

**Application for Replacement /Initial Nonimmigrant  
Arrival - Departure Document****Purpose of This Form.**

This form is for a nonimmigrant to apply for a new or replacement for the following forms:

- Form I-94, Nonimmigrant Arrival-Departure Record.
- Form I-95, Crewman Landing Permit.
- Form I-20ID copy for nonimmigrant students.

**Who May File.**

If you are a nonimmigrant in the U.S., file this application to:

- replace your lost or stolen Form I-94 or Form I-95;
- replace your mutilated Form I-94 or Form I-95; or
- receive a Form I-94, if you were not issued one when you entered as a nonimmigrant, and are filing this application with an application for extension of stay or change of
- receive a corrected Form I-94 or Form I-95 or Form I-20ID, if you were issued one with incorrect information.

**General Filing Instructions.**

Please answer all questions by typing or clearly printing in black ink. If an item is not applicable write "N/A." If an answer is "none," write "none." If you need extra space to answer any item, attach a sheet of paper with your name and your alien registration number (A#), if any, and indicate the number of the item to which the answer refers. You must file your application with the required Initial Evidence. Every application must be properly signed and filed with the correct fee. If you are under 14 years of age, your parent or guardian may sign the application.

**Initial Evidence.**

**Lost or Stolen Form.** If you are applying to replace a lost or stolen Form I-94 or Form I-95, submit a copy of the original Form I-94 or submit a copy of the biographic page from your passport and a copy of the page indicating admission as claimed, or other evidence of your admission. If you are unable to submit this evidence, provide a full explanation of why you cannot give any of the above evidence, along with a copy of evidence of your identity and copies of any evidence in your possession to substantiate your claim.

**Mutilated Form.** If you are applying to replace a mutilated Form I-94 or I-95, attach the original form.

**First Form I-94.** If you were not issued a Form I-94 at admission and have not since been issued a Form I-94, but now require a Form I-94 for another application you are filing, submit a copy of any evidence in your possession to substantiate your claimed admission.

**Document With Incorrect Information.** If you want INS to correct your document because it contains inaccurate information, attach the document to your Form I-102 application. If you check box "f" of Part 2, Application type, attach also to your application a statement dated and signed by you, citing specifically the information on your Form I-94, Form I-95 or I-20ID copy that requires correction. Explain in your statement why the information on the document is inaccurate and attach evidence establishing the correct information.

**Translations.** Any foreign language document must be accompanied by a full English translation which the translator has certified as complete and correct, and by the translator's certification that he or she is competent to translate the foreign language into English.

**Copies.** If these instructions state that a copy of a document may be filed with this application, and you choose to send us the original, we may keep that original for our records.

**Where to File.**

If you are filing to replace a Form I-95, file this application at the local INS office having jurisdiction over where you are temporarily located.

If you were not issued a Form I-94 at admission, or are filing this application with an application for extension of stay or change of status, file this application where you are filing the accompanying extension of stay or change of status application.

To request INS to correct a Form I-94, Form I-95 or I-20ID copy that contains inaccurate information, submit your application at the local INS office having jurisdiction over where you are temporarily located, according to that office's instructions. You should contact the local INS office concerning these instructions.

In all other instances, file your application as follows:

If you are in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, the Virgin Islands, Virginia or West Virginia, mail this application to: **USINS Vermont Service Center, 75 Lower Welden Street, St. Albans, VT 05479-0001.**

If you are in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail this application to: **USINS Texas Service Center, P.O. Box 851182, Mesquite, TX 75185-1182.**

If you are in Arizona, California, Guam, Hawaii or Nevada, mail this application to: **USINS California Service Center, P.O. Box 10102, Laguna Niguel, CA 92607-0040.**

If you are elsewhere in the U.S., mail this application to: **USINS Nebraska Service Center, P.O. Box 87102, Lincoln, NE 68501-7102.**

### **Fee.**

The fee for this application is \$85.00. The fee must be submitted in the exact amount. It cannot be refunded.

### **DO NOT MAIL CASH.**

You do not need to pay a fee to request INS to correct your Form I-94, Form I-95 or I-201D copy if the error(s) on your document was made by INS, through no fault of your own. If, however, the error(s) was made because of information you provided, or failed to provide, to INS or the U.S. Department of State, you must file to replace or extend your document, according to the instructions on this form, with the \$85.00 fee.

All checks and money orders must be drawn on a bank or other institution located in the United States and must be payable in United States currency. The check or money order should be made payable to the Immigration and Naturalization Service, except that:

- If you are in Guam and are filing this application in Guam, make your check or money order payable to the "Treasurer, Guam."
- If you are in the Virgin Islands and are filing this application in the Virgin Islands, make your check or money order payable to the "Commissioner of Finance of the Virgin Islands."

Checks are accepted subject to collection. An uncollected check will render the application and any document issued invalid. A charge of \$30.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn.

### **Processing Information.**

**Acceptance.** Any application that is not signed or is not accompanied by the proper fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until it is accepted by INS.

**Initial processing.** Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your application.

**Decision.** You will be notified in writing of the decision on your application. If the application is approved, a new Form I-94, Form I-95 or Form I-201D will be issued to you.

### **Penalties.**

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are seeking, and may deny any other immigration benefit. In addition, you will face severe penalties provided by law. You may be subject to criminal prosecution and removal from the United States.

### **Privacy Act Notice.**

We ask for the information on this form and associated evidence to determine if you have established eligibility for the immigration benefit you are seeking. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your request.

### **Paperwork Reduction Act Notice.**

We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this applications is as follows: (1) 5 minutes to learn about the law and form; (2) 5 minutes to complete the form; and (3) 15 minutes to assemble and file the application; for a total estimated average of 25 minutes per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to both the Immigration and Naturalization Service, HQPDI, 425 I Street, N.W., Room 4034, Washington, DC 20536; OMB No. 1115-0079. **DO NOT MAIL YOUR COMPLETED APPLICATION TO THIS ADDRESS.**

# Application for Replacement /Initial Nonimmigrant Arrival - Departure Document

**START HERE - Please Type or Print**

**Part 1. Information about you.**

Family Name		Given Name	Middle Initial
Address - In care of			
Street Number and Name		Apt.#	
City	State	Zip Code	
Date of Birth (Month/Day/Year)		Country of Birth	
Social Security #		A#	
Date of Last Admission into U.S. (Month/Day/Year)		I-94#	
Current Nonimmigrant Status		Expires on (Month/Day/Year)	

**Part 2. Application type. (check one)**

- a.  I am applying to replace my lost or stolen Form I-94.
- b.  I am applying to replace my lost or stolen Form I-95.
- c.  I am applying to replace Form I-94 it because it is mutilated. I have attached my original.
- d.  I am applying to replace Form I-95 it because it is mutilated. I have attached my original.
- e.  I was not issued a Form I-94 when I entered as a nonimmigrant, and am filing this application with an application for an extension of stay/change of status.
- f.  I was issued a Form I-94, Arrival-Departure Record; or Form I-95, Crewman's Landing Permit; or Form I-20ID copy (for nonimmigrant student) with incorrect information, and am requesting INS to correct the document.

**Part 3. Processing information.**

Are you filing this application with any other petition or application?  
 No                       Yes - Form # \_\_\_\_\_

Are you now in deportation or removal proceedings?  
 No                       Yes (Attach an explanation)

If you are unable to provide your original or a copy of your I-94, give the following information:

Your name exactly as it appears on the I-94: \_\_\_\_\_

Class of Admission: \_\_\_\_\_

Place of Admission: \_\_\_\_\_

**Part 4. Signature.** *Read the information on penalties in the instructions before completing this section. You must file this application while in the United States.*

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records which the Immigration and Naturalization Service needs to determine eligibility for the benefit I am seeking.

*Signature*

**Date**

**FOR INS USE ONLY**

Returned	Receipt
Date	
Date	
Resubmitted	
Date	
Date	
Reloc Sent	
Date	
Date	
Reloc Rec'd	
Date	
Date	
<input type="checkbox"/> Applicant Interviewed	
<b>New I-94 Number</b>	
<b>Action Block</b>	
<p><b>To Be Completed by Attorney or Representative, if any</b></p> <input type="checkbox"/> Fill in box if G-28 is attached to represent the applicant	
VOLAG#	
ATTY State License #	

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**Part 5. Signature of person preparing form, if other than above. (sign below)**

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I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

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Signature

Print Your Name

Date

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Firm Name  
and Address

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