

FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner Policy, Procedures and Training

Stephen Fisher, Assistant Deputy Commissioner Office of Procedures

## POLICY DIRECTIVE #13-23-SYS

(This Policy Directive Replaces PD #10-09-SYS)

## SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) SYSTEM

	-
Date: October 11, 2013	Subtopic(s): SAVE
AUDIENCE	The instructions in this policy directive are for Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff. This policy directive serves as information for all other staff.
REVISIONS TO THE PRIOR DIRECTIVE	<ul> <li>This policy directive is being revised to:</li> <li>Introduce enhancements to the Systematic Alien Verification for Entitlements (SAVE) system;</li> <li>Remind staff of the need to complete all SAVE actions once verification is obtained; and</li> <li>Update the Systematic Alien Verification for Entitlements (SAVE) Referral (W-515X) form.</li> </ul>
POLICY	As a condition of eligibility, any applicant/participant household that has members applying for or in receipt of assistance who are not United States citizens, must provide documentation of their immigration status granted by the United States Citizenship and Immigration Services (USCIS) (formerly known as the Bureau of Citizenship and Immigration Services [BCIS] or Immigration and Naturalization Service [INS]).
BACKGROUND	SAVE enables Federal, State, and City agencies to obtain necessary immigration status information in order to determine a noncitizen applicant's/participant's eligibility for public benefits. The program is available at all Job Centers and NCA SNAP Centers.
	HAVE QUESTIONS ABOUT THIS PROCEDURE?

Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

	The SAVE system is an intergovernmental information-sharing initiative designed to aid Job Opportunity Specialists (JOS)/Workers in verifying an applicant's/participant's immigration status to ensure that only noncitizen applicants/participants with a satisfactory immigration status receive Federal or State subsidized benefits.
	SAVE does not provide information on an alien's eligibility for benefits. It merely verifies that an alien's immigration documentation is consistent with USCIS records. If a noncitizen has what appears to be valid USCIS documentation (including expired green cards), staff should always use it as the primary source for determining an individual's eligibility for public benefits but must still request a SAVE clearance.
	When reviewing the SAVE system response, the SAVE Liaison must check the Class of Admittance (COA) code to determine benefit eligibility.
New Information	If the results from SAVE do not reflect the information that is on the immigration documentation, obtain a further clearance from the Office of Refugee and Immigrant Affairs (ORIA) at (212) 331-4550 or the FIA Call Center.
Reminder	Staff are also reminded that benefits must <u>not</u> be delayed, denied, reduced or terminated pending a response from SAVE/USCIS.
	<b>Note:</b> The front and back of any immigration documentation submitted by an applicant/participant <u>must</u> be scanned and indexed, <u>in color</u> , when original documentation is available.
NCA SNAP Centers	The Eligibility Specialist (ES) will complete the Systematic Alien Verification for Entitlements (SAVE) Referral ( <b>W-515X</b> ) in the Paperless Office System (POS) and give it to his/her supervisor along with copies of any immigration documents provided. The Supervisor will forward the <b>W-515X</b> to the SAVE Liaison in the NCA SNAP Center. The SAVE Liaison will provide a response to the Supervisor.
REQUIRED	The JOS/Worker must verify alien status for all noncitizens in the following three situations:
	<ul> <li>Noncitizen making an initial application for benefits.</li> <li>Noncitizen applying to be added to an existing Cash Assistance (CA) and/or a Supplemental Nutrition Assistance Program (SNAP) case.</li> <li>Change in the immigration status of a noncitizen in receipt of CA and/or SNAP benefits.</li> </ul>

**Reminder:** In the Job Centers, the Specialized JOS must process cases that contain a noncitizen unless the noncitizen is a Legal Permanent Resident (LPR) with five or more years in a qualified status. Refer to <u>PD #13-09-ELI</u> for detailed instructions. **Note**: a SAVE clearance is not required if an individual has one or more of the following documents verifying U.S. Citizenship:

- U.S. Birth Certificate
- U.S. Passport
- Certificate of Naturalization form issued by USCIS (N-550 or N-570)
- New York State Enhanced Drivers License (see Attachment D)
- Consular Report of Birth Abroad form (FS 240)
- Certification of Report of Birth form (DS-1350)
- U.S. Citizen I.D. Card (**I-197** or **I-179**)
- Certification of Citizenship form (**N-560** or **N-561**)
- Document from a U.S. federal agency (such as the Social Security Administration) verifying the U.S. as place of birth
- Religious document (such as baptismal record) verifying that the ceremony took place in the U.S. and that the document was registered within three months of the individual's birth

Once it is determined that a SAVE referral is necessary, the JOS/Worker must complete the **W-515X** in the Forms Data Entry screen in POS. Once the form is completed it must be printed and forwarded along with copies of the original immigration documents (front and back), when available, to the SAVE Liaison in Job Centers. In NCA SNAP Centers, the **W-515X** must be given to the Supervisor who then forwards it to the SAVE Liaison.

New information Only one **W-515X** may be used per clearance request. Therefore, a **W-515X** must be completed for <u>each</u> noncitizen (adults and minors) for whom a clearance is required.

**Note**: The **W-515X** has been revised to indicate that if an Employment Authorization Document (**I-766**) is submitted, the Card Number field on the **W-515X** must be annotated.

Once the **W-515X** is received by the SAVE Liaison, he/she must access the SAVE system and request a clearance using the processes described below.

#### SAVE LIAISON RESPONSIBILITIES

## Initial Verification

Each applicant's/participant's initial or additional verification review will begin with the **Enter Applicant Information** screen which lists possible documents that may be provided by the

applicant/participant. The document(s) selected will determine which screen comes next.

#### Enter Applicant Information screen

SAVE Liaison must select the appropriate document

Case Administration	Enter Applicant Information:
Initial Verification	What document(s) did the applicant present (select one): *
Search Cases	C I-327 (Reentry Permit)
User Administration	C I-551 (Permanent Resident Card)
Change Password	C I-571 (Refugee Travel Document)
Pwd Challenge Q&A	C I-766 (Employment Authorization Card)
Change Profile	C Certificate of Citizenship
Site Administration	C Naturalization Certificate
Add User	C Machine Readable Immigrant Visa (with Temporary I-551 Language)
Change Address	C Temporary I-551 Stamp (on passport or I-94)
Search Groups	C I-94 (Arrival/Departure Record)
Reports	C I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
View Reports	C Unexpired Foreign Passport
	C I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
	C DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
	C Other (Select If Document Not Listed)

The SAVE Liaison must review the documentation attached to the **W-515X** of all noncitizens in the three situations mentioned on page 2 and select the appropriate document type from the list provided in SAVE. To complete an Initial Verification, an Alien Registration Number is required. In addition, if an **I-551** (Resident Alien Card) or an **I-766** (Employment Authorization Document) is submitted, a Card Number is also required. Refer to the Guide to Selected U.S. Travel and Identity Documents (**Attachment A**) for examples of various immigration documents.

The Alien Registration Number is located in the center of the **I-551** card and the Alien Registration Card number is located on the front of the card as they appear on the sample card on the following page. The Alien Card Number is only available on versions from 1997 and later. If a card is presented without a number, enter AAA and 10 zeroes (AAA000000000) into the Card Number entry box. This will enable SAVE to continue the verification process.

Alien Registration Card (I-551)



On the **I-766**, the Alien Registration Number and the Employment Authorization Document Card number are located on the front, as they appear in the sample card below. The card number is only available on versions from 1997 and later. If a card is presented without a number, enter AAA and 10 zeroes (AAA0000000000) into the Card Number entry box. This will enable SAVE to continue the verification process.



**Note**: For lost or expired immigration documentation, please refer to <u>PD #13-10-ELI</u>, and the Alien Eligibility Desk Aid form <u>LDSS-4579</u>. Aliens may possess documentation of a satisfactory immigration status, such as a foreign passport with an **I-551** (Permanent Resident) stamp, or an **I-94** (Arrival/Departure Record) form with an eligible status stamp, while their permanent immigration documents are being processed by the USCIS. They may not yet have an Alien Registration Number, but their eligibility must be determined based on the available documentation of their immigration status.

Employment Authorization Document (**I-766**) New Information If SAVE does not initially recognize certain information entered (i.e., date of birth, document number, etc...) SAVE will ask the user to verify that the information entered is correct. In order to re-verify the accuracy of the information, the SAVE Liaison may have to check the Welfare Management System (WMS) and/or the HRA OneViewer as the information provided on the **W-515X** may not be accurate.

SAVE Liaison must verify information entered and select appropriate action. If the information entered is incorrect, the SAVE Liaison must change the information and click the "Retry Initial Verification" button. SAVE will then re-run the initial verification. If the information originally entered was correct, the SAVE Liaison <u>must</u> select the request additional verification button. This will move the SAVE clearance to the second stage verification.

SAVE Liaison must verify that information entered is accurate.	Citizenship and Immigration Ser Case Details Online Resources Download Tutori Case Verification Number	VICES al Return to Home Contact Us Exit r: 2013119162241MT
	Check that the applicant's birth date is correct. If the birth date is incorrect, make the necessar Initial Verification' button. If the Date of Birth is request Additional Verification, select the 'Requ button. If this case was entered in error, select button.	y changes and select the 'Retry s correct and you would like to est Additional Verification' the 'Complete and Close Case'
	Alien/I-94 Number: 056	
Click this button after a change is made to run the initial verification with the corrected information	Passport Number: Country of Issuance: ast Name: gon: irst Name: at Hiddle Name: bate of Birth: 07/01/1969 * (mm/dd/yyyy) bocument Exp. Date: Dther Document Desc: resident card	Click this button if information is correct to continue verification process
	Retry Initial Verification Request Additional Ve Complete and Close Case	rification

New Information

The photo displayed should be matched against the photo on the documents submitted, not against the actual individual. As part of the systematic enhancements to SAVE, a new Photo Tool has been added. When conducting an initial verification, if an **I-551** or an **I-766** is selected as the documentation provided, SAVE will display a photo image of the applicant (when available). The photo that is displayed is the one on record with USCIS and should be matched against the photo on the documentation that the applicant/participant provided. In order to properly match the photo in SAVE with the photo on the **I-551** or the **I-766** provided by the applicant/participant, the SAVE Liaison may have to view the documents in the HRA OneViewer where they should have been scanned and indexed in color.

**Note**: If no photo is displayed, USCIS does not have one in its database. This has no impact on determining the individual's alien status or eligibility for benefits.



Under the displayed photo, the SAVE Liaison will have to choose either "Yes – photo matches" or "No – photo does not match."

If the photo displayed in SAVE matches the photo on the documentation submitted or if no immigration document is available to match against the photo provided by SAVE, the SAVE Liaison must select "Yes – photo matches" to continue with the verification process.

#### New SAVE System Photo Tool

If the photo on the document provided by the applicant/participant does not match the photo provided by USCIS, the SAVE Liaison must select "No – photo does not match" and move on to the third stage verification.

After selecting either "Yes" or "No" an additional screen will ask the SAVE Liaison to verify their selection.



## Additional Verification

If verification cannot be made based on the information provided in the initial verification, the SAVE Liaison must conduct an additional verification inquiry. Depending on the response to the initial verification, the SAVE Liaison must proceed as follows:

If the System Response is "INSTITUTE ADDITIONAL VERIFICATION", the SAVE Liaison must click the **Request Additional Verification** button and complete the required information on the screen. This step must be completed as soon as the "Institute Additional Verification" response is displayed.

## Third Stage Verification

If the System Response is "**Resubmit Doc (need copy original)**", the staff will have two options:

New Feature

- Upload the immigration documents into SAVE; or
- Print out the pre-filled **G-845** and send it along with copies of the immigration documents to the USCIS.

New Upload Feature A new upload feature has been added to the Third Stage Verification. Now, in addition to being able to enter additional details such as an alias, the SAVE Liaison will have the ability to upload the immigration documents provided by the applicant/participant into SAVE. By uploading the immigration documents, SAVE will be able to provide a quicker response.



In order to upload the documents, the SAVE Liaison will have to minimize the SAVE window, view the document in the HRA OneViewer and then save it as a file on his/her desktop.

To save the file on the desktop, while viewing the image, select "File", "Save As", "PDF".



A new window will open allowing the SAVE Liaison to select where to save the document. Click on the "Desktop" image on the left. In the "File Name" text box, type the name of the applicant/participant to ensure the ease of finding the document.



Once the file is saved on their desktop, the SAVE Liaison will restore the SAVE window and click on the "Browse" button.

🖉 Case Details - Micros	oft Internet Explorer provided by Hum	nan Resources Administration	
🗿 🗢 🖻 https://	/save. <b>uscis.gov</b> /web/CaseDetails.aspx?Case	VerNum=2013246153646EG	💌 🔒 😒 🍫 🗙 🚰 Google
File Edit View Favor	rites Tools Help		
👍 Favorites 🛛 👍 💋 Fi	ree Hotmail		
	ungen	w   _	A
CEL CO COCLO - RESOL	Case Decais		
(N) U.S. C	itizenship and Immig	ration Services	
WEB-3 C	ase Details		
	Case Ve	rification Number: 20132	Online Resources Download Tutor
Case Administration	Enter Additional Verification	Data	
Initial Verification	User Case Number:		
Search Cases	A.K.A.:		
User Administration	I-94 Number:		
Pwd Challenge Q&A	Card Number	0	
Change Profile			
Site Administration	Passport Number:		
Add User	Country of Issuance:		. 0
Change Address	Special Comments:		
Search Groups	Request Affidavit of Support Data:		
View Reports	Request Grant Date:	N N	
- neu nepones	POC Name:	Sonia Fredrigenza	Click on the
	POC Phone Number:	(929 )	
	•		"Browse"
	Attach Document		huttan
	If a copy of the document	(front & back) presented by the	Dullon
	1 Inite Level Vernication w	thout requiring the submission o	
	and based upon a review	of the data, may require resubm	issig mird Level verification.
			V
		Browse	e Attach

A new window opens up allowing the SAVE Liaison to select the file they wish to upload. First, click on the "Desktop" icon and then find the file, which should be the name of the applicant/participant for whom the clearance is being sought. Select the file and then click "Open".

	🙆 Case Details - Micro	soft Internet Explorer provided l	oy Human Resources Administra	tion	
Click on	Choose File to Upload			<u>? ×</u>	🔽 🔒 🗟 👉 🗙 🚰 Google
	Look in: 🔯 I	Desktop	- 🕜 🗇 🗁 🔜-		
Click on "Desktop"	Look in: My Recent Desktop My Documents My Computer My Network My Network Reports View Reports	Desktop ormM-396TravelIDDocuments.pdf W MK8 Household SSD Income for e W SAVE ClearanceI.msg W SAVE ClearanceI.msg W SAVE ClearanceI.msg W SAL and SSA.htm an individual meets the criteria tot migration Training Trainer's point is not enough to take stars warak X654de warak X654	Select the file to be uploaded	Dpen Cancel	Online Resources Download Tutorial Res 46EG Click "Open" ext. applicant is attached, this case will be of a paper Form G-845. DT attached, this case will be sent elect ission to Third Level verification.
		and based upon a re	view of the data, may requi	Browse	e Attach
		1			

The location of the file will be indicated in the grey box. The SAVE Liaison must click the "Attach" button which will upload the document into SAVE.



To view the document once it is attached, the SAVE Liaison must click on the "**Click to Enlarge**" link. This will open up a new window showing the document that has been uploaded. If the document that is attached is the incorrect document for that SAVE request, the SAVE Liaison must click the "**Remove**" link and begin the process again with the correct document.

**Note:** The SAVE system will only accept uploaded documents if the file does not exceed 1.5 megabytes (MB).



The SAVE Liaison must then verify that the return mailing address on the prefilled **G-845** is correct and that his/her telephone number is entered. If the return address/telephone number displayed is not that of the SAVE Liaison, he/she must enter the correct information. Once the information is correct, the SAVE Liaison <u>must</u> click the "Submit" button to send the document for USCIS verification.

	Case Details - Micro	osoft Internet Explorer provided by H	luman Resources Administration		X
	🔾 🗢 💌 https	s://save. <b>uscis.gov</b> /web/CaseDetails.aspx?C	CaseVerNum=2013246153646EG	🖸 🔒 😫 🔩	Google
	File Edit View Fav	vorites Tools Help	X		
	🙀 Favorites 🛛 🙀 🔊	Free Hotmail			
	😁 🔹 🕸 USCIS - RES	SOURCES Case Details	×		🟠 • 🔂 - 🖆 🖮 • Page • Safety • Tools • 🔞 • 🏾 👋
	Search Groups Reports View Reports	Data: Request Grant Date: POC Name: POC Phone Number:	I  S <del>miteReddynas</del> (1929 ) <b> 82+−</b> -   <del>6000</del>	ext.	1
		Attach Document 0		1 P 17 11 1	
		Third Level verification Third Level verification If a copy of the docum and based upon a revie	ent (front & back) presented by a without requiring the submission ent presented by the applicant is ew of the data, may require resu	the applicant is attach in of a paper Form G-1 NOT attached, this ca bmission to Third Leve	ed, this case will be sent electronically directly b 145. Is se will be sent electronically for Additional Verifi el verification.
Click "Submit" to		Click to Enlarge Remove			Verify the return mailing address
send document		Form G-845 Return Mailing	Address		
to USCIS for		Address 1: Address 2:	180 Water St 20th FI	_	
verification	Ĺ	City:	NEW YORK	*	
		State:	NEW YORK		
		Submit Cancel	110038		

Document cannot be submitted electronically If the documentation exceeds the size limit, or any other SAVE requirement, the SAVE Liaison must:

- Verify that the point of contact and return address (should be the location of the SAVE Liaison) in the SAVE system are correct. Make any changes if necessary.
- Print the prefilled form **G-845** and scan and index it into the case record.
- Mail the G-845 form to:

	US CITIZENSHIP & IMMIGRATION SERVICES 10 FOUNTAIN PLAZA-3 <sup>RD</sup> FLOOR BUFFALO, NY 14202 ATT: IMMIGRATION STATUS VERIFICATION UNIT (See <b>Attachment B</b> [Accessing SAVE and Monitoring Cases] for the address and <b>Attachment C</b> [Form <b>G-845</b> ] for a copy of the form).
	<b>Note</b> : Even though form <b>G-845</b> and the documents are being physically mailed to the USCIS, the response will <u>only</u> be available in the SAVE system. No written response will be received.
Monitoring the USCIS Verification Process	The SAVE Liaison must access the <b>Search Cases</b> feature on the <b>Welcome to the SAVE Program's Verification Information</b> <b>System</b> screen to monitor cases that have been submitted to the USCIS SAVE Program for additional verification. Refer to the Enter <b>Case Search Criteria</b> screen on page 16 of <b>Attachment B</b> for the search criteria involving group and locations.



Each case has been assigned a status by USCIS as follows and can be seen in the Case Summary List (see screen shot below):

**Cases Requiring Action** – cases that the SAVE Liaison must follow up on regarding system-related actions. For example, if USCIS returned the case with the following response, "LAWFUL PERMANENT RESIDENT- EMPLOYMENT AUTHORIZED," the SAVE Liaison must **complete and close** the case in the SAVE system, or if USCIS returned the case with the following response, "INSTITUTE ADDITIONAL VERIFICATION," the SAVE Liaison must re-complete the **Additional Verification** screen.

**Cases with Additional Verification Responses** – cases that the SAVE Liaison must urgently follow up with additional actions outside the system. For example, if USCIS returned the case with the response "Resubmit Doc (Need copy original)," the SAVE Liaison must submit form **G-845**, with a copy of the front and back of the original documentation, to USCIS (see page 14 for the address).

**Cases Requiring Third Step Verification Response** – cases that the SAVE Liaison must urgently follow up with additional actions outside the system based on the response from USCIS.

**Cases in Process** – cases that have been submitted to USCIS for verification but for which USCIS has not completed the review (no follow-up).

**Closed Cases** – cases in which the SAVE inquiry has been completed and no further follow-up is required.

re viewing ca dministration	Case Su	of 100 mmary List (de	k on Title	to Sert Colu				Section 2		at the second	
Verification	Previou	s Next	e found	. Please re	cline your sea	reh ci	iteria.				
dministration	Case Status*	Verification Number	10 Type	Number	System Response	SOA	Date of Entry	Date Adm. To	Last. Name	First Nome	
allenge Q&A Profile		2013200	6		INSTITUTE ADDITIONAL VERIFICATION						
ministration	9	2013200		i	DH5 Verification in Process						
Address Groups		20132004	A =		LAWFUL PERMANENT RESIDENT- EMPLOYMENT AUTHORIZED	142	01/25/2003				
eports		201320	1 =	1.1 m - 1.2	DHS Ventication in Process						
		2013200	A #	<b>.</b>	INSTITUTE ADDITIONAL VERIFICATION	1		Status	Reg	snonses	_ require
		20132006	A# 1	8	ASYLEE - EHPLOYNENT AUTHORIZED	A51	04/09/3	neces	sarv	follow u	) D
		2012199	A = 1		ADDITIONAL				,		
		201319	(A #		INSTITUTE ADDITIONAL	-					

**Case Summary List** 

Verification Received

New Information Once verification is received, the SAVE Liaison must print out the verification results page <u>and</u> scan and index it into the electronic case record.

Once the verification results page is scanned and indexed, the SAVE Liaison must click the "Complete and Close Case button on the bottom of the screen.

<b>Case Administration</b>	Initial Verification	<u>.</u>			
Initial Verification Search Cases	Alien Number: I-94 Number: Card Number:	11000000000000000000000000000000000000	Benefits:	Food Stamps	
Change Password Pwd Challenge Q&A Change Profile Site Administration Add User	Naturalization Number Visa Number: Passport Number: Country of Issuance: Document Type: Last Name:	I-551 DARGE	Citizenship Cert. Numbe SEVIS ID: Document Exp. Date: Other Document Desc: First Name:	n:	
Search Users Change Address	Middle Name: Initiated By:	CASTAGO .	Date of Birth: Initiated On:	11/10/1000	After
Search Groups	Photo Matching				verification is
leports View Reports	Returned Photo:		Photo Match:	Yes - photo matches	received, SAVE
					Liaisons must
		Click to Enlarge		/	complete
	Initial Verification	Results		/	and close
	Last Name: Middle Name: Country: Date of Entry: EAD Expiration Date: System Resource:	SIERR - Sierra Leone 06/30/2008	First Name: COA Code: Date of Birth: Date Admitted To: Grant Date:	AS6 INDE E	the case in SAVE.
	Affidavit of Support	Data	RESIDENT-EMPLOYMENT AUT	HOF	
	Affidault of Custom date	Data	14.42.44.4	1/	20
	Relief Core Date to Lo	is not applicable for this	s person.	/	
	Print Case Details Re	equest Additional Ve	rification   Complete and	Close Case	

The SAVE Liaisons at the Job Centers will respond to the JOS/Worker that submitted the request, and SAVE Liaisons at the NCA SNAP Centers will respond to the Supervisor that submitted the request, by forwarding him/her the Results page from SAVE, which indicates the immigration status of the applicant/participant.

The JOS/Worker must use the information obtained from SAVE to:

- determine whether or not the applicant/participant has an immigration status that makes him/her eligible for CA, SNAP, and/or Medicaid (MA).
- determine the category of assistance.

New Information Note: If the SAVE results provide information regarding an affidavit of support, staff must <u>not</u> use this information in anyway to try and deter the applicant/participant from applying for or continuing to receive benefits.

If the individual meets all eligibility criteria, the JOS/Worker must:

Refer to the <u>LDSS-4579</u> when determining the appropriate category of assistance.

Staff should follow Alien

correct ACI code.

flow in POS to determine

- ensure the individual receives assistance in the proper category. If the household is not eligible for Federal benefits and is applying for CA, determine eligibility for State-funded programs (e.g., Safety Net Cash Assistance [SNCA], Safety Net Non-Cash Assistance [SNNC] and State-funded MA).
- enter the Alien Registration Number in the POS Alien Additional Information window.

**Note**: If a Qualified Battered Alien or Federal Human Trafficking Victim does not have an Alien Registration Number, leave the field blank.

- follow the Alien flow in POS to determine the appropriate Alien Citizenship Indicator (ACI) code.
- enter the appropriate State/Federal charge code on the TAD.
- if the applicant/participant does not have a Social Security number (SSN), refer him/her to the Social Security Administration (SSA) to apply for one. Refer to <u>PD #12-22-ELI</u> for instructions on this process.

Codes can be used for individual line closings/denials as well as case level closings/denials. If the individual is not eligible for CA or SNAP due to an ineligible alien status, the JOS/Worker must process a denial or closing of the individual line in accordance with current procedure, using closing/denial code **F92** (Ineligible Alien) for both CA and SNAP.

**Note**: Benefits must <u>not</u> be delayed, denied, reduced, or terminated pending a response from SAVE/USCIS.

If the response from SAVE provides information indicating that a change in the ACI code to a lesser status (i.e., Asylee to LPR), or a change in the Date of Status (DOS)/Date Entered Country (DEC) fields in WMS to a more current date, the JOS/Worker must complete the Inter-Agency Date of Status (DOS) and Date Entered Country (DEC) Transmittal Form (**W-200B**). The form must be completed by the JOS/Worker and forwarded (with supporting documentation) to the Job Center AJOSII Immigrant Liaison or the NCA SNAP Center Director/Supervisor/Designee for approval. If the change is warranted, the Job Center AJOSII Immigrant Liaison or the NCA SNAP Center Director/Supervisor/Designee must forward the **W-200B** and the supporting documentation to the FIA Call Center either through e-mail or fax.

New Information

### Verification not Received

If a response from SAVE is not received timely, the SAVE Liaison must contact SAVE Case Status Support at (877) 469-2563. The timeliness of a clearance is determined by what level of request was made:

- Electronic verification requests 10 Federal Working days
- **G-845** requests 20 Federal Working days
- DHS Case in "Continuance" 20 Federal working days
- Congressional Inquiry Cases

Any SAVE clearance requests that remain outstanding beyond the time frames indicated above, must be followed up with a phone call to USCIS. The SAVE Liaison must also enter a case comment in POS indicating that SAVE Case Status Support was contacted and the results of the conversation.

## PROGRAM IMPLICATIONS

Paperless Office System (POS) Implications If the applicant/participant is a noncitizen making an initial application for benefits or applying to be added to an existing CA and/or SNAP case:

- Complete the W-515X in POS using the Data Entry window in the Form-Data Entry window.
- Include the individual's Card Number on the referral form, if available.

**Note**: If a Qualified Battered Alien or Federal Human Trafficking Victim does not have an Alien Registration Number, leave the field blank.

- Print the **W-515X** form. Scan and index the form.
- Attach a copy of the front and back of the individual's documentation (such as the Permanent Resident Card) to the W-515X form.
- Forward the **W-515X** and the documents to the SAVE Liaison.
  - In NCA SNAP centers the W-515X and documents will be given to the Supervisor who will forward it to the Save Liaison.

## W-515X window

	Yes No -
equest for Identification Card/Temporary Medicaid Authorization (Form W607A)	0.0
equest for Marriage or Divorce Verification from Agencies outside New York City (Form W581)	0.0
equest for Birth or Death Verification from Agencies Outside New York City (Form W680)	0.0
alety Net Assistance (SNCA) Application (LDSS-4776)	0.0
ocumentation Requirements (Form W-113K)	0.0
scial Security Administration - Consent for Release of Information (Form W515R)	0.0
equest for Contact on a Food Stamp Application/Form DSS47531	
sponse to Duestion	Contra Contra Contra
Alien Registration Card Number* Assessesses "Only required if Permanent Resident Card (Form I-551) issued from 2004 or later is presented.	_
SAVE Liaison Name: Installar	
Location: 180 Water ST	_1
Telephone Number: (212)331-0000	
<ul> <li>✓ Verification of Alien Registration Number</li> <li>✓ Verification of <u>current</u> immigration status</li> <li>✓ Date of entry/Date status was granted</li> <li>✓ Citizenship verification</li> </ul>	
Admitting immigration status(Refugee, Asylee,etc) Country of birth	
Other	
	<u>•</u>

- Enter a case comment in POS concerning the SAVE referral and all responses:
  - For a pending application, click on the Case Comments icon
     within the "Application Interview" activity.
  - For a pending recertification interview, click on the Case Comments icon within the "Recertification Interview" activity.
  - For an active individual who is between recertifications, access the Make Case Comment activity.
- Use information obtained from the SAVE inquiry to make an eligibility decision in conjunction with the POS alien workflow windows.
- Scan all non POS-generated forms and notices that are signed by the applicant/participant into the electronic case record.

Two ways to access SAVE The SAVE Liaison can review the entries made by the JOS/Worker in the **Alien Checklist** using the **POS Review a Case** activity. He/she can either navigate through all the screens required to review a case until the **Alien Checklist** window appears where he/she can press the **SAVE** button, or refer to **Attachment B** for accessing the SAVE system directly. **Note**: Only Save Liaisons will have the SAVE button enabled in POS.



# FAIR HEARING

Avoidance/ Ensure that all case actions are processed in accordance with Resolution current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case. Conferences for Job An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. Centers If an applicant/participant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Centers, the Receptionist at Main Reception will issue an FH&C ticket to the applicant/participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff. The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant. If the determination is that the applicant/participant has presented good cause for the adverse action or that the outstanding Notice of Intent needs to be withdrawn for other reasons, the FH&C AJOS/Supervisor I will settle in conference (SIC), enter detailed case notes in New York City Work, Accountability and Your (NYCWAY) and forward all verifying documentation submitted by the applicant/participant to the appropriate JOS/Worker for corrective action to be taken. In addition, if the adverse case action still shows on the "Pending" (08) screen in WMS, the AJOS/Supervisor I must prepare and submit a Fair Hearing/Case Update Data Entry form (LDSS- 3722), change the Fair Hearing Status from 02 to 01 if the case has been granted Aid to Continue (ATC), or prepare and submit a PA Recoupment Data Entry form (LDSS-3573) to delete a recoupment. The AJOS/Supervisor I must complete a Conference Report form (M-186a).

If the determination is that the applicant/participant has not shown good cause for the adverse action or that the Agency's action(s) should stand, then the AJOS/Supervisor I will explain to the applicant/participant why he/she cannot SIC. The AJOS/Supervisor I must complete an **M-186a** form.

Should the applicant/participant elect to continue his/her appeal by requesting or proceeding to a Fair Hearing, already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Conferences at NCA SNAP Centers If an applicant/participant comes to the NCA SNAP Center and requests a conference, the Receptionist must alert the Center Director's designee that the applicant/participant is to be seen. If the applicant/participant contacts the Eligibility Specialist directly, he/she should advise the applicant/participant to call the Center Director's designee. In Model Centers, the Receptionist at Main Reception will issue a SNAP Conf/Appt/Problem ticket to the applicant/participant to route him/her to the NCA Reception area and does not need to verbally alert the Center Director's designee. The NCA Receptionist will alert the Center Director's designee once the applicant/participant is called to the NCA Reception desk.

The Center Director's designee will listen to and evaluate the applicant's/participant's complaint regarding the adverse action. After reviewing the documentation, case record and discussing the issue with the Group Supervisor/Eligibility Specialist, the Center Director's designee will decide to resolve or defend the case based on all factors and on whether the case was closed correctly. The Center Director's designee is responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets All Evidence Packets must contain a detailed history (e.g., copies of POS "Case Comments" and/or NYCWAY "Case Notes," History Sheet form [<u>W-25</u>]), copies of relevant WMS screen printouts, notices sent and other documentation relevant to the action taken, including results from the SAVE inquiry.

 

 REFERENCES
 42 USC 1320b-7(d) 18 NYCRR 351.2(h) 7 CFR 272.11 04-ADM-07 (Citizenship and Alien Requirements for the Medicaid Program Temporary Assistance Source Book (Chapter 24, Section F) SNAP Source Book (Section 5)

## **RELATED ITEMS**

PD #12-22-ELI
PD #13-09-ELI
PD #13-10-ELI
PB #08-32-OPE

## **ATTACHMENTS**

es	Attachment A	Guide to Selected U.S. Travel and Identity Documents (Rev. 4/08)
	Attachment B	Accessing SAVE and Monitoring Cases (Rev. 10/11/13)
	Attachment C	Department of Homeland Security - U.S. Citizenship and Immigration Services Documentation Verification Request ( <b>G-845</b> )
	Attachment D	Enhanced Driver Licenses and Non-Driver Identification Cards Brochure
	W-515X	Systematic Alien Verification for Entitlements (SAVE) Referral (Rev. 10/11/13)

Please use Print on Demand to obtain copies of forms.



# Guide to Selected U.S. Travel and Identity Documents

Prepared by the Forensic Document Laboratory



U.S. Immigration and Customs Enforcement

## Table of Contents

General Information on Alien Status
U.S. Passports
Certificates of Naturalization 6
Residence Cards 8
Employment Authorization Cards13
Travel Documents
Non-Immigrant Visas 17
I-94s
Immigrant Documentation 21
Social Security Cards
Ordering Information

This guide is intended to assist those tasked with examining travel and employment authorization documents. It contains color photographs of the most commonly used documents, but it is not comprehensive. There are earlier valid revisions of some illustrated documents and other less common documents that are not illustrated here.

Because the attachments are reproductions, the exact size and color may deviate from the original. Do not make identifications based on size and/or color alone.

For any questions regarding the authenticity of the documents shown in this guide, please contact the nearest office of U.S. Immigration and Customs Enforcement (ICE).

## **General Information On Alien Status**

In accordance with the 14th amendment to the U.S. Constitution, any person born in and subject to the jurisdiction of the United States is a citizen of the United States at birth. U.S. citizenship may also be acquired through **DERIVATION** from a U.S. citizen parent when children are born abroad or through **NATURALIZATION** after meeting the necessary residency requirements. All persons not citizens or nationals of the U.S. are aliens, who are generally classified as **PERMANENT RESIDENTS** (immigrants), **NON-IMMIGRANTS** or **UNDOCUMENTED ALIENS**.

**PERMANENT RESIDENT ALIENS** enjoy almost all the same rights as U.S. citizens. This status may be obtained through a number of different procedures and, unless taken away administratively, is granted for life. Aliens with permanent residency must carry evidence of their status.

NON-IMMIGRANT ALIENS are admitted to the U.S. for a temporary period of time and for a specific purpose, most often as tourists. There are different categories of non-immigrants and they are identified through letter/number symbols (such as "B-2"). Non-immigrants are also required to present evidence of their lawful status in the U.S. to officers of ICE. This will usually consist of a passport containing a visa and an Arrival/Departure Record (Form I-94 or CBP I-94A).

UNDOCUMENTED ALIENS are those who may have crossed the border illegally and/or been smuggled into the interior of the U.S. or those who have violated their non-immigrant status by accepting unauthorized employment, remaining longer than permitted or committing some other violation. Some of these aliens purchase counterfeit documents or assume another person's identity by using fraudulently obtained genuine documents.

A UNITED STATES PASSPORT is a document issued by the Department of State to persons who have established citizenship in the United States by birth, derivation or naturalization. The primary purpose of the passport is to facilitate travel to foreign countries by establishing U.S. citizenship and acting as a vehicle to display any visas and/or entry/exit stamps that may be necessary.

Passports may also be used within the United States to establish citizenship, identity and employment eligibility.

Several different versions of the U.S. passport are currently valid and in circulation at this time. The most recent version, called the E-Passport, contains an electronic chip in the back cover. These passports can be identified by the chip logo on the front cover.









The Emergency Passport booklet looks similar to the E-Passport, but it does not contain a chip and is only issued for a limited period of validity.

The Secretary of State of the United States of America The Serverary of State of the United States of America by respects all whom it may concern to permit the citizen to United States named beerin to pass without illay or h and his case of need to give all lawful aid and posieth eby requests all whom it may concern to permit the citiz mational of the United States named berein to pass ut delay or bindrance and in case of need to give all lawful aid and protection. Le Secrétaire d'Et des Etats Unit d'Amérique unter huber altarité completifie ile laiter intern'ile Bilar Omb titulatie da présent ns délai ni difficulté et, en cas de toute aide et protection lieitimes SIGNATURE OF BEARER/SIGNATURE DU TITULAIRE IGNATURE OF BEARER SIGNATURE DU TITULAIRE FIRMA DEL TITULAR NOT VALID LINTIL SIGNED NOT VALID UNTIL SIGNED ANTIRIA SCIERTY HYDORAN PAD DAARAM DESKRAAMED DAARAM MIT ON POT 123456784 P LIC X Min O'PUBLIC TRAVELER TONI-L. НАРРУ 06 MAR/MAR:47 16 Sep 1966 M NEW JERSEY, U.S.A. 01 OCT/OCT 92 06 AUG/AUG 47 16 No PASSPORT AGENCY 15 Nov 2008 DYNAK INC. ROCHESTER CX 6 See Page 24 P<USAO<PUBLIC<<TONI<L<<<<<<<<<<<< 12345678A8USA4703066F4708061100168521<<<<<40 1500000035USA5609165M0811150<<<<<<<<

Older versions of the U.S. passport remain valid until the expiration dates printed in the passport booklet.

The current version of the **CERTIFICATE OF NATURALIZATION**, now issued by U.S. Citizenship and Immigration Services (USCIS), is similar to the previous version issued by the Immigration and Naturalization Service. It contains a gold embossed Great Seal of the United States in the top center portion. The watermark design, visible when the document is held up to a strong light, contains the emblem of the Department of Homeland Security (DHS).



DHS watermark

Older versions of the certificate of naturalization continue to serve as valid evidence of U.S. citizenship. The last version issued by the INS was similar to the current DHS certificate. It too bore a gold embossed Great Seal of the United States in the top center portion. The watermark design contained the the Department of Justice seal and the letters "USA."



Department of Justice watermark

Earlier versions of the certificate had gray or beige background designs and did not contain the embossed seal. Original certificates of naturalization were printed on watermarked paper.

Forms I-151 and I-551 are issued to aliens who have been granted permanent resident status in the United States. They retain this status while in this country. The bearer is required to have this card in his/ her possession at all times.

The first ALIEN REGISTRATION RECEIPT CARD, Form I-151, was introduced in 1946. Through 18 years of various revisions, it remained primarily green in color, causing it to become known as a "Green Card." This term is still used commonly, although the cards have not been green since 1959. The I-151 cards contained no expiration date and were only required to be renewed if the recipient was under the age of 14 at the time of issuance or if the card was lost or stolen. As of March 20, 1996, the Form I-151 is no longer acceptable as evidence of permanent residence.



Form I-151

The **RESIDENT ALIEN CARD**, Form I-551, was introduced in January 1977 and phased in over a period of time. In addition to the photograph, the I-551 contains the bearer's signature and fingerprint. As with the older I-151 cards, this version I-551 generally does not contain an expiration date.



3356		Ц Ц ISS/T	СК	663	563 M 2	PARITY 1
5533 PBD	47	405	1633	E E!	4456	69480 PARITY 2
		582 08	ISS CODE		P 05	462742 PARITY S
		MAZ	PLE	CAR	D	

Form I-551 (1977)

The **RESIDENT ALIEN CARD**, Form I-551, was revised in August 1989. This version was the first Alien Registration Card to contain an expiration date on every card. These cards were usually valid for ten years from the date of issue. The expiration date indicates when the card expires and must be renewed. It does **NOT** indicate that the alien's status has expired. The card was modified in January 1992 when a white box was added behind the fingerprint.



Reverse

The **PERMANENT RESIDENT CARD**, Form I-551, was introduced in December 1997. Noticeable differences on the front of the card include a change of card title from **RESIDENT ALIEN CARD** to **PERMANENT RESIDENT CARD**, a three-line machine readable zone and the addition of a hologram.





Reverse

The optical memory stripe on the reverse contains encoded cardholder information as well as a personalized etching which depicts the bearer's photo, name, signature, date of birth, alien registration number, card expiration date and card number.
The current version of the **PERMANENT RESIDENT CARD**, Form I-551, was introduced in November 2004. It retains many of the same features of the previous version while updating the design. The card now shows the DHS seal and contains a more detailed hologram on the front of the card.



Reverse

The optical memory stripe on the reverse retains the same features as the previous card version. The stripe contains encoded cardholder information on the card bearer. Each card is personalized with an etching showing the bearer's photo, name, signature, date of birth, alien registration number, card expiration date and card number.

This **EMPLOYMENT AUTHORIZATION DOCUMENT**, Form I-688B, was introduced in November 1989 and issued to aliens who were granted permission to be employed in the U.S. for a specific period of time. The card was produced with a Polaroid process and had interlocking gold lines across the front.

U.S. DEPAHIMENT	Name
A00000000	WOTTON, SARA J.
CXX	Signature A Watton
A AND	Walid from Expires DOB
11 Antonio	11/09/90 02/08/91 09/23/6
A CAR	H Provision of Law
RR	T 2/4A.12(A) (06)
A Cast	Terms & Conditions:

Form I-688B

In January 1997, INS began issuing a new EMPLOYMENT AUTHORIZATION CARD, Form I-766. The front of the card bore the photograph, fingerprint and signature of the bearer. The reverse contained a standard bar code, magnetic strip and a twodimensional bar code which contains unique card, biographic and biometric data.



Form I-766 (1997)

The EMPLOYMENT AUTHORIZATION CARD, Form I-766 was updated in May 2004. It incorporated the DHS seal but is otherwise similar to the previous version, with a photograph, fingerprint and signature of the bearer beneath a holograph film. The reverse side displays a standard bar code, magnetic strip and a two-dimensional bar code containing encoded data. The card was revised again in August 2004, using a full frontal face photograph instead of the three quarter face position. The reverse continues to bear the revision date of 05-2004.



#### Form I-766 (2004)



Reverse

The U.S. TRAVEL DOCUMENT is a multipurpose booklet. Notations above the bearer's image allow identification of the type of document. When issued as a Permit to Re-Enter Form I-327, it allows the bearer, a permanent resident, to leave and re-enter the United States during its two-year period of validity. It can also be issued as a Refugee Travel Document Form I-571 to people who have been recognized as refugees or asylees in the United States. Both versions contain digitized images of the bearer and pages for visas and entry/ exit stamps.



Issued by 1) S. Citizenship and Immigration Services



Form I-327 (prior to February 2007)



Form I-571 (prior to February 2007)

The current version of the **TRAVEL DOCUMENT** booklet was introduced in February 2007. The revised booklet has a darker cover and a new design for the internal pages. The booklet may be issued as either a Permit to Re-Enter or a Refugee Travel Document.



Form I-571 (2007)

There are four types of NON-IMMIGRANT VISAS. The nonmachine readable visa is printed with a multicolored ribbon while the machine readable visas are stickers which are applied to the passport page. Visas are used for entry purposes and must be valid on the date of entry into the U.S. It is not necessary for the visa to be valid after entry.









The U.S. Department of State introduced this version of the **BORDER CROSSING CARD**, Form DSP-150, in May 1998. The front of the card has a three-line machine readable zone and a hologram. Bearers of this card are not entitled to live or work in the United States.



Form DSP-150 (1998)



Reverse

The optical memory stripe contains encoded cardholder information as well as a personalized etching which depicts the bearer's photo, name, date of birth and card expiration date.

When an alien has been granted admission into the U.S. by a U.S. Customs and Border Protection (CBP) Officer at an authorized Port of Entry, he/she will be issued an **ARRIVAL/DEPARTURE RECORD**, Form I-94, the bottom portion of which is stapled to a page in the alien's passport. This document shows how long the bearer may remain in the U.S. and the terms of admission. The I-94, not the non-immigrant visa, serves as evidence of legal status.



Form I-94

Nationals of some countries can enter the United States without a visa under the Visa Waiver Program. They are given a green I-94W and permitted to remain in the United States up to 90 days.

Departure Number	OMB No. 1651-0113
695349308 12	AND ATLED TO AND A
DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection VISA WAIVER	JN 2 5 2006
14. Family Name Se	pt. 24, 2006*
15. First (Given) Name J 101 H1 N1 1 1 1 1 1 1 1 1	16. Birth Date (day/mo/yr) 1 9 0 7 7 2
17. Country of Citizenship UNITEDLIKINGDQM	<u></u>
	CBP Form I-94W (10/04)
See Other Side	Staple Here

Form I-94W

USCIS can extend a period of admission or change a non-immigrant status after an I-94 has been issued. The approval for an extension or change of status is shown on an I-797A Approval Notice.

AN UIDER O	liv A with more in all water	
LIN-06-1100-500		CAN INT 1519
ICOPT DATE	PRIORITY DATE	APPLICATION TO EXTEND/CHANGE NONIPHIGRANT STATUS
May 12, 2000	PUT	K , E
July 24, 2006	1 of 1	K Barris
E K MAR		Notice Type: Approval Notice Class: B2
CHICAGO IL MININ		Talla 115m 03/20/2000 55 12/13/2000
he above application fo- uthorized to the date in f the applicant has an - lease read the back of 1	<pre>c estension of temporary stay adicated above. An spdated 7 suthorized representative, th this form carefully for more ond may 1% as provide stars of and may 1% as provide stars of</pre>	Is approved. The temporary stay of the named applicantial is write is in Estimated. Us notice has also been nailed to the representative. information.
NIT FOOK IS WIT A VILA I		
lease nee the additional in NERSEASEA SERVICE V. S. 1994K. 6 EM P.O. BOX 83521 V. S. 1994K. 6 EM P.O. BOX 83521 On 1997A (Rev. 09/07/A	Iformation on the back. You v CEPTER TZ. SERVICE 351 351 300 and a colorador and a colorador 300 and a colorador a colorador 300 and 300 a	will be notified separately above my obser cases you filed.
Issue net the additional in Internet the additional in Internet additional internet U.S. Therefore, 4 Mark U.S. Therefore, 4 Mark Mark Mark Mark Mark Mark Mark Mark	formation on the back. You CHITER RAVICE 2211 Telephone: 800-375-5: 30N	will be notified separatly show my other case you field.
tense see the additional in NEERASKA SERVICE D. G. DOKTOSEL D. S. DOKTOSEL D. D. D. DOKTOSEL D. D. D. DOKTOSEL D. D. D	formation on the back. You CHITED 2211 781ephone: 800-375-5 3000 Records 11 -5	will be notified separately about any other cases you filed.
lang see the additional in MERSASAS AREAVICE U.S. THEFT, S.M. SANGER, S.M. LINCOLT, S. M. LINCOLT, W. 4550- Austoner Service over 1797A (Rev. 09/07) Detach This Half for Pro- Detach This Half for Pro- Eccipt # J.D. 66 [-944 651 1	Sommation on the back. You CONTEN 72 DEPARTION 25 Defaultion 800-375-51 25 Defaultion 800-375-51 2015 2015 2015 2015 2015 2015 2015 20	will be notified separately about my other cares you filed.
Issue see the additional in messionation attention of the program of the additional in program of the additional program of the additional program of the additional program of the additional method of the additional metho	Ammonrow the back, You Series 201 To see You To see You Share 200 Share 201 Share 201	will be notified separately about my other cases you filed.
Issue tore the additional in MERIORATE AREA TO MERIORATE AREA TO A STATE AND A STATE INFORMATION AND A STATE INFORMATION AND A STATE AND A STATE AND A STATE INFORMATION AND A STATE AND A STATE CLASS R 24 VALID FROM (S5/20)	Iformation on the back. You CDTTED 751 751 751 751 751 751 751 751 751 751	will be notified separately about my other cases you filed.
Notes see the additional is necessarily additional is necessarily additional is the additional additional additional to a second additional additional additional additional additional to a second additional additional additional additional additional to a second additional addited addited additional additional additional additional addited	formation on the back. You CORTEN TY - DEPUTCE 5710 Monome 800-375-5 Wood Records 11 - 5 2 2006 UNTL 11/19/200	will be notified separately about any other cases you filed.
Tesses are the additional in messachar attent of the messachar attent of the messachar start of the messachar star	Jornation on the back. You T2: Joy Vice 2211 Perseption: 800-375-5 Joy Norman Records 11-5 2 2006 UNTIL 11/19/200 m, 5	will be notified separately about any other cases you filed.

Form I-797A

The lower portion of the form replaces the original I-94, but it does not require any endorsing stamp.

Detach This Half for Personal Records	051 12	
Receipt # LIN-06-1 -5	Receipt Number LIN-06-1 -5	
NAME K	Naturalization Service	
CLASS B2	1-94	
VALID FROM 65/20/2006 UNTIL 11/19/2006	Departure Record Petitioner:	
PETITIONER: K E	14. Family Name K	
CHICAGO IL	15. First (Given) Name E	16. Date of Birth
	17. Country of Citizenship POLAND	

**IMMIGRANT VISAS** are used by people coming to live in the United States. Older versions of the immigrant visa were collected at the time of initial entry. An ADIT stamp impression served as evidence of permanent residence until the immigrant's residence card was processed.

In 2003 the Department of State began to issue immigrant visas on the same foils used for non-immigrant visas. These foils remain in the bearer's passport after entry. Initial versions were endorsed with an ADIT stamp.

	Issuing Post Name US EMBASSY LONDON Surname HODSON	IMMIG IV Cas LND20 Ret	RANT VISA e Number 0084000101 jistration Number 55478452	
1250	Given Name GREGORY CHARL Birth Date 03MAR1958	Gender ES M Birthplace Nationality GRBR GRBR	IV Category E21 Marital Status MAR	
	Passport Number 799977215 Annotation * *	IV Issue Date 12SEP2002	IV Expires On 11MAR2003	- Contraction of the second se

Later versions contain the endorsement printed directly onto the visa foil. The validity begins on the date the person enters the United States.



Some immigrants may have an impression of an ADIT stamp as proof of permanent residence without an immigrant visa. This stamp serves as evidence of immigrant status until the bearer receives a Permanent Resident Card.

Lucin Tenn Upon endorsement, serves as temporary I-551 evidencingpermanent residency for one year. Isoure Date July 10, 2007 Officer CAL 110 EMPLOYMENT AUTHORIZED alid Until 06999 A-12 345 678 IR-1

The current USCIS stamp is shown above. ADIT stamps in other formats may also be encountered. Similar stamp impressions are used to demonstrate refugee or asylum status.

Although SOCIAL SECURITY CARDS are not immigration documents, they are mentioned here because they are often used as identification and to establish employment authorization.

Social Security cards have been issued since 1936 and have been revised more than 20 times. Originally, the Social Security card contained the seal of the Department of Health, Education, and Welfare. In May 1980, the seal changed to that of the Department of Health and Human Services. In April 1995 the seal was changed again to that of the Social Security Administration. Some counterfeiters have failed to notice these changes.

In October 1983, security features were added to the card. All Social Security cards issued since October 1983 have been printed with raised (intaglio) printing and the signature line consists of microline printing of the words **"SOCIAL SECURITY ADMINISTRATION"** in a repeating pattern.



This card belongs to the Social Security Administration and you must return it if we ask for it.

If you find a card that isn't yours, please return it to: Social Security Administration

P.O. Box 33008, Baltimore, MD 21290-3008

For any other, Spcial Security business/information, contact your local Social Security office. If you write to the above address for any business other than returning a found card you will not receive a response.

Social Security Administration Form SSA-3000 (11-2006)

22220



To order copies of this document, **"Form M-396; Guide to Selected U.S. Travel and Identity Documents,"** please complete the appropriate form and mail or fax to:

> Customs and Border Protection National Distribution Center P.O. Box 68912 Indianapolis, IN 46268

> > Fax: 317-290-3046

For government requests, please use Form CBP-3039. All other requests should use Form CBP-262. Links for these forms may be found in the Forensic Document Laboratory fact sheet posted on ICE's Web site:

www.ice.gov



U.S. Immigration and Customs Enforcement

Form M-396 4/2008

# Accessing Systematic Alien Verification for Entitlements (SAVE) and Monitoring Cases

# Accessing SAVE

SAVE is accessed either from the Internet or from POS.

# Accessing SAVE from the Internet

• Enter the SAVE Internet address below, press ENTER, and a security alert pops up. Click **OK** to continue. The **USCIS Verification Information System Logon** screen will open (see screen shots on page 2):

https://save.uscis.gov/Web/vislogin.aspx?JS=YES

**Note**: To place the SAVE icon on your desktop, click on the **e** icon in the address field and drag it onto the desktop. Right click on the icon and rename it SAVE.



#### Page 2

## Attachment B (Rev. 10/11/2013)



This will take you the USCIS Verification Information System Logon screen



After clicking continue, the SAVE Liaison must enter their User ID and password, and then click the Login Button.

		🏠 • 🔂 - 🖻 📾 • Page • Se
Click Login at entering USE ID and password	fter R S. Citizenship and Immigration Services fication Information System Logon Please login: User ID: Password: Login Reset Forgot your password2 Forgot your User ID2	
	* = required entry	Accessibility

Only SAVE Liaisons will have access

# Accessing SAVE from POS

• Click on the **SAVE** button from the **Alien Checklist** screen and the **Security Alert** screen (same as the one on page 2) will appear.



• The USCIS Verification Information System Logon screen appears.

USCIS Verification Information System Logon Screen



• Click in the box I agree radio button then click **Continue** and the Login screen appears.

# Login Screen

🖉 Login - Microsoft	Internet Explorer provided by Human Resources Administration	
File Edit View Favor	ittes Tools + " 🕞 Back 🔹 💮 👻 😰 🐔 🔎 Search 👷 Favorites 🥙 🔗 🛬 🌛 🗷 👻 🛄 🎎	
Click Login after entering USER ID and Password	w.vis-dhs.com/WebOne/vislogin.aspx?35=YES izenship and Immigration Services information System Logon Please login: User ID: Password: * Password: Forgot your password? Forgot your user ID?	

- Enter your **User ID** and enter your **Password**. The password is case-sensitive so enter it exactly as provided to you. (If you have forgotten your **Password** or **User ID**, click on Forgot your password? or Forgot your User ID? at the bottom of the screen).
- Click **Login** to continue.

## Changing Your Password

You are required to change your password when you log onto the system for the first time.

- Enter the current password in the **Old Password** field.
- Enter a new password in the **New Password** field as follows. The new password must be 8 to 14 characters and include at least three of the four following password criteria:
  - Uppercase letter like **Y**,
  - Lowercase letter like **b**,
  - A number like 7, and
  - A special character (! @ \$ % \* , <> ? : ; { } + ~).
- Enter the new password in the **Re-Type New Password** field.
- Enter your password challenge questions and answers.
  - Select your three challenge questions and enter your three answers.
  - Click **Submit** and you will be allowed into the system.

Enter Old	and New Passwords					
Old Passu	word:					
New Pass	sword:					
Re-type №	Re-type New Password:					
Enter Pas	ssword Challenge Questions and Answ	ers				
Passwor	d Challenge Question #1					
select a	preferred question 🔹 🗸					
Answer:	*					
Passwur	d Challenge Question #2					
select a	preferred question 🛛 🔽					
Answer:	*					
Passwor	d Challenge Question #3					
select a	preferred question 🛛 🗸 🗸 🗸					
Answer:	*					
Submit						

• The Welcome to the SAVE Program's Verification Information System (VIS) screen will appear.



• Click on the desired option. If **Initial Verification** or **Additional Verification** is selected, the first **Enter Applicant Information** screen will appear.

Enter Applicant Information (First Screen)

IVWizard - Microsoft	Internet Explorer provided by Human Resources Administration vites Tools Help 🛛 🔇 Back + 🕥 - 😰 😭 🏠 💭 Search		. 01 >
Address https://sav Address thtps://sav U.S. C WEB-3 Case Administration Initial Verification Search Cases	busics, gov/web//webard.aspx busics, gov/web//webard.aspx bitizenship and Immigration Services Enter Applicant Information: What document(s) did the applicant present (select one):	Online Resources   Tutorial   Return to Home   Contact Us   E	xit
User Administration Change Password Pyd Chalenge Q&A Change Porfile Site Administration Add User Search Users Change Address Search Groups Reports View Reports	C 1-327 (Reentry Permit) C 1-551 (Permanent Resident Card) C 1-551 (Refugee Travel Document) C 1-688 (Employment Authorization Card) C 1-6888 (Employment Authorization Document) C 1-666 (Employment Authorization Card) C 1-94 (Arrival/Departure Record) C Unexpired Foreign Passport C Other (Use Document Description) Next	Click on the document submitted and click <b>Next</b> .	
	* = required entry	Download View	ers ·

- Select the document that represents the documentation provided by the applicant/participant.
- Depending on which document was selected, one of the following second Enter Applicant Information screens will appear.

IVWizard - Microsoft	Internet Explorer provided by I	Human Resources Administration				
File Edit View Eave	vites Tools Help 🦳 Ba	rk • 🔿 • 💽 🗟 🔨 🔾 🛇 Search 🚽	Favoritae 🙆 今 📐 🔟 - 🗌 🗐 S	۹ 🧶		
			( TOTALICS 🕗 🔯 🖓 👘 🖓			
Address 😂 https://save	e.uscis.gov/Web/IVWizard.aspx					
U.S. C WEB-3 Case Administration Search Cases User Administration Change Baccause	itizenship and Im Enter Applicant Informa Alien Number: Card Number: Last Name:	migration Services	Online Resources   Tutorial   Return to Hom	► Contact Us   Exit		
Pwd Challenge Q&A	First Name:	* ?				
Change Profile	Middle Initial:			<b>-</b>		
Site Administration	Date of Birth:	*	Complete the			
Search Users	(mm/dd/yyyy) Doc. Expiration Date:		required fields			
Change Address Search Groups	(mm/dd/yyyy) Benefits:	Emargancy Accietance				
Reports View Reports	(use the Ctrl button to select multiple benefits)	Food Stamps Medicaid TANF	asterisk.			
	Back Next					
				-		
	* = required entry Download Viewers					
				-		

Enter Applicant Information (Second Screen if I-551 selected)

- Enter the Alien Number, Card Number, Last and First Name, Date of Birth and select Emergency Assistance, Food Stamps, Medicaid or TANF (depending on program) from the Benefits menu.
- Click on Next and the Confirm Applicant Information screen appears.

Enter Applicant Information (Second Screen if I-94 selected)

IVWizard - Microsoft	Internet Explorer provided by	Human Resources Administration		×
File Edit View Favo	orites Tools Help 🛛 🌀 B	ack • 🕗 - 💌 😰 🏠 🔎 :	Search 🤺 Favorites 🧭 😒 - 놀 🔟 - 📒	) 🛍 🦓 🔰 🖊
Address i https://save	e.uscis.gov/Web/IVWizard.aspx			🔻 🛃 Go  🚓 🗸
💦 U.S. C	itizenship and In	imigration Services		
WEB-3				
			Online Resources   Tutorial   Retur	n to Home   Contact Us   Exit
Case Administration	Enter Applicant Inform	ation:		
Initial Verification	I-94 Number:	* 3		
Search Cases	CENTE ID.			
User Administration	32413 10:		-	
Change Password	Last Name:		^ <b>U</b>	
Pwd Challenge Q&A	First Name:	* 😢		
Site Administration	Middle Initial:			
Add User	Date of Birth:			
Search Users	(mm/dd/yyyy) Doc. Expiration Date:			
Change Address	(mm/dd/yyyy)		required fields	
Reports	use the Ctrl button to	Emergency Assistance *		
View Reports	select multiple benefits)	Medicaid	indicated by an	
		TANF	astorick	
			dotensk.	
	Back Next			
				-
		*	•	Developed Viewene
		– required en	u 7	Download Viewers

- Enter the I-94 Number, Last and First Name, Date of Birth and select Emergency Assistance, Food Stamps, Medicaid or TANF (depending on program) from the Benefits drop-down menu.
- Click on Next and the Confirm Applicant Information screen appears.

🕘 IVWizard - Microsoft	Internet Explorer provided by	Human Resources Administration		
File Edit View Favor	rites Tools Help 🔇 Ba	ack 🕶 🕥 🖌 💌 😰 🚮 🔎 Si	earch ☆ Favorites 🚱 🔗 - 嫨 🗵 - 📃	🛍 🚳 🛛 🥂
Address 🕘 https://save	.uscis.gov/Web/IVWizard.aspx			💌 🄁 Go 🛛 🔩 👻
Case Administration Initial Verification Search Cases User Administration Change Password Pwd Challenge Q&A Change Profile Site Administration Add User Search Users Change Address Search Groups Reports View Reports	itizenship and Im Enter Applicant Informe Alien Number: Last Name: Middle Initial: Date of Birth: (mm/dd/yyy) Doc. Expiration Date: (mm/dd/yyy) Benefits: (use the Crt button to select multiple benefits) Back Next	migration Services	Complete the required fields indicated by an asterisk.	to Home   Contact Us   Exit
		* = required ent	ry	Download Viewers

# Enter Applicant Information (Second Screen if I-766 selected)

- Enter the Alien Number, Last and First Name, Date of Birth, Document Expiration Date, and select Emergency Assistance, Food Stamps, Medicaid or TANF (depending on program) from the Benefits drop-down menu.
- Click on Next and the Confirm Applicant Information screen appears.

## Enter Applicant Information (Second Screen if Other selected)

Re der words word web	IVWizard - Microsoft	Internet Explorer provided by	Human Resources Administration		<u>_ 0 ×</u>
Addres V.S. Citizenship and Immigration Services VEB-3  Case Administration Search Cases User Administration Callen Number: Cases Administration Search Cases User Administration Callen Number: Cases Administration Search Cases User Administration Callen Number: Cases Administration Callen Number: Cases Administration Search Cases User Administration Callen Number: Cases Administration Callen Number: Cases Administration Search Cases User Administration Callen Number: Cases Administration Callen Number: Cases Administration Search Cases User Administration Callen Number: Cases Administration Callen N	File Edit View Favo	orites Tools Help 🔇 Ba	sck 🔹 🕥 – 💌 😰 🏠 🔎 Search 👷 F	avorites 🥝 🔗 - 嫨 🔟 - 📒 🛍 🕴	š 🥂
VS. Citizenship and Immigration Services Veb 3          Case Administration Seech Cases View Reports       Immigration Status Service Administration Case Administration Name Product Address       Immigration Status Service Administration Service Administration Cases Administration Cases Administration Add User Seech Users Change Addees Seach Cusers Change Addees Seach Cusers Complete the required fields indicated by an asterisk.         Dec fightin: Seach Curber Change Change Seach Cusers Cusers Complete the required fields indicated by an asterisk.	Address 👹 https://save	e.uscis.gov/Web/IVWizard.aspx			💌 🔁 💿 🍕 🔹
Case Administration Performance Performanc	U.S. C WEB-3	itizenship and Im	migration Services	Online Resources   Tutorial   Return to Home	s   Contact Us   Exit
Search Cases       C 1-94 Number:         User Adalmost Status       Set Adaministration         Add User       East Name:         Nidel Lest Name:       Image Pavidity         Ste Administration       Middle Initial:         Search Guery       Date of Birth:         Change Pavidity       Onc. Edg/197903         Been Address       Complete the fields indicated by an asterisk.         Benefits:       Benefits:         View Reports       Benefits:         Benefits:       Frongentry Assistance *         Benefits:       Benefits:         Benefits:	Case Administration Initial Verification	Alien Number:			
User Administration Pwd Challenge (RA Add User Sach User Change Address Ster Administration Add User Sach Giver Change Address Seach Guers Benefits: View Reports View Repor	Search Cases	C I-94 Number:	* 9		
Prid Shallenge QA Change Porfile Site Administration Add User Seach User Change Address Reports       Last Name: First Name: First Name: First Name: First Name: First Name: First Name: First Name: Change Address Reports       Complete the required fields indicated by an asterisk.         Beefis: Seech Gruppie       Theregency/Assistance First Sames Medicaid TAVE       *       Complete the required fields indicated by an asterisk.	User Administration	SEVIS ID:	• •		
Change Profile       First Name:         Site Administration       Nidel Initial:         Add User       Nidel Initial:         Search User       Search User         Search User       Expiration Date:         (mm/dd/yyy)       Dec. Expiration Date:         (mm/dd/yyyy)       Dec. Expiration Date:	Pwd Challenge Q&A	Last Name:	* ?		
Such dumins of such       Middle Initial:         Search listers       Date of Birli:         Change Address       Search Coups         Reports       Dec. Fapiration Date:         Were Reports       Dec. Fapiration Date:         Users Reports       Dec. Fapiration Date:         Users Reports       Complete the required fields indicated by an asterisk.         Back Next       Energency Assistance *         Back Next       Provide the required fields indicated by an asterisk.	Change Profile	First Name:	* ?		_
search Groups       Date of Birth: (mr/dd/yyy)       Image Address         Reports       Doc. Expiration Date: (mr/dd/yyy)       Image Address         View Reports       Uther Document Description: Besch Crib button to select multiple benefits)       Image Assistance Food Stamps Medicaid       Image Assistance TAVE         Back Next       Image Assistance Food Stamps Medicaid       Image Assistance TAVE       Image Assistance Food Stamps Medicaid         Image Assistance TAVE       Image Assistance Food Stamps Medicaid       Image Assistance TAVE       Image Assistance TAVE	Add User	Middle Initial:		Complete the	
Camports       Doc. Expiration Date: (mr/dd/yyyy)         Beports       Uther Document Description: Benefits: select multiple benefits)         Back Next	Search Users	Date of Birth: (mm/dd/yyyy)	*		
Reports       Other Document         Description:       Enefits:         Benefits:       Food Stamps         View Reports       Food Stamps         Back Next       Eack Next	Search Groups	Doc. Expiration Date: (mm/dd/yyyy)		requirea tielas	
View Reports         Benefits: (select multiple benefits)         Emergency Assistance Medication TAVE         asterisk.           Back         Next	Reports	Other Document	*	indicated by an	
Back Next	View Reports	Benefits:	Emergency Assistance *	astorisk	
TANF Back Next * = required entry Download Viewers		select multiple benefits)	Food Stamps Medicaid	asterisk.	
Back Next * = required entry Download Viewers			TANF		
Back Next * = required entry  Pownload Viewers					
* = required entry Download Viewers		Back Next			
* = required entry Download Viewers					
* = required entry Download Viewers					
			* = required entry		Dowpload Viewers
			- required entry		Download Viewers
					-

This screen

documents.

and Other.

The screen

displays the applicant's

immigration

status or a system message requesting

additional verification.

of the

appears after

processing each

I-551, I-776, I-94

- Enter the Alien Number, I-94 Number, Last and First Name, Date of Birth, Other Document Description, and select Emergency Assistance, Food Stamps, Medicaid or TANF (depending on program) from the Benefits drop-down menu.
- Click on Next and the Confirm Applicant Information screen appears.



## Confirm Applicant Information Screen

 Verify that the information on the screen is correct. If it is, click Next, and the Initial Verification screen will appear. If the information isn't correct, click Back and reenter the correct information.

#### Initial Verification Screen



- Click Print Case Details and the Case Details screen will appear.
- Click on **Request Additional Verification** if additional verification is required, and the **Enter Additional Verification Data** screen will appear
- Click **Complete and Close Case** if no additional information is needed.

## Case Details Screen

🎒 Case Details - Micros	soft Internet Explorer prov	vided by Human Resources Admi	nistration	_ 8	×
File Edit View Favo	orites Tools Help 🤇	🌏 Back 🝷 💮 🖌 💌 💋 🍕	🏠 🔎 Search 🛛 👷 Favorites	🥝 🔗 * 🕺 🧸	8
Address 🙆 https://www	w.vis-dhs.com/WebOne/CaseD	etails.aspx?CaseVerNum=200529711	4058PA	💌 🔁 Go	D
U.S. Citi WEB-1 Case De	zenship and Ir tails	nmigration Servic	es	On-Line Cas	•
Administration	Initial Verification				
nitial Verification	Alien Number:	Benefits:	TANE		
dditional Verification					
fiew Cases	Initiated By:	Initiated On:	10/24/2005		
Administration	Initial Verification Re	esults			
Change Password	Last Name:		First Name:		
Change Profile	Middle Initial:	М	COA:	Z15	
Administration	Country:	DR - DOMINICAN REPUBLIC	Date of Birth:	09/21/1984	
udd User	Date of Entry:	07/09/2002	Date:		
fiew Users	System Response:	LAWFUL PERMANENT RESIDEN	T-EMPLOYMENT AUTHORIZED	)	
hange Address					
fiew Groups	Print Caso D	etaile Poque	et Additional Varification	Com	
irts	Finit Case D	Reque			-
liew Reports					
					-
			1	•	

Click on **Print Case Details** to display the verification information.
 <u>Print View of **Case Details** Screen</u>

Click the <b>Back</b> arrow to return to the previous	SENSI Department of Homeland Security SAVE Program	Image: Construction of Homeland Security       Sensitive BUT UNCLASSIFIED         Department of Homeland Security       Report Program				
screen.						
	Case Veri	ification Number: 2005297114058PA				
	Initial Verification:		- Use the COA to			
	Alien Number:	Benefits: TANF	Use the COA to			
	Initiated By:	Initiated On: 10/24/2005	determine benefit			
	Initial Varification Beaulter					
	Initial Verification Results:	Rint Manage	eligibility.			
	Last Name: Middle Initial:	COA: 715				
	Country: DR - DOMINICAN REPUBLIC	Date of Birth: 09/21/1984				
	Date of Foto: 07/09/2002	EAD Expiration Date.				
	Symme Response: LAWFUL PERMANENT RESIDENT	T-EMPLOYMENT AUTHORIZED	*			
This example	Additional Verification:					
	Z Last Name:	First Name:				
shows the alien	Middle Initial:	A.K.A:				
	I-94 Number:	Date of Birth:				
is a lawful	User Case Number:	Doc. Expiration Date:				
	Document Type:	Special Comments:				
permanent	Doc. Description:	Initiated On:				
resident (LDD)	Initiated by.	initiates on:				
Tesident (LFTK).	Additional Verification Results:					
	DHS Response:					
	Expires On: DMS Commenter	Kesponse Date:				
	Dris Comments:					
	Case Closure Information:					
	Closed By:	Date:				
			-			

• Click on the Back arrow to return to the **Case Details** screen.

# Case Details Screen

<ul> <li>· · · × ≥</li> <li>nmigration Serv</li> </ul>	🏠 🔎 🛠 ֎ 🙆 ≷ ices	) w • _,	On-Line Resources   Tutorial Case Verification NL	Return to Home   About umber: 200529711405	Exit
35948 Benefits:	TANF				
1459 Initiated O	n: 10/24/2005				
sults					
AC	First Name:	ונ			
м	COA:	Z15			
DR - DOMINICAN REPUBLI	C Date of Birth:	09/21/1984			
07/09/2002	Date:				
LAWFUL PERMANENT RESI	DENT-EMPLOYMENT AUTHORIZE	D			
etails Red	quest Additional Verification		Complete and Close	Case	ose
	If additional ver	ification of	r action is not r	aquirad click	the
				equiled, click	
	Complete and	Close Ca	ase button.		
					-
4					

• Click on **Complete and Close Case** (no additional verification or further action required).

## Case Details Screen

🔇 • 🕞 - 💌 🖻 🚮	🔎 📩 🥹 😒 · 🤳 🛍 🔌	🥂 - & ×
		Case Verification Number
Initial Verification		
Alien Number: 14	Benefits: TANF	
Initiated By:	Initiated On: 10/24/2005	
Initial Verification Results		
Last Name: Middle Initial: Country: Date of Entry: System Response: INSTI Print Case Details	First Name: COA: Date of Birth: EAD Expiration Date: TUTE ADDITIONAL VERIFICATION	Complete and Close Case
Click the button it	e <b>Request Additional Verificatior</b> f additional data is required.	ו
•		

• If additional verification is required, click on Request Additional Verification, and the

## Enter Additional Verification Data screen will appear.

Enter Additional Verification Da	ta
Last Name:	*
First Name:	*
Middle Name:	
A.K.A.:	
I-94 Number:	*
Date of Birth:	*
User Case Number:	
Document Type:	I-94 (Arrival/Departure Record)
Doc. Expiration Date: (mm/dd/yyyy)	
Doc. Description:	
Special Comments:	
Request Affidavit of Support Data:	· 🗖
Benefits: (use the Ctrl button to select multiple benefits)	Invest *
Submit Additional Verification	Cancel

# **Enter Additional Verification Data Screen**

For applicants/participants with a Document type other than an **I-94** form:

Print Case Details

- Complete the required fields indicated by the asterisks. Enter Last Name, First Name, • Date of Birth and select a Document Type from the drop-down list.
- Enter the I-94 number, if available. •

View Reports

Click Submit Additional Verification on the Enter Additional Verification Data screen • to send the case to the Department of Homeland Security (DHS) for verification, and the Case Details screen will appear.

	Case D	etails Screen		
Additional Verification	on has been sent. Additional Verificatio	Case Verification Number: 2008	1901211058P	
Initial Verification Additional Verification	Last Name: Middle Name: I-94 Number: Ulser Case Number:	Last 00123456789	Firs Name: A r A Date of	Name 02/02/1970
User Administration Change Password Pwd Challenge Q&A Change Profile	Document Type: Doc. Description: Benefits:	I-551 Background Invest	Dec A unique n Spe Init Init always rem	umber is assigned This number will nain associated with
Site Administration Add User Search Users Change Address Search Groups Reports	Additional Verification DHS Response: COA Code: USCIS Benefits: Revocation Date: DHS Comments:	DHS Verification in Process DHS verification in Process	the case ar retrieve the This is the be entered	nd can be used to e case in the future. number that must on the <b>G-845</b> .

initiated.

Note: The DHS verification response will take a minimum of three federal workdays. The SAVE Liaison must access the View Cases feature on the Welcome to the SAVE Program's Verification Information System (VIS) screen to follow up on these cases.

Close

# Attachment B (Rev. 10/11/2013)

After a user submits an additional verification, DHS may need more information before the case can be resolved. A third-step verification query should be initiated after an additional automated verification has proved unsuccessful and the Management and Program Analyst (MPA) returns a comment that further documentation is needed.

• To initiate a third-step verification, click **Resubmit Verification**.

Additional Verifica	ation				
Last Name:	Last		First Name:	Name	
Middle Name:			A.K.A.:		
I-94 Number:			Date of Birth:	02/02/1970	
User Case Number:	:				
Document Type:	I-551		Doc. Expiration Date	e:	
Doc. Description:			Special Comments:	Test	
Initiated By:	LLOPWONE		Initiated On:	07/08/2008	
Additional Verifica	ation Results				
DHS Response:	Resubmit Doc (2	Sided Neede	d) Expire	s On: desitte d Tex	
LUA LOGE: USCIS Repetits:			Date A Respon	amittea Io: se Date:	07/09/2008
Revocation Date:			Respon	ise bate.	0,,00,2000
DHS Comments:					
Print Case Details	Resubmit Verification	Complete	and Close Case Clo	ose	

- If documentation is available, use the new upload feature to submit the document provided by the applicant/participant to DHS for review.
- If no documentation is available, or the file does not meet SAVE specifications, a thirdstep verification request must be done. Verify that the information on the pre-populated G-845, which includes your Verification Case Number is correct. In order to complete the verification process, print out and attach the prefilled G-845 to copies of the applicant's/participant's documents and send to USCIS (see the address on the next page). Please do not fill out a G-845 form by hand.

Section A. To Be Completed	l by Registered Agency Only	
To: U.S. Citizenship and Immigration Services (USCIS)	9. Check all that apply:	
Attn: USCIS SAVE Program Status Verification Office	<ul> <li>a. Photocopy of prime attached. Ensure c on both sides of the copy of front and i</li> </ul>	ary immigration document optics are legible. If there is print e immigration document, attach a back.
From: Type or Stamp Name and Address of Registered Agency	b. Other Information	Attached (specify documents):
Print clearly since USCIS may use above agency address with a No. 10 window curvelops. . Immigration Document Number:		
Alien Registration Number (A-Number)		
A-	10. Benefit	1
I-94 (Arrival-Departure Record) Number	TANF	Unemployment Insurance
	Education Grant/ Loan/ Work Study	Employment Authorization
Other immigration number (if A-Number/I-94 Number not	Food Stamps	Social Security Number
available):	Housing Assistance	SSI or RSDI
Identify document containing the other immigration mamber:	Medicaid/Medical Assistance	Driver's License/ID
<ol> <li>Applicant's name as shown on the immigration document (Last, First, Middle)</li> </ol>	Background Check	
	Other (specify below)	
3. Nationality		
	11. Name of Agency Official	<b>-</b>
<ol> <li>Date of Birth (mm/dd/yyyy):►</li> </ol>		
5. Social Security Number:	12. Title of Agency Official	
5. Student and Exchange Visitor Information System (SEVIS)		
Namber: ►	13. Telephone Number (inclu	de area code)
. Case Verification Number		
	14. Fax Number (include area	a code):
3. Registered Agency Case Number	15. Date (mm/dd/yyyy): ►	-

## Attachment B (Rev. 10/11/2013)

- To print the pre-populated form, select **Print** from your File Web browser menu options or right click within the form and select **Print**.
- Complete the form and send it along with copies of the original documentation to:

U. S. Citizenship and Immigration Services 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202

Attn: Immigration Status Verification Unit

Responses to third-step verification will be returned within 10-20 Federal workdays and can be found in your case list under "Cases with Third-Step Verification Responses". The below image depicts the final determination after the MPA has provided a response.

	Case Verification Numbe	r: 2008190085044A¥		
<b>Initial Verification</b>				
Alien Number:12345	6789 Benefits:	Background Invest		
Initiated By: LLOPW	ONE Initiated On:	07/08/2008		
Initial Verification	Results			
Last Name: Middle Name: Country:		First Name: COA: Date of Birth:		
Date of Entry:		Date:	1	
System Response:	INSTITUTE ADDITIONAL VER	RIFICATION		
Additional Verifica	tion			
Last Name:	Last	First Name:	Name	
Middle Name: 1-94 Number:		A.K.A.: Date of Birth	02/02/1970	
User Case Number:		Date of birth.	02/02/17/0	
Document Type:	I-551	Doc. Expiration	on Date:	
Doc. Description: Initiated By:	LLOPWONE	Special Comn Initiated On:	nents: Test 07/08/2008	
Additional Verifica	tion Results			
DHS Response: COA Code: USCIS Benefits: Revocation Date: DHS Comments:	Resubmit Doc (2 Side	d Needed)	Expires On: Date Admitted To: Response Date:	07/09/2008
Third Level Verifica	ation			
Initiated By:	LLOPWONE		Initiated On:	07/09/2008
Third Level Verifica	ation Results			
DHS Response: COA Code: USCIS Benefits: Revocation Date:	Lawful Permanent Res	sident	Expires On: Date Admitted To: Response Date:	07/09/2008
DHS Comments:	Test			
Print Case Details	Complete and Close Case	Close		

• Click on **Print Case Details** and the screen below prints.

Click here to return	G • ⊗ · ≥ ≥	) 🗷 • 📙 鑬 🦓	🧗 – & ×							
to the Enter Initial	SENSITIVE BUT UNCLASSIFIED									
Verification	Department of Homeland Security SAVE Program	Report Prepared: 10/24/2005 Page: 1 of 1								
Information										
screen to enter a	Case Verific Initial Verification:	ation Number: 200529711485	0KD							
new case.	Alien Number: Initiated By:	Benefits: Initiated On:	TANF 10/24/2005							
	Initial Verification Results:									
	Lat Name: Middle Initial: Country: Date of Entry: Entry: Entry: Entry: Distribute additional verticity of the second seco	First Name: COA: Date of Birth: EAD Expiration Date:								
	Additional Verification:	IION								
	Last Name: Middle Initial: 1-94 Number: User Case Number: Document Type: 1-551	First Name: A.K.A: Date of Birth: Doc. Expiration Date: Special Comments:	dennis 07/07/1943							
	Initiated By:	Initiated On:	10/24/2005							
	Additional Verification Results: DHS Response: DHS Verification in Process									
	Expires On: DH3 Comments:	Response Date:								
	Case Closure Information: Closed By:	Date:								

- Scan and index the Verification Results page
- Click on the Complete and Close Case button

Monitoring the Department of Homeland Services (DHS) Verification Process

To monitor cases that have been submitted to DHS for verification:

• Click on View Cases, and the Enter Case Search Criteria screen will appear.

Welcome to the SAVE Program's VIS Screen



• Enter search criteria and Click **Display Case Summary List**.

# Enter Case Search Criteria Screen



When the **Case Summary List** screen appears, the system defaults to "All Open Cases." To search for open cases or cases awaiting a response from DHS, select search cases and this screen appears. You must select the group you are in to narrow the search or your search will include all open cases for HRA. You are grouped by your location (e.g., Melrose JC/40, 180 Water St., etc.)

## Case Summary List Screen

es 1-10 Case	nmar I of 1 Sum	y List 1 mary List							On-line Re	sources   Tut	orial   Return	n to Home   A	bout Exit	
Prev	ious	Next												
Case State	Ve 151 Ni	rification Imber	<u>Alien</u> Number	<u>System</u> Response	<u>COA</u>	<u>Date of</u> Entry	Last Name First Name	M.I	<u>Initial</u> <u>Ver. By</u>	<u>Initial</u> <u>Ver. Date</u>	<u>Additional</u> <u>Ver. By</u>	Additional Ver. Date	Closed By	<u>Closed</u> Date
	20	071		Resubmit Doc (Need copy original)	DAS					05/01/2		05/01/2007	60_DAY_CLOSE	07/07/2
	20	071		Parolee						04/13/2		04/13/200		04/26/2
	20	070		Parolee	CP	09/02/198				04/03/2		04/03/200		04/13/3
	20	<u>07C</u>		Resubmit Doc (Need copy original)	D1	05/13/197				03/27/2		03/27/200:		06/05/
	20	070		Resubmit Doc (Need copy original)	PEN			м		02/05/2		02/05/200:		04/04/
	20	<u>07C</u>		INSTITUTE ADDITIONAL VERIFICATION						01/19/2				03/21/
	20	063		LAWFUL PERMANENT RESIDENT- EMPLOYMENT AUTHORIZED	F23	02/12/199				12/29/2				02/28/
	20	062		LAWFUL PERMANENT RESIDENT- EMPLOYMENT AUTHORIZED	IRO	05/10/200		к		09/05/2				09/05/
	20	061		Resubmit Doc (Need copy original)						06/29/2		06/29/2004		09/12/
	20	061		INSTITUTE ADDITIONAL						06/28/2006				08/28/

The **Case Summary List** screen lists all the cases based on the search criteria entered. It lists cases by the **Case Status**. The **System Response** column describes the action the SAVE Liaison must take to resolve the case.

- The SAVE Liaison must follow up on those cases with a status of **Cases with** Additional Verification Response first and then Cases Requiring Action second.
- Click on the desired case and a screen appears with either Initial Verification Results or **Initial Verification** appearing at the top.

	G • O • 💌 🕯	🗈 🏠 🔎 📩 🚱 🔗 🍇 Results	) w • _, 🗱 🦓	🥂 – & ×
	Last Name: Middle Initial: Country: Date of Entry: System Response:	INSTITUTE ADDITIONAL VERIFIC	First Name: COA: Date of Birth: EAD Expiration Date: CATION	
Example of a case selected from <b>Case</b> <b>Summary List</b> screen that indicated a case status of "Case with Additional Verification	Additional Verificati Last Name: Middle Initial: I-94 Number: User Case Number Document Type: Doc. Description: Initiated By: Additional Verificati	ion r: I-551	First Name:     Display="block"/>Display="block"///Display="block"///Display="block"///Display="block"///Display="block"///Display="block"///Display="block"//Display="	
Response" and a system response of "Resubmit Doc (Need copy of original).	DHS Comments:	Resubmit Doc (Need copy original Details Print G845 I  * = required entry	I) Expire On: Response Date: 09/09/2005 Form Complete and Close Case	Close

# Initial Verification Results Screen

- The screen is complete and indicates "Resubmit Doc (Need copy of original)."
- Click **Print Case Details** and the Print screen will appear. Click the back arrow on the Print screen to return to the previous Case Detail screen.
- Click **Print G-845** form.

Section A. To Be Completed by Registered Agency Only				
To: U.S. Citizenship and Immigration Services (USCIS)	9. Check all that apply:			
Attn: USCIS SAVE Program Status Verification Office	<ul> <li>a. Photocopy of primary immigration document attached. Ensure copies are legible. If there is print on both sides of the immigration of the immigration of the core of front and back.</li> </ul>			
From: Type or Stamp Name and Address of Registered Agency	b. Other Information	n Atlached (specify documents):		
Print clearly since USCIS may use above agency address with a No. 10 window envelope.				
1. Immigration Document Number:				
Alien Registration Number (A-Number)				
A-	10. Benefit			
I-94 (Arrival-Departure Record) Number		Cnemployment Insurance		
	Loan/ Work Study	Authorization		
Other immigration number (if A-Number/I-94 Number not	Food Stamps	Social Security Number		
available):	Housing Assistance	SSI or RSDI		
Identify document containing the other immigration much	Medicaid/Medical Assistance	Driver's License/ID		
<ol> <li>Applicant's name as shown on the immigration document (Last, First, Middle)</li> </ol>	Background Check			
3. Na	Other (specify below)			
4. Date of Birth (mm/dd/yyyy).►	11. Name of Ag	<b></b>		
5. Social Security Number:	12. Title of Agency Official			
<ol><li>Student and Exchange Visitor Information System (SEVIS)</li></ol>				
Number: ►	15. Telephone rolander (inci			
7. Case Verification Number	14. Fax Number (include are	ea code):		
8. Registered Agency Case Number	15. Date (mm/dd/yyyy): ►	-		

#### Page 18

🔒 🔮 Internet

# Attachment B (Rev. 10/11/2013)

🚰 Case Details - Microsoft Internet Explorer provided by Human Res \_ 🗆 🗙 Edit View Favorites Tools Help 🛛 🚱 Back + 💮 - 💌 😰 🏠 🔎 Search 🧙 Favorites 🚱 🔗 😓 👿 -] 🛍 🦓 File ê. -Example of a case Address 🕘 https://save.uscis.gov/Web/CaseDetails.aspx?CaseVerNum=200921013281421 🔹 🔁 Go U.S. Citizenship and Immigration Services selected from WEB-3 Case Details Case Summary Online Resources | Tutorial | Return to Home | Contact Us | Exit Case Verification Number: 2009210132814ZT List screen that Case Administration Initial Verification Initial Verification Alien Number: I-94 Number: Card Number: Naturalization Number: Yisa Number: Document Type: Last Nume: Initial Varification Doc Benefits: Initial Verification Search Cases TANE indicated a case SR status of "Case User Administratio User Administration Change Password Pwd Challenge Q&A Change Profile Site Administration Add User Search Users Change Address Search Groups Pennets Citizenship Cert. Number: Citizenship Cert. Numb SEVIS ID: Document Exp. Date: Other Document Desc: First Name: Date of Birth: Initiated On: Requiring Action" I-551 phillips shammyanr 09/28/1982 07/29/2009 and a system GLOV1459 response of Initial Verification Results Last Name: Middle Name: Country: Date of Entry: EAD Expiration Date: "Lawful First Name: COA Code: Date of Birth: Date Admitted To: Z14 09/28/1982 INDEFINITE Reports Permanent View Reports 03/10/2009 Resident-System Response: LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED Employment Print Case Details Request Additional Verification Complete and Close Case Authorized." \* = required entry Download Viewers •

- The screen is complete and indicates "Lawful Permanent Resident-Employment Authorized," so:
  - Click on Print Case Details the results from the SAVE inquiry <u>must</u> be scanned and indexed into the case record.
  - Click on Complete and Close Case to close the case.

U.S. Citizenship and Immigration Services

Section A. To Be Completed by Registered Agency Only		
To: U.S. Citizenship and Immigration Services (USCIS) Attn: USCIS SAVE Program Status Verification Office	<ul> <li>9. Check all that apply:</li> <li>a. Photocopy of prima attached. Ensure con both sides of the copy of front and b</li> </ul>	ry immigration document opies are legible. If there is print immigration document, attach a pack.
From: Type or Stamp Name and Address of Registered Agency	<b>b.</b> Other Information A	Attached (specify documents):
Print clearly since USCIS may use above agency address with a No. 10 window envelope.		
1. Immigration Document Number:		0
Alien Registration Number (A-Number)	10. Benefit	
I-94 (Arrival-Departure Record) Number	TANF	Unemployment Insurance
	Education Grant/ Loan/ Work Study	Employment Authorization
Other immigration number (if A-Number/I-94 Number not	Food Stamps	Social Security Number
available):	Housing Assistance	SSI or RSDI
Identify document containing the other immigration number:	Medicaid/Medical Assistance	Driver's License/ID
2. Applicant's name as shown on the immigration document (Last, First, Middle)	Background Check	
	U Other (specify below)	
3. Nationality		
4. Date of Birth (mm/dd/yyyy):►	11. Name of Agency Official	
Sacial Security Number:	12. Title of Agency Official	
6. Student and Exchange Visitor Information System (SEVIS) Number: ►	13. Telephone Number (inclue	de area code)
7. Case Verification Number	(	)
	14. Fax Number (include area	code):
8. Registered Agency Case Number	15. Date (mm/dd/yyyy): ►	

.

Form G-845 01/08/12 N

Section A. To Be Completed	by Registered Agency Only (continued)
Registered	Agency Comments
Section B. To	Be Completed by USCIS
USCIS RESPONSES: After review of the documents and/or information submitted, and/or of our records, we find that the document appears valid and relates to a/an: 1. Lawful Permanent Resident alien of the United States 2. Conditional Resident alien of the United States. 3. Alien employment authorized in the United States as indicated: a. No expiration (indefinite) b. Expires on (mm/dd/yyyy): c. Prior employment authorization date(s): c. Prior employment authorization date(s):	<ul> <li>7. Alien paroled into the United States under section 212 of the Immigration and Nationality Act (INA).</li> <li>a. No expiration (Indefinite)</li> <li>b. Parole granted on (mm/dd/yyyy):</li> <li>c. Parole expires on (mm/dd/yyyy):</li> <li>c. Parole expires on (mm/dd/yyyy):</li> <li>8. Cuban/Haitian entrant of the United States.</li> <li>9. Conditional entrant of the United States.</li> <li>10. Nonimmigrant alien.</li> <li>(Specify type or class below):</li> <li>11. American Indian born in Canada to whom the provisions of section 289 of the INA apply. Date status recognized (mm/dd/yyyy):</li> </ul>
4. Alien not employment authorized in the United States.	<b>12.</b> U.S. Citizen.
<ul> <li>5. Alien has an application pending for (specify USCIS benefit):</li> <li>6. Alien granted asylum or refugee status in the United States.</li> </ul>	<ul> <li>OTHER USCIS RESPONSES:</li> <li>13. USCIS is searching indices for further information.</li> <li>14. This document is not valid because it appears to be: (Check all that apply)</li> <li>a. Expired b. Altered c. Counterfeit</li> </ul>

Form G-845 01/08/12 N Page 2

	Section C. USCIS Comments				
<u> </u>	Unable to process request without an original consent of disclosure statement signed by the applicant. Resubmit request.	USCIS Stamp			
2.	No determination can be made from the information submitted. Obtain copy of the original alien registration document. Resubmit request.				
3.	No determination can be made without seeing both sides of the documents submitted. Resubmit request.				
4.	Cannot read document copy. Resubmit request.				
5.	Other:				

4



The Peace Bridge - Buffalo, New York

As a result of the Intelligence Reform and Terrorism Prevention Act of 2004, significant changes to our nation's border security were mandated. One of these changes, known as the Western Hemisphere Travel Initiative (WHTI), requires a passport or other federallyapproved identification document for all travel into the United States.

New York State DMV is issuing EDLs and Enhanced Non-Driver IDs which meet this requirement. These new documents allow for a convenient and cost-effective method of land or sea border crossing.

Note: An EDL cannot be used for air travel between the U.S. and other countries.

You can apply for your Enhanced Driver License (EDL) or Non-Driver ID at a DMV office.

For a complete list of DMV office locations, Frequently Asked Questions (FAQs), downloadable forms and more information on New York State's EDL program visit:

#### www.nysdmv.com/edl.htm

You may also call the NYS DMV EDL Helpline to speak with a representative Monday through Friday, except state holidays, from 8:00 a.m. to 4:00 p.m., at 1-518-474-9981.



# NYS DMV

# Enhanced Driver Licenses and Non-Driver Identification Cards

For New York State Residents Who Are U.S. Citizens

NEW YORK STATE





ENHANCED



NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES

David A. Paterson, Governor

David J. Swarts, Commissioner

C-158 (4-09)


## Attachment D

# New York State's Enhanced Driver License - A Smart Way To Travel

An EDL-Your single, secure document for driving, identity and border crossings by land and sea between the U.S., Canada, Mexico, and some countries in the Caribbean\*

## WHAT IS AN ENHANCED DRIVER LICENSE/NON-DRIVER ID?

The Department of Motor Vehicles (DMV) Enhanced Driver License (EDL)/ non-driver ID can be used for land and sea border crossings between the U.S., Canada, Mexico, and some countries in the Caribbean\*. It can be used instead of a passport as an IDENTITY and CITIZENSHIP document at these crossings, as well as for air travel within the U.S. This new license is an option for NYS residents who are U.S. citizens. Commercial driver licenses (CDLs) and motorcycle licenses can also be issued as an EDL.

Note: An EDL cannot be used for air travel between the U.S. and other countries.

## **HOW DOES AN EDL WORK?**

The EDL contains a Radio Frequency Identification (RFID) tag with a unique <u>number</u> that can be read by specialized equipment at select border crossing locations.

#### The RFID tag does not contain any personal information.

Border agents will read the RFID tag or scan the Machine Readable Zone (MRZ) on the back of the card, simplifying your border crossing. RFID technology has been used safely for more than thirty years and can be found in car keys, bank cards and security access cards. For added security, your card will be issued with a protective sleeve for storage when not in use.

## **BENEFITS OF AN EDL**

**Convenience:** You will receive your EDL in approximately 2 weeks, the same amount of time as a regular driver license. A passport can take up to 4 weeks to receive. Because an EDL is the size of a regular driver license, it allows you to carry a single, wallet-sized secure document that meets your driving, identity and land and sea border crossing needs. Your EDL will always be available and ready for those frequent or unplanned trips across the border.

**Faster Border Crossings**: Select high-volume border crossings will be equipped with scanners to read your EDL, thus facilitating a faster entry than if you were carrying a passport.

**Cheaper than a Passport:** An EDL costs \$30 more than a driver license or non-driver ID and is less expensive than a passport. Your EDL is valid for up to 8 years, or up to 10 years for a non-driver ID. A passport costs \$100 (plus the cost of photos) and is valid for 10 years.

## APPLYING FOR YOUR ENHANCED DRIVER LICENSE OR NON-DRIVER ID

#### Where can I get an Enhanced Driver License or Non-Driver ID?

New York State residents who are U.S. citizens can apply for an EDL at a DMV office.

#### What documents are required to get an EDL or Non-Driver ID?

As part of the application process, you may be interviewed by a DMV representative about your documents. You must provide the following types of proofs:

 Proof of U.S. citizenship such as a U.S. passport, a b rth certificate, a Certificate of Naturalization, a Certificate of Citizenship or a U.S. Consular Report of Birth Abroad

- Two proofs of New York State residence, such as a utility bill and a lease agreement with your name and your current address. Note: Your NYS driver license, learner permit, er non-driver ID only qualifies as ONE proof of residence. Additional acceptable proofs may include a credit card statement or banking statement in your name and current address
- Proof of identity such as a driver license, learner permit or non-driver ID card issued by New York State
- A first-time New York State applicant will be required to show his
  or her original Social Security Card. A current NYS license or
  NDID card holder who has a verified Social Security Number
  (SSN) on file will be permitted to show proof of his or her SSN
  with a Social Security Card or a W-2 form, Form 1099 (Income Tax
  Earning Statement) or a computer generated pay stub containing
  his or her full social security number.

Please note that only original documents or government-issued copies will be accepted. Each time you renew your EDL document, there will be a \$30 fee in addition to the regular document fees. You do not have to visit a DMV office to renew your EDL. You may renew online.

For a complete listing of accepted documents, visit http://nysdmv.com/forms.htm

## **MINORS**

#### Can a child apply for an Enhanced Non-Driver ID?

Yes. A child **under the age of 16** who is applying for an enhanced non-driver ID must have his/her parent or guardian present.

- If a child is between the ages of 16 and 18 and has the necessary proofs of identity, the parent or guardian does not need to be present as long as they have signed the back of the MV-44 form giving their consent to allow the minor to apply for a junior license or non-driver ID.
- If the child is between the ages of 16 and 18, but does not have necessary proofs of identity, he/she must submit a MV-45 Statement of Identity and/or Residence by a Parent or Guardian, and his/her parent or guardian must be present to sign the form in the presence of a DMV representative.



Reverse side of EDL document

## SECURITY ENHANCEMENTS

All EDL's/Non-Driver ID's will have:

- A Machine Readable Zone on the back of the card to be scanned at the border.
- A Radio Frequency Identification (RFID) tag required by the Federal Government to facilitate faster, simpler identification checks at the border.

The face and reverse side of the EDL will not contain any personal information beyond that which normally appears on your regular NYS driver license or non-driver ID. It will feature the word "Enhanced" that identifies it as an enhanced driver license or non-driver ID, as well as the U.S. flag icon on the front of the card to indicate the cardholder is a U.S. citizen. The RFID tag stores an identification number specific to the card in which the tag is embedded. It does <u>not</u> store any personal information.

\*To verify the travel documents required, check with your local travel agent, cruise line or specific countries you plan to visit in the Caribbean.



## Systematic Alien Verification for Entitlements (SAVE) Referral

Forward original to: SAVE Liaison		
Name:		
Location:		
Telephone Number:		
Application	Recertification	Other Contact

#### One Clearance per Referral

#### We are requesting a SAVE clearance on the following individual:



\*Only required if Permanent Resident Card (Form **I-551**) issued from 1997 or later, or if Employment Authorization Document (Form **I-766**) is presented.

## Enclose a copy of alien registration card, immigration stamp on passport or other pertinent immigration documentation useful to facilitate this request.

SAVE request is required to verify the following item(s). Please check (☑) type of request.

- □ Verification of Alien Registration Number
- Date of entry/Date status was granted
- Admitting immigration status (Refugee, Asylee, etc.)
- □ Verification of <u>current</u> immigration status
- Citizenship verification
- □ Country of birth
- Other: \_\_\_\_\_

Worker's Signature

Date