



## Instructions for Request for Reduced Fee

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

USCIS  
Form I-942  
OMB No. 1615-0133  
Expires 11/30/2018

### What Is the Purpose of Form I-942?

You may request a reduced fee for the filing fees of the application if your documented annual household income is greater than 150 percent and not more than 200 percent of the Federal Poverty Guidelines (FPG).

If multiple members of the same family are simultaneously submitting their applications for which they are requesting a reduced fee in the same package, all family members may request the reduced fee on one Form I-942. Place the completed Form I-942 on top of the batch of applications to which it applies.

Do not file this form if you are requesting a full fee waiver. See Form I-912, Request for Fee Waiver.

Individuals who qualify for a reduced fee are required to pay the full biometric services fee.

### Which Forms will USCIS Consider for a Fee Reduction?

Form N-400, Application for Naturalization. See the Fee Reduction section of the Form N-400 Instructions for additional information.

### How to File Form I-942

You must file this request with each application for which you are requesting a reduced fee (currently available for an Application for Naturalization, Form N-400). If USCIS approves your Form I-942, we will reduce the filing fee to the amount permitted in 8 CFR 103.7(b)(1)(i).

### General Instructions

USCIS provides all forms free of charge through the USCIS website. In order to best 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 request must be properly signed and filed. For all signatures on this request, USCIS will not accept a stamped or typewritten name in place of a signature. A legal guardian may sign for a mentally incompetent person.

**Evidence.** At the time of filing, you must submit all evidence and supporting documentation listed under the **Specific Instructions** section 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 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-942

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this request, 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.
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.

### Specific Instructions

#### Part 1. Information About You (Requestor)

**Item Number 1. Full Name.** Provide your full name. If you have two last names, include both in the Family Name box and use a hyphen (-) if appropriate. If you do not have a middle name, type or print "N/A."

**Item Number 2. Date of Birth** (mm/dd/yyyy). Provide your date of birth in mm/dd/yyyy format. For example, enter May 1, 1979, as 05/01/1979.

**Item Number 3. Alien Registration Number (A-Number).** An A-Number is a number assigned by USCIS or the former Immigration and Naturalization Service (INS). People with A-Numbers can locate the number on their USCIS-issued or INS-issued documentation.

**Item Number 4. Marital Status.** Indicate your current marital status.

#### Part 2. Information About Family Members Filing This Request With You

**Item Number 1.** Complete the table for yourself and each person requesting a reduced fee with you.

#### Part 3. Household Income

To qualify for the reduced fee, your household income must be greater than 150 percent and not more than 200 percent of the Federal Poverty Guidelines, at the time of filing, based on your household size. The Federal Poverty Guidelines are established by the Secretary of the Department of Health and Human Services annually. To obtain information on the current Federal Poverty Guidelines, visit our website at [www.uscis.gov/I-942P](http://www.uscis.gov/I-942P) and review Form I-942P, Income Guidelines for Reduced Fees.

**Item Number 1. Employment Status.** Indicate your current employment status. If you are both employed and a student, select **Other** and provide an explanation.

**Item Number 2. Information About Your Spouse.** Indicate whether your spouse is living with you. If your spouse lives with you, list your spouse in the table in **Item Number 3**. If applicable, indicate whether your spouse provides any financial support to your household. If your spouse provides financial support to your household, include the contributions that your spouse provides to your household in **Item Number 6**.

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**Item Number 3. Your Household Size.** Indicate whether you are providing the primary financial support for your household.

Complete the table with the information requested about the members of your household including their names, dates of birth, relationship to you, whether the person is married, whether the person is a full-time student, and whether the person earns income counted towards the household income.

For the last column (Is any income earned by this person counted towards the household income?), select yes if income is received consistently or regularly as wages or salary from these household members' employment or business.

At the end of the table, provide the total number of household members. Include the following people, who are dependent on your income, your spouse's income, or the head of household's income, as part of your household size:

1. You;
2. The head of your household (if not you);
  - A. You are the head of household if you filed the most recent Federal tax return for your household (includes filing as head of household) or earned the majority of the income for your household.
  - B. If you are not the head of household, the head of household is the person who filed the most recent Federal tax return on which you are listed as a dependent or the person who provides the majority of your household's income.
3. Your spouse, if living with you (if you are separated or your spouse is not living with you, do not include your spouse); or
4. Any family members living in your household who are dependent on your income, your spouse's income, or the head of household's income, including:
  - A. Your children or legal wards who are unmarried and under 21 years of age, and who live with you;
  - B. Your children or legal wards who are unmarried, are over 21 years of age but under 24 years of age, are full-time students, and who live with you when not at school;
  - C. Your children or legal wards who are unmarried and for whom you are the legal guardian because they are physically or developmentally disabled or mentally impaired to the extent that they cannot adequately care for themselves and cannot establish, maintain, or re-establish their own household;
  - D. Your parents who live with you; and
  - E. Any other dependents listed on your Federal tax return or your spouse or head of household's Federal tax returns.

**Item Number 4. Your Annual Income.** Provide information on your annual income. If you filed a Federal tax return, enter the amount from Line 37 (adjusted gross income) on Internal Revenue Service (IRS) Form 1040, U.S. Individual Income Tax Return. If you have not filed a Federal tax return, take your total household wage income (before any deductions) for the previous 12-month period and enter that amount as your household's annual income. If you have not filed a Federal income tax return but you have an IRS Form W-2, Wage and Tax Statement, that covers the previous 12-month period, take your total wage income, deduct Federal, state, and local income taxes withheld, and enter that amount as your household's annual wage income.

**Documentation.** To document your annual income, provide the following information:

1. A copy of your most recent Federal tax return;
2. If you did not file a Federal tax return, or if your Federal tax return does not properly reflect your current income, submit copies of consecutive pay statements (stubs) for a minimum of the past month, recent Form W-2, Form SSA-1099, or statements from your employers on business stationery showing salary or wages paid;
3. If you are a student and not living with your parents or are not claimed as a dependent on your parents' Federal tax return, do not include your parents' incomes. You should only provide proof of your income or documentation that shows you are not required to file a Federal or state tax return, such as proof that you are a full-time student as supporting documentation.

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**Item Number 5. Annual Income of All Household Members.** Provide the annual income from all family members counted as part of your household.

1. If a person lives with you, but does not contribute financial support to your household, then you should not include this person's income when calculating your household income.
2. If you are separated or still married, but do not live with your spouse, do not include your spouse's income. However, you must include any financial support your spouse provides to your household in **Item Number 6.**
3. If you are applying on basis of having been battered or abused spouse of a U.S. citizen do not provide your spouse's income.
4. If you are a full-time student, over 21 years of age but under 24 years of age, are unmarried, and are living with your parents, or you are claimed as a dependent on your parents' Federal tax return, include your parents' income. You must provide a copy of both parents' Federal tax returns and your own Federal tax return, or provide proof of income as supporting documentation.

**Documentation.** To document your household members' incomes, provide the following:

1. A copy of each household member's most recent Federal tax return; or
2. If the household member did not file a Federal tax return, or if the tax return does not properly reflect their current income, submit copies of consecutive pay statements (stubs) for a minimum of the past month, a recent Form W-2, Form SSA-1099, or employer statements on business stationery showing salary or wages paid.

**Item Number 6. Total Additional Income or Financial Support.** Provide additional income or financial support from a source outside your household. Type or print "0" if you have no additional income. You must include any consistent or regular financial support or additional income contributed to your household, by any person living with you or not living with you, even if it is not part of the household for tax purposes.

Select any type of additional income you are receiving including any amount of money that you receive annually that is not included in **Item Number 4.** or **5.**

**Documentation.** You must document additional financial assistance as income. Include the following information:

1. Documentation such as parental support; alimony; child support; educational stipends; pensions; Social Security; royalties; veterans benefits; unemployment benefits; and consistent or regular financial support from adult children, parents, dependents, or other people living in your household;
2. A court order of any child support or documentation that indicates the actual amount of child support being received (for example, bank statements or IRS Form W-2), or documentation from an agency providing the other income or financial assistance.
3. If you are receiving unemployment benefits, the tax document, IRS Form 1099-MISC, is not enough to establish total income. You must also provide a copy of your IRS Form 1040.

**Item Number 7. Total Household Income.** Provide the total household income. Add the amounts from **Item Numbers 4., 5.** and **6.** USCIS will compare this amount to the Federal Poverty Guidelines.

**Item Number 8. Change in Income.** Indicate whether any information (including marital status, income, and list of dependents) in your Federal tax returns is different from what you indicate in Form I-942. Provide the reasons for any changes in circumstances and any differences between the tax returns and information in your Form I-942.

#### **Part 4. Requestor's Statement, Contact Information, Certification, and Signature**

**Item Numbers 1. - 6.** Select the appropriate box to indicate whether you read this request yourself or whether you had an interpreter assist you. If someone assisted you in completing the request, select the box indicating that you used a preparer. Further, you must sign and date your request and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every request **MUST** contain the signature of the requestor (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

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**Item Numbers 7. - 10.** Each person applying for a reduced fee must sign and date Form I-942. This includes family members identified in **Part 2.** A legal guardian may sign the request on behalf of the applicant. USCIS will reject any Form I-942 that is not signed by all individuals requesting a reduced fee.

If the information provided by the requestor in **Part 4.** is not applicable to a family member identified in **Part 2.** (for example, the family member used a different interpreter or speaks a different language), that individual should complete **Part 5.**

### **Part 5. Family Member's Statement, Contact Information, Certification, and Signature**

**NOTE:** If the information provided by the requestor in **Part 4.** is not applicable to a family member identified in **Part 2.,** (for example, the family member used a different interpreter or speaks a different language) that individual should complete **Part 5.** Make additional copies of **Part 5.** for each family member to sign, as applicable, and include the pages with your completed Form I-942. USCIS will reject any Form I-942 that is not signed by all individuals requesting a reduced fee.

**Item Numbers 1. - 6.** Select the appropriate box to indicate that you, the family member, either read this request yourself or someone interpreted this request for you from English to a language in which you are fluent. If applicable, select the box to indicate if someone prepared this request for you. Further, you must sign and date your request and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every request **MUST** contain the signature of the requestor (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

### **Part 6. Interpreter's Contact Information, Certification, and Signature**

**NOTE for Family Members:** If you used a different interpreter than the one used by the requestor, make additional copies of **Part 6.,** provide the following information, and include the pages with your completed Form I-942.

**Item Numbers 1. - 9.** If you used anyone as an interpreter to read the Instructions and questions on this request 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 request.

### **Part 7. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requestor**

**NOTE for Family Members:** If you used a different preparer than the one used by the requestor, make additional copies of **Part 7.,** provide the following information, and include the pages with your completed Form I-942.

**Item Numbers 1. - 10.** This section must contain the signature of the person who completed your request, if other than you, the requestor. 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 request 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 request **MUST** sign and date the request. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your request 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, or Form G-28I, Notice of Entry of Appearance as Attorney In Matters Outside the Geographic Confines of the United States, along with your request.

### **Part 8. Additional Information**

**Item Numbers 1. - 6.** If you need extra space to provide any additional information within this request, 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 request, 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.

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

### **What Is the Filing Fee?**

There is no filing fee for Form I-942.

### **Where To File?**

Mail your Form I-942, along with the completed USCIS application and all supporting documentation according to the **Where to File** section in the Instructions of the application or petition for which you are requesting a reduced fee.

### **Processing Information**

**Decision.** The decision on Form I-942 involves a determination of whether you have established eligibility for the reduced fee. USCIS will notify you of the decision in writing. If USCIS denies your reduced fee request, the notice will include information on resubmitting your application or petition. For certain immigration benefits, you may have only a limited period of time in which to resubmit your application or petition with the proper filing fee. Please review the Instructions for the application or petition for which you want USCIS to consider a reduced fee to determine when to refile.

### **Penalties**

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-942, we will deny your reduced fee request and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

### **DHS Privacy Notice**

**AUTHORITIES:** The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act (INA) section 286(m) and 8 CFR 103.7(b)(1)(i)(BBB)(1).

**PURPOSE:** The primary purpose for providing the requested information on this form is to determine if you have established eligibility for a fee reduction. DHS uses the information you provide to grant or deny the fee reduction you are seeking.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of the fee reduction request and rejection of your application based on non-payment of the fee.

**ROUTINE USES:** DHS may share the information you provide on this form and any additional requested evidence 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-001 - Alien File, Index, and National File Tracking System and DHS/USCIS-007 - Benefits Information System] and the published privacy impact assessments [DHS/USCIS/PIA-003(a) - Integrated Digitization Document Management Program (IDDMP), DHS/USCIS/PIA-015 Computer Linked Application Information Management System (CLAIMS 4) (and subsequent updates), and DHS/USCIS/PIA-056 USCIS Electronic Immigration System (USCIS ELIS)] which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

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**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 45 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the request, preparing statements, attaching necessary documentation, and submitting the request. 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. 1615-0133. **Do not mail your completed Form I-942 to this address.**

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Not for  
Production  
06/06/2018