




SYSTEM USE AGREEMENT



**U.S. Citizenship
and Immigration
Services**



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SYSTEM USE AGREEMENT

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WELCOME PAGE



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SIGN IN
WELCOME

Enter your username and password. *Indicates a required field.

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Password
*

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SAVE Access Method Screen Shots

HOMEPAGE (SUPERVISOR)

U.S. Citizenship and Immigration Services

SAVE
Welcome, Govern Woodbury

Home Cases Profile Agency Reports Help Sign Out

Mark Your Calendars!

SAVE goes paperless starting May 2018

QUICK LINKS

- Initial Verification
- Search Cases
- Resources
- Contact Us

Agency: District of Columbia - SAVE DMV Test Agency - WASH DC (DLSV) | Department: SAVE Training (05)

PROGRAM ANNOUNCEMENTS

Extension of South Sudan for Temporary Protected Status
10/05/2017
The Department of Homeland Security has extended the Temporary Protected Status (TPS) designation for South Sudan for 18 months, November 3, 2017 through May 2, 2019.

USCIS will issue new EADs with a May 2, 2019 expiration date to eligible South Sudan TPS beneficiaries who timely re-register and... [Read more](#)

INITIATE CASE – DOCUMENT TYPE

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INITIATE CASE


DOCUMENT TYPE

Select the document presented by the applicant. *Indicates a required field.


- I-551 (Permanent Resident Card)
- I-766 (Employment Authorization Card)
- I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
- I-94 (Arrival/Departure Record)
- Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- Naturalization Certificate
- Certificate of Citizenship
- Certificate Check (Naturalization and Citizenship Document)
- I-571 (Refugee Travel Document)
- I-327 (Reentry Permit)
- Machine Readable Immigrant Visa (with Temporary I-551 Language)
- Temporary I-551 Stamp (on passport or I-94)
- Other (Select If Document Not Listed)

Next

INITIATE CASE – APPLICANT INFORMATION (I-551)



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Welcome, Patricia Sullivan

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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
I-551 (Permanent Resident Card)

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

Alien/USCIS Number * ? Card Number * ?

Doc. Expiration Date (mm/dd/yyyy)


Requested Benefit(s)*

Driver License State ID Card



Additional Request(s)

Request Employment Authorization Document History Data ? Request Affidavit of Support Data ? Request Grant Date ?

INITIATE CASE – PHOTO MATCHING




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Welcome, Brandon Hairston

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INITIATE CASE
PHOTO MATCHING Case Verification Number: 2014023081020HH | MAY LEE

 Check the photo below against the photo on the applicant's I-551 (Permanent Resident Card) or I-766 (Employment Authorization Card). Does the photo below match the applicant's document?



[Click to Enlarge](#)

Yes - photo matches
 No - photo does not match
 Document not provided

[Next](#)

[Accessibility](#) [Download Viewers](#)

VIEW CASE DETAILS

▲ INITIAL RESPONSE DETAILS		System Response: LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED	
Record Details First Name: MAY Last Name: LEE Middle Name: Date of Birth: 01/19/1950 Country:	Status Information COA Code: LPR Date of Entry: Date Admitted To: INDEFINITE EAD Expiration Date: Grant Date:		
▲ PHOTO MATCH			
Returned Photo  Click to Enlarge	Photo Match Yes - photo matches		
▲ DATA SUBMITTED			
Applicant Information First Name: MAY Last Name: LEE Middle Initial: Date of Birth: 01/19/1950 Initiated by Name: BHAI5069 Date: 01/28/2014	Document Information Document Type: I-551 Other Doc Description: Doc Expiration Date: Alien/USCIS Number: 888888819 Card Number: MSC8888888199 I-94 Number: Passport Number: Country of Issuance: Passport Expiration Date: SEVIS ID: Visa Number: Citizenship Cert. Number: Naturalization Number:	Requested Benefit(s) Background Invest	
<input type="button" value="Close Case"/>		<input type="button" value="Request Additional Verification"/>	
		Accessibility Download Viewers	

INITIAL VERIFICATION RETRY

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INITIATE CASE

INITIAL VERIFICATION RETRY

Case Verification Number: 2016189114323EG | Doctor Who

No match found. Check the applicant information. *Indicates a required field.

If the information below is:

- Incorrect: Update it, and select Retry Initial Verification.
- Correct: Select Request Additional Verification.

If this case was initiated in error, select Close Case.

Selected Document Type
I-551

Name

Last Name	First Name	Middle Initial
Who	Doctor	

Date of Birth
11/24/1969

Document Information

Alien/USCIS Number	Card Number
222333444	ABC1231234567

Document Exp. Date

Requested Benefit(s)
Driver License

Additional Request(s)

Request Employment Authorization	Request Affidavit of Support Data	Request Grant Date
Document History Data		

ENTER ADDITIONAL INFORMATION – ADDITIONAL VERIFICATION

ENTER ADDITIONAL INFORMATION

ADDITIONAL VERIFICATION Case Verification Number: 2016189075906YZ | Doctor Who

You may enter additional information about your applicant.

SAVE Tip: Save time by attaching a copy of the applicant's document now - if you do not, you may receive a request for a Third Level Verification.

Name
A.K.A.

Document Information
I-94 Number ?
Passport Number ?
Country of Issuance ?
Special Comments

Additional Request(s)
 Request Affidavit of Support Data ? Request Grant Date ?

Agency Information
POC Name Doctor Who ?
POC Phone Number (410) 242 - 0455 ext. ?
User Case Number ?

Attach Document ?

i Electronically attach a copy of the applicant's document (front and back) to immediately submit a Third Level Verification and save time. If you do not electronically attach a copy, this case will go to Additional Verification and you may also need to submit the case to Third Level Verification at a later time.

REQUEST FURTHER VERIFICATION-TAKE ACTION

VIEW CASE DETAILS View/Print Entire Case Details

CASE REQUIRES ACTION TO CONTINUE Case Verification Number: 2016189114323EG | Doctor Who

Request Further Verification
SAVE needs additional information before providing the immigration status of your benefit applicant. Click the "Take Action" button to request further verification of the applicant's status.
[Take Action](#)

ADDITIONAL RESPONSE DETAILS

Response
Resubmit Doc (Need Copy Original)

Status Details	Status Dates	DHS Comments
COA Code: USCIS Benefits:	Response Date: 07/07/2016 Date Admitted To: Grant Date: Expires On: Parole Expiration Date:	

DATA SUBMITTED

Applicant Information	Document Information	Requested Benefit(s)
First Name: Doctor Last Name: Who Middle Initial: Date of Birth: 11/24/1969 Point of Contact Name: Patricia Sullivan Phone: (202) 443 - 0139 Initiated by Name: PSUL1439 Date: 07/07/2016	Document Type: I-551 Alien/USCIS Number: 222333444 Card Number: ABC1231234567	Driver License

[Return to Search Results](#) [Close Case](#) [Take Action](#)

ENTER ADDITIONAL INFORMATION – BROWSE and ATTACH DOCUMENT

ENTER ADDITIONAL INFORMATION View/Print Entire Case Details

THIRD LEVEL VERIFICATION Case Verification Number: 2016189114323EG | Doctor Who

Enter additional applicant information to continue the verification process.
If you cannot attach a copy of the applicant's document, follow the steps below to mail the paper Form G-845 for your applicant.

Name
A.K.A.

Document Information
I-94 Number ?
Passport Number ?
Country of Issuance ?

Special Comments

Additional Request(s)
 Request Employment Authorization Document History Data ?
 Request Affidavit of Support Data ?
 Request Grant Date ?

Agency Information
POC Name ?
POC Phone Number ext. ?
User Case Number ?

Attach Document ?


i Electronically attach a copy of the applicant's document (front and back) to immediately submit a Third Level Verification. If you do not electronically attach a copy, you must mail a paper G-845 to your designated Status Verification Office.

ENTER ADDITIONAL INFORMATION - VERIFY FORM G-845 RETURN MAILING ADDRESS

Attach Document ?

i Electronically attach a copy of the applicant's document (front and back) to immediately submit a Third Level Verification. If you do not electronically attach a copy, you must mail a paper G-845 to your designated Status Verification Office.

Browse...



Click to Enlarge

Remove

Form G-845 Return Mailing Address

1. Review and update your agency mailing address fields as necessary
2. Click the "Submit" button to generate the Form G-845
3. Mail the Form G-845 with a copy of the applicant's document (front & back) to the pre-populated USCIS address

Mailing Address

Address 1
490 LEnfant Plaza *

Address 2
[Empty field]


City
Washington *

State
DIST OF COL v *


Zip Code
20024 *

Cancel Submit

INITIATE CASE APPLICANT INFORMATION I-766



U.S. Citizenship and Immigration Services



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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
I-766 (Employment Authorization Card)

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

Alien/USCIS Number * ? Card Number * ?

Doc. Expiration Date (mm/dd/yyyy) *

Requested Benefit(s)*


Driver License

Additional Request(s)


Request Employment Authorization Document History Data ? Request Grant Date ?

Back Next

INITIATE CASE APPLICANT INFORMATION I-571



U.S. Citizenship and Immigration Services



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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
I-571 (Refugee Travel Document)

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

Alien/USCIS Number * ?

Doc. Expiration Date (mm/dd/yyyy)

Requested Benefit(s)*

Driver License

Additional Request(s)

Request Employment Authorization Document History Data ? Request Grant Date ?

Back Next

INITIATE CASE – APPLICANT INFORMATION (I-327)

U.S. Citizenship and Immigration Services **SAVE**
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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
I-327 (Reentry Permit)

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy)
 *

Document Information

Alien/USCIS Number
 * ?

Doc. Expiration Date (mm/dd/yyyy)

Requested Benefit(s)*

Driver License

Additional Request(s)

Request Employment Authorization Document History Data ? Request Affidavit of Support Data ? Request Grant Date ?

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INITIATE CASE/APPLICANT INFORMATION-CERT OF CITIZENSHIP

U.S. Citizenship and Immigration Services **SAVE**
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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
Certificate of Citizenship

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy)
 *

Document Information

Alien/USCIS Number
 * ?

Citizenship Certificate Number
 * ?

Requested Benefit(s)*

Driver License

Additional Request(s)

Request Employment Authorization Document History Data ?

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INITIATE CASE/APPLICANT INFO-NATURALIZATION CERTIFICATE

U.S. Citizenship and Immigration Services **SAVE**
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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
Certificate Check (Naturalization and Citizenship Document)

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

Alien/USCIS Number ? Natz/Citz Number * ?

Requested Benefit(s)*

Driver License

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MACHINE READABLE IMMIGRANT VISA

U.S. Citizenship and Immigration Services **SAVE**
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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
Machine Readable Immigrant Visa (with Temporary I-551 Language)

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

Alien/USCIS Number * ?

Passport Number * ? Country of Issuance * ?

Passport Exp. Date (mm/dd/yyyy) ? Visa Number ?

Requested Benefit(s)*

Driver License

Additional Request(s)

Request Employment Authorization Document History Data ? Request Affidavit of Support Data ? Request Grant Date ?

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TEMPORARY I-551 STAMP (on Passport or I-94)

The screenshot shows the 'INITIATE CASE' form for a Temporary I-551 Stamp. The header includes the U.S. Citizenship and Immigration Services logo and the SAVE logo with the text 'Welcome, Govern Woodbury'. The navigation bar contains 'Cases', 'Profile', 'Agency', 'Reports', 'Help', and 'Sign Out'. The form is titled 'INITIATE CASE' and 'APPLICANT INFORMATION'. It includes a note: 'Enter document information. *Indicates a required field.' The 'Selected Document Type' is 'Temporary I-551 Stamp (on passport or I-94)'. The 'Name' section has fields for 'Last Name', 'First Name', and 'Middle Initial'. The 'Date of Birth' field is labeled '(mm/dd/yyyy)'. The 'Document Information' section includes 'Alien/USCIS Number', 'Passport Number', 'Country of Issuance' (a dropdown menu), and 'Passport Exp. Date' (mm/dd/yyyy). The 'Requested Benefit(s)' section has a checkbox for 'Driver License'. The 'Additional Request(s)' section has checkboxes for 'Request Employment Authorization Document History Data', 'Request Affidavit of Support Data', and 'Request Grant Date'. At the bottom are 'Back' and 'Next' buttons.

I-94 (ARRIVAL/DEPARTURE RECORD)

The screenshot shows the 'INITIATE CASE' form for an I-94 (Arrival/Departure Record). The header includes the U.S. Citizenship and Immigration Services logo and the SAVE logo with the text 'Welcome, Govern Woodbury'. The navigation bar contains 'Cases', 'Profile', 'Agency', 'Reports', 'Help', and 'Sign Out'. The form is titled 'INITIATE CASE' and 'APPLICANT INFORMATION'. It includes a note: 'Enter document information. *Indicates a required field.' The 'Selected Document Type' is 'I-94 (Arrival/Departure Record)'. The 'Name' section has fields for 'Last Name', 'First Name', and 'Middle Initial'. The 'Date of Birth' field is labeled '(mm/dd/yyyy)'. The 'Document Information' section includes 'I-94 Number', 'SEVIS ID', and 'Doc. Expiration Date' (mm/dd/yyyy). The 'Requested Benefit(s)' section has a checkbox for 'Driver License'. The 'Additional Request(s)' section has a checkbox for 'Request Grant Date'. At the bottom are 'Back' and 'Next' buttons.

SAVE Access Method Screen Shots

I-94 IN UNEXPIRED FOREIGN PASSPORT

U.S. Citizenship and Immigration Services | SAVE | Welcome, Govern Woodbury

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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

Name

Last Name * ? | First Name * ? | Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

I-94 Number * ? | SEVIS ID ?

Passport Number * ? | Country of Issuance * ?

Passport Exp. Date (mm/dd/yyyy) * ? | Visa Number ?

Requested Benefit(s) *

Driver License

Additional Request(s)

Request Grant Date ?

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UNEXPIRED FOREIGN PASSPORT

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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
Unexpired Foreign Passport

Name

Last Name * ? | First Name * ? | Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

I-94 Number ? | SEVIS ID ?

Passport Number * ? | Country of Issuance * ?

Passport Exp. Date (mm/dd/yyyy) * ?

Requested Benefit(s) *

Driver License

Additional Request(s)

Request Grant Date ?

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SAVE Access Method Screen Shots
I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)

The screenshot shows the 'INITIATE CASE' screen for an I-20 application. The header includes the U.S. Citizenship and Immigration Services logo, the 'SAVE' logo, and the text 'Welcome, Govern Woodbury'. A navigation bar contains 'Cases', 'Profile', 'Agency', 'Reports', 'Help', and 'Sign Out'. The main content area is titled 'APPLICANT INFORMATION' and includes instructions: 'Enter document information. *Indicates a required field.' The 'Selected Document Type' is 'I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)'. The form fields are: 'Name' (Last Name, First Name, Middle Initial), 'Date of Birth (mm/dd/yyyy)', 'Document Information' (I-94 Number, SEVIS ID, Doc. Expiration Date (mm/dd/yyyy), Passport Number, Country of Issuance), and 'Requested Benefit(s)*' (Driver License checkbox). 'Back' and 'Next' buttons are at the bottom.

DS 2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

The screenshot shows the 'INITIATE CASE' screen for a DS 2019 application. The header includes the U.S. Citizenship and Immigration Services logo, the 'SAVE' logo, and the text 'Welcome, Govern Woodbury'. A navigation bar contains 'Cases', 'Profile', 'Agency', 'Reports', 'Help', and 'Sign Out'. The main content area is titled 'APPLICANT INFORMATION' and includes instructions: 'Enter document information. *Indicates a required field.' The 'Selected Document Type' is 'DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)'. The form fields are: 'Name' (Last Name, First Name, Middle Initial), 'Date of Birth (mm/dd/yyyy)', 'Document Information' (I-94 Number, SEVIS ID, Doc. Expiration Date (mm/dd/yyyy), Passport Number, Country of Issuance), and 'Requested Benefit(s)*' (Driver License checkbox). 'Back' and 'Next' buttons are at the bottom.

OTHER (Select if Document Not Listed)

The screenshot shows the 'INITIATE CASE' form in the SAVE system. The header includes the U.S. Citizenship and Immigration Services logo and the 'SAVE' logo with the tagline 'Welcome, Govern Woodbury'. The navigation bar contains 'Cases', 'Profile', 'Agency', 'Reports', 'Help', and 'Sign Out'. The form is titled 'INITIATE CASE' and 'APPLICANT INFORMATION'. It instructs the user to 'Enter document information' and notes that an asterisk indicates a required field. The 'Selected Document Type' is 'Other (Select If Document Not Listed)'. The 'Name' section includes fields for 'Last Name', 'First Name', and 'Middle Initial'. The 'Date of Birth' field is in mm/dd/yyyy format. The 'Document Information' section has radio buttons for 'Alien/USCIS Number' (selected) and 'I-94 Number'. It includes fields for 'SEVIS ID', 'Doc. Expiration Date', 'Other Document Description', 'Passport Number', and 'Country of Issuance'. The 'Requested Benefit(s)' section has a checkbox for 'Driver License'. The 'Additional Request(s)' section has checkboxes for 'Request Employment Authorization Document History Data', 'Request Affidavit of Support Data', and 'Request Grant Date'. At the bottom are 'Back' and 'Next' buttons.

U.S. Citizenship and Immigration Services

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INITIATE CASE

APPLICANT INFORMATION

Enter document information. *Indicates a required field.

Selected Document Type
Other (Select If Document Not Listed)

Name

Last Name * First Name * Middle Initial

Date of Birth (mm/dd/yyyy) *

Document Information

Alien/USCIS Number * I-94 Number

SEVIS ID

Doc. Expiration Date (mm/dd/yyyy)

Other Document Description *

Passport Number

Country of Issuance

Requested Benefit(s) *

Driver License

Additional Request(s)

Request Employment Authorization Document History Data Request Affidavit of Support Data Request Grant Date

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SEARCH CASES – CASE FILTER

U.S. Citizenship and Immigration Services

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SEARCH CASES

CASE FILTERS

Enter search criteria to display a list of relevant cases.

Case Status

All Open Cases
 Cases with Additional Verification Responses
 Cases In Process
 Cases Requiring Action
 Cases with Third-Step Verification Responses
 Closed Cases

Verification Number

Alien/USCIS Number

Passport Number

Date Initiated From (mm/dd/yyyy)

Department

Group

Initiated By

Naturalization/Citizenship Certificate Number

I-94 Number

User Case Number

Date Initiated To (mm/dd/yyyy)

SEARCH CASES - SUMMARY LIST

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SEARCH CASES

SUMMARY LIST

Click on a column title to sort this list.

Case Summary List							
Case Type	Response	Verification Number	ID Number	Name Provided	Department	Group	Initiated By
	Resubmit Doc (Need Copy Original)	2017284151929MF	A # 111111111		SAVE Liaison	8th Floor	PFIS2000
	INSTITUTE ADDITIONAL VERIFICATION	2017159092823NP	PP # G38418609		SAVE Liaison	8th Floor	PFIS2000
	Resubmit Doc (Need Copy Original)	2017157071131UF	I # 222222222		SAVE Liaison	8th Floor	VSAN3738
	INSTITUTE ADDITIONAL VERIFICATION	2017116151601BQ	A # 333333333		SAVE Liaison	8th Floor	VSAN3738
	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED	2017087071817WT	A # 088067524	MAZZI, FRANK	SAVE Liaison	8th Floor	PJOH8631
	U.S. Citizen	2017086130443BD	A # 212354939	BHATTARAI, LACHUMAN N	SAVE Liaison	8th Floor	VSAN3738
	Other	2017074141526NT	A # 222999988		SAVE Liaison	8th Floor	VSAN3738
	INSTITUTE ADDITIONAL VERIFICATION	2017072063951SD	A # 988888888		SAVE Liaison	8th Floor	PJOH8631

Legend: Action Required Response Provided Under Review / Pending Case Closed

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