



# Instructions for Authorization for Credit Card Transactions

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

USCIS  
Form G-1450  
OMB No. 1615-0131  
Expires 01/31/2021

## What Is the Purpose of Form G-1450?

Use Form G-1450, Authorization for Credit Card Transactions, to pay the filing fee and biometric services fee (if applicable) for an application, petition, or request that you are filing with a U.S. Citizenship and Immigration Services (USCIS) Lockbox, by credit card.

## 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 Contact 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 G-1450 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.

### Notice to Those Making Payment by Credit Card

If you submit Form G-1450, USCIS will use the information you provide to process a credit card payment through the U.S. Department of Treasury Pay.gov Trusted Collections Service (TCS). TCS is a web-based application that allows Government agencies to process payments by credit or debit cards.

After USCIS processes your Form G-1450, we will destroy your authorization, regardless if USCIS approves or denies your application, petition, or request. USCIS will reject your application, petition, or request for lack of payment if your credit card is declined. USCIS will not attempt to process your credit card payment a second time.

## DHS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected pursuant to Section 286(m) of the Immigration and Nationality Act, 8 U.S.C 1356(m).

**PURPOSE:** The primary purpose for providing the requested information is to authorize the USCIS Lockbox to make an electronic credit card payment in [Pay.gov](https://www.pay.gov/), which is owned and operated by the Department of Treasury, for the filing fee and biometric services fee associated with a benefit request form. DHS processes your case when the payment is received in full.

**DISCLOSURE:** The information you provide is voluntary. However, failure to make a payment towards the associated benefit request filing fee and biometric services fee may delay or prevent USCIS from accepting your benefit request form.

**ROUTINE USES:** DHS may share the information you provide on this form to USCIS personnel and contractors or other agents who need the information to assist in activities related to processing associated fees. Additionally, USCIS may disclose the information to other Federal, state, local, and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS/USCIS/ICE/CBP-001 - Alien File, Index, and National File Tracking, DHS-USCIS-007 - Benefits Information System] and published privacy impact assessments [DHS/USCIS/PIA-061 Benefit Request Intake Process], available 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.

## 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 7 minutes per response, including the time for reviewing instructions and completing and submitting the authorization. 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. 1615-0131. **Do not mail your completed Form G-1450 to this address.**