.

Part 9. Interpreter's Contact Information, Certification, and Signature

Item Numbers 1.a. - 7.b. If you used anyone as an interpreter to read the Instructions and questions on this form 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, mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the form.

Part 10. Contact Information, Declaration, Certification, and Signature of the Person Preparing this Form, if Other Than the Authorized Individual of the Regional Center

Item Numbers 1.a. - 8.b. This section must contain the signature of the person who completed your Form I-924A, if other than you, the authorized individual of the regional center. If the same individual acted as your interpreter and your preparer, that person should complete both Part 9. and Part 10. If the person who completed this form is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this form MUST sign and date the form. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your form is an attorney or accredited representative, 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 form.

Part 11. Additional Information

Item Numbers 1. - 7.d. If you need extra space to provide any additional information within this form, use the space provided in Part 11. Additional Information. If you need more space than what is provided in Part 11., you may make copies of Part 11. to complete and file with your form or attach a separate sheet of paper. Type or print the regional center entity's name 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.

We recommend that you print or save a copy of your completed form to review in the future and for your records.

What Evidence Must You Submit?

Each regional center must provide USCIS with updated information to demonstrate the regional center is continuing to promote economic growth, improved regional productivity, job creation, or increased domestic capital investment in the approved geographic area. Such information must be submitted to USCIS on an annual basis, on a cumulative basis, and/or as otherwise requested by USCIS, using Form I-924A.

You must submit all required information requested in these Instructions with your Form I-924A, in accordance with 8 CFR 103.2(a)(1).

If you fail to completely fill out your Form I-924A, USCIS may reject your form. USCIS will issue a notice of intent to terminate the participation of the regional center in the Immigrant Investor Program if a regional center fails to submit the required information or upon a determination that the regional center no longer serves the purpose of promoting economic growth, including increased export sales, improved regional productivity, job creation, and increased domestic capital investment, in accordance with 8 CFR 204.6(m)(6) and these Instructions.

What Is the Filing Fee?

The filing fee for Form I-924A is **\$3,035**.

USCIS will reject your Form I-924A if you submit the incorrect fee.

NOTE: The filing fee is not refundable, regardless of any action USCIS takes on this form. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

Use the following guidelines when you prepare your check or money order for the Form I-924A filing fee:

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**.

NOTE: Spell out U.S. Department of Homeland Security; do not use the initials “USDHS” or “DHS.”

Notice to Those Making Payment by Check. If you send us a check, USCIS will convert it into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. **If your check is returned as unpayable, USCIS will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your application and charge you a returned check fee.**

How To Check If the Fees Are Correct

Form I-924A’s filing fee is 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.

1. Visit the USCIS website at www.uscis.gov, select “FORMS,” and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

USCIS will reject your Form I-924A if you submit the incorrect fee or if you attach payment for more than what you are required to pay. In such a case, USCIS will return any filing fees you submitted with your Form I-924A.

Form I-924A is not eligible for a fee waiver under 8 CFR 103.7(c).

Where To File?

Please see our website at www.uscis.gov/I-924A or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this form. **For TTY (deaf or hard of hearing) call: 1-800-767-1833.**

Processing Information

Form I-924A Processing. Once USCIS accepts your form, we will check it for completeness. If you do not completely fill out Form I-924A, USCIS may reject your form. **If USCIS determines that the regional center no longer serves the purpose of promoting economic growth, improved regional productivity, job creation, or increased domestic capital investment in the approved geographic area, USCIS will issue a notice of intent to terminate the participation of the regional center in the Immigrant Investor Program. If the regional center fails to overcome the grounds alleged in the notice of intent to terminate, USCIS will terminate the approval and designation of the regional center.**

Requests for More Information. We may request that you provide more information or evidence to support your form. 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.**

Requests for Interview. We may request that you, as the authorized individual, appear at a USCIS office for an interview based on your form. At the time of any interview or other appearance at a USCIS office, we may require that you, as the authorized individual, provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.

Decision. The decision on Form I-924A involves a determination of whether eligibility for the **continued designation** you are seeking. USCIS will notify you of any adverse decision in writing.

USCIS Forms and Information

To ensure you are using the latest version of this form, visit the USCIS website 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 **schedule an appointment online** at www.uscis.gov. Select “**Schedule an Appointment**” 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.**

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-924A, **we will deny your Form I-924A and may deny any other immigration benefit.** In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

USCIS Compliance Review and Monitoring

By signing this form, you have stated under penalty of perjury (28 USC section 1746) that all information and documentation submitted with this **form** is complete, **true**, and correct. **You also authorize** the release of any information from **the records associated with the regional center** that USCIS may need to determine the regional center’s **continued eligibility for designation**, and **consent** to USCIS verifying such information.

The U.S. Department of Homeland Security (DHS) has the authority to verify any information you submit to establish continued eligibility for regional center designation at any time. USCIS’ legal authority to verify this information is in 8 USC sections 1103, 1155 and 1357; the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act, 1993, Pub. L. No. 102-395, **section 610**, 106 Stat 1828, 1874 (1992) (as amended); and 8 CFR Part 103, 204, 205, and 287. To ensure compliance with applicable laws and authorities, USCIS may verify information submitted pursuant to this form.

Agency verification methods may include, but are not limited to: review of public records and information; contact via written correspondence, the Internet, facsimile, other electronic transmission, or telephone; unannounced physical site inspections of residences and locations of employment; and interviews. USCIS will use information obtained through verification to assess your compliance with the laws and to determine continued eligibility for regional center designation.

Subject to the restrictions under 8 CFR 103.2(b)(16) and/or 8 CFR 204.6(m)(6), USCIS will provide you with an opportunity to address any adverse or derogatory information that may result from a USCIS compliance review, verification, or site visit after the agency **has initiated** an adverse action which may result in **revocation or** termination of an approval.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, sections 101, 103, and 203 (as amended) and the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriation Act, 1993 Pub. L. No. 102-395, section 610, 106 Stat 1828, 1874 (1992) (as amended).

PURPOSE: The primary purpose for collecting the requested information on this form is to determine the regional center's continued eligibility for regional center designation. DHS will use the information you provide to determine continued eligibility for regional center designation. The identifying information requested on this form relating to the principals of the regional center and the owners of associated new commercial enterprises will allow DHS to perform standard background checks with law enforcement agencies. These background checks may reveal derogatory information that may result in the termination of the regional center's designation.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may adversely impact continued eligibility for regional center designation.

ROUTINE USES: DHS may share the information you provide on this form 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.

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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 14 hours per response, for initial and amendment filings, including the time for reviewing instructions, gathering the required documentation and information, completing the form, preparing statements, and attaching necessary documentation, 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 Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0061. **Do not mail your completed Form I-924A to this address.**