

# Instructions for Application to Replace Permanent Resident Card

**Department of Homeland Security** U.S. Citizenship and Immigration Services USCIS Form I-90 OMB No. 1615-0082 Expires 12/31/2015

# What Is the Purpose of This Form?

Form I-90, Application to Replace Permanent Resident Card, is used by permanent residents to apply for a replacement or renewal of existing Permanent Resident Cards.

This form may also be used by conditional permanent residents to apply for a replacement of an existing Permanent Resident Card; however, conditional permanent residents must not use this form to apply for an extension or renewal of their status.

NOTE: Conditional permanent residents (for example: CR1, CR2, CF1, CF2, etc.) who obtained their status through marriage or entrepreneurship are issued a Permanent Resident Card for 2 years. Form I-90 must not be used to file a petition to remove the conditions on conditional residence. To remove these conditions, follow these instructions:

- 1. If you became a conditional resident through marriage to a U.S. citizen or permanent resident, and your 2 year conditional status is expiring within the next 90 days, file Form I-751, Petition to Remove Conditions on Residence; or
- 2. If you became a conditional resident based on a financial investment in the United States, and your conditional status is expiring within the next 90 days, file Form I-829, Petition by Entrepreneur to Remove Conditions.

## **General Instructions**

If you are completing this form on a computer, the data you enter will be captured using 2D barcode technology. This capture will ensure that the data you provide is accurately entered into U.S. Citizenship and Immigration Services (USCIS) systems. As you complete each field, the 2D barcode field at the bottom of each page will shift as data is captured. Upon receipt of your form, USCIS will use the 2D barcode to extract the data from the form. Please **do not damage the 2D barcode** (e.g., puncture, staple, spill on, write on, etc.) as this could affect the ability of USCIS to timely process your form.

USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which can be downloaded for free at <u>http://get.adobe.com/reader/</u>.

Each application must be properly signed and filed. A photocopy of a signed application or a typewritten name in place of a signature is not acceptable. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf.

Evidence. You must submit all required evidence and supporting documentation with your application.

**Biometrics Services Appointment.** After receiving your application and ensuring completeness, USCIS will inform you in writing when to go to your local USCIS Application Support Center (ASC) for your biometrics services appointment. Failure to attend the biometrics services appointment may result in denial of your application.

**Copies**. Unless specifically required that an original document be filed with an application or petition, a legible photocopy may be submitted. Original documents submitted when not required may remain a part of the record and will not be automatically returned to you.

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

#### How to Fill Out Form I-90

- **1.** Type or print legibly in black ink.
- 2. If extra space is needed to complete any item, attach a continuation sheet, write your name and Alien Registration Number (A-Number) (if any), at the top of each sheet of paper, indicate the **Part** and **Item Number** to which your answer refers, and date and sign each sheet.
- 3. Answer all questions fully and accurately. If an item is not applicable or the answer is "none", leave the space blank.

#### Part 1. Information About You

**Item Number 1.** *Alien Registration Number.* An Alien Registration Number, otherwise known as an "A-Number," is typically issued to persons who apply for, or are granted, certain immigration benefits. In addition to USCIS, U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), Immigration Courts, and the U.S. Department of State (DOS) may also issue an A-Number to certain aliens. If you have been issued an A-Number, please enter it in the space provided.

**Item Number 2.** *USCIS ELIS Account Number (if any).* If you have previously filed a benefit request using the USCIS Electronic Immigration System (USCIS ELIS), provide the USCIS ELIS Account Number you were issued by the system. The USCIS ELIS Account Number is **not** the same as an Alien Registration Number (A-Number). If you have been issued a USCIS ELIS Account Number, enter it in the space provided.

Item Number 3.a. - 3.c. Your Full Name. Provide your full legal name in the spaces provided.

**Item Number 4.** *Has your name legally changed since the issuance of your Permanent Resident Card?* Check the appropriate box.

If your name has changed since the issuance of your Permanent Resident Card check "Yes" and proceed to **Item Numbers 5.a. - 5.c.** If your name has been legally changed to another name, you must submit appropriate legal documents that reflect the name change, for example, a registered copy of your marriage certificate, divorce decree, adoption decree, or other court-issued document showing your name was legally changed. Legal name change documents submitted as evidence of a name change must have been registered with the proper civil authority.

If your name has not changed since the issuance of your Permanent Resident Card or if you never previously received your Permanent Resident Card check the appropriate box and proceed to **Item Numbers 6.a. - 6.i.** 

Item Number 5.a. - 5.c. Your name exactly as reflected on your Permanent Resident Card. Provide your full name exactly as it appears on your current Permanent Resident Card, even if your name has changed since that card was issued.

**Item Number 6.a. - 6.i.** *Mailing Address*. If your mailing address is different than your physical address, list your complete U.S.mailing address in the spaces provided. You may list a valid residence, APO, C/O, or commercial address in the United States. This may be a Post Office address (P.O. Box) if that is how you receive your mail. If your mail will be sent to someone other than yourself, please include an "In Care Of Name" as part of your mailing address.

If your mailing address is in a U.S. territory and it contains an urbanization name, list the urbanization name in the C/O space provided.

**Item Number 7.a. - 7.e.** *U.S. Physical Address.* Provide your physical address if this address is different from your U.S. mailing address.

Item Number 8. Gender. Provide your gender in the space provided (male or female).

Item Number 9. Date of Birth. Provide the date on which you were born in mm/dd/yyyy format.

Item Numbers 10. - 11. Place of Birth. Provide your City/Town/Village and Country of Birth in the spaces provided.

Item Numbers 12. - 13. *Mother's and Father's Given Name*. Provide your mother's and father's first name in the spaces provided.

**Item Number 14.** *Class of Admission.* List the three letter code for the immigrant category under which you were granted permanent resident or conditional permanent resident status. This code can be found on your permanent resident card, and it is typically one or two letters followed by a number (e.g., IR2).

**Item Number 15.** *Date of Admission.* Provide the date on which you were granted permanent resident or conditional permanent resident status in mm/dd/yyyy format.

Item Number 16. U.S. Social Security Number (if any). Provide your 9-digit U.S. Social Security Number, if any.

# Part 2. Application Type

Check only **one** box in **Item Numbers 1.a. - 1.c.** that describes your current immigration status. Proceed to **Section A** or **Section B** based on the section that is applicable to you. Thoroughly read the instructions below before selecting the appropriate box in either **Section A** or **Section B**.

## **Reason for Application**

## Section A

This section is only applicable to permanent residents or permanent residents in commuter status. This section must **not** be used by conditional permanent residents, who must complete **Section B**.

**Item Number 2.a.** *My previous card has been lost, stolen, or destroyed.* Check this reason if your card was lost, stolen, or destroyed. Submit a copy of your Permanent Resident Card, if you have one, or a government-issued form of identification that contains your name, date of birth, photograph, and signature (e.g., passport, driver's license, or military identification document). You must include the **application fee and biometrics services fee** with this application if filing using reason "**2.a.**"

**Item Number 2.b.** *My previous card was issued but never received.* Check this reason if you never received your card. Submit a copy of the latest Form I-797, Notice of Action, for any of the following forms that should have resulted in issuance of your Permanent Resident Card: Form I-485, Application to Register Permanent Residence or Adjust Status; Form I-751, Petition to Remove the Conditions of Residence; Form I-829, Petition by Entrepreneur to Remove Conditions; Form I-698, Application to Adjust Status from Temporary to Permanent Resident; Form I-881, Application for Suspension of Deportation or Special Rule Cancellation of Removal (Pursuant to Section 203 of Public Law 105-100 (NACARA)); EOIR-42B, Application for Cancellation and Adjustment of Status for Certain Nonpermanent Residents; or Form I-90, Application to Replace Permanent Resident Card. If you were admitted as an immigrant, you may submit a copy of the page in your passport showing the I-551 stamp you received upon admission. You must also submit a copy of a government-issued form of identification document). **No application fee and no biometrics services fee are required** if filing using reason "**2.b.**"

**NOTE:** Do **not** select this reason for filing if the card was mailed to you at the address you provided, and it was never returned as undeliverable to USCIS. To determine if your card was returned to USCIS, call the National Customer Service Center at **1-800-375-5283** or visit <u>www.uscis.gov</u> and check your case status online. If the card was not returned as undeliverable to USCIS, then you must file Form I-90 using reason "**2.a.**" (My previous card has been lost, stolen, or destroyed.)

**Item Number 2.c.** *My existing card has been mutilated.* Check this reason if your card is mutilated or partially destroyed. Submit a copy of your Permanent Resident Card or a government-issued form of identification that contains your name, date of birth, photograph, and signature (e.g., passport, driver's license, or military identification document). You must include the **application fee and biometrics services fee** with this application if filing using reason "**2.c.**"

**Item Number 2.d.** *My existing card has incorrect data because of USCIS error*. Check this reason if your card has incorrect data, and the error was caused by USCIS. Attach the original Permanent Resident Card issued with the incorrect data. A copy of the card is not acceptable in this case.

Include proof of your correct name or biographical data. Submit a copy of the original court order reflecting your name or a copy of your original marriage certificate, divorce decree, birth certificate, adoption decree, passport, or applicable court documents, etc. Legal name change documents submitted as evidence of a name change must have been registered with the proper civil authority. No application fee and no biometrics services fee are required if filing using reason "2.d."

**NOTE:** If the error was **not** caused by USCIS, this reason does not apply; instead, you must file using reason "**2.e.**" (My name or other biographic information has been legally changed since issuance of my existing card).

**Item Number 2.e.** *My name or other biographic information has been legally changed since issuance of my existing card.* Check this reason if your biographical information has changed since the issuance of your card. You may also select this reason if your card has incorrect data and the error was **not** caused by USCIS. If your name has been legally changed to another name, you must submit appropriate legal documents that reflect the name change, for example, a registered copy of your marriage certificate, divorce decree, adoption decree, or other court-issued document showing your name was legally changed. A marriage certificate or court documents submitted as evidence of name change must have been registered with the proper civil authority. You must include the **application fee and biometrics services fee** with this application if using reason "**2.e.**"

**Item Number 2.f.** *My existing card has already expired or will expire in 6 months.* Check this reason if your card will be expiring in the next 6 months or if your card has already expired. If you use this reason, and your existing card will **not** expire within 6 months, your application may be denied. Submit a copy of your expired/expiring Permanent Resident Card. You must include the **application fee and biometrics services fee** with this application if filing using reason "**2.f.**"

**Item Number 2.g1.** I have reached my 14th birthday and am registering as required. My existing card will expire AFTER my 16th birthday - (NOTE: If you are filing this form before your 14th birthday, or more than 30 days after your 14th birthday, you must select reason 2.j.) Check this reason if you have reached your 14th birthday within the previous 30 days, and your current card will expire **after** your 16th birthday. When filing Form I-90 using this reason, submit a copy of your current Permanent Resident Card. You must include the **biometrics services fee only** with this application if filing using reason "**2.g1.**" **No application fee is required**.

After reaching 14 years of age, a lawful permanent resident must register and submit Form I-90. Registration and fingerprinting are required within 30 days after a child reaches 14 years of age. If you did not file this application within 30 days after turning 14 years of age, you must file using reason "**2.f.**" (My existing card will expire in 6 months or has already expired.)

If your existing card will expire **before** your 16th birthday, you cannot file Form I-90 using this reason; instead, you must file using reason "**2.g2.**" (I have reached my 14th birthday, and my existing card will expire before my 16th birthday.)

**NOTE:** If your card has expired, you cannot file Form I-90 using this reason. You must use reason "**2.f.**" (My existing card has already expired or will expire in 6 months.)

**Item Number 2.g2.** I have reached my 14th birthday and am registering as required. My existing card will expire *BEFORE my 16th birthday - (NOTE: If you are filing this form before your 14th birthday, or more than 30 days after your 14th birthday, you must select reason 2.j.)* Check this reason if you have reached your 14th birthday, and your current card will expire **before** your 16th birthday. When using this reason, submit a copy of your current Permanent Resident Card. You must include the **application fee and biometrics services fee** with this application if using reason "**2.g2.**"

You may select this reason **only** if your current card was issued prior to your 14th birthday and you are now filing this application for registration purposes. Registration and fingerprinting are required within 30 days after a child reaches 14 years of age. After reaching 14 years of age, a lawful permanent resident must register and submit Form I-90.

If your existing card will expire **after** your 16th birthday, you cannot file Form I-90 using this reason; instead, you must file using reason "**2.g1.**" (I have reached my 14th birthday and my existing card will expire after my 16th birthday.)

**NOTE:** If your card has expired, you cannot file Form I-90 using this reason. You must file using reason "**2.f.**" (My existing card has already expired or will expire in 6 months.)

**Item Number 2.h1.** *I am a permanent resident who is taking up commuter status.* Check this reason if you are currently a permanent resident who will be living outside of the United States and commuting to employment within the United States (commuter status). Only lawful permanent resident aliens who are employed in the United States and reside in a contiguous foreign territory (i.e., Mexico or Canada) are eligible for commuter status. In the space provided, write the City and State of the United States Port of Entry (POE) that you will use to enter and exit the United States. You can pick up your card directly from that U.S. POE. If the city has more than one POE, include additional information, such as an airport, bridge, or tunnel name, to assist USCIS in identifying to which POE your card should be mailed. Provide this additional information on a separate sheet of paper. You must include your Name and A-Number on the top of the sheet.

Only lawful permanent resident aliens who are employed in the United States are eligible for commuter status. You must submit evidence of your employment that is dated within the last 6 months. Evidence may consist of employment pay stubs and/or a letter from your employer on the employer's letterhead containing the address and phone number of your employer. You must include the **application fee and biometrics services fee** with this application if filing using reason "**2.h1**."

**Item Number 2.h2.** *I am a commuter who is taking up actual residence in the United States.* Check this reason if you are currently in commuter status and you will be establishing a residence in the United States (permanent resident status). Submit evidence of your U.S. residence. Evidence may consist of a copy of a lease agreement, deed, or utility bills dated within the last 6 months. If utility bills or other proof of residence are in your spouse or parent's name, provide a copy of your original marriage or birth certificate as applicable. You must include the **application fee and biometrics services fee** with this application if filing using reason "**2.h2**."

**Item Number 2.i.** *I have been automatically converted to permanent resident status.* Check this reason if you have been automatically converted to permanent resident status, Submit evidence of your temporary residence status. Evidence may consist of a copy of your Form I-797, Notice of Action, for Form I-698 or Form I-700. You must also submit a copy of a government-issued form of identification that contains your name, date of birth, photograph, and signature (e.g., passport, driver's license, or military identification document). You must include the **application fee and biometrics services fee** along with this application if using reason "**2.i**."

**Item Number 2.j.** *I have a prior edition of the Alien Registration Card, or I am applying to replace my current Permanent Resident Card for a reason that is not specified above.* Check this reason if you have an old edition of the Alien Registration Card. You may also select this reason if you wish to replace your current Permanent Resident Card for any reason not specified in one of the categories mentioned above. Submit a copy of your Alien Registration Card or Permanent Resident Card. You must include the **application fee and biometrics services fee** with this application if using reason "**2.j.**"

# Section B

This section is only applicable to conditional permanent residents. This section must **not** be used by permanent residents or permanent residents in commuter status; instead, they must complete **Section A**.

**Item Number 3.a.** *My previous card has been lost, stolen, or destroyed.* Check this reason if your card was lost, stolen, or destroyed. Submit a copy of your Permanent Resident Card or a government-issued form of identification that contains your name, date of birth, photograph, and signature (e.g., passport, driver's license, or military identification document). You must include the **application fee and biometrics services fee** with this application if filing using reason "**3.a.**"

**Item Number 3.b.** *My previous card was issued but never received.* Check this reason if you never received your card. Submit a copy of the latest Form I-797, Notice of Action, for Form I-485, Form I-751, Form I-829, or Form I-90 that should have resulted in issuance of your Permanent Resident Card. You must also submit a copy of a government-issued form of identification that contains your name, date of birth, photograph, and signature (e.g., passport, driver's license, or military identification document). No application fee and no biometrics services fee are required if filing using reason "3.b."

**NOTE:** Do **not** select this reason for filing if the card was mailed to you at the address you provided, and it was never returned as undeliverable to USCIS. To determine if your card was returned to USCIS, call the National Customer Service Center at **1-800-375-5283** or visit <u>www.uscis.gov</u> and check your case status online. If the card was **not** returned as undeliverable to USCIS, then you must file Form I-90 using reason "**3.a**" (My previous card has been lost, stolen, or destroyed.)

**Item Number 3.c.** *My existing card has been mutilated.* Check this reason if your card is mutilated or partially destroyed. Submit a copy of your Permanent Resident Card or a government-issued form of identification that contains your name, date of birth, photograph, and signature (e.g., passport, driver's license, or military identification document). You must include the **application fee and biometrics services fee** with this application if filing using reason "**3.c**."

**Item Number 3.d.** *My existing card has incorrect data because of USCIS error*. Check this reason if your card has incorrect data, and the error was caused by USCIS. Attach the original Permanent Resident Card issued with the incorrect data. A copy of the card is not acceptable in this case.

Include proof of your correct name or biographical data. Submit a copy of the original court order reflecting your name or a copy of your original marriage certificate, divorce decree, birth certificate, adoption decree, passport, or applicable court documents, etc. Legal name change documents submitted as evidence of a name change must have been registered with the proper civil authority. **No application fee and no biometrics services fee are required** if filing using reason "**3.d**."

**NOTE:** Do **not** select this reason for filing if the error was **not** caused by USCIS. Instead, you must file using reason "**3.e**" (My name or other biographic information has been legally changed since issuance of my existing card).

**Item Number 3.e.** *My name or other biographic information has legally changed since the issuance of my existing card.* Check this reason if your biographical information has changed since the issuance of your card. You may also select this reason if your card has incorrect data, and the error was **not** caused by USCIS. Submit a copy of the original court order reflecting your new name or a copy of your original marriage certificate, divorce decree, birth certificate, adoption decree, passport or applicable court documents, etc. A marriage certificate or court documents submitted as evidence of name change must have been registered with the proper civil authority. You must include the **application fee and biometrics services fee** with this application if filing using reason "**3.e.**"

# Part 3. Processing Information

**Item Number 1.** *Location where you applied for an immigrant visa or adjustment of status.* List the location of the U.S. Embassy or consulate or USCIS office where you filed your application for an immigrant visa or adjustment of status.

**Item Number 2.** Location where the immigrant visa was issued or USCIS office where adjustment of status was granted. List the location of the U.S. Embassy or consulate or USCIS office where you became a lawful permanent resident.

**Item Number 3.** *Did you enter the United States with an immigrant visa?* (Complete **Item Numbers 3.a.** and **3.a1.**) If you entered the United States with an immigrant visa, you must list your destination in the United States at time of admission and provide the City or Town and State where you were admitted to the United States in the spaces provided. Please note that some cities have several POEs. Indicate the type of POE where you were admitted to the United States, proceed to **Item Number 4.** 

**Item Number 4.** *Have you ever been ordered removed from the United States?* Check the appropriate box. If the answer is "Yes," you must provide a detailed explanation on a separate sheet of paper. You must include your Name and A-Number on the top of each sheet.

**Item Number 5.** Since you were granted permanent residence, have you ever filed Form I-407, Abandonment by Alien of Status as Lawful Permanent Resident, or otherwise been determined to have abandoned your status? Check the appropriate box. If the answer is "Yes," you must provide a detailed explanation on a separate sheet of paper. You must include your Name and A-Number on the top of each sheet.

*Additional Information.* You must provide the biometrics information requested in **Item Numbers 6. - 10.** This information is required for production of a Permanent Resident Card. Providing this information as part of your application may also reduce the time you spend at your USCIS ASC appointment.

Item Number 6. What is your race or ethnicity? Check the box that best describes your race or ethnicity.

**Item Number 7.** Select the values that best match your height in feet and inches. For example, if you are five feet and nine inches, select "5" for feet and "09" for inches. **Do not enter your height in meters or centimeters**.

**Item Number 8.** *What is your weight?* Enter your weight in pounds. If you do not know your weight, or need to enter a weight under 30 pounds or over 699 pounds, enter "000." **Do not enter your weight in kilograms.** 

Item Number 9. What is your eye color? Check the box that best describes the color of your eyes.

Item Number 10. What is your hair color? Check the box that best describes the color of your hair.

# Part 4. Accommodations for Individuals With Disabilities and Impairments

USCIS is committed to providing reasonable accommodations for qualified individuals with disabilities and impairments that will help them fully participate in USCIS programs and benefits.

Reasonable accommodations vary with each disability or impairment. They may involve modifications to practices or procedures. There are various types of reasonable accommodations that may be offered. Examples include:

- 1. If you are unable to use your hands, you may be permitted to take a test orally rather than in writing;
- 2. If you are hearing-impaired, you may be provided with a sign-language interpreter at an interview or other application related appointment; or
- **3.** For those unable to travel to a designated USCIS location for an interview, you may be visited at your home or a hospital.

If you believe that you need USCIS to accommodate your disability and/or impairment, check the "Yes" box and then check any applicable box in **Item Numbers 1.a. - 1.c.** that describes the nature of your disability(ies) and/or impairment (s). Also, write the type(s) of accommodation(s) you are requesting on the line(s) provided. If you are requesting a signlanguage interpreter, be sure to indicate for which language. If you require more space to provide additional information within this application, please provide the information on a separate sheet of paper, and attach it to your application. (See Instructions, section entitled "**How to Fill Out Form I-90**," **Item Number 2.**)

**NOTE:** All domestic USCIS facilities meet the Accessibility Guidelines of the Americans with Disabilities Act, so you do not need to contact USCIS to request an accommodation for physical access to a domestic USCIS office. However, on **Part 4.** of the form, you can indicate whether you use a wheelchair. This will allow USCIS to better prepare for your visit and have a wheelchair accessible interview room available for you once you enter the facility.

USCIS considers requests for accommodations on a case-by-case basis and will use its best efforts to reasonably accommodate all applicants with disabilities or impairments. Qualified individuals will not be excluded from the participation in, or be denied the benefits of, USCIS' programs solely on the basis of their disability(ies) or impairment(s). Requesting and/or receiving an accommodation will not affect your eligibility for a USCIS benefit.

## Part 5. Signature of Applicant

Every application must contain the original signature of the applicant. A photocopy of a signed application or a typewritten name in place of a signature is **not** acceptable. If you are under 14 years of age, your parent or guardian may sign the application on your behalf.

The applicant's name must be signed in this box. If you are under 14 years of age, your parent or legal guardian may sign your name, then write "By" and sign his or her own name.

Include a valid daytime phone number, a mobile phone number (if any), and an email address (if any) where you may be reached.

#### Part 6. Signature of Person Preparing This Application, If Other Than the Applicant

This section must contain the original signature of the person completing this form, if other than the person in **Part 5**. If the person completing this form is associated with a business or organization, complete the business/organization name and address section. If the person completing this form is an attorney or representative, submit a completed Form G-28 along with this application.

# What Is the Filing Fee?

The filing fee for Form I-90 is based on the reason for filing as explained in Part 2. of these form instructions.

If your application requires a fee, the specific fee amounts are:

The fee for this application is \$365.

The fee for the biometrics services is **\$85.** 

#### Use the following guidelines when you prepare your check or money order for your Form I-90 fees:

- 1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
- 2. Make the check or money order payable to U.S. Department of Homeland Security.

NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

**3.** If you live outside the United States, contact the nearest U.S. Embassy or consulate for instructions on the method of payment.

**Notice to Those Making Payment by Check.** If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check.

The debit from your account will usually take 24 hours and will be shown on your regular account statement. You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize USCIS to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, USCIS may try to make the transfer up to two times.

#### How to Check If the Fees Are Correct?

The form and biometrics services fees on this form are current as of the edition date appearing in the lower left corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

- 1. Visit our Web site at <u>www.uscis.gov</u>, select "FORMS," and check the appropriate fee;
- 2. Telephone our National Customer Service Center at 1-800-375-5283 and ask for the fee information. For TDD (hearing impaired) call: 1-800-767-1833.

# Where To File?

See the USCIS Web site at <u>www.uscis.gov/I-90</u> or call the USCIS National Customer Service Center at **1-800-375-5283** for the most current information about where to file this benefit request. For TDD (hearing impaired) call: **1-800-767-1833**.

#### **Address Changes**

If you have changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at <u>www.uscis.gov/addresschange</u> or contact the National Customer Service Center at **1-800-375-5283**. For TDD (hearing impaired) call: **1-800-767-1833**.

**NOTE**: Do not submit a change of address request to the USCIS Lockbox facilities because the USCIS Lockbox facilities do not process change of address requests.

#### **Processing Information**

Acceptance. An application is not considered properly filed until it is accepted by USCIS.

**Initial Processing.** Once the application has been accepted, it will be checked for completeness. If you do not completely fill out the form, you will not establish a basis for eligibility, and we may deny your application.

**Requests for More Information Including Biometrics, or Interview.** We may request more information or evidence or we may request that you appear at a USCIS office for an interview. We may also request that you provide the originals of any copies you submit. We will return these originals when they are no longer required.

At the time of any interview or other appearance at a USCIS office, USCIS may require that you provide biometric information (e.g., photographs, fingerprints) to verify your identity and update your background information.

**Decision.** If your application is approved, your Permanent Resident Card will be mailed to you. If your application is denied, we will mail you a notice explaining the reasons for the denial.

#### **USCIS Forms and Information**

To ensure you are using the latest version of this form, visit the USCIS Web site at <u>www.uscis.gov</u> where you can obtain the latest USCIS forms and immigration-related information. If you do not have internet access, you may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by telephoning our USCIS National Customer Service Center at **1-800-375-5283**. For TDD (hearing impaired) call: **1-800-767-1833**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through the USCIS Internet-based system, **InfoPass**. To access the system, visit USCIS Web site. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

#### **Penalties**

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-90, we will deny your Form I-90, and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law, and may be subject to criminal prosecution.

# **USCIS Privacy Act Statement**

**AUTHORITIES:** The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

**PURPOSE:** The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your Form I-90.

**ROUTINE USES:** The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

## **Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 1 hour and 45 minutes per response, including the time for reviewing instructions, and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140. OMB No. 1615-0082. **Do not mail your completed Form I-90 to this address.** 

