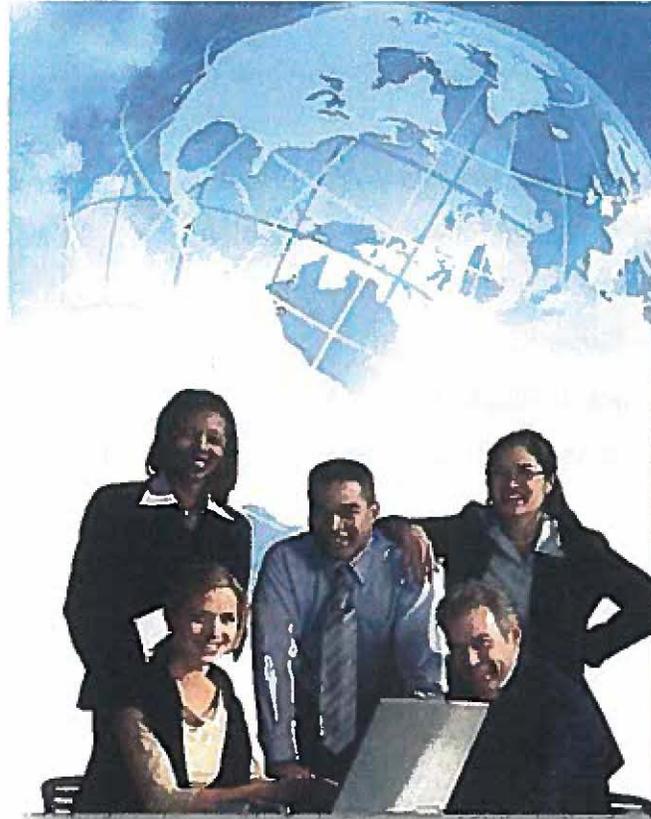




## Systematic Alien Verification for Entitlements



## **A Guide on Immigration Documents Commonly Used by Benefit Applicants**

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## 1. INTRODUCTION

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The Systematic Alien Verification for Entitlements (SAVE) Program is a service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit applicants so only those entitled to benefits receive them. The SAVE verification process is driven by the immigration document the SAVE agency receives from the benefit-applicant. It also requires SAVE agencies to collect and use certain information found on the benefit applicant's immigration document.

This guide is designed to assist SAVE agencies in identifying the immigration documents commonly used by benefit applicants. For each immigration document type, this guide:

- Provides the name and image of the document (earlier versions of the document may be provided in some instances);
- Identifies both the document issuing agency and the category of individuals to whom the document was issued; and
- Specifies the information that the SAVE agency needs to collect from the immigration document to verify the immigration status of the benefit applicant through SAVE.

As the images presented in this guide are reproductions, the exact size and color may deviate from the original. Do not make identifications based on size and/or color alone. The appearance, content and format of documents issued by the U.S. Department of Homeland Security (DHS) may change. Accordingly, the documents displayed in this guide are neither exclusive nor exhaustive.

If you are unable to find a document presented by an applicant in this guide, do not assume that the document is invalid. Rather, you may submit a copy of the document to SAVE using the additional verification process.

This guide is a publication of the SAVE Program. If you have additional questions about the immigration documents used during the SAVE verification process, please visit the [SAVE website](#) or contact SAVE at 1-877-469-2563 or [SAVE.HELP@dhs.gov](mailto:SAVE.HELP@dhs.gov).





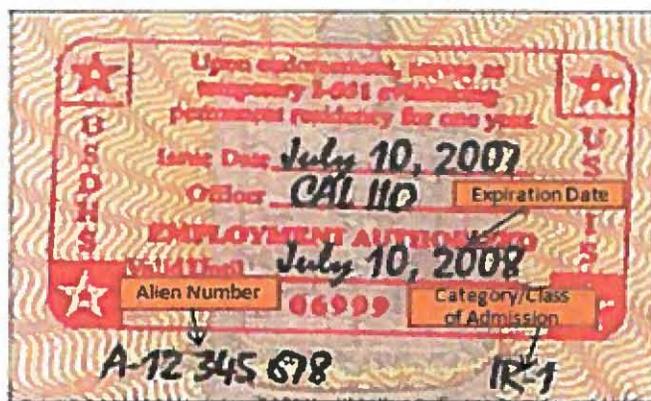


#### 4. Form I-551, Permanent Resident Stamp

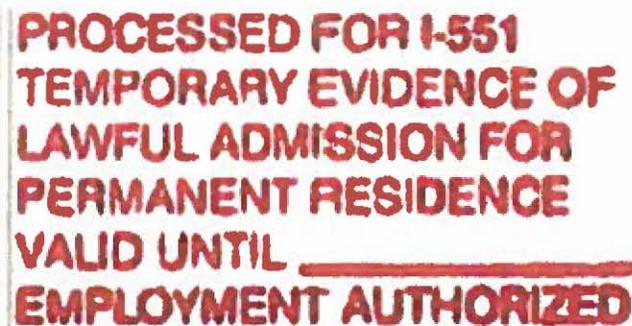
USCIS and Customs and Border Protection (CBP) issue the I-551 stamp to lawful permanent residents or conditional permanent residents. Sometimes, if no foreign passport is available, the I-551 stamp may be placed on a Form I-94, Arrival/Departure Record, and a photograph of the bearer is affixed to the form. The I-551 stamp is valid until the expiration date stated on the stamp.

You will need the following information to verify the immigration status of an applicant who provides an I-551 stamp:

- Alien Number
- Last and First Name
- Date of Birth (MM/DD/YYYY).



I-551 Stamp (current version)



I-551 Stamp (older version)









### 9. Forms N-550 or N-570, Certificate of Naturalization

USCIS issues the Form N-550 to those persons born abroad who have become citizens of the United States through the naturalization process.

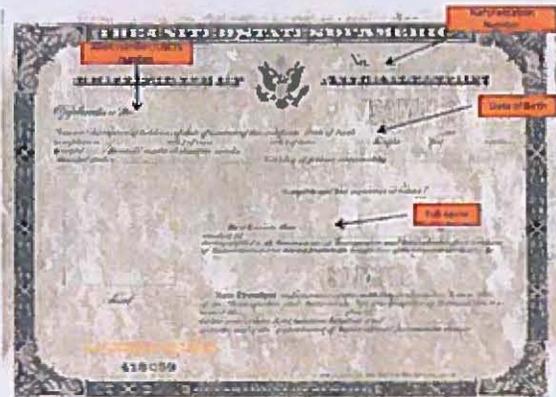
The N-570 is a replacement certificate issued when the original is lost, mutilated or destroyed, or the individual's name has legally changed. USCIS and its predecessor the INS have issued a number of versions of this document type. Some of the earlier versions may not have an Alien Number and many do not have security features that have been added over the years. Accordingly, the absence of these features does not mean the document is not valid.

You will need the following information to verify the citizenship status of an applicant who provides a Form I-550 or N-570:

- Alien Number
- Naturalization Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



N-550 (current, 2010 version)



N-550 (older versions)

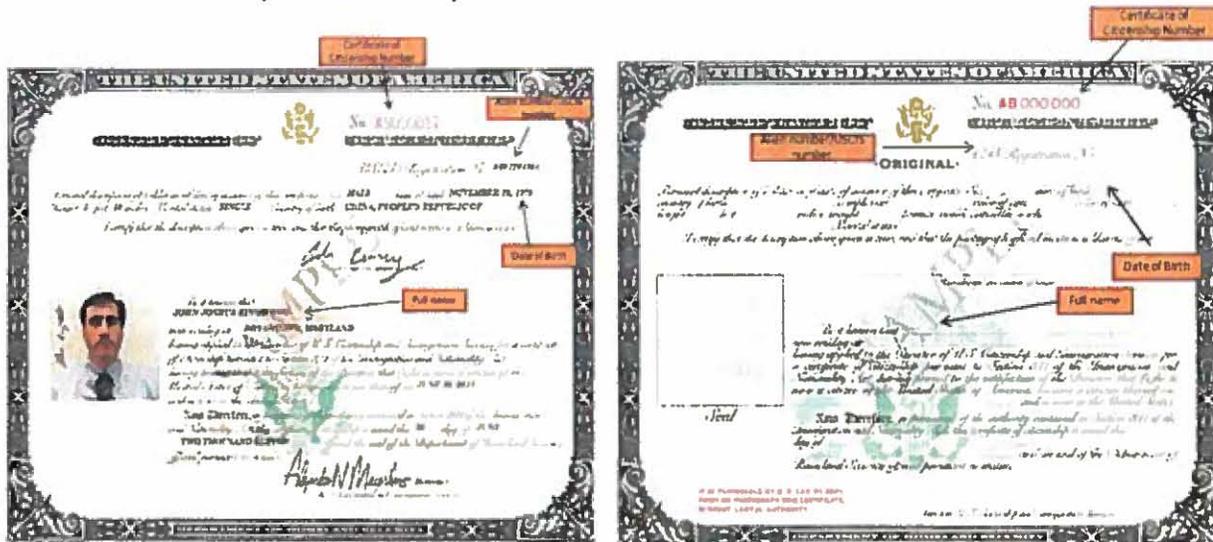
## 10. Form N-560 or N-561, Certificate of Citizenship

USCIS issues the Form N-560 to persons born outside the United States and who: (a) derived citizenship through the naturalization of their parent(s); (b) derived citizenship through adoption by U.S. citizen parents, provided certain conditions were met; or (c) acquired citizenship at birth because they were born abroad to U.S. citizen parent(s). It is also issued to certain legally qualified natives and/or residents of the Commonwealth of Northern Mariana Islands who were granted U.S. citizenship by operation of law. Unlike a Certificate of Naturalization, the Certificate of Citizenship is not automatically issued to all those who qualify. To receive a Certificate of Citizenship, the individual or someone acting on behalf of the individual (for example, U.S. citizen parent or legal guardian) must apply for it. It is not uncommon for individuals not to have a Certificate of Citizenship even though they are U.S. citizens.

The Form N-561 is a replacement Certificate of Citizenship issued when the original is lost, mutilated, or destroyed or the individual's name has legally changed.

You will need the following information to verify the citizenship status of an applicant who provides a Form N-560 or N-561:

- Alien Number
- Citizenship Certificate Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)



N-560 (current version, 2011)

N-560 (older version)

## 11. Form I-94, Arrival/Departure Record

The Form I-94, in either paper or electronic format, is the DHS Arrival/Departure Record issued to aliens. CBP, USCIS and U.S. Immigration and Customs Enforcement (ICE) issues the Form I-94 on various occasions including when a person is admitted or paroled into the United States, adjusting status while in the United States, or extending his or her stay.

The Form I-94 issued by CBP in paper format contains a stamp with an expiration date or notation of "D/S" for duration of status (e.g., F-1 students) or "indefinite" for individuals allowed to remain in the United States indefinitely (e.g., asylees). The Form I-94 will also indicate the person's class of admission (COA).

Beginning on April 30, 2013, CBP ceased issuing the paper version of Form I-94 to air and sea travelers, except in limited circumstances (e.g., those inspected at secondary inspection, such as parolees and refugees). The air and sea traveler is now issued a CBP admission stamp on his or her travel document, usually a foreign passport. If, however, the traveler has entered the United States since May 1, 2009, he or she may obtain his or her admission number and Form I-94 record through [www.cbp.gov/I94](http://www.cbp.gov/I94). CBP's long term goal is to cease issuing Form I-94. Therefore, agencies should develop policies to shift toward verifying immigration status using the applicant's foreign passport.

You will need the following information from the Form I-94 to conduct your verification:

- I-94 Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

Different versions of Form I-94 may be issued by DHS agencies. Following are examples the various versions of Form I-94.

### Form I-94: Issued by CBP before Automation at Air and Sea Ports of Entry

CBP issued this version of Form I-94 to air and sea travelers before April 30, 2013 – the date that the Form I-94 automation process started. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1.

The image shows a sample of a Form I-94 issued by CBP before automation. The form is titled "DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection" and "I-94 Number". The "Departure Record" field contains the number "442415050 21". The "Address Number" field is blank. The "Last name" field contains "SMITH" and the "First name" field contains "MAIEN". The "Category/Class of Admission" field contains "P". A circular stamp is visible in the center of the form, containing the text "U.S. CUSTOMS AND BORDER PROTECTION ADMITTED TO U.S. 1 JUL 1 2009". The "Expiration Date" field is blank. The form also includes a "Do Not Write" area at the bottom.

Form I-94 Issued by CPB before Automation at Air and Sea Ports of Entry

### Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry

After the automation of air and sea ports of entry, the Form I-94 pictured below is the version issued by CBP to special classes of aliens, such as Refugees, Derivative Asylees and Parolees, who are sent to secondary inspection at ports of entry.

**Category/Class of Admission**

**DEPARTMENT OF HOMELAND SECURITY**  
U.S. Customs and Border Protection

**Departure Record**  
Admission Facility

**I-94 Number:** 602471850392

**Last name:** SIMITH

**First name:** RIGNALDI

**Initials:** INITIALI

**ADMITTED AS A REFUGEE PURSUANT TO SECTION 207 OF THE ACT FOR AN INDEFINITE PERIOD OF TIME. IF YOU DEPART THE UNITED STATES YOU WILL NEED PRIOR PERMISSION TO RETURN.**

**EMPLOYMENT AUTHORIZED**

**PORT:** MIA **IAP:** DATE: OFFICER: 0173

Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry

### Form I-94A: Issued by CBP at Land Border Ports of Entry

Below is the version of the Form I-94 CBP issues at both northern and southern land border ports of entry.

**I-94 Number:** 602410985 20

**Category/Class of Admission:** B2

**Issuance date:** SEP 21 2011

**Expiration Date:** Mar 20 2012

**Department of Homeland Security**  
CBP I-94A (11/04)  
Departure Record

**Last name:** RAZORA RENTERIA

**First name:** SANDRA EDITH

**Country of Birth:** MEXICO

**14, 09, 78**

20110921 US-VISIT 20110921 MULTIPLE

See Other Side STAPLE HERE

Form I-94A issued by CBP at Land Border Ports of Entry

### Global Entry Form I-94

The Global Entry (GE) kiosk is used to issue the below version of Form I-94. GE is a CBP program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States.

**I-94 Number**

Departure Number  
000017647 76

OMB No. 1651-0111

**Category/Class of Admission**  
B1  
GE KIOSK  
17 Jan 2013

**Last name**

**I-94 Departure Record**

14. Family Name  
DOE

15. First (Given) Name  
JOHN

16. Birth Date (Day/Mo/Yr)  
10Apr78

17. Country of Citizenship  
NLD

**Warning**— A nonimmigrant who accepts unauthorized employment is subject to deportation.  
**Important**— Retain this record in your possession; you must surrender it when you leave the U.S. in the future. Follow us on our every entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. Do not extend this date without permission from the Department of Homeland Security.

Global Entry Form I-94

### CBP Form I-94 Website Printout

Individuals can access their electronic Form I-94 through the [CBP I-94 website](#) if they entered the United States after May 1, 2009. The Form I-94 website printout is an official Form I-94 and agencies can use it to verify immigration status. If CBP did not issue the applicant a paper Form I-94 due to the CBP automation initiative, SAVE can also verify immigration status by foreign passport. SAVE agencies should not refer applicants to retrieve their I-94 from the website if verification by foreign passport is possible. If attempts to verify status by foreign passport are not successful, the individual still has the option of retrieving the electronic I-94 number from the CBP website. If the applicant possesses both a current I-94 and a foreign passport, agencies should submit the verification request as a "Form I-94 (Arrival/Departure Record) in Unexpired Foreign Passport" document type.

U.S. Customs and Border Protection  
Securing America's Borders

Get I-94 Number  **I-94 Number**

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 6300083083

Admit Until Date (MM/DD/YYYY): 10/10/2013

Details provided on Admission(I-94) form:

**Last name** → Family Name: LI

Expiration Date → Expiration Date: 17JAN

First name → First (Given) Name: JOHN

Passport Number → Passport Number: P123123713

Issuance date → Date of Entry (MM/DD/YYYY): 04/11/2012

Category/Class of Admission → Class of Admission: B1

If an employer, State or Federal agency requests admission information, present your admission record to that employer or agency.  
Note: For security reasons we recommend that you close your browser after you have finished.

CBP Form I-94 Website Printout

### Form I-94 in Form I-797A

USCIS issues Form I-94 as a tear-off document from Form I-797A, Notice of Action, to reflect an alien's immigration status following an approved application for immigration benefits or an extension of stay. The Form I-797A may contain additional information regarding the immigration status granted, but the Form I-94 number in the Form I-797A may be verified through SAVE in the same manner as a regular Form I-94. USCIS only issues Form I-94 in paper format.

Department of Homeland Security  
U.S. Customs and Border Protection

I-797A, Notice of Action

**THE UNITED STATES OF AMERICA**

**RECEIPT #** IAC-11-027-  
**I-94#** 992 21  
**NAME** GUPTA, BHAVIKA  
**CLASS** H4  
**VALID FROM** 03/26/2013 **UNTIL** 09/30/2013

**PETITIONER:** BHAVIKA  
1234567890  
MONTVALE CA 94089

**Receipt Number** I-94-992-21  
**Immigration and Naturalization Service**  
**I-94**  
**Departure Record** Petitioner:

Form I-797A (Rev. 10/21/06) N

Tear Away I-94

PLEASE READ OFF FROM THIS REPRODUCTION AND RETURN TO ORIGINAL IF APPLICABLE

**Receipt Number** IAC-11-027-  
**I-94#** 992 21  
**NAME** GUPTA, BHAVIKA  
**CLASS** H4  
**VALID FROM** 03/26/2013 **UNTIL** 09/30/2013

**PETITIONER:** BHAVIKA  
1234567890  
MONTVALE CA 94089

**Receipt Number** IAC-11-027-  
**Immigration and Naturalization Service**  
**I-94**  
**Departure Record** Petitioner:

**Expiry Date** 09/30/2013

Form I-797A (Rev. 10/21/06) N

Form I-94 in Form I-797A

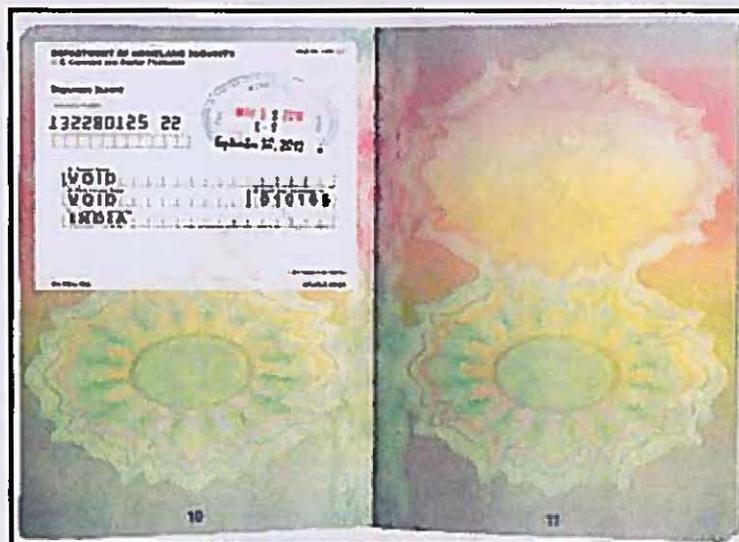
**Note:** For other versions of Form I-797, see "Notice of Actions" under Section 14. These versions of the form do not typically indicate an immigration status nor do they contain a tear-off Form I-94.

### Form I-94 in Unexpired Foreign Passport

Upon an alien's arrival at a U.S. port of entry, the CBP Officer may issue the alien a paper Form I-94 and place an admission stamp on the alien's paper Form I-94. The officer then inserts and affixes the Form I-94 to the foreign passport. Most foreign travelers at sea and air ports of entry no longer receive a paper Form I-94; they receive, instead, only an admission stamp in their foreign passports. When a benefit applicant presents both a Form I-94 (whether issued by CBP or USCIS) and an unexpired foreign passport, SAVE encourages agencies to use this document type to verify the benefit applicant's immigration status.

You will need the following information to verify the immigration status of an applicant who provides a Form I-94 in an unexpired foreign passport:

- I-94 Number
- Passport Number
- Passport Country of Issuance
- Last and First Name
- Date of Birth (MM/DD/YYYY)
- Passport Expiration Date (MM/DD/YYYY)



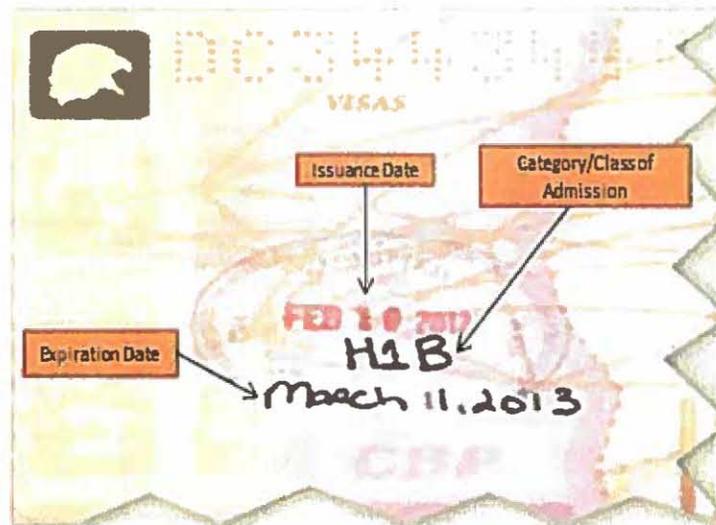
Form I-94 in Unexpired Foreign Passport

## Unexpired Foreign Passport with Admission Stamp

When an alien is inspected upon arrival at a U.S. port of entry, a CBP Officer places a stamp in his or her passport and notes the date of admission, class of admission, and admitted until date. Some alien classifications have no "admitted to" date and for aliens admitted under one of these classifications, CBP writes "D/S" for "duration of status" or "indefinitely" on or near the admission stamp.

You will need the following information to verify the immigration status of an applicant who provides an unexpired foreign passport:

- Passport Number
- Country of Issuance
- Expiration Date (MM/DD/YYYY)
- Last and First Name
- Date of Birth (MM/DD/YYYY)



CBP Admission Stamp



### 13. Form DS-2019, Certificate of Eligibility for Exchange Visitor Status

The Department of State (DOS) issues the Form DS-2019 to J Exchange Visitors, and their spouses and minor children. A subsequent DS-2019 may be issued by the DOS designated sponsor. For example, if a J student starts a new program, transfers to another program, or gets an extension of the existing program, the designated sponsor will issue a new Form DS-2019 reflecting the transfer and any subsequent extensions. If an exchange visitor submits a Form I-94 and/or a foreign passport for verification, SAVE will prompt the user to enter the Form DS-2019 information.

You will need the following information to verify the immigration status of an applicant who provides a Form DS-2019:

- SEVIS ID Number
- Last and First Name
- Date of Birth (MM/DD/YYYY)

U.S. Department of State						DMS APPROVAL NO. 1188-0111	
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS						EXPIRES 03-31-2023	
						ESTIMATED BLOCK TIME: 45 min	
Last name		First name		SEVIS Number		*See Page 2	
1. Family Name: Wang		First Name: David		Middle Name:		Gender: MALE	
Date of Birth (mm/dd/yyyy): 04/01/1970		City of Birth: Taipei		Country of Birth: TAIWAN		Citizenship Country Code: TW	
Legal Permanent Residence Country Code: TW		Legal Permanent Residence Country: TAIWAN		Position Code: 211		Position: UNIVERSITY TEACHING STAFF INCLUDING	
U.S. Address: College of Engineering 1111 Washington BLVD. New York, NY 12345						SEVIS ID → J-1	
2. Program Sponsor: Happy University				Exchange Visitor Program Number: P-1-12345		QR Code	

Form DS-2019, Certificate of Eligibility for Exchange Visitor Status

## 14. Other Documents

If a benefit applicant provides an immigration document not presented above, it does not necessarily mean that the document is invalid. In such cases, we recommend that you follow the tips in the table below.

### Tips for Verifying Other Documents

If...	Then...
a benefit applicant presents an immigration document not mentioned above	check to see if there is an alien number or I-94 number on the document
there is an alien number or I-94 number	run the verification query using the "other" document type
both the alien number and the I-94 number are presented	attempt to verify status using the alien number before attempting to verify status using the I-94 number
there is no alien number or I-94 number	submit a verification request using a G-845 so that a status verifier can attempt to verify immigration status

Following are examples of various immigration documents, which fall under the "other" category such as immigration court documents, Notices of Action or DHS letters.

### Executive Office for Immigration Review Decisions

If eligible, individuals in immigration proceedings before the Department of Justice, Executive Office for Immigration Review (EOIR), can apply for various forms of relief from removal, including but not limited to adjustment to permanent resident status, asylum, and cancellation of removal. Relief may be granted by an immigration judge, the Board of Immigration Appeals (BIA), or a federal court.

Immigration judges may issue an oral decision and provide the parties with a short written memorandum summarizing the order issued in the oral decision. Alternatively, immigration judges may issue a written decision with an order included at the end of the decision. Immigration Court orders and summaries of orders may include format and content variations, and are subject to change. More information, including examples, is available in OPPM 04-06, on the [EOIR website](#). The BIA issues written decisions.

Only BIA published decisions are records in the public domain. The unpublished EOIR decisions are part of a Privacy Act protected mixed system of records. Thus, if you receive or request an EOIR decision from a benefit applicant, your use of the record is limited to those purposes authorized pursuant to EOIR's system of records notices (SORN). As such the decisions should not be further disseminated and all uses must comport with the purposes listed in EOIR's SORN. The EOIR SORN is entitled Department of Justice/EOIR-Records and Management Information System, EOIR-001, published on May 11, 2004, at 69 Fed. Reg. 26,179 and updated on January 25, 2007, at 72 Fed. Reg. 3,410. All requests for copies of the decisions should be referred to EOIR's Office of the General Counsel for processing.

### Form I-864, Notice to Appear (NTA)

An Individual in removal proceeding may also have Form I-862, Notice to Appear (NTA). This document is issued by ICE and it begins the removal proceeding. Although an individual who has been issued an NTA is involved in a legal proceeding, it does not necessarily mean he or she is ineligible for benefits.

### Notices of Action

USCIS issues the Form I-797 or Form I-797B, Notice of Action when an immigration application or petition is approved. See Section 11 for guidance on verification using a Form I-797A with Form I-94.

I-797, Notice of Action

<b>Receipt Number</b>	<b>LAST FIRST NAME</b>	<b>Alien number</b>
Receipt Number	Supplemental Notice of Deferred Action of Employer	A Number
Notice Date August 18, 2010	Page 1	DEFERRED

The Application for Employment Authorization (Form I-765) you filed on March 1, 2010 has been approved. You will receive a notice of action and your Employment Authorization Document (EAD card) in a separate mailing.

The above referenced Form I-348 Petition for American, Widow(er), or Special Immigrant filed by you, was approved on January 24, 2009. This notice is supplemental to the approval notice previously sent to you.

**EXTENSION OF DEFERRED ACTION:**

The Service has decided to place this case under deferred action, which is an administrative choice to give some cases lower priority for removal. Therefore, the Service does not assign a pending action for removal at this time. Deferred action will remain in effect until July 8, 2011 or until terminated earlier by the Service for reasonable cause and upon appropriate notice.

Pursuant to 8 CFR Sec.174.12(c) (14), an alien who is under deferred action is eligible to submit an application for employment authorization, if the alien establishes an economic necessity for employment. The application, on Form I-765, should be filed with this office. The alien must provide information regarding his or her assets, income and expenses in accordance with the instructions on the Form I-765.

In order to extend your Deferred Action status, you must do one (1) of the following:

1. File Form I-765 for Employment Authorization, pursuant to 8 CFR Sec.174.12(c) (14) WITH THIS OFFICE. If you still qualify, Deferred Action will be extended at the time your application for employment is approved.
2. Request in writing for an extension of Deferred Action.

If you are represented by an attorney, all further correspondence should be accompanied by Form G 13.

~~This form does not constitute employment authorization nor may it be used in place of an Employment Authorization Document.~~

You will be notified separately about any other applications or petitions you filed. Save this notice. Please enclose a copy of it if you write to us about this case, or if you file another application based on this document. Our address is:

**UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES**  
VERMONT SERVICE CENTER  
75 LOWER WELDON STREET  
ST. ALBANS, VT 05478

**S**

Form I-797 (Rev. 01/16/03) F

### Form I-797, Notice of Action



### Letters

DHS uses various letters to communicate decisions to grant or approve immigration benefits or administrative relief.

U.S. Department of Homeland Security  
P. O. Box 82472  
Arden, CA 92012-0112

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

Date: OCT 7 2011

LOS ANGELES, CA

RE: Name Alien number A Immigration benefit  
Asylum Approval

Dear Mr.:

This letter refers to your request for asylum in the United States filed on Form I 589.

It has been determined that you are eligible for asylum in the United States. Attached please find a completed Form I 94, Arrival-Departure Record, indicating that you have been granted asylum status in the United States pursuant to § 208(a) of the Immigration and Nationality Act (INA) as of 10/07/11. This grant of asylum includes your dependents listed above who are present in the United States, who were included in your asylum application, and for whom you have established a qualifying relationship by a preponderance of evidence.

You have been granted asylum in the United States for an indefinite period; however, asylum status does not give you the right to remain permanently in the United States. Asylum status may be terminated if you no longer have a well-founded fear of persecution because of a fundamental change in circumstances, you have obtained protection from another country, or you have committed certain crimes or engaged in other activity that makes you inadmissible to retain asylum status in the United States. See INA § 208(c)(7).

Now that you are an asylee, you may apply for certain benefits, which are listed below. You are also responsible for complying with certain laws and regulations, if such laws and regulations apply to you. Those responsibilities are also explained in this letter. We recommend that you retain the original of this letter as proof of your status and that you submit copies of this letter when applying for any of the benefits or services listed below. You may obtain any of the U.S. Citizenship and Immigration Services (USCIS) forms mentioned in this letter by visiting a local USCIS office or by calling the National Customer Service Center at 1-800-475-5283. You may also download any USCIS form from the Internet on the USCIS website at [www.uscis.gov](http://www.uscis.gov).

**Benefits**

1. Employment Authorization

You are authorized to work in the United States for as long as you remain in asylum status. Your dependents listed above are also authorized to work in the United States so long as they remain derivative asylum status. In order to work in the United States, every employee must show to a prospective employer certain documentation as proof of employment authorization. That proof may consist of, among other things, an unexpired social security card and a state-issued driver's license. It may also consist of an unexpired employment authorization document issued by USCIS. For a list of all documents that can be accepted by an

[www.uscis.gov](http://www.uscis.gov)

### Letter Granting Asylum Status



## APPENDIX A: ACRONYMS AND ABBREVIATIONS

Term	Definition
Admission Number	An 11-digit number that is found on the Arrival-Departure Record (Form I-94). It is not be confused with the Alien Registration number (A-Number)/Alien ID number
Alien	Any person who is a not a citizen or national of the United States
Alien Registration Number A-Number)/Alien Number	The alien registration number, which the Department of Homeland Security assigns to certain aliens, consists of 8 or 9 digits. For example: A 200 345 678. Also referred to as USCIS # on some immigration documents.
Benefit Applicant	An applicant – whether a noncitizen or U.S. citizen – applying for a public benefit
Card Number	The 13-character number found on some immigration documents and begins with three letters such as (EAC, WAC, LIN or SRC).
COA	Class of Admission
CBP	Customs and Border Protection
DHS	Department of Homeland Security
DOS	Department of State
ICE	Immigration and Customs Enforcement
Immigration and Nationality Act of 1952 (INA)	The Act, which, along with other immigration laws, treaties, and conventions of the United States, relates to the immigration, temporary admission, naturalization, and removal of aliens. It defined most immigration statuses now in use.
INS	Immigration and Naturalization Service – the predecessor to USCIS
Receipt Number	The 13-character application receipt number can be found on application notices and some immigration documents. It begins with three letters such as (EAC, WAC, LIN or SRC)
SAVE	Systematic Alien Verification for Entitlements Program
USCIS	United States Citizenship and Immigration Services

## APPENDIX B: WHO'S ISSUED THIS DOCUMENT<sup>1</sup>?

Document Type	U.S. Citizen	Permanent Resident	Asylee/Refugee	Nonimmigrant	Temporary Protected Status (TPS)	Deferred Action for Childhood Arrivals (DACA)
I-551 (Permanent Resident Card)		•				
Temporary I-551 Stamp		•				
Machine Readable Immigrant Visa		•				
I-571 (Refugee Travel Document)		• <sup>2</sup>	•			
I-327 (Reentry Permit)		•				
I-766 (Employment Authorization Card) <sup>3</sup>			•	•	•	•
N-550 or N-570 (Certificate of Naturalization)	•					
N-560 or N-561 (Certificate of Citizenship)	•					
I-94 (Arrival/Departure Record)		•	•	•	•	
I-94 in Unexpired Foreign Passport		•	•	•		
Unexpired Foreign Passport <sup>4</sup>		•	•	•	•	•
I-20 (Certificate of Eligibility for Nonimmigrant Student Status)				• <sup>5</sup>		
DS-2019 (Certificate of Eligibility for Exchange Visitor Status)				• <sup>6</sup>		

<sup>1</sup> These are immigration statuses/reliefs typically associated with the commonly used immigration documents. Neither the immigration statuses/reliefs nor the immigration documents listed above are exhaustive. There may be an immigration status/relief not listed here that may be associated with one or more of the commonly used immigration documents. Conversely, there may be an immigration document not listed here that may be associated with an immigration status/relief listed above.

<sup>2</sup> Only lawful permanent residents who adjusted status from refugee or asylee status.

<sup>3</sup> The I-766 may also be issued to individuals who have a pending application for certain immigration benefits (e.g., adjustment to lawful permanent resident status).

<sup>4</sup> Even though individuals with these immigration statuses or reliefs may have an unexpired foreign passport, you should use the individual's most recent immigration document for purposes of SAVE verifications.

<sup>5</sup> Only students in F or M Status and their dependents (spouse or child).

<sup>6</sup> Only students in J Status and their dependents (spouse or child).

## APPENDIX C: SOME HELPFUL TIPS

### Alien Number

Alien Numbers may also be referred to as Alien Registration Number, USCIS# and A number.

Not all Alien Numbers have nine (9) digits. If a document bears an A# with fewer than 9 digits, add in zeros in front of the number. The letter "A" is not used when providing this number.

- Example: A72 735 827 should be input as 072735827

If the Certificate of Naturalization was issued prior to 1956, there will be a Certificate Number, but no Alien/USCIS Number. In this case, "999999999" should be entered instead of the Alien/USCIS Number.

### Card Number

Resident Alien Cards that were issued prior to December 1997 do NOT have a Card Number (samples below). When a benefit applicant provides a Resident Alien Card without a Card Number, enter AAA and 10 zeros (AAA0000000000) into the Card Number text entry box. This will enable the system to continue the verification process.

### Dates

Dates could be laid out in various ways. For example: August 27, 2013 could be seen as 08/27/2013, 08/27/13, 27AUG2013, and 082713.

For SAVE purposes, enter dates in the following format: MM/DD/YYYY.

### Names

Enter the entire surname, including prefixes or name stems (without periods). Hyphenated names and names with apostrophes are allowed.

- Example name: Peter O'Donoghue
- Enter as follows: Peter O'Donoghue
  
- Example name: Maria Lopez-Garcia
- Enter as follows: Maria Lopez-Garcia

Ignore all suffixes such as Jr., Sr., III, etc.

- Example name: Roberto Garcia, Sr.
- Enter as follows: Roberto Garcia

Do not use periods.

- Example name: Rachel St. John
- Enter as follows: Rachel St John

Individuals from some cultures may use their surname first and their given name last.

- Example name: Nguyen Mai
- Enter as follows: Mai Nguyen

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