

SAVE Verification Information System

Electronic Immigration Status Verification

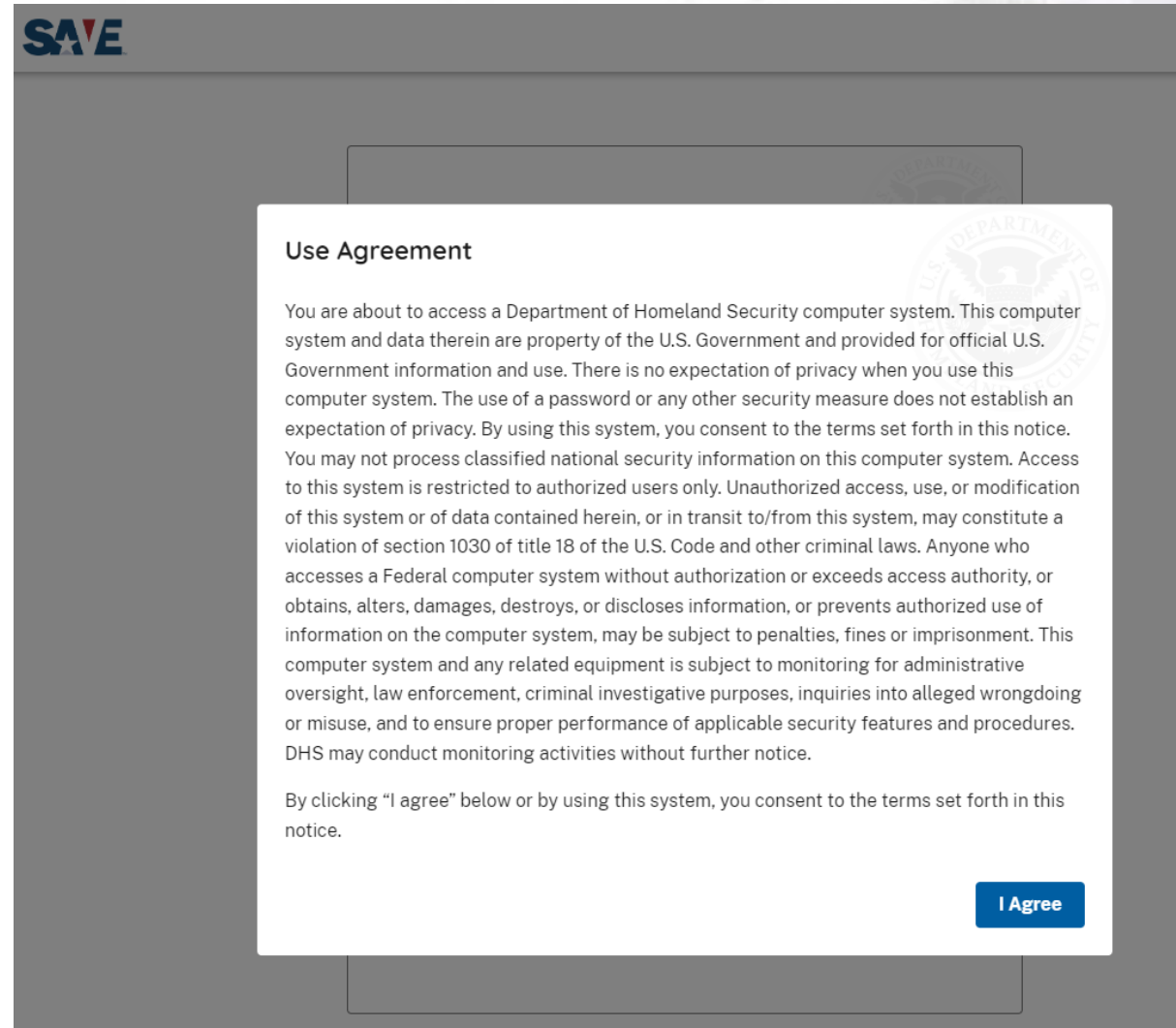
- SAVE is a fast, secure, and reliable online service that allows federal, state, and local benefit-granting agencies to verify a benefit applicant's immigration status or naturalized/acquired citizenship.
- SAVE is administered by U.S. Citizenship and Immigration Services, a component of the Department of Homeland Security, and is dedicated to providing tailored training, support, and service to meet participating agency needs.



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

System Use Agreement

- For new or existing users accessing this system, a Use Agreement will appear to provide consent to the terms set forth in this notice prior to accessing the Sign In page.



SAE

Use Agreement

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.

By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.

I Agree



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Sign In page

- The Sign In screen for existing users will have the option to access a link providing information about the *Paperwork Reduction Act* and the *Privacy Act* under the heading *Legal*.

U.S. DEPARTMENT OF
HOMELAND SECURITY

Sign In

i If you are an employee of the Social Security Administration, [click here.](#)

User ID (required) Rectangular Snip

[Forgot User ID](#)

Password (required)

[Forgot Password](#) [Show password](#)

Sign In

Legal

[Paperwork Reduction Act](#)
[Privacy Act](#)

Legal

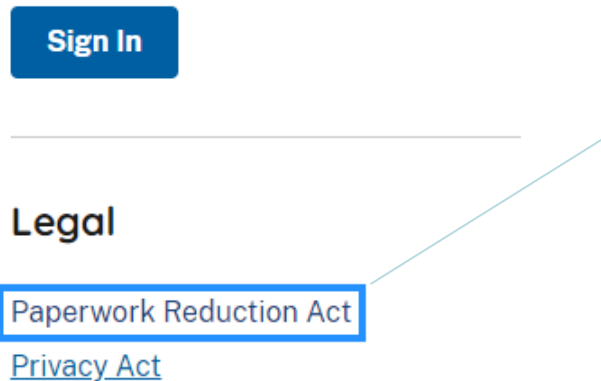
[Paperwork Reduction Act](#)
[Privacy Act](#)



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Privacy Notice and PRA Statement

- Selecting the hyperlink for *Paperwork Reduction Act* will activate a pop-up box containing information related to the Paperwork Reduction Act.



A screenshot of a website navigation menu. At the top is a blue button labeled "Sign In". Below it is a horizontal line. Underneath the line are two links: "Legal" and "Paperwork Reduction Act". The "Paperwork Reduction Act" link is highlighted with a blue rectangular border. Below the "Paperwork Reduction Act" link is the text "Privacy Act". A thin blue line points from the "Paperwork Reduction Act" link to the right, towards the pop-up box.

Paperwork Reduction Act

USCIS may not conduct or sponsor an information collection, and you are 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, 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, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-0101. **Do not mail your completed verification requests to this address.**

Done



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Privacy Notice and PRA Statement

- Selecting the hyperlink for *Privacy Act* will activate a pop-up box containing information related to the Privacy Act.

Sign In

Legal

[Paperwork Reduction Act](#)

[Privacy Act](#)

Privacy Act

The information provided by this system is subject to 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 Records" September 21, 2011, 76 FR 58525.

Done



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Collect Immigration Document Type

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](#).

Alien/USCIS Number

SEVIS Identifier

I-94 Number (I-94#)

Passport Number

Naturalization/Citizenship Number

Card Number / I-797 Receipt Number

Visa Number

Continue



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Collect Immigration Document Type

When requesting initial verification, the user will have the option to select one or more immigration document types reviewed to obtain and provide immigration identification number(s) of the applicant. The hyperlink below will appear on the page to provide context regarding immigration documents.

<https://www.uscis.gov/save/comm-only-used-immigration-documents>

Form N-550, Certificate of Naturalization	<input type="checkbox"/>
Form N-570, Certificate of Naturalization	<input type="checkbox"/>
Form N-560, Certificate of Citizenship	<input type="checkbox"/>
Form N-561, Certificate of Citizenship	<input type="checkbox"/>
Form I-551, Permanent Resident Card (Green Card)	<input type="checkbox"/>
Temporary I-551, Machine Readable Immigrant Visa (MRIV)	<input type="checkbox"/>
Temporary I-551, Permanent Resident Stamp	<input type="checkbox"/>
Form I-327, Permit to Re-Enter	<input type="checkbox"/>
Form I-571, Refugee Travel Document	<input type="checkbox"/>
Form I-766, Employment Authorization Document Card	<input type="checkbox"/>
Form I-94, Arrival/Departure Record	<input type="checkbox"/>
Unexpired Foreign Passport	<input type="checkbox"/>
Form I-797, Notice of Action	<input type="checkbox"/>
Form I-20, Certificate of Eligibility for Nonimmigrant Student Status – For Academic and Language Students OR Form I-20, Certificate of Eligibility for Nonimmigrant Student Status – For Vocational Students	<input type="checkbox"/>
Form DS-2019, Certificate of Eligibility for Exchange Visitor Status	<input type="checkbox"/>
Form I-220A, Order of Release on Recognizance	<input type="checkbox"/>
Form I-220B, Order of Supervision	<input type="checkbox"/>
Form I-862, Notice to Appear	<input type="checkbox"/>
Form I-385, Alien Booking Record	<input type="checkbox"/>
Other Documents	<input type="checkbox"/>



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SAVE Additional Verification Process

- 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

- If a response is provided at the Initial Verification stage, the agency still has the option to Institute Additional Verification

SAVE Response

Applicant Status: Parolee

A non-national of the U.S. who has been allowed entry into the United States under emergency conditions or when his or her parole has been determined to be in the public interest. See the [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.

SAVE Response Details

Case Verification Number
[REDACTED]

COA Code
[REDACTED]

Country of Citizenship
[REDACTED]

Date of Entry
[REDACTED]

Date Admitted To
[REDACTED]

Grant Date
[REDACTED]

Employment Authorization History
Not Applicable

Agency Submitted Details

Full Name
[REDACTED]

Date of Birth
[REDACTED]

Alien Number
[REDACTED]

I-94 Number
[REDACTED]

Initiated On
[REDACTED]

Initiated By
[REDACTED]

Point of Contact Name
[REDACTED]

Point of Contact Phone Number
(202) 300-0000

Requested Benefits

Contracts

Agency Requests

EADS Grant Date

Attached Document
None

[Still not sure? Institute Additional Verification](#)



Current Additional Verification Screen

- The current process allows users to upload a file. The green IAV request button can be selected even if no file is uploaded. After the IAV button is selected the case will be escalated to 'Case Under Review' while the SAVE reviews the case.

Employment Authorization History

Not Applicable

Special Comments

Enter any additional comments here

Agency Requests

EADS

Grant Date

Cuban/Haitian Entrant

Cuban/Haitian Immigration Details

Immigration Status Details

Immigration Status as of 8/22/1996

VAWA

Citizenship Status

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.](#)

Initiate Additional Verification

Close Case

Close Case and
Create New Case



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New Additional Verification Screen with Document Requirement

- The IAV box will remain grayed out until a document is uploaded by the agency. The user will be unable to make an Institute Additional Verification request without uploading a document.

Upload a Document

To obtain a SAVE verification you must upload a copy of the applicant's immigration documentation.

Note:

- 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 copies of the most recently issued document(s)

Drag a file here or [choose from a folder](#)

Institute Additional Verification

Close Case

Close Case and Create New Case



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New Additional Verification Screen with Document Requirement

- Once a document is uploaded the agency can move forward with Additional Verification of the case

Upload a Document

Uploading a document can reduce the amount of verification time.

Selected file

[Change file](#)

Copy of I94.pdf

Institute Additional Verification

Close Case

Close Case and Create New Case



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Completion of Additional Verification Process

- 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.



Current Additional Verification Screen

- The current process offers an *optional* area for ‘Special Comments’, however, the green IAV button can be selected if no additional information is entered. After the IAV button is selected the case will be escalated to ‘Case Under Review’ while the SAVE reviews the case.

Employment Authorization History
Not Applicable

Special Comments
Enter any additional comments here

Agency Requests

EADS Grant Date

Cuban/Haitian Entrant Cuban/Haitian Immigration Details

Immigration Status Details

Immigration Status as of 8/22/1996 VAWA

Citizenship Status

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](#).

Initiate Additional Verification

Close Case Close Case and Create New Case



New Additional Verification Screen with Reason Requirement

- The proposed screen would require the agency select a reason for escalating the case

The screenshot shows the 'Create New Case' form on the SAVE website. The form is divided into five steps: 1. Case Creation, 2. Photo Match, 3. Additional Verification, 4. Case Result, and 5. Case Closure. The 'Additional Verification' step is currently active. Below the progress bar, a note states: '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.'

Additional Verification Response

Agency Requests

Select all information that apply:

<input checked="" type="checkbox"/> EADS	<input type="checkbox"/> Immigration Status as of 8/22/1996
<input checked="" type="checkbox"/> Grant Date	<input type="checkbox"/> VAWA
<input type="checkbox"/> Cuban/Haitian Immigrant Details	<input type="checkbox"/> Request Document Review
<input type="checkbox"/> Immigration Status Details	<input type="checkbox"/> Citizen Review

Additional Verification Reason (required)

Please provide a reason for escalating this case for additional verification.

Expected a different immigration status

Date information is needed

Other

Upload a Document

Uploading a document can reduce the amount of verification time.

Drag a file here or [choose from a folder](#)

Review Case Details

Agency Submitted Details

Full Name
[REDACTED]

Date of Birth
[REDACTED]

Alien Number
[REDACTED]

Initiated On
[REDACTED]

Initiated By
[REDACTED]

Point of Contact Name
[REDACTED]

Point of Contact Phone Number
[REDACTED]

Requested Benefits

- Drivers License

Agency Requests

- EADS
- Grant Date

Attached Document

None



New Additional Verification Screen with Reason Requirement

- After one of the three radio buttons is selected there will be a drop down to elaborate on the request:
 - Immigration Status: Provide details
 - Date needed: select the date from the drop down
 - Other: Free form to capture information provided

SAVE Home Cases Reports Agency Help

Create New Case

1 Case Creation 2 Photo Match 3 Additional Verification 4 Case Result 5 Case Closure

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.

Additional Verification Response

Agency Requests

Select all information that apply:

<input checked="" type="checkbox"/> EADS	<input type="checkbox"/> Immigration Status as of 8/22/1996
<input checked="" type="checkbox"/> Grant Date	<input type="checkbox"/> VAWA
<input type="checkbox"/> Cuban/Haitian Immigrant Details	<input type="checkbox"/> Request Document Review
<input type="checkbox"/> Immigration Status Details	<input type="checkbox"/> Citizen Review

Additional Verification Reason (required)

Please provide a reason for escalating this case for additional verification.

Expected a different immigration status
Please provide details

Date information is needed
Select all dates that are needed

Select -
EAD Date
Grant Date
Date Admitted To

Other
Please provide details

Upload a Document
Uploading a document can reduce the amount of verification time.

Selected file: New information.pdf [Change file](#)

[Review Case Details](#)

Agency Submitted Details

Full Name
[Redacted]

Date of Birth
[Redacted]

Alien Number
[Redacted]

Initiated On
[Redacted]

Initiated By
[Redacted]

Point of Contact Name
[Redacted]

Point of Contact Phone Number
[Redacted]

Requested Benefits
• Drivers License

Agency Requests
• EADS
• Grant Date

Attached Document
None



Completion of Additional Verification Process

- 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.

SAVE Response



Case Under Review

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.

Case Verification Number

Agency Submitted Details

Full Name

Date of Birth

I-94 Number

SEVIS ID

Initiated On

Initiated By

Point of Contact Name

Point of Contact Phone Number

Requested Benefits

✓ Contracts

Agency Requests

EADS

Grant Date

Attached Document

None

Exit and Return to Search



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Reason For Agency Closing a Case when Prompted to Institute Additional Verification

- Currently, if an agency receives an initial verification response to Institute Additional Verification the user can select close the case
- After selecting a closure button, the case closes and the user is not required to take any further action

Institute Additional Verification With Document

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 required 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.

SAVE Response Details

Case Verification Number
[REDACTED]

Employment Authorization History
Not Applicable

Special Comments
Enter any additional comments here

Agency Requests

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.

Agency Submitted Details

Full Name
[REDACTED]

Date of Birth
[REDACTED]

Alien Number
[REDACTED]

Initiated On
[REDACTED]

Initiated By
[REDACTED]

Point of Contact Name
[REDACTED]

Point of Contact Phone Number
[REDACTED]

Requested Benefits

Contracts

Agency Requests

Attached Document
None



Reason For Agency Closing a Case when Prompted to Institute Additional Verification

- In the future, if a user chooses to close a case after receiving the Institute Additional Verification prompt, the user will be required to select a reason for closing the case.
 - The user will be able to select a from a list of reasons for the case closure
 - Once a reason is selected the case will be closed
- Approved benefit
 - Denied benefit (+ open text field - describe basis for denial of benefit)
 - Data entry error (+ open text field - describe data entry error)
 - Duplicate case

