



# Instructions for Application for Regional Center Under the Immigrant Investor Program

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-924  
OMB No. 1615-0061  
Expires 01/31/2015

## What Is the Purpose of Form I-924?

This application is used by any economic unit, public or private, in the United States which is involved with the promotion of economic growth, (including increased export sales, improved regional productivity, job creation, or increased domestic capital investment) to:

1. Ask U.S. Citizenship and Immigration Services (USCIS) to be designated as a regional center under the Immigrant Investor Program; and
2. Request an amendment to a previously approved regional center;
  - A. You must immediately request an amendment to seek approval for changes to the regional center's organizational structure, ownership, or administration;
  - B. You may also file an amendment to:
    - (1) Change the geographic area of the regional center;
    - (2) Add a new commercial enterprise associated with the regional center and/or seek a preliminary determination of EB-5 compliance for an exemplar **Form I-526, Immigrant Petition by Entrepreneur**, for that new commercial enterprise, before individual entrepreneurs file their petitions; or
    - (3) Notify USCIS of changes in the organizational structure or administration, capital investment instruments, or offering memoranda (including changes in the economic analysis and underlying business plan used to estimate job creation) for a previously added new commercial enterprise associated with the regional center.

## When Must Form I-924A Supplement be Filed?

Each approved regional center must file **Form I-924A, Supplement to Form I-924**, for each fiscal year (October 1 through September 30) on or before December 29 of the calendar year in which the fiscal year ended. An approved regional center with a designation letter dated on or before September 30 of a particular calendar year must file its initial **Form I-924A** on or before December 29 of the same calendar year. An approved regional center with a designation letter dated on or after October 1 of a particular calendar year must file its initial **Form I-924A** on or before December 29 of the following calendar year. Failure to timely file **Form I-924A** for each fiscal year in which the regional center has been designated for participation in the Immigrant Investor Program will result in the issuance of a notice of intent to terminate the participation of the regional center in the program. This may ultimately result in the termination of the approval and designation of the regional center.

## General Instructions

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 you can download for free at <http://get.adobe.com/reader/>. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you.

**Signature.** Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature.

**Filing Fee.** Each application must be accompanied by the appropriate filing fee and biometric services fee (if applicable). (See the **What Is the Filing Fee** section of these instructions).

**Evidence.** At the time of filing, you must submit all evidence and supporting documentation listed in the **What Evidence Should You Submit** section of these instructions.

**Copies.** You may submit legible photocopies of documents requested, unless the instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

**Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that the translator is competent to translate from the foreign language into English.

## How To Fill Out Form I-924

1. Type or print clearly in black ink.
2. If you need extra space to complete any item within this application, use the space provided in **Part 10. Additional Information** or attach a separate sheet of paper; type or print the name of the **regional center entity** at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if the regional center has not yet added a new commercial enterprise and the questions relate to the new commercial enterprise), type or print "N/A," unless otherwise directed.

## Specific Instructions

### Part 1. Information About the Regional Center

**Item Numbers 1 - 8. Information About the Regional Center Entity.** Fill in the information about the regional center entity and provide the mailing address where the regional center entity can receive printed notices **from USCIS. The** regional center. The regional center entity is the legal entity seeking designation (or previously designated) as a regional center in order to promote economic growth through pooled investments in the proposed limited geographic area. If filing an amendment to a previously approved Form I-924 application, provide information regarding the name of the regional center, regional center identification number, and receipt number for the previous Form I-924 filing in **Item Numbers 3.a. - 3.c.**

### Part 2. Information About Managing Company or Agency (if different **from regional center entity**)

**Item Numbers 1 - 6. Information About The Managing Company or Agency.** Provide all the information about the managing company or agency if different from the regional center entity. A "managing company" or "agency" is any entity, or other **organization, which** is not a principal (as that term is defined in **Part 4.** of these instructions) of the regional center entity that is or will be involved in the management, **oversight**, or administration of the regional center.

**NOTE:** If you are seeking to include multiple managing companies or agencies, provide information regarding each additional managing company or agency in **Part 10. Additional Information.**

### Part 3. Application Type

**Item Numbers 1 - 2. Application Type.** Select the appropriate box which indicates the basis for your application.

**Item Numbers 3.a. - 3.c.** Select the appropriate box that indicates the type of **projects** that are submitted in support of your application.

### Part 4. Organizational Structure, Ownership, and Control of Regional Center Entity

**Item Number 1.a. - 1.e. Organizational Structure of Regional Center Entity.** Indicate whether the regional center entity is a government entity, corporation, a partnership (including limited partnerships), a limited liability company, or some other type of entity.

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## Information About the **Principals** of the Regional Center **Entity - Owners**

A “principal” is any person (**natural**) and **entities (non-natural)** that is an owner of the regional center entity or any other individual in a position of executive managerial authority over the regional center or who is otherwise in a position to control, influence, or direct the management or policies of the regional center entity. If you are listing multiple principals of the regional center, provide information regarding each additional principal in **Part 10. Additional Information**.

**NOTE:** For the purposes of Form I-924, a “natural person” is an individual human being and a “non-natural entity” is any legal entity or organization such as, but not limited to, a corporation, limited liability company, partnership, or governmental entity.

**Item Numbers 2a. - 2.c. Information About Owners of the Regional Center Entity.** Provide the full legal name of all principals who hold an ownership interest in the regional center entity.

**Item Number 3. Date of Birth** (for natural persons). Enter the principal’s date of birth in month/day/year format.

**Item Number 4. Country of Birth** (for natural persons). Enter the principal’s country of birth.

**Item Number 5. Company Name** (for a non-natural owner). Enter the name of all companies that hold an ownership interest in the regional center entity.

**Item Number 6. Federal Employer Identification Number** (for a non-natural owner). Enter the Federal Employee Identification Number for all companies that hold an ownership interest in the regional center entity.

**Item Number 7. Natural persons having ownership, control, or beneficial interest in the Company.** Enter the names of all natural persons having ownership, **control** or beneficial interest in the Company listed in **Item Number 5.** of this section.

**Item Numbers 8.a. - 8.d. Other Names Used By Owners of the Regional Center Entity** (if applicable). Provide any other names used by the principal (owner), including aliases or trade names (“DBA”).

**Item Numbers 9.a. - 9.f. Mailing Address of Regional Center Owners.** Provide the principal’s mailing address where the printed notices about the application will be sent.

**Item Number 10. - 12. Contact Information.** Enter the principal’s current telephone number (including the area code), business fax number, and email address (if any).

**Item Number 13. Web site Address** (if any). Provide the principal’s Web site address.

**Item Number 14. Percentage of Ownership.** Enter the percentage of ownership held in the regional center entity.

**Item Number 15. Position Held Within the Regional Center (if any).** Provide the current position/title held within the regional center (if applicable).

## Principals of the Regional Center Entity - Non-Owners

**Item Numbers 16.a. - 18. Information About Principal Non-Owners of the Regional Center Entity.** For all natural persons who do not hold an ownership interest in the regional center, provide the full legal name, date of birth, and country of birth. **For all non-natural principals who do not hold an ownership interest in the regional center, provide the name of the company, the Federal Employee Identification Number and the name of the natural person having ownership, control or beneficial interest in the non-natural principal.**

**Item Number 19. Company Name (for a non-natural owner).** Enter the name of all companies that hold an ownership interest in the regional center entity.

**Item Number 20. Federal Employer Identification Number (for a non-natural owner).** Enter the Federal Employee Identification Number for all companies that hold an ownership interest in the regional center entity.

**Item Number 21. Natural persons having ownership, control, or beneficial interest in the Company listed in Item Number 5. of this section.** Enter the names of all natural persons having ownership, control, or beneficial interest in the Company listed in **Item Number 5.** of this section.

**Item Numbers 22.a. - 22.d. Other Names Used by Non-Owners** (if applicable). For natural persons who do not hold an ownership interest in the regional center, provide any other names ever used by the non-owner principal, including aliases. For all non-natural principals who do not hold an ownership interest in the regional center, provide any trade names including DBAs.

**Item Numbers 23.a. - 23.f. Mailing Address of Regional Center Entity Non-Owners.** Provide the address where the non-owner principal can receive printed notices from USCIS about the application.

**Item Number 24. - 26. Contact Information.** Enter the non-owner principal's telephone number (including the area code), business fax number, and email address (if any).

**Item Number 27. Web site Address (if any).** Provide the non-owner principal's Web site address (if any).

**Item Number 28. Position Held Within the Regional Center (if any).** Provide the current position/title held within the regional center (if applicable).

**Item Number 29. Date Regional Center Entity Established.** Enter the date the regional center was established in a month/day/year format.

**Item Number 30. State or Territory Where Regional Center Entity Was Formed.** Provide the U.S. State or Territory where the regional center entity was established.

**Item Numbers 31. - 32.b. Geographic Area of Regional Center.** Indicate if you have provided a map or other illustration that shows the geographic area which the Regional Center covers or will cover. Indicate if you have demonstrated that the regional center focuses on a limited, contiguous geographic area, and if the boundaries of the regional center are reasonable based on evidence that the proposed area is contributing significantly to the supply chain and labor pool of the proposed new commercial enterprises.

**Item Number 33. Regional Center Entity Federal Employer Identification Number.** Provide the Internal Revenue Service (IRS) Tax Identification Number of the regional center entity.

**Item Number 34. Administration, Oversight, and Management Functions.** Confirm that you have submitted a plan that 37 that there are (or will be) sufficient management, oversight, and administrative functions in place to monitor all EB-5 capital investment activities. You must submit documentation of such a plan to monitor all EB-5 capital investment activities and the allocation of the resulting jobs created or maintained under the regional center's sponsorship.

**Item Numbers 35.a. - 35.i. Documentary Evidence of Regional Center's Ownership, Structure, Control and Administration, and Oversight and Management Functions.** Indicate the type of documentation you have submitted to establish the ownership, structure, control and administration, and oversight and management functions of the regional center (including the regional center entity.) If there are additional managing companies, agencies, principals, agents, individuals, or groups that are or will be involved in the management, oversight, and administration of the regional center, provide documentary evidence of those relationships. The list of examples is not exclusive. If you have documentation relating to an organization that is not reflected in the examples listed, describe and explain the nature of the organization in Part 10. Additional Information.

**Item Number 36. Promotional Activities.** You must submit a description of the promotional efforts taken and planned by the sponsors of the regional center such as a budget that details how the regional center has conducted or will conduct promotional activities.

**Item Number 37. Plan of Operation.** You must submit a plan of operation which demonstrates how the regional center will promote economic growth with respect to increased export sales, improved regional productivity, job creation, or increased domestic capital investment within the geographic area of the regional center. The plan of the operation must, among other things, detail how EB-5 investors will be recruited, the methods by which the capital investment opportunities will be offered, and how potential investors will subscribe or commit to the investment. The plan must also address how the regional center will conduct its due diligence to ensure that only lawful sources of immigrant investor funds are associated with the regional center's new commercial enterprises.

**Item Number 38.a. - 38.b. USCIS Actions on Prior Form I-924 Approval or Requests for Designation.** Indicate whether USCIS has ever terminated the regional center's designation. Also indicate if USCIS has ever denied a Form I-924 amendment submitted by the regional center entity, principal, managing company, or agent involved with this current application. Provide the regional center ID number associated with the terminated regional center. Additional Information. Explain the termination as well as the association between the regional center principal, managing company, or owner and the terminated regional center. In Part 10. Additional Information, explain the termination as well as the association between the regional center principal, managing company, or owner and the terminated regional center.



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**Part 5. Information About the Industries That Will Be the Focus of EB-5 Capital Investments Sponsored Through the Regional Center**

**Item Numbers 1.a. - 2.c. Included Industries and Economic Analyses and/or Business Plan.** Identify the industries that will be the focus of EB-5 new commercial enterprises and any job-creating entities in your regional center. Provide the North American Industry Classification System (NAICS) codes for **each industry you identify in Part 5.** Indicate whether your application is supported by an economic analysis and underlying business plan for determining prospective EB-5 job creation through EB-5 investments for each industry listed. For each additional industry, provide the information in **Part 10. Additional Information.**

**Part 6. Organizational Structure, Ownership, and Control of any New Commercial Enterprises in Which Investors Have Made or Will Make Their Capital Investments**

**NOTE:** Complete this section if the regional center seeks to add a new commercial enterprise or requests to amend a previously added new commercial enterprise. If the regional center seeks to add more than one new commercial enterprise, provide the information below for each additional new commercial enterprise in **Part 10. Additional Information.**

**Item Numbers 1.a. - 1.d. Organizational Structure of New Commercial Enterprises.** Indicate whether the new commercial enterprise is a corporation, a partnership (whether limited or general), a limited liability company, or another type of entity. If the organizational structure is different from the examples listed on the form, select "Other" and describe the nature of the organizational structure in **Part 10. Additional Information.** Also use **Part 10.** if you need **extra** space to add additional new commercial enterprises that are established.

**Item Numbers 2.a. - 9. Information About Owner of the New Commercial Enterprise.** List all parties who own or have a percentage of ownership in the new commercial enterprise and indicate the percentage ownership of each. For natural persons, provide each owner's date and country of birth and the position held within the new commercial enterprise (if any). For non-natural **entities**, provide the company name, Federal Employer Identification Number, and the name of the natural **persons** having ownership, control or beneficial interest in the non-natural owner of the new commercial enterprise.

**Item Number 10. Date New Commercial Enterprise Established.** If the new commercial enterprise has already been established, enter the date when it was established in a month/day/year format.

**Item Number 11. U.S. State or Territory Where New Commercial Enterprise Was or Will Be Formed.** Indicate the U.S. **state** or **territory** where the new commercial enterprise was or will be formed.

**Item Numbers 12.a. - 12.h. Documentary Evidence of New Commercial Enterprise Ownership, Structure, Control and Administration, and Oversight and Management Functions.** Indicate the type of documentation you have submitted to establish the new commercial enterprise ownership, structure, control and administration, and oversight and management functions. If there are additional companies, agencies, agents, **individuals**, or groups that are or will be involved in the management, **oversight**, and administration of the new commercial enterprise, provide documentary evidence of such relationships. The list of examples is not exclusive. If you have documentation relating to an organization that is not reflected in the examples listed, describe and explain the nature of the organization in **Part 10. Additional Information.**

**Item Number 13. Equity Stake in New Commercial Enterprise.** Indicate whether the regional center or any of its principals or agents will have an equity stake in the new commercial enterprise. You must submit documentation that details such equity ownership.

**Item Number 14. Fees, Profits, Surcharges, and/or Other Remittances.** Indicate whether the regional center or any of its principals, managing companies, or agents have or will receive fees, profits, surcharges, or other remittances through EB-5 capital investment activities from the new commercial enterprise or any current or prospective EB-5 investors. You must submit documentation that describes the remittances and details when and under what circumstances the remittances will be paid.

## Part 7. Statement, Contact Information, Certification, and Signature of the Authorized Individual

**Item Numbers 1.a. - 9.b.** This application must be signed and filed by an authorized individual of the regional center. An authorized individual of the regional center is a principal of the regional center entity with the executive managerial authority to seek the regional center designation, or amended designation, on behalf of a **state** or local governmental agency, or any other existing entity established in the United States and its territories. Select the **appropriate** box to **indicate** if you, the authorized individual of the regional center, read this application yourself or if someone interpreted this application for you from English to a language in which you are fluent. If applicable, select the box to indicate if someone prepared this application for you. **Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). A stamped or typewritten name in place of a signature is not acceptable.**

## Part 8. Interpreter's Contact Information, Certification, and Signature

**Item Numbers 1.a. - 6.b.** If you used anyone as an interpreter to read the instructions and questions on this application to you in a language in which you are **fluent**, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, and his or her email address (if any). The interpreter must sign and date the application.

## Part 9. Contact Information, Statement, Certification, and Signature of the Person Preparing this Application, If Other Than the Authorized Individual of the Regional Center

**Item Numbers 1.a. - 8.b.** This section must contain the signature of the person who completed your application, if other than you, the authorized individual of the regional center. **If the same individual acted as your interpreter and your preparer**, that person should complete both **Part 8.** and **Part 9.** If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address **information.** Anyone who helped you prepare this application **MUST** sign and date the **application.** A stamped or typewritten name in place of a signature **is not acceptable.** If the person who helped you prepare your application is an attorney or accredited representative, he or she **must also** submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

## Part 10. Additional Information

**Item Numbers 1. - 7.b.** If you need extra space to provide any additional information within this application, use the space provided in **Part 10. Additional Information.** **If you need more space than what is provided in Part 10., you may make copies of Part 10. to complete and file with your application or attach a separate sheet of paper.** Include the regional center entity's name at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers, and sign and date each sheet.

**We recommend that you print or save a copy of your completed application to review in the future and for your records.**

## What Evidence Should You Submit?

You must submit all evidence requested in these instructions with your application, including the items listed below.

If you fail to submit required evidence with your application, USCIS may deny your application under 8 Code of Federal Regulations (CFR) section 103.2(b)(1).

**Provide the following evidence for applications filed to request initial designation of a regional center and/or to make amendments to the organizational structure, ownership, or administration of a previously designated regional center.**

- 1. Map or Illustration of Geographic Area of Regional Center.** The regional center must focus on a geographical area. This area must be limited, contiguous, and clearly identified in the application by providing a detailed map or illustration of the proposed geographic area of the regional center.

2. **Plan of Operation.** You must submit a plan of operation that will address how the regional center will recruit investors. Also, address how the regional center will conduct its due diligence to ensure that only lawful sources of immigrant investor funds are associated with the regional center's new commercial enterprises. In addition, the operating plan must demonstrate that the regional center will promote economic growth with respect to increased export sales, improved regional productivity, job creation, or increased domestic capital investment within the geographic area of the regional center. The plan should also identify any and all fees, profits, surcharges, or other remittances that will be paid to the regional center or any of its principals, managing companies, or agents through the new commercial enterprises into which EB-5 investors will invest capital.
3. **North American Industry Classification System (NAICS).** Provide the industry category title and the NAICS code for each industrial category **related to this regional center.** You can obtain the NAICS code at [www.census.gov/epcd/www/naics.htm](http://www.census.gov/epcd/www/naics.htm). Enter the **code, from left to right, in Part 5., Item Number 1.b. and 2.b.** If you use a code with fewer than six digits, enter the code left to right and then add zeros **to the end of the number to make it six digits.**
4. **Prediction of Capital Investment Impact Through New Commercial Enterprises.** Provide a general prediction that addresses the prospective economic impact, regionally or nationally, of the proposed new commercial **enterprises** sponsored by the regional center. Address the prospect for increases in household earnings; demand for business services, utilities, and maintenance and repair; and construction both inside and outside the regional center. Also, using the NAICS codes, present an economic analysis that relies on economically or statistically valid forecasting tools to show how jobs will be created for each industrial category of economic activity (for example, manufacturing, food production/processing, warehousing, tourism and hospitality, transportation, power generation, and agriculture.)
5. **Methodology to Track Capital Investment.** The application must be supported by a statement from the principal of the regional center that explains the methodologies that the regional center will use to track the infusion of each EB-5 investor's capital into each new commercial enterprise and any related job creating entities. The statement must also explain how the regional center will allocate the jobs created through the EB-5 investments in the new commercial enterprise and/or job creating entities to each associated EB-5 investor.
6. **Promotional Activities.** Provide a detailed description of the past, present, and future promotional activities for the regional center. Include a description of the promotional efforts taken and planned by the sponsors of the regional center, such as a budget for these activities, along with evidence of the funds committed to the regional center for promotional activities.
7. **Organizational Structure and Compliance with EB-5 Requirements.** The application must fully describe and document the organizational structure of the regional center entity. Provide evidence such as:
  - A. A description and documentation of the business structure of the regional center entity, such as articles or certificates of formation, bylaws, partnership or LLC agreements, or other formation and governing documents for the regional center entity; and
  - B. Draft memorandum of understanding, interagency agreement, **contracts**, **letters** of intent, or similar **agreements** to be entered into for any other **parties**, **agencies**, or **organizations** to engage in activities on behalf of, or in the name of, the regional center.

**For applications filed to request addition of a new commercial enterprise associated with the regional center (whether as part of the initial designation or as an amendment), or to amend a previously added new commercial enterprise, provide any of the evidence listed above that has not already been provided along with the following.**

1. **Job Creation.** Each regional center must fully explain how the new commercial enterprise will create at least ten new full-time jobs for qualifying employees associated with each immigrant investor either directly or indirectly. The regional center must provide a detailed, comprehensive, and credible business plan for the new commercial enterprise showing that the proposed plan of operations is feasible under current market and economic conditions. Identify the form of the EB-5 investment (equity stake, loan, or some other financial arrangement) from the new commercial enterprise into any related job-creating entity. The new commercial enterprise business plan should also identify any and all fees, profits, surcharges, or other remittances that will be paid to the regional center or any of its principals, managing companies, or agents through the new commercial enterprise. The business plan must be accompanied by an economic analysis. This analysis must rely on economically or statistically valid forecasting tools to show how the new commercial enterprise's activities will create qualifying jobs.
2. **Minimum Capital Investment.** The regional center must identify the anticipated minimum capital investment threshold (either \$1 million or \$500,000) for each immigrant investor into the new commercial enterprise.

**3. Organizational Structure and Compliance with EB-5 Requirements.** The application must show that the capital investment offering instruments, business structure, and operating agreements of the new commercial enterprise that will be associated with the regional center comply with the EB-5 statutory and regulatory requirements and binding precedent decisions. Submit such evidence as:

- A.** A description and documentation of the business structure of the new commercial enterprise that will be associated with the regional center, such as articles or certificates of formation, bylaws, partnership or LLC agreements, or other formation and governing documents for the new commercial enterprise;
- B.** A draft subscription agreement for investment into the new commercial enterprise;
- C.** Draft escrow agreement and instructions, if any;
- D.** A list of proposed financial institutions that will serve as the escrow agent, if any;
- E.** A draft offering letter, private placement memorandum, or similar offering document to be provided to an immigrant investor relating to capital investments through the regional center and in the associated new commercial enterprise; and
- F.** A draft memorandum of understanding, interagency agreement, contract, letter of intent, or similar agreement to be entered into for any other party, agency, or organization to engage in activities on behalf of, or in the name of, the new commercial enterprise.

### What Is the Filing Fee?

The filing fee for Form I-924 is **\$6,230**.

**NOTE:** There is no separate filing fee for **Form I-924A**.

**NOTE:** The filing fee is not refundable, regardless of any action USCIS takes on this application. **DO NOT MAIL CASH.** You must submit all fees in the exact amount.

**Use the following guidelines when you prepare your check or money order for the Form I-924 filing fee:**

- 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.”

**Notice to Those Making Payment by Check.** If you send us a check, USCIS will convert it 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 your bank will show it on your regular account statement.

**You will not receive your original check back.** We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If USCIS cannot complete the EFT because of insufficient funds, we may try to make the transfer **two additional** times.

### How To Check If The Fees Are Correct

**Form I-924** filing fee is current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.

- 1.** Visit the **USCIS Web site** at [www.uscis.gov](http://www.uscis.gov), select “FORMS,” and check the appropriate **fee**; or
- 2.** Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

### Where To File?

Please see our **Web site** at [www.uscis.gov/I-924](http://www.uscis.gov/I-924) or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this application. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.



## Address Change

You must notify USCIS of your new address within 10 calendar days of any change to the mailing address of the regional center entity. For information on filing a change of address go to the USCIS Web site at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) or contact the USCIS National Customer Service Center at 1-800-375-5283. For TTY (deaf or hard of hearing) call: 1-800-767-1833.

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

## Processing Information

**Initial Processing.** Once USCIS accepts your application, we will check it for completeness. If you do not completely fill out this application, you will not establish a basis for your eligibility and USCIS may reject or deny your application.

**Requests for More Information.** We may request that you provide more information or evidence to support your application. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

**Requests for Interview.** We may request that you appear at a USCIS office for an interview based on your application. At the time of any interview or other appearance at a USCIS office, we may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.

**Decision.** The decision on Form I-924 involves a determination of whether you have established eligibility for the requested designation, or an amendment to a previously approved designation. USCIS will notify you of the decision in writing.

**Approval.** If you have established that you qualify for the benefit sought, USCIS will approve your application. The approval notice will provide information about the responsibilities and obligations of your USCIS designated regional center. It will also list the evidence to submit in support of regional center-associated individual EB-5 petitions, as well as details on the reporting and oversight requirements for regional centers.

**Denial.** If you have not established eligibility for the benefit sought, USCIS will deny this application. The denial notice will describe the reasons for the denial, and the regional center's right to appeal to the Administrative Appeals Office as specified in 8 CFR 103.3.

## USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS Web site at [www.uscis.gov](http://www.uscis.gov) 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 calling the USCIS National Customer Service Center at 1-800-375-5283. For TTY (deaf or hard of hearing) call: 1-800-767-1833.

Instead of waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our online system, InfoPass, at [infopass.uscis.gov/](http://infopass.uscis.gov/). 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-924, we will deny your Form I-924 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 Compliance Review and Monitoring

By signing this application, you have stated under penalty of perjury (28 U.S.C. section 1746) that all information and documentation submitted with this application is complete, true and correct. You have also authorize the release of any information from the records of the regional center that USCIS may need to determine the regional center's eligibility for designation and consent to USCIS verifying such information.

The U.S. Department of Homeland Security (DHS) has the authority to verify any information you submit to establish eligibility for regional center designation at any time. USCIS' legal authority to verify this information is in 8 U.S.C. sections 1103 and 1155; the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act, 1993 Pub. L. No. 102-395, section 610, 106 Stat 1828, 1874 (1992) (as amended); and 8 CFR Parts 103, 204, and 205. To ensure compliance with applicable laws and authorities, USCIS may verify information before or after your case is decided.

Agency verification methods may include, but are not limited to: review of public records and information; contact via written correspondence, the Internet, facsimile, other electronic transmission, or telephone; unannounced physical site inspections of residences and locations of employment; and interviews. USCIS will use information obtained through verification to assess your compliance with the laws and to determine your eligibility for regional center designation.

Subject to the restrictions under 8 CFR 103.2(b)(16), USCIS will provide you with an opportunity to address any adverse or derogatory information that may result from a USCIS compliance review, verification, or site visit after a formal decision is made on this application or after the agency has initiated an adverse action which may result in revocation or termination of an approval.

## USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, sections 101, 103, and 203 (as amended) and the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriation Act, Pub. L. No. 102-395, section 610, 106 Stat 1828, 1874 (1992) (as amended).

**PURPOSE:** The primary purpose for providing collecting the requested information on this application is to determine if the regional center has established eligibility for regional center designation or amended designation. DHS will use the information you provide to grant or deny the regional center application.

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

**ROUTINE USES:** DHS may share the information you provide on this application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows 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 you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share the information, 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 40 hours per response, for initial and amendment filings, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. 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. 1615-0061. **Do not mail your completed Form I-924 to this address.**