

## Basic Guide on How to Use SAVE- Systematic Alien Verification for Entitlements

Prepared by the Unemployment Insurance Division, Colorado Department of Labor and Employment (CDLE)

The SAVE on-line program determines an applicant's immigration status prior to the receipt of government benefits. It will verify Nonimmigrant status, Immigrant status, or naturalized U.S. citizenship for legal presence purposes.

Once you have been granted access, sign in to the SAVE Program and agree to comply with the SAVE system per your MOA agreement.

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

**SAVE**

**SIGN IN**

**SYSTEM USE AGREEMENT**

**WARNING** - 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.

**Paperwork Reduction Act**  
An agency may not conduct or sponsor a collection of information, 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 five minutes per response, including the time for reviewing instructions and completing 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 Avenue NW, Washington, DC 20529-2020. OMB No. 1615-0101. This approval expires 01/31/15. Do not mail your verification requests to this address.

**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.

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

I agree

**Next**

Next, log on with your user name and password.

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

**SAVE**

**SIGN IN**

**WELCOME**

Enter your username and password. \*Indicates a required field.

**Username**

**Password**

[Forgot your Password?](#)  
[Forgot your Username?](#)

**Submit**

On the HOME page: select INITIATE CASE

Welcome to  
**SAVE**  
Systematic  
Alien Verification  
for Entitlements

Agency: Colorado - Dept of Labor & Employment, Div of Employment/UI Benefits (LUCO) | Department: CDLE (LX)

**PROGRAM ANNOUNCEMENTS**

**Department of Homeland Security Extends Temporary Protected Status for Haiti**  
07/06/2014

Effective July 23, 2014, the Department of Homeland Security will extend Haiti's existing designation for Temporary Protected Status (TPS) for a period of 18 months. The existing TPS designation for Haiti is extended from July 23, 2014 through January 22, 2016.

Current TPS-related Employment... [Read more](#)

Select the document type you have, or if you only have basic data, such as the alien number, select OTHER. In most cases, this radio button is sufficient.

**INITIATE CASE**

**DOCUMENT TYPE**

Select the document presented by the applicant. \*Indicates a required field.

I-551 (Permanent Resident Card)
  Naturalization Certificate

I-766 (Employment Authorization Card)
  Certificate of Citizenship

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
  I-571 (Refugee Travel Document)

I-94 (Arrival/Departure Record)
  I-327 (Reentry Permit)

Unexpired Foreign Passport
  Machine Readable Immigrant Visa (with Temp

I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
  Temporary I-551 Stamp (on passport or I-94)

DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
  Other (Select If Document Not Listed)

The initial verification will give results in 3-5 seconds. Ninety-five percent of your inquiries fall under this category.

Enter the required fields.

Enter only the first 9 digits of the 10 digit alien number (1). If you have only 8, precede the first number with a zero. Do not enter the "A". Never enter the last of the 10 digits.

For CDLE, Other Document Description is a forward slash (2). Other special characters (\*, \$) may work, but we selected this one when it was set up.

The screenshot shows a web browser window with a form titled "Document Information". The form includes the following fields and options:

- Document Information**
  - Alien/USCIS Number (with a red asterisk and an arrow labeled "1" pointing to the input field)
  - I-94 Number
- Doc. Expiration Date** (mm/dd/yyyy): [input field]
- Passport Number**: [input field]
- SEVIS ID**: [input field]
- Other Document Description**: [input field containing "/"] (with a red asterisk and an arrow labeled "2" pointing to the field)
- Country of Issuance**: [dropdown menu]

Below the form, there are two buttons: "Back" and "Next". An arrow points to the "Next" button.

At the bottom of the form, there are two sections with checkboxes:

- Requested Benefit(s)\***
  - Unemployment Insuran
- Additional Request(s)**
  - Request Employment Authorization Document History Data

Enter NEXT and confirm on the next page that you entered the information accurately and then SUBMIT. SAVE will search the many DHS systems and databases and try to match the applicant's information. If there is a mismatch, you may have to correct some of the data you entered and retry the inquiry. If there is nothing to correct, proceed with the request.

**INITIAL VERIFICATION RESULTS** Case Verification Number: 201420311

Review the case details to determine which steps (if any) should be taken.

✔ **LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED**

**INITIAL RESPONSE DETAILS** System Response: **LAWFUL PERMANENT RESIDENT-I**

<p><b>Record Details</b></p> <p>First Name: LUIS          Last Name: DOMINGUEZ          Middle Name: CHALACA          Date of Birth: 07/09/1976          Country: MEXIC - Mexico</p>	<p><b>Status Information</b></p> <p>COA Code: IR6          Date of Entry: 10/25/2013          Date Admitted To: INDEFINITE          EAD Expiration Date:</p>
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**EMPLOYMENT AUTHORIZATION DOCUMENT HISTORY DATA**

No Employment Authorization Document History exists for this alien.

The Initial Verification Results has a Case Verification Number on the upper right side (1). If there is a match, the response will be under “Status Information” and will have the date of entry and whether the applicant is a Permanent Resident, a US citizen, or work authorized on an Employment Authorization Document, or a Refugee, Asylee or some other general response (2). If there is an expiration date for legal presence, it will be noted under the “Date Admitted To” field (3). You may print a copy of the response from the upper right hand corner. Always close the case when you are done viewing the response (4).

If you need to refer to a case that has already been closed, instead of initiating a new case, you can find it under the “Search Cases” option under “closed cases” by searching with the alien number.

If there was no match, the system will respond with “INSTITUTE ADDITIONAL VERIFICATION” because the data cannot be verified. Usually, this is due to a typographical error. In this case, you will need to have a copy of both sides of the document proving legal presence. The additional verification will take 3-6 Federal work days.

If the document is readily available, request the additional verification. Otherwise, initiate a new case when the document is available. If a match is found, there may be a request to match the photo you have to what SAVE has in the database. If the photo matches, SAVE will respond with the immigration status and you will close the case. If there is no immediate match, you will need to “INSTITUTE ADDITIONAL VERIFICATION” and it may take 3-5 work days before a response is received.

Check on the pending response under the “Search Cases” menu option on the home page. Search for the response under “all open cases” using the alien number or any other number you provided. The case will be “in process” until there is a verification response.

The screenshot shows the 'SEARCH CASES' interface. At the top, there is a navigation bar with a home icon, 'Initiate Case', 'Search Cases' (highlighted with an arrow), 'Profile', 'Reports', and 'Help'. Below this is the 'SEARCH CASES' section with the heading 'CASE FILTERS' and the instruction 'Enter search criteria to display a list of relevant cases.' Under 'Case Status', there are two columns of radio buttons: 'All Open Cases' (selected), 'Cases with Additional Verification Responses', 'Cases In Process', 'Cases Requiring Action', 'Cases with Third-Step Verification Responses', and 'Closed Cases'. Below these are input fields for 'Verification Number', 'Alien/USCIS Number', 'I-94 Number', 'Passport Number', and 'User Case Number'.

If the system still can't match the data, it will prompt you to “Resubmit with Docs”. This will go into the 3<sup>rd</sup> Step Verification. This is a rare occurrence, but you will need to send actual paper copies of the document and an actual paper G845 form. The response will be electronic and can take from 10-20 Federal work days.

- You are not expected to be well versed on immigration terms, laws or matters. If you don't understand a response or have any questions, contact the SAVE experts. They are very helpful and respond quickly.
  - SAVE: 1-877-469-2563. Located in Washington DC, 8:00 am to 4:30 pm EST, M-F or
  - E-Mail: [save.help@dhs.gov](mailto:save.help@dhs.gov) . Be careful about providing personal identifying information via E-Mail.
  - Have the SAVE Case Verification Number and your specific questions ready to ask when you call.
- The SAVE website has excellent information under the Resources Quick Link.
- Cost: Each Initial verification and Retry or Additional Verification is 50 cents with a maximum of \$1.50 per initial verification. The cost of the paper form of the 3<sup>rd</sup> Verification is \$2.00.
- House Bill 1023 (HB 06S-1023) talks about Legal Presence and we refer to it often: [HB 1023](#)