

myUSCIS Copy Deck: Interactive Forms	
Form Number and Name	Verification Information System & SAVE Case Check
OMB Number	1615-0101
Form Edition Date:	
Form Expiration Date:	4/30/2024

Revision Key		
<b>Description</b>		
<ul style="list-style-type: none"> <li>All original (old) text is black.</li> </ul>		
<b>Example</b>	<b>Original</b>	<b>Revised</b>
<ul style="list-style-type: none"> <li>All original text is black.</li> <li>Any text that is removed from original column is shown with a strikethrough and in red.</li> </ul>	1. Oranges 2. Bananas 3. Apple 4. Pineapple	1. Oranges 2. Bananas 3. <del>Apple</del> 4. Pineapple

Sign In page

Screen Title	Section	Revised Section	Body Text	Revised Body Text	Data Entry Fields/Option Selections	Revised Data Entry Fields/Option Selections	Field Type	Required?	Notes
System Use Agreement	Use Agreement		<p>You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines, or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.</p> <p>By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.</p> <p>[alert] If you are an employee of the Social Security Administration, click here.</p>		I Agree		Button	Yes	
	Sign In				click here User ID (required) Forgot User ID Password Forgot Password Show Password Sign In		Link Text Field Link Text Field Link Button Button	No No Yes No No Yes	
Sign In page	Legal			<p>USCIS may not conduct or sponsor an <b>information collection</b>, and <b>you are</b> 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 5 minutes per response, including the time for reviewing instructions, <b>gathering the required documentation and information</b>, completing the request, <b>preparing statements, attaching necessary documentation</b>, 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, Office of Policy and Strategy, Regulatory Coordination Division, <b>5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009</b>; OMB No. 1615-0101. Do not mail your <b>completed</b> verification requests to this address.</p> <p>The information provided by this system is subject the Privacy Act of 1974 (5 U.S.C. 552a) and must be protected from unauthorized disclosure or secondary uses. In accordance with the Privacy Act, the information collected and provided to authorized agencies pursuant to this system is covered by the System of Records notice "DHS/USCIS-Systematic Alien Verification for Entitlements Program System of Record" September 21, 2011, 76 FR 58525.</p>		Paperwork Reduction Act	Button	No	
						Privacy Act	Button	No	

**Initial Verification Process**

Screen Title	Section	Revised Section	Body Text	Revised Body Text	Data Entry Fields/Option Selections	Revised Data Entry Fields/Option Selections	Field Type	Required?	Notes
Initial Verification Screen			Please fill out as many enumerators as are available to you. At least one enumerator is required. The more information provided the higher the chance of returning a verification result on initial verification. For help finding where enumerators are located on immigration documents, please see the guide on Commonly Used Immigration Documents.		Commonly Used Immigration Documents		Link		
					Alien/USCIS Number SEVIS Identifier I-94 Number (I-94#) Passport Number Naturalization/Citizenship Number Card Number/I-797 Receipt Number Visa Number		Text Field Text Field Text Field Text Field Text Field Text Field Text Field	No No No No No No No	
					Various Form Types and Other Documents shown as options		Checkbox	No	When requesting initial verification, user will have option to select one or more immigration document types reviewed to obtain and provide immigration identification numbers of the applicant.
									After an agency enters the required information into the SAVE System to verify an applicant's immigration status against DHS records, within seconds the system returns a SAVE response containing the Case Verification Number, initial verification data entered, and the initial verification results.
Initial Verification Screen	SAVE Response		Applicant Status: <i>Includes identified status and definition.</i>	See Guide to Understanding SAVE Verification Responses for additional information. You will need to follow your agency's policy when determining whether this applicant is eligible for benefits.	Guide to Understanding SAVE Verification Responses		Link		After an agency enters the required information into the SAVE System to verify an applicant's immigration status against DHS records, within seconds the system returns a SAVE response containing the Case Verification Number, initial verification data entered, and the initial verification results.
	Employment Authorization History		Not Applicable OR shows information provided.						
	SAVE Response Details		Case Verification Number COA Code Country of Citizenship Date Admitted To Grant Date Full Name Date of Birth Alien Number I-94 Number Initiated On Initiated By Point of Contact Name Point of Contact Phone Number (202) 300-0000 Requested Benefits Agency Requests Attached Document ( <i>None or shows attached document</i> )				Text Field (pre-populated)		
	Agency Submitted Details				Close Case Close Case and Create New Case Still not sure? Institute Additional Verification		Button Button Link	No No	

**Additional Verification Process with Document Requirement (NEW)**

Screen Title	Section	Revised Section	Body Text	Revised Body Text	Data Entry Fields/Option Selections	Revised Data Entry Fields/Option Selections	Field Type	Required?	Notes		
Current Addition Verification Screen			Enter any additional comments here EADS, Grant Date, Cuban/Haitian Entrant, Cuban/Haitian Immigration Details, Immigration Status Details, Immigration Status as of 8/22/1996, VAWA, Citizenship Status		Special Comments		Text field	No			
					Agency Requests (options)		Buttons	Yes			
					Drag file to upload or browse to upload file.	Upload File (required)	Link	Yes	Current process allows users to upload a file, however the IAV button can be selected even if a file is not uploaded. New process will require document upload and the IAV button will be grayed out until document uploaded by agency.		
New Addition Verification Screen with Document Requirement				<p>Upload a Document</p> <p>To obtain a SAVE verification you must upload a copy of the applicant's immigration documents.</p> <p><b>Note:</b> -multiple documents should be uploaded as a single file -file upload format must be .jpeg or .pdf -if an applicant is presenting multiple immigration documents and you are unable to upload them all, please submit the most recently issued document(s)</p>	Drag a file here or choose from folder.		Link	Yes	Current process allows users to upload a file, however the IAV button can be selected even if a file is not uploaded. New process will require document upload and the IAV button will be grayed out until document uploaded by agency.		
					Institute Additional Verification (grayed out until document uploaded)		Button	Yes			
					Close Case Close Case and Create New Case		Button Button	No No			
New Addition Verification Screen with Document Requirement (once document is uploaded)			Selected file (i.e. uploaded document (Newinformation.pdf) appears on screen)		Change file		Link	No	Case Status: Once Institute Additional Verification Button is selected, the case will be escalated to SAVE and be identified as "Case Under Review."		
					Institute Additional Verification (Green button)		Button	Yes			
					Close Case Close Case and Create New Case		Button Button	No No			
New Additional Verification Screen with Reason Requirement	Create a New Case		<p>Stages of Process are shown: (1) Case Creation - (2) Photo Match - (3) Additional Verification - (4) Case Result - (5) Case Closure</p> <p>In addition to the applicant's immigration status, your agency has asked that we provide you with the following information (if available) in order to determine the applicant's eligibility.</p>		EADS Grant Date Cuban/Haitian Immigran Details Immigration Status Details Immigration Status as of 8/22/1996 VAWA Request Document Review Citizen Review						
					Agency Requests						
	Additional Verification Response				<p>Select all information that apply:</p> <p><b>Additional Verification Reason (required)</b> Please provide a reason for escalating this case for additional verification.</p>	Expected a different immigration status If selected: Please provide details Date information is needed		Button/Drop Down field appears		If radio button selected, a free text field appears.	
						Upload a Document		Link	Yes		
	Agency Submitted Details			<p>Selected file (i.e. uploaded document (Newinformation.pdf) appears on screen)</p> <p>Full Name Date of Birth Alien / USCIS Number SEVIS Identifier I-94 Number (I-94 #) Passport Number Naturalization/ Citizenship Number Card Number/ I-797 Receipt Number Visa Number Initiated On Initiated By Point of Contact Name Point of Contact Phone Number (202) 300-0000 Requested Benefits Agency Requests Attached Document (None or shows attached document)</p>		Change file		Link	No	Once document is uploaded, this field appears.	
						Review Case Details		Button	No		
	Completion of Additional Verification Process	Additional Verification   Case Status: Case Under Review		<p>SAVE Response</p> <p>[alert] <b>Case Under Review</b> This case is under review by the Status Verification Office (SVO). This does not mean the applicant isn't entitled to benefits, but further research is being conducted. Responses from SVO typically take 40 federal working days to be returned.</p> <p>Case Verification Number</p> <p>Full Name Date of Birth Alien / USCIS Number SEVIS Identifier I-94 Number (I-94 #) Passport Number Naturalization/ Citizenship Number Card Number/ I-797 Receipt Number Visa Number Initiated On Initiated By Point of Contact Name Point of Contact Phone Number (202) 300-0000 Requested Benefits Agency Requests Attached Document (None or shows attached document)</p>		Exit and Return to Search		Text Field (pre-populated)		After the IAV button is selected, the process will remain the same, and the case will be escalated to "Case Under Review" while the SAVE reviews the case.	
						Exit and Return to Search		Text Field (pre-populated)			
	Reason For Agency Closing a Case when Prompted to Institute Additional Verification				<p>[alert] Institute Additional Verification With Document</p> <p>SAVE was unable to verify the applicant's status on electronic initial verification. There may have been an issue electronically locating the records or additional verification may be require due to conflicting data or the nature of the applicant's status. This is not a final response and should not be used to determine benefit eligibility. Please Institute Additional Verification so SAVE can conduct more research and return the correct status.</p>	Exit and Return to Search		Button	No		
						SAVE Response Details		Button	No	Upon selecting edit case button screen will return to applicant information screen	
Employment Authorization History						Populates based on information entered or states "Not Applicable"					
Special Comments						Enter any additional comments here		Text Field	No		
Upload File (required)						SAVE needs a copy of the applicant's immigration documentation in order to perform additional verification. Please upload a copy below	Drag file to upload or browse to upload file.		Link	Yes	
					Institute Additional Verification (grayed out until document uploaded)	Button	Yes				

Agency Submitted Details

Full Name  
Date of Birth  
Alien / USCIS Number  
SEVIS Identifier  
I-94 Number (I-94 #)  
Passport Number  
Naturalization/ Citizenship Number  
Card Number/ I-797 Receipt Number  
Visa Number  
Initiated On  
Initiated By  
Point of Contact Name  
Point of Contact Phone Number  
(202) 300-0000  
Requested Benefits  
Agency Requests  
Attached Document (None or shows attached document)

Close Case

Button

No

Current process if selecting "Close Case" button after prompted to institute Additional Verification, the case will just close and the user is not required to take any further action.

Close Case and Create New Case

Button

No

Approved benefit  
 Denied benefit (includes an open text field to describe basis for denial or benefit)  
 Data entry error (includes an open text field to describe data entry error)  
 Duplicate case

Checkbox

Yes

For new process, if user chooses to "Close Case" after prompted to institute Additional Verification, the user will be required to select a reason for closing the case.