



State of New Jersey

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES**

ADMINISTRATIVE OFFICES
QUAKERBRIDGE PLAZA—BUILDING 5 & 7 & 12
QUAKERBRIDGE ROAD
TRENTON, NEW JERSEY 08619

ADDRESS REPLY TO:
CN-712
TRENTON, NEW JERSEY 08625

MEDICAID COMMUNICATION NO. 89-7

DATE: February 20, 1989

TO: County Welfare Agency Directors
Institutional Services Section
(ISS) Area Supervisors

SUBJECT: Systematic Alien Verification for Entitlements (SAVE)

Recent changes to federal regulations have resulted in the implementation of a system designed to verify the immigration status of aliens applying for certain types of benefits including AFDC related Medicaid, MAO, and New Jersey Care...Special Medicaid Programs (including the Medically Needy). This system, Systematic Alien Verification for Entitlements (SAVE), is a Federal/State information program, administered through the Immigration and Naturalization Service (INS), and is designed to prevent the issuance of benefits to aliens otherwise not entitled to benefits due to their immigration status.

A manual processing system, known as secondary verification, is to be implemented immediately for new cases. Existing cases will be processed at redetermination. Information on an automated SAVE system (primary verification) will be furnished as it becomes available.

A primary component to the secondary verification process is the utilization of the Form PA-1L, "Declaration of Citizenship/Legal Alien Status". This form provides a written statement of citizenship or legal alien status and each eligible family member is required to furnish a statement and signature before eligibility can be granted. An adult family member must sign for members under 18 years of age. If no family member is age 18 or older, then any family member may sign for the other family member. Only those family members who sign the form are eligible for Medicaid benefits provided they meet all other eligibility requirements. In the event that an otherwise eligible family member subsequently signs the PA-1L, that members' eligibility will begin in the month of signature.

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If an otherwise eligible individual has not signed the PA-1L or, if required, has not provided original evidence of immigration status by the end of the applicable case-processing period, eligibility for that individual shall be denied or terminated for failure to provide required verification. Eligibility for the remaining applicant/recipient family members shall be determined with the income and resources of the ineligible individual included. The ineligible individual will not, however, be included in the household or budget unit count for purposes of determining the family's income or resource standard. When a pregnant woman alleges to be an illegal alien, she will not be required to sign the PA-1L, nor will the CWA attempt to verify her alien status through INS.

If the applicant is not a U.S. citizen or national, he/she is required to provide original documentation of satisfactory evidence of current immigration status. Types of acceptable documentation are included in the attachments to this communication. The CWA will forward a copy of the documentation to the INS for verification, retain a copy in the case record and return the original to the applicant/client. The CWA will be responsible for informing the applicant/client of the SAVE requirements, procedures and forms at the time of application or, for existing cases, at redetermination.

VERIFICATION

Secondary verification is a manual process, conducted by the INS, to validate the submitted documentation by thoroughly searching all applicable INS data and responding to such inquiry within ten working days of receipt. Secondary verification must be completed prior to the the delay, denial, reduction, or termination of benefits to applicants or clients for reasons of immigration status.

NOTE: A delay in the receipt of a INS final determination will not preclude the applicant/client from receiving Medicaid benefits.

When processing an application for secondary verification, the following forms are to be completed and forwarded to the INS along with a copy of the original documentation of immigration status.

INS Form G-845, Document Verification Request. This document requests INS to validate the information provided and serves as a response when completed and returned by INS.

INS Consent of Disclosure. This form is required of certain applicants and authorizes INS to release information.

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Examples of these forms along with instructions for their use are included in the attachments. All requests for verification should be addressed to:

U.S. INS District Office
970 Broad Street
Newark, New Jersey 07102
Attention: Verification Unit

Subsequent to the initial verification of alien status through INS, an individual's status need not be verified again unless his or her status is subject to change or the CWA has reason to believe it may have changed. For instance, if the original documentation indicates that the status is timelimited or subject to renewal, the CWA would re-verify the alien status if, at the time of the next redetermination of eligibility, the original documentation would no longer be valid. A new PA-1L is not required to accomplish this subsequent verification through INS.

PROTECTION OF PRIVACY

Disclosure or use of information obtained in connection with SAVE is restricted to individuals and agencies directly connected with the verification of alien status and the administration of the Medicaid program.

FAIR HEARING

Should information provided by the INS result in adverse action, the applicant/client should be afforded timely notice and the opportunity for a fair hearing. The INS will provide appropriate immigration technical consultation and witness support necessary to the Division during the fair hearing process on a prearranged and approved basis.

The attachments to this communication have been excerpted from the INS SAVE Program Manual.

This letter is to be brought to the attention of all CWA staff involved in the application process for Medicaid programs.

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Please direct any questions to your Medicaid field staff.

Sincerely,


Thomas M. Russo, Director
Division of Medical Assistance
and Health Services

TMR:E1

Attachments

cc: Odella T. Welch
Deputy Commissioner

Marion E. Reitz, Director
Division of Public Welfare

William Waldman, Director
Division of Youth and Family Services

DECLARATION OF CITIZENSHIP/LEGAL ALIEN STATUS

NOTE: IF YOU ARE IN THE PROCESS OF COMPLETING AN APPLICATION FOR AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC), FOOD STAMP (FS), OR MEDICAID BENEFITS, THIS FORM MUST BE COMPLETED AS PART OF THE APPLICATION PROCESS. RETURN IT, TOGETHER WITH THE REQUIRED DOCUMENTATION, TO YOUR CASEWORKER. IF YOUR CASE IS SCHEDULED FOR REDETERMINATION/RECERTIFICATION OF ELIGIBILITY FOR CONTINUING BENEFITS, COMPLETE THIS FORM AND BRING IT, TOGETHER WITH THE REQUIRED DOCUMENTATION, TO YOUR CASEWORKER. BEFORE YOU SIGN THIS FORM, READ THE STATEMENTS BELOW. IF YOU DO NOT UNDERSTAND, OR HAVE ANY QUESTIONS, PLEASE ASK YOUR CASEWORKER.

Federal requirements in the Aid to Families with Dependent Children (AFDC), Food Stamp (FS), and Medicaid programs provide that, as a condition of eligibility, a written declaration of citizenship/legal alien status must be obtained as follows:

- ° Each adult member of the eligible family/household must sign the statement below.
- ° Adult eligible family/household members must sign this statement for members under 18 years of age.
- ° In the absence of an eligible adult in the family/household (e.g., in the case of a non-needy parent-person in AFDC), the applicant shall sign for non-adults.
- ° Information must be provided below for each eligible family/household member.

Note: Illegal aliens are not eligible for benefits under the Federally funded AFDC or FS programs.

Unless a person is a U.S. citizen, he or she must provide the caseworker with documentation from the Immigration and Naturalization Service (INS) or other documentation which is determined acceptable as proof of immigration status. Information provided by family/household members concerning alien status is subject to verification by the INS. Information received from the INS may affect your family's/household's eligibility and level of benefits.

I CERTIFY, UNDER PENALTY OF PERJURY, BY SIGNING MY NAME BELOW, THAT I AM A U.S. CITIZEN OR ALIEN IN LAWFUL IMMIGRATION STATUS. I ALSO UNDERSTAND THAT INFORMATION ABOUT ME WILL BE SUBMITTED TO THE INS FOR VERIFICATION OF MY ALIEN STATUS, IF APPLICABLE. I UNDERSTAND THAT THE USE OR DISCLOSURE OF INFORMATION ABOUT ME IS RESTRICTED TO INDIVIDUALS AND ORGANIZATIONS DIRECTLY CONNECTED WITH THE VERIFICATION OF LEGAL ALIEN STATUS AND THE ADMINISTRATION OR ENFORCEMENT OF THE PROVISIONS OF THE AFDC, FS, AND MEDICAID PROGRAMS.

(Please print and sign name where indicated, and check one of the blocks marked "U.S. citizen" or "Legal alien". If an individual signs with an "X", the signature of a witness is also required; see other side of this form.)

1) <u>Applicant's Name</u>	<u>U.S. citizen()</u>	<u>Legal alien()</u>
<u>Applicant's Signature</u>		<u>Date</u>
2) <u>Co-Applicant's Name</u>	<u>U.S. citizen()</u>	<u>Legal alien()</u>
<u>Co-Applicant's Signature</u>		<u>Date</u>

(Please print and sign name where indicated, and check one of the blocks marked "U.S. citizen" or "Legal alien". If an individual signs with an "X", the signature of witness is also required in the space at the bottom of this page.)

OTHER ELIGIBLE FAMILY/HOUSEHOLD MEMBERS

U.S. CITIZEN

LEGAL ALIEN

3) Name _____ () _____ ()

Signature _____

4) Name _____ () _____ ()

Signature _____

5) Name _____ () _____ ()

Signature _____

6) Name _____ () _____ ()

Signature _____

7) Name _____ () _____ ()

Signature _____

8) Name _____ () _____ ()

Signature _____

9) Name _____ () _____ ()

Signature _____

10) Name _____ () _____ ()

Signature _____

Agency Representative _____ Date _____

Signature of Witness _____ Date _____
(for individual named in # above)

Signature of Witness _____ Date _____
(for individual named in # above)

DECLARACION DE CIUDADANIA/CATEGORIA DE INMIGRACION

AVISO: SI USTED ESTA EN EL PROCESO DE APLICACION PARA EL PROGRAMA DE AYUDA PARA FAMILIAS CON NIÑOS DEPENDIENTES (AFDC/WELFARE) O PARA BENEFICIOS DE CUPONES DE ALIMENTO (FOOD STAMPS) O MEDICAID, ES OBLIGATORIO LLENAR ESTE FORMULARIO COMO PARTE DEL PROCESO DE APLICACION. DEVUELVALO JUNTO CON LA DOCUMENTACION NECESARIA, A SU TRABAJADOR SOCIAL. SI SU CASO ESTA EN PROCESO DE REDETERMINACION/RECERTIFICACION DE ELEGIBILIDAD PARA CONTINUACION DE BENEFICIOS, LLENE ESTE FORMULARIO Y TRAIGALO, JUNTO CON LA DOCUMENTACION NECESARIA, A SU TRABAJADOR SOCIAL. ANTES DE FIRMAR ESTE FORMULARIO, HAGA EL FAVOR DE LEER LAS DECLARACIONES MAS ABAJO. SI USTED NO LAS ENTIENDE O SI TIENE ALGUNA PREGUNTA, TENGA LA BONDAD DE PONERSE EN CONTACTO CON SU TRABAJADOR SOCIAL.

Requisitos Federales en los programas de Ayuda para Familias con Niños Dependientes (AFDC/Welfare), Cupones de Alimentos (Food Stamps) y Medicaid requieren que, como condición de elegibilidad, se debe obtener una declaración escrita de la condición de ciudadanía/categoría de inmigración de la manera siguiente:

- ° Cada adulto de la familia/hogar debe firmar la declaración más abajo.
- ° Miembros adultos elegibles de la familia/hogar deben firmar esta declaración para miembros con menos de 18 años.
- ° Personas adultas ausentes elegibles en la familia/el hogar (por ejemplo, en caso de un padre no necesitado en AFDC)), el solicitante firmará para menores de edad. ..
- ° Es obligatorio proveer información para cada miembro elegible de la familia/el hogar.

Aviso: Los extranjeros indocumentados no son elegibles para beneficios de los programas que utilizan fondos Federales, AFDC o Cupones de Alimento.

A menos que una persona tenga ciudadanía estadounidense, usted debe proveer documentación del servicio de inmigración y naturalización (INS) u otra documentación determinada como aceptable como prueba de su categoría de inmigración al trabajador social. La información proveída por miembro de la familia/el hogar con respecto a categorías de inmigración será verificada por el INS. La información recibida del INS puede afectar la elegibilidad y la cantidad de beneficios de su familia/hogar.

YO CERTIFICO, BAJO PENA DE PERJURIO, AL FIRMAR MAS ABAJO, QUE SOY CIUDADANO DE LOS ESTADOS UNIDOS O UN EXTRANJERO DOCUMENTADO LEGALMENTE ADMITIDO. TAMBIEN ENTIENDO QUE INFORMACION ACERCA DE MI SERA SOMETIDA AL INS PARA VERIFICACION DE MI CATEGORIA DE INMIGRACION, SI ES APLICABLE. ENTIENDO QUE SERA LIMITADO EL USO O DIVULGACION DE INFORMACION ACERCA DE MI A INDIVIDUOS U ORGANIZACIONES DIRECTAMENTE RESPONSABLES DE LA VERIFICACION DE CATEGORIA DE INMIGRANTE Y LA ADMINISTRACION DE LOS REGLAMENTOS DE LOS PROGRAMAS DE AFDC/CUPONES DE ALIMENTO Y MEDICAID.

(Haga el favor de escribir en letras de bloque y de firmar donde indicado y de indicar con una marca uno de los bloques marcados "Ciudadano de los E.U." o "Extranjero Documentado". Si el individuo firma con una "X", se requiere tambien la firma de un testigo; Véase el dorso de este formulario.)

1) Nombre del Solicitante _____	Ciudadano de los E.U. ()	Extranjero Documentado ()
Firma del Solicitante _____	Fecha _____	
2) Nombre del Co-Solicitante _____	Ciudadano de los E.U. ()	Extranjero Documentado ()
Firma del Co-Solicitante _____	Fecha _____	

(Haga el favor de escribir en letras de bloque y firmar el nombre donde es indicado y de indicar con una marca uno de los bloques marcados "Ciudadano de los E.U." o "Extranjero Documentado". Si el individuo firma con una "X", se requiere tambien la firma de un testigo en el lugar indicado al final de la página.)

	<u>OTROS MIEMBROS ELEGIBLES DE LA FAMILIA/EL HOGAR</u>	<u>Ciudadano de los E.U.</u>	<u>Extranjero Documentado</u>
3)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		
4)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		
5)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		
6)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		
7)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		
8)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		
9)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		
10)	<u>Nombre</u>	<u>()</u>	<u>()</u>
	<u>Firma</u>		

Representante de la Agencia Fecha

Firma del Testigo Fecha

(para individuo en el # más arriba)

Firma del Testigo Fecha

(para individuo en el # más arriba)

1. Alien Registration or I-94 Number

2. Applicant's Name (Last, First, Middle)

3. Nationality

4. Date of Birth (Month/Day/Year)

5. Social Security Number

6. Verification Number

To: Immigration and Naturalization Service

Attn: Status Verifier

From: Typed or Stamped Name and Address of Submitting Agency

7. ☐ Photocopy of Document Attached.
(If printed on both sides, attach a copy of the front and of the back.)
- ☐ Other Information Attached.

8. (Benefit)	(Your Case Number)
<input type="checkbox"/> AFDC	
<input type="checkbox"/> Education Grant/Loans/Workstudy	
<input type="checkbox"/> Food Stamp	
<input type="checkbox"/> Housing Assistance	
<input type="checkbox"/> Medicaid/Medical Assistance	
<input type="checkbox"/> Unemployment Insurance	
<input type="checkbox"/> Employment Authorization	
<input type="checkbox"/> Other (specify)	

Name of Submitting Official

Title of Submitting Official

Date

Telephone Number

THE SECTION BELOW FOR INS USE ONLY

INS RESPONSE: From the documents or information submitted and/or a review of our records we find that:

1. ☐ This document appears valid and relates to a Lawful Permanent Resident alien of the United States.
2. ☐ This document appears valid and relates to a Conditional Resident alien of the United States.
3. ☐ This document appears valid and relates to an alien authorized employment as indicated below:
 - a. ☐ Full-Time
 - b. ☐ Part-Time
 - c. ☐ No Expiration (Indefinite)
 - d. ☐ Expires on (Month/Day/Year) _____
4. ☐ This document appears valid and relates to an alien who has an application pending for (specify INS benefit): _____
5. ☐ This document relates to an alien having been granted asylum/refugee status in the United States.
6. ☐ This document appears valid and relates to an alien paroled into the United States pursuant to Section 212 of the I&N Act.
7. ☐ This document appears valid and relates to an alien who is a Cuban/Haitian entrant.
8. ☐ This document appears valid and relates to an alien who is a conditional entrant.
9. ☐ This document appears valid and relates to an alien who is a nonimmigrant (type or class): _____
10. ☐ This document appears valid and relates to an alien not authorized employment in the United States.
11. ☐ Continue to process as legal alien. INS is searching indices for further information.
12. ☐ This document is not valid because it

appears to be (check all that apply):

- a. ☐ Expired
- b. ☐ Altered
- c. ☐ Counterfeit

Do not write
in this block:
For INS status
verifier use only.

Stamp

☐ Please see reverse for additional comments.

Comments

13. ☐ This document relates to an alien who has filed an application for U.S. Residency pursuant to Section 245(A)(c)(5) or 210(b)(6) of the I&NA (Amnesty/SAW) which requires that your request be accompanied by an original consent of disclosure statement made by the alien applicant prior to INS divulging additional information.
14. ☐ No determination can be made from the information submitted. Please obtain a copy of the original alien registration documentation and resubmit.
15. ☐ No determination can be made without seeing both sides of the document submitted (*please resubmit request*).
16. ☐ Copy of document is not readable (*please resubmit request*).

"PRUCOL"

For Purposes Of Determining If Alien Is Permanently Residing Under Color Of Law Only!

17. ☐ INS actively pursues the expulsion of an alien in this class/category.
18. ☐ INS is not actively pursuing the expulsion of an alien in this class/category, at this time.
19. ☐ Other

Instructions

- Submit copies of both *front and back* of alien's original documentation.
- Make certain a *complete return address* has been entered in the "From" portion of the form.
- The Alien Registration Number ("A" Number) is the letter "A" followed by a series of (7) or (8) digits. Also in this block may be recorded the number found on Form I-94. (Check the front and back of the I-94 document, and if the "A" Number appears, record that number when requesting information instead of the longer admission number as the "A" Number refers to the most integral record available.)
- If Form G-845 is submitted without copies of applicant's original documentation, it will be returned to the submitting agency without any action taken.
- Address this verification request to the local office of the Immigration and Naturalization Service.

Consent of Disclosure

I freely and voluntarily waive the confidentiality provision of the Immigration Reform and Control Act of 1986 (IRCA) to permit the Immigration and Naturalization Service (INS) to provide

Agency: _____

my alien status for purposes of determining my eligibility for

Type of Benefit: _____

I understand that the Immigration Reform and Control Act of 1986 (IRCA) precludes the Immigration and Naturalization Service (INS) from using, publishing, or making available information related to my application for adjustment to temporary residence except as provided by law (confidentiality provision).

Name (Printed): _____

Signature: _____

Date: _____

Witness: _____

Date: _____

March 31, 1988

Examining INS Documents

At the time of application, all individuals applying for the entitlement benefit programs listed in section 121 of IRCA shall be required to declare in writing under penalty of perjury whether they are citizens or nationals of the United States, or aliens. If an applicant is an alien, he must present immigration documentation that the benefit issuing authority will verify with INS.

All alien applicants for entitlement benefits must present *original* documentation of alien registration or another form of documentation that the issuing agency determines is reasonable evidence of the alien's immigration status.³

Note that U.S.C. 1304, title 8, section 264, states that aliens in the U.S. must have immigration documentation in their possession at all times. Aliens without documentation, for example, those that claim documents were lost or stolen, should be referred to the local INS office (as given in the U.S. Government listing of the telephone directory) to request replacement documentation prior to primary or secondary verification procedures.

Immigration documentation includes, but is not limited to, the following forms. Unless indicated by footnote below, each shows the A-Number of the bearer. Some forms, which are indicated by footnote 3, have expiration dates. These dates should be checked during the agency or institution's visual examination of documentation.

- Resident Alien Card (Form I-551)
- Conditional Resident Alien Card (Form I-551)⁴
- Alien Registration Receipt Card (Form I-151)
- Alien Registration Receipt Card (Form AR-3A)
- Memorandum of Creation of Record of Lawful Permanent Residence (Form I-181)
- Fee Receipt (Form I-689)⁴
- Employment Authorization Card (Form I-688A)⁴
- Temporary Resident Card (Form I-688)⁴
- Arrival-Departure Record (Form I-94)^{4 5}
- Re-Entry Permit (Form I-327)⁴
- Refugee Travel Document (Form I-571)⁴

³ Entitlement issuing agencies and institutions shall only accept *original* cards, forms, and documents for verification purposes. The original document shall be returned to the alien by the reviewing agency. INS cannot prosecute fraud cases when facsimiles are photocopied in lieu of actual documentation.

⁴ These documents expire. Note the expiration date when processing them.

⁵ Document does not always contain the A-Number.

Section III

Figure 3C shows examples of the forms, and a glossary at appendix 3A defines terms related to the various immigration statuses they indicate. Note that some forms have been released in several editions, and valid documentation may not match the example exactly.

A foreign passport may be a valid identity document when it contains an I-94 bearing the endorsement "Processed for I-551, Temporary Evidence of Lawful Permanent Residence." Additionally, a receipt from INS, indicating that an application or petition has been filed but not yet adjudicated, may be accepted as documentation.⁶ INS issues a receipt for any action that requires a fee, such as an application for permanent residency, a petition for a fiance, or a replacement of lost or stolen immigration documentation. Form I-689, which is listed above, is a specialized type of receipt used for aliens seeking immigration status under the legalization (amnesty) and Special Agricultural Worker (SAW) programs mandated by IRCA.

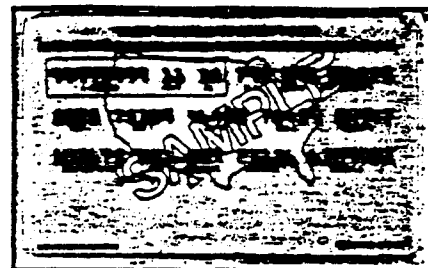
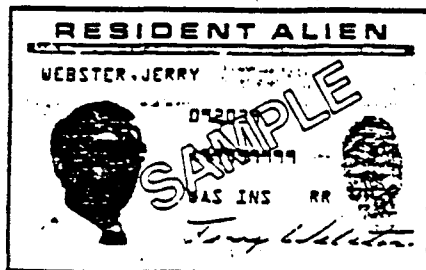
Aliens also may present other documents, such as marriage records or court orders, that indicate the identity, immigration status, or U.S. residence of the holder. Although these documents may not serve as adequate proof of immigration status, they may be useful in the secondary verification process.

Some INS documentation does not contain a photograph of the bearer. When such documentation is presented, the eligibility worker should ask for an additional identity document that includes a photograph, such as a driver's license or an employer badge.

⁶ These documents expire. Note the expiration date when processing them.

Examples of Immigration Documentation

Alien Registration Receipt Card (Resident Alien), Form I-551: Issued by INS after June 1978, the card is the current version given to lawful permanent resident (lawful immigrant) aliens. Valid indefinitely, this form commonly is referred to as a "green card" and is the revised edition of Form I-151.



Alien Registration Receipt Card (Conditional Resident Alien), Form I-551: Issued by INS to conditional permanent residents, such as alien spouses of United States citizens or lawful residents. Although it is the same form as that issued to permanent resident aliens, this card is valid for a limited period of time, and has an expiration date stated on the back.

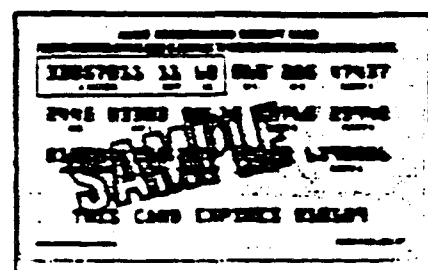
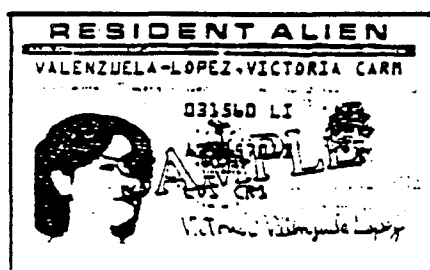
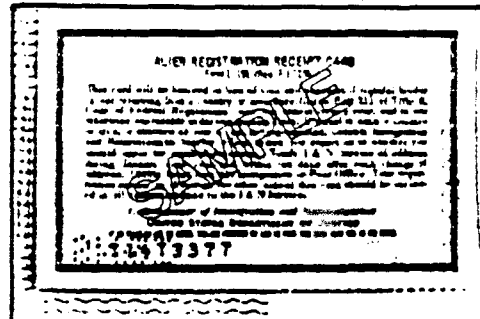
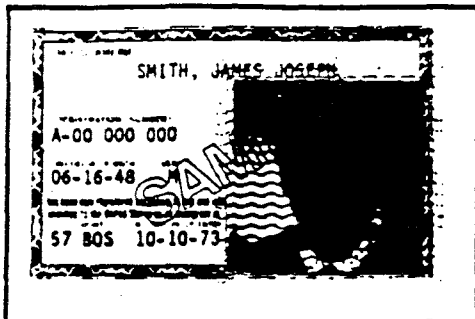


Figure 3C

Alien Registration Receipt Card, Form I-151: Issued by INS prior to June 1978 to lawful permanent resident (lawful immigrant) aliens. There are numerous versions of this card because of periodic revisions. Although this form is no longer used, cards already issued are valid indefinitely. It also is referred to as a "green card."

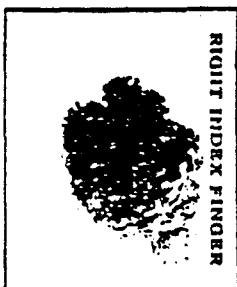


Alien Registration Receipt Card, Form AR-3A: Issued between 1941 and 1949, this card pertains to lawful permanent resident aliens.

Form AR-3A Registration Number 6962241
W - 223868
ALIEN REGISTRATION RECEIPT CARD

Felipe Martinez-Rios
1748 N. Highland Street
Arlington, Va.

KEEP THIS CARD. Keep a record of the number.



This Alien Registration Receipt Card should be sent to the Immigration and Naturalization Service, Department of Justice, Washington, D. C., (1) if it is found; or (2) if the person named hereon departs from the United States, or becomes naturalized, or dies.

Felipe Martinez-Rios
SIGNATURE OF REGISTRANT, OR PERSON REGISTERING THE ALIEN

UNITED STATES DEPARTMENT OF JUSTICE
IMMIGRATION AND NATURALIZATION SERVICE
WASHINGTON, D. C.



To the Registrant:

Your registration under the Alien Registration Act, 1940, has been received and given the number shown above your name. This card is your receipt, and is evidence only of such registration. In writing to the Department of Justice about yourself, always give the number on this card.

Felipe Martinez-Rios
Department of Justice
Immigration and Naturalization Service.

10-10410-1

ADDRESS REPORTS—Read Carefully

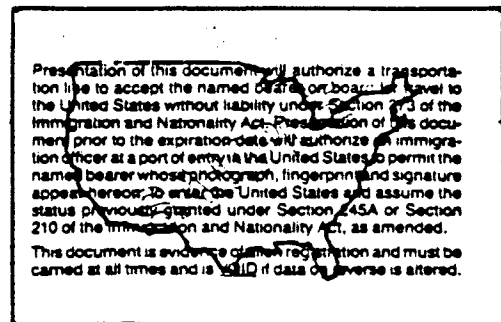
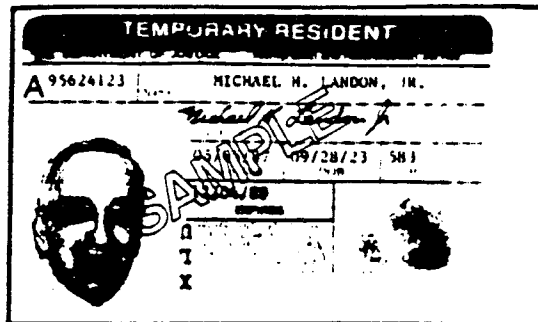
The Alien Registration Act, 1940, requires all resident aliens to report each change of address within 5 days of such change. Other aliens, for example: Visitors, students, and others not admitted for permanent residence in the United States, must report their address every 3 months whether they change their address or not. Prepared forms for such address changes and reports may be obtained at any post office. A penalty of fine and imprisonment is provided by law for failure to make the required reports. Address letters and reports to the Immigration and Naturalization Service, Department of Justice, Washington, D. C. When reporting, give both your number and name.

U. S. GOVERNMENT PRINTING OFFICE 10-10410-1

Figure 3C (con't)

March 31, 1988

Temporary Resident Card, Form I-688: Issued by INS beginning in November 1986 and currently given to aliens granted temporary resident alien status under the legalization (amnesty) or SAW programs. It is valid until the expiration date stated on the face of the document.



Arrival-Departure Record, Form I-94: Issued by INS to nonimmigrant aliens and attached to an unexpired foreign passport. The I-94 does not include an A-Number and will not contain a photograph. The document may bear one of the following annotations:

- Section 203(a)(7) - Conditional Entry
- Section 207 - Refugee
- Section 208 - Asylum
- Section 212(d)(5) - Parolee
- Section 243(h)
- Cuban-Haitian Entrant
- Employment Authorized

The form below is the current version of the I-94. The document at the top of page 2-8 is a previous edition, which may be valid for some aliens.

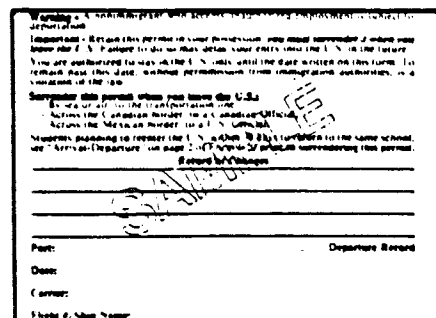
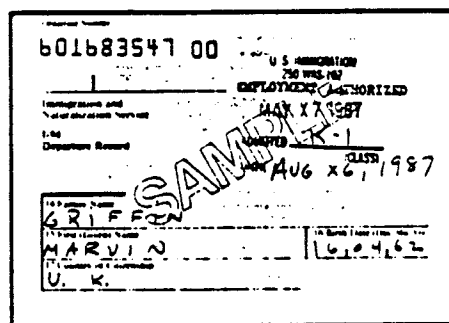


Figure 3C (con't)

Family Name (Capital Letters) CRAMER		First Name NEVILLE	Middle Initial N
Country of Citizenship IRELAND		Passport or Alien Registration Number 335794265	
United States Address (Number, Street, City and State) 1700 L STREET NW WASHINGTON DC			
Airline and Flight No. or Vessel at Arrival BRITISH AIR 61041		Port of Entry LONDON (GATWICK)	
Number, Street, City, Province (State) and Country of Permanent Residence 52 O'DONNELL STREET DUBLIN, IRELAND			
Month, Day and Year of Birth 09/03/53		U. S. IMMIGRATION SHANNON 09 OCT 31 1986 ADMITTED K-1 UNTIL	
City, Province (State) and Country of Birth DUBLIN, IRELAND			
VISA ISSUED AT DUBLIN			
Month, Day and Year Visa Issued SEPT. 30, 1986		REMEMBER THIS COPY WHEN LEAVING THE UNITED STATES SEE REVERSE FORM 1-34	

IMPORTANT NOTICE

Your travel into the United States does not constitute an admission under the terms of the Immigration and Naturalization Service laws. You must comply with the conditions of the visa and follow the instructions of the immigration officer at the port of entry. If for any reason, you do not intend to enter the United States, you must report to the nearest office of the Immigration and Naturalization Service at your status is not otherwise changed or if you do not take the United States before the termination date shown.

UPON DEPARTURE FROM THE UNITED STATES

- By sea or air, surrender the permit to travel to the nearest office of the Immigration and Naturalization Service.
- Over Canadian Border, surrender the permit to the Canadian Immigration Officer.
- Over Mexican Border, surrender the permit to the United States Consulate or Office.

DEPARTURE RECORD

Port: _____ Date: _____ Carrier: _____

To: _____
 (Country of origin, if applicable)
 UNITED STATES DEPARTMENT OF JUSTICE
 Immigration and Naturalization Service
 Form Approved Bureau No. 43-13117
ARRIVAL - DEPARTURE RECORD
 FORM 194 (Rev. 5-1-81) (Please Print)

Re-Entry Permit, Form I-327: Issued by INS to lawful permanent resident (lawful immigrant) aliens before they leave the United States for a one- to two-year period. This document contains an expiration date.

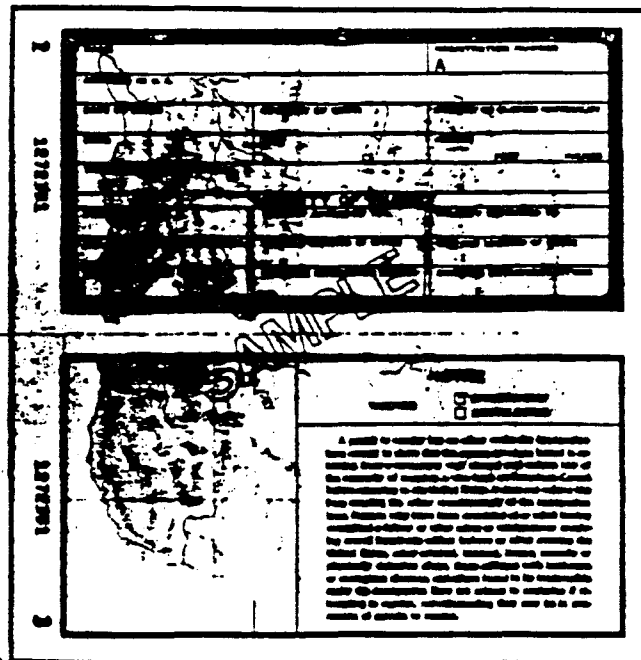
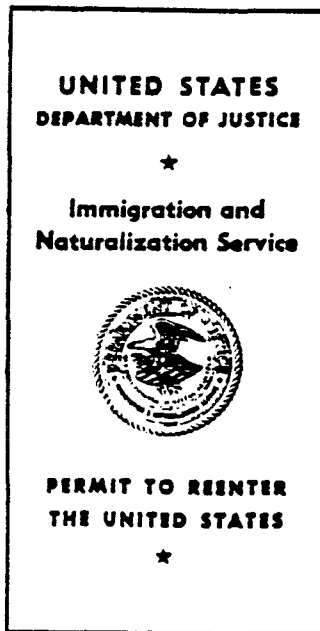


Figure 3C (con't)

Memorandum of Creation of Record of Lawful Permanent Residence, Form I-181: A temporary identification document issued by an INS field office when an alien has been granted lawful permanent residence. Within a year of issue, the holder should receive an Alien Registration Receipt Card, which will become the permanent identification document.

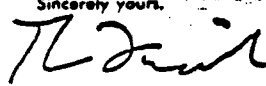
<p>UNITED STATES DEPARTMENT OF JUSTICE IMMIGRATION & NATURALIZATION SERVICE RICHARD B. RUSSELL FEDERAL OFFICE BUILDING ROOM 1408 75 SPRING STREET, S. W. ATLANTA, GEORGIA 30303</p>	<p>File Number <u>A00 000 001</u></p>
--	---------------------------------------

<p>Sample Alien 1000 Peachtree St. Atlanta, Ga. 30000</p>	
---	--

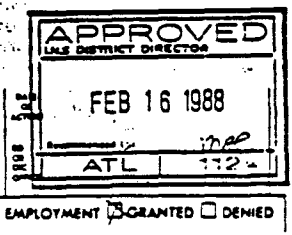
Your application for status as a permanent resident has been retained for processing. You will be notified when further action has been taken in your case. Your request to accept employment has been adjudicated and the result is shown below. This employment authorization is valid only for the time necessary to decide your application for permanent residence.

If you change your address, marital, or employment status notify this office, referring to the above file number. To avoid delay in the processing of your application, please do not call or write to inquire about the current status of your case.

Sincerely yours,



District Director



APPROVED
 INS DISTRICT DIRECTOR
 FEB 16 1988
 ATL 1124
 EMPLOYMENT ☒ GRANTED ☐ DENIED

An appointment is scheduled for you on APR 1 30 1988 at 2:00 P M at the address shown above. Bring with you to this interview, this letter and the items listed below.


Form I - 181a (Rev. 5-1-83) M

Figure 3C (con't)

Fee Receipt, Form I-689: Issued by INS to applicants for status under the legalization (amnesty) and SAW programs when the application for legalization has been submitted and the fee has been paid. This document expires on the date of the legalization interview, when the applicant may receive an Employment Authorization Card.

LEGALIZATION FEE RECEIPT		02/29/88
DEPARTMENT OF JUSTICE		11:02:35
IMMIGRATION AND NATURALIZATION SERVICE		
500 N. 29th		
Washington, D.C.		
RE: ANUMBER: A9222222	MIA-88-123-4567	FEE CLERK ID: KAR
FOR: WHITE, M.		
WITH: I-687L (Form #)	REGARDING CASE #: A9222222	
RECEIVED: \$185.00	ND FORM OF: POSTAL MONEY ORDER BANK # 123456789	
FROM: WHITE, M. (Remitter Name)		
QUE:	APPLICANT'S COPY FORM # I-689 5/87	

Employment Authorization Card, Form I-688A: Issued by INS beginning in November 1986. It is currently given to applicants for temporary resident alien status after their initial interview for legalization (amnesty) or SAW status. It is valid for a period of six months from issuance and has the expiration date stated on the face of the card.

EMPLOYMENT AUTHORIZATION	
A 95824123	MICHAEL H. LANDON, JR.
	<i>Michael H. Landon Jr.</i>
	09/28/83
	04/87
	EXPIRES
	01
	X

The person identified on the reverse is an applicant for Temporary Resident status under a provision of the Immigration and Nationality Act, as amended by P.L. 99-603. This document, presented during its validity period by the person to whom it was issued is a document of identity and employment eligibility required to be examined by an employer under Section 274A of the Act.

This document is evidence of alien registration and must be carried at all times and is void if altered.

Figure 3C (con't)

Refugee Travel Document, Form I-571: Issued by INS to aliens who have been granted refugee status. This document contains an expiration date.

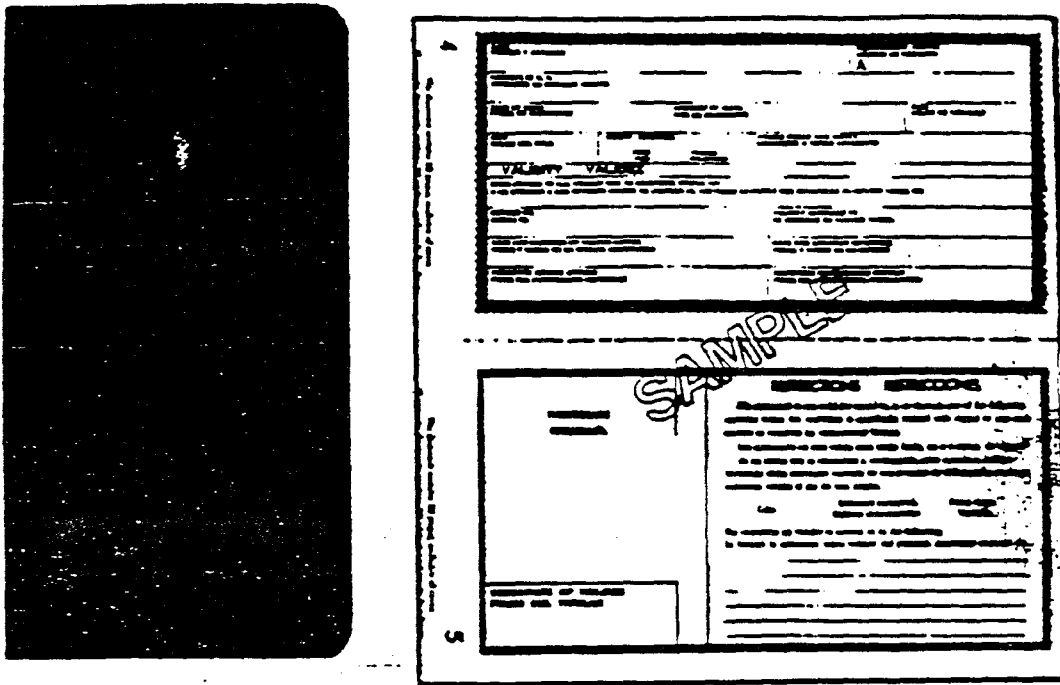


Figure 3C (con't)

Obtaining Secondary Verification

To obtain secondary verification, the benefit issuing agency or institution will forward a completed Document Verification Request (Form G-845) with fully readable photocopies of original immigration documents to a designated File Control Office (FCO) for review. Figure 3B shows a completed example of this form, and appendix 3B contains a clean copy for user reproduction. File Control Offices are listed by county and state in appendix 3C, and their addresses are given in appendix 3D.

A separate G-845 should be completed for each applicant and should include copies of the documents for that person only. If a family unit has applied for a benefit, each member will require a separate G-845.

Attachments

A photocopy of all applicable printed pages of each piece of *original* immigration documentation presented should be attached to the Form G-845.² A discussion of INS-issued immigration documents follows this section. A Document Verification Request sent to INS without photocopies of original documents will be returned to the submitting agency without a status determination. Although an INS document is all the identification required to complete the secondary verification process, the attachments should include identification bearing a photograph of the applicant whenever possible. If the alien has presented another pertinent document, such as a marriage record or court order, it should be included as well. Examples of INS documentation are shown in figure 3C.

For easy retrieval and quality control purposes, INS *suggests* that a copy of every alien applicant's immigration documentation also be maintained in his file for the duration of the record retention period. Original documentation must be returned to the alien applicant.

Completing Form G-845

The G-845 should be completed as fully as possible by the submitting agency. It is essential that the form contain enough information to identify the alien.

1. **Alien Registration or I-94 Number:** Enter the A-Number as the letter "A" followed by a series of seven or eight digits. Include also the Admission Number if available. The Admission Number is found on Form I-94 and in the Alternate ID field used in ASVI. The Admission Number may assist in the various searches made during secondary verification.
2. **Applicant's Name:** Enter last, first, and middle names of applicant. If user documentation indicates more than one variation of the name, enter all versions. (See section II and appendix 3E for a discussion of Hispanic and oriental names.)
3. **Nationality:** Enter the foreign nation or country to which the applicant owes legal allegiance. This is normally, but not always, the country of birth.
4. **Date of Birth:** Enter the birth date using the format MM/DD/YY. If the complete date of birth is not known, give available information.

² INS requires that agencies and institutions copy all printed sides of each INS-issued card or form. When the alien presents a foreign passport as documentation, INS will require copies of only those pages that identify the issuing country, holder, and immigration status while in the United States (i.e., the I-94).

March 31, 198°

Social Security Number: Enter the alien's nine-digit Social Security Number, if known. Copy the number directly from the alien's Social Security card whenever possible.

6. **Verification Number:** Enter the Verification Number assigned when the ASVI was queried, if applicable.
7. **Photocopy of Document Attached/Other Information Attached:** Indicate that INS documentation is attached by checking the top box. Use the bottom box if other information has been included in support or in lieu of INS documents.
8. **Benefit/Your Case Number:** Mark the blocks showing the entitlement benefit program(s) for which this alien has applied. Show applicable case numbers or indicate with "pending," if a case number has not yet been assigned.

The submitting official should provide his name, title, telephone number, and the current date. The name and address of the requesting agency or institution should be typed or stamped in the block labeled "From." Copies of Form G-845 ordered from INS will include the address of the File Control Office responsible for processing the form.

1. Alien Registration or I-94 Number

A22 222 222

2. Applicant's Name (Last, First, Middle)

Ennon, Sun Pow

3. Nationality

Korean

4. Date of Birth (Month/Day/Year)

11/01/55

5. Social Security Number

123-45-6789

6. Verification Number

1234567891011

To: Immigration and Naturalization Service
HEW Federal Building, Room D-251
701 C Street
Lock Box 16
Anchorage, AK 99513

Attn: Status Verifier/SAVE

From: Typed or Stamped Name and Address of Submitting Agency

Social Services
Smith Building, Room 100
Anchorage, AK 99520

7. ☒ Photocopy of Document Attached.

(If printed on both sides, attach a copy of the front and of the back.)

☐ Other Information Attached.

8. Benefit	Your Case Number
<input type="checkbox"/> AFDC	
<input type="checkbox"/> Education Grant/Loan/Workstudy	
<input checked="" type="checkbox"/> Food Stamp	12345678910
<input type="checkbox"/> Housing Assistance	
<input type="checkbox"/> Medicaid/Medical Assistance	
<input type="checkbox"/> Unemployment Insurance	
<input type="checkbox"/> Other (specify):	

Name of Submitting Official

Heidre Plantagenet

Title of Submitting Official

Eligibility Specialist

Date

03/01/88

Telephone Number

(907) 624-6600

THE SECTION BELOW FOR INS USE ONLY

INS RESPONSE: From the documents or information submitted and/or a review of our records we find that:

1. ☒ This document appears valid and relates to a Lawful Permanent Resident alien of the United States.
2. ☐ This document appears valid and relates to a Conditional Resident alien of the United States.
3. ☒ This document appears valid and relates to an alien authorized employment as indicated below:
 - a. ☒ Full-Time
 - b. ☐ Part-Time
 - c. ☒ No Expiration (Indefinite)
 - d. ☐ Expires on (Month/Day/Year)
4. ☐ This document appears valid and relates to an alien who has an application pending for (specify INS benefit):
5. ☐ This document relates to an alien having been granted asylum/refugee status in the United States.
6. ☐ This document appears valid and relates to an alien paroled into the United States pursuant to Section 212 of the I&N Act.
7. ☐ This document appears valid and relates to an alien who is a Cuban/Haitian entrant.
8. ☐ This document appears valid and relates to an alien who is a conditional entrant.
9. ☐ This document appears valid and relates to an alien who is a nonimmigrant (type or class):
10. ☐ This document appears valid and relates to an alien not authorized employment in the United States.
11. ☐ Continue to process as legal alien. INS is searching indices for further information.
12. ☐ This document is not valid because it

appears to be (check all that apply):

- a. ☐ Expired
- b. ☐ Altered
- c. ☐ Counterfeit

Do not write
in this block.
For INS status
verifier use only.

☐ Please see reverse for additional comments.

Form G-845 (Rev. 03/10/84)


Stamp
 ANC
MAR 4 1988
ISV INITIALS <u>HS</u>

Figure 3B

Comments

- 13. ☐ This document relates to an alien who has filed an application for U.S. Residency pursuant to Section 245(A)(c)(5) or 210(b)(6) of the I&NA (Amnesty/SAW) which requires that your request be accompanied by an original consent of disclosure statement made by the alien applicant prior to INS divulging additional information.
- 14. ☐ No determination can be made from the information submitted. Please obtain a copy of the original alien registration documentation and resubmit.
- 15. ☐ No determination can be made without seeing both sides of the document submitted (*please resubmit request*).
- 16. ☐ Copy of document is not readable (*please resubmit request*).

"PRUCOL"

For Purposes Of Determining If Alien Is Permanently Residing Under Color Of Law Only:

- 17. ☐ INS actively pursues the expulsion of an alien in this class/category.
- 18. ☐ INS is not actively pursuing the expulsion of an alien in this class/category, at this time.

- 19. ☐ Other

Instructions

- Submit copies of both *front and back* of alien's original documentation.
- Make certain a *complete return address* has been entered in the "From" portion of the form.
- The Alien Registration Number ("A" Number) is the letter "A" followed by a series of (7) or (8) digits. Also in this block may be recorded the number found on Form I-94. (Check the front and back of the I-94 document and if the "A" Number appears, record that number when requesting information instead of the longer admission number as the "A" Number refers to the most integral record available.
- If Form G-845 is submitted without copies of applicant's original documentation, it will be returned to the submitting agency without any action taken.
- Address this verification request to the local office of the Immigration and Naturalization Service

Figure 3B (Continued)

Special Handling Procedures

Agencies must heed special guidelines when initiating a secondary verification for Forms I-689, I-688A, and I-688. These forms are used for aliens who have applied for status under the legalization (amnesty) or Special Agricultural Worker provisions in sections 245(A)(c)(5) and 210(b)(6) of the legislation. Form I-689, a computer-generated receipt, is issued at the time the application for legalization is submitted to INS. Form I-688A is issued at the initial legalization interview, and Form I-688 is granted upon final approval of the legalization application.

The legalization provisions give undocumented aliens a one-time opportunity to achieve the status of lawful permanent resident. It mandates the confidentiality of immigration status information for program participants, because the legalization programs grant amnesty to persons who have resided illegally in the U.S. *Consequently, aliens covered by sections 245(A)(c)(5) and 210(b)(6) must sign a consent of disclosure statement, to be submitted to INS with the G-845, before a secondary verification may occur.* G-845's received for aliens who have applied for status under legalization provisions shall be returned without action if the consent of disclosure statement is not attached. A copy of this consent statement is included at appendix 3F.

Mailing Form G-845

Copies of documentation and the consent of disclosure statement, if required, should be stapled to the G-845 with a single staple in the upper left-hand corner. The form and documents should then be folded and placed in a window envelope so that the block labelled "To" will appear in the address area. More than one G-845 may be mailed in a single envelope; however, INS discourages user agencies and institutions from collecting forms over an extended period of time in order to mail them in bulk.

All user agencies should mail Document Verification Requests to their appropriate FCO. Immigration Status Verifiers (ISV's) are located in INS File Control Offices throughout the United States and in Puerto Rico and the Virgin Islands. To determine the correct FCO, review the list of states and counties in appendix 3C. Addresses of each office are located at appendix 3D. Additional supplies of the G-845 may be ordered through the designated FCO; however, users may duplicate the Form G-845 in appendix 3F to meet their immediate needs.

G-845 Response

The Immigration Status Verifiers will research the alien's records in INS files, complete the response portion of Form G-845, and return both the form and the attached photocopies to the requesting agency within ten working days of receipt by the FCO.

The secondary verification may include the following processes:

- Examination of the documentation photocopies
- Search of all applicable INS records systems, both online and manual
- Review of the applicant's Alien File
- Evaluation of findings
- Determination of alien status

Records systems that may be used are listed below. A description of each of these sources is located at appendix 3G:

- The Central Index System (CIS), the most complete online record of aliens in the U.S.
- The Alien Status Verification Index (ASVI), a subset of the CIS created for the automated primary verification process
- The Non-Immigrant Information System (NIIS), an automated data base that contains information on nonimmigrants, such as visitors and foreign government officials
- The Students/Schools System (STSC), the online file of foreign students in U.S. academic and vocational educational institutions
- Alien Files, the paper files on all aliens in the U.S.
- INS microfilm files, which contain pre-CIS records
- INS index card files that are maintained at local offices
- The Federal Records Center Index, which may access retired Government records

Understanding the INS Response

The G-845 is a self-reply form. The ISV will check all appropriate statements on the lower half and the back of the form to indicate the applicant's immigration status and work eligibility. Statements on the front of the form are interpreted as follows:

1. This document appears valid and relates to a Lawful Permanent Resident alien of the United States: Checked where the documentation submitted is determined to be a valid I-551, I-151, I-181, or I-94, with the notation "Processed for I-551, Temporary Evidence of Lawful Admission for Permanent Residence."⁷ Immigration law allows this person to live and work in the U.S. on a permanent basis.
2. This document appears valid and relates to a Conditional Resident alien of the United States: Checked when the documentation submitted is determined to be a valid I-551, I-181, or I-94 stamped with the notation "Processed for I-551, Temporary Evidence of Lawful Admission for Permanent Residence." Under the law, this person is allowed to live and work in the U.S.; however, INS will reevaluate his status within two years. Conditional resident alien status normally is granted to aliens that marry U.S. citizens or nationals, or permanent resident aliens.
3. This document appears valid and relates to an alien authorized employment as indicated below: Checked to indicate whether the authorization covers full-time or part-time employment and when, if applicable, the period of employment will expire. "Indefinite" will be indicated if there is no specific expiration date for employment eligibility.
4. This document appears valid and relates to an alien who has an application pending for: Checked when an alien is pending a new immigration status or change of immigration status. If a change of status is pending, the appropriate block indicating the current status also will be checked.⁸ Note that legalization (amnesty) and SAW applicants under sections 245(A)(c)(5) and 210(b)(6) of IRCA do not acquire a legally defined immigration status until they are granted temporary lawful resident status. They may, however, be granted work authorization at the time of application for legalization. If so, the appropriate employment authorization will be checked.
5. This document appears valid and relates to an alien having been granted asylum/refugee status in United States: Checked when an alien has been granted asylee or refugee status in the U.S., because of persecution or a well-founded fear of persecution in his country of nationality. These statuses are considered temporary. Documentation presented may include Form I-94, stamped with "Section 207 - Refugee" or "Section 208 - Asylee," or a Form I-571.
6. This document appears valid and relates to an alien paroled into the United States pursuant to Section 212 of the I&N Act: Checked for an alien who has been allowed to enter the United States under emergency conditions or when his entry has been determined to be in the public interest. This status is temporary. Documentation presented may include Form I-94, stamped with "Section 212(d)(5) - Parolee."
7. This document appears valid and relates to an alien who is a Cuban/Haitian entrant: Checked for Cubans who entered the United States between April 15, 1980, and October 10, 1980, and Haitians who entered the country before January 1, 1981. This is a temporary status. Documentation presented may include Form I-94, stamped "Cuban/Haitian Entrant." This status is covered by section 502(e) of I&NA.

⁷ The term "temporary" used here refers to documentary evidence. It is not intended to imply that the immigration status itself is temporary.

⁸ When an application is pending, it means that a determination is yet to be made.

8. This document appears valid and relates to an alien who is a conditional entrant: Checked to indicate a refugee who entered the United States or adjusted his status to lawful permanent resident alien under the seventh preference category of Public Law 89-236. Documentation presented may include Form I-94, stamped with "Section 203(a)(7)." This status was defined by section 203(a)(7) of I&NA, but was abolished by the Refugee Act of 1980.
9. This document appears valid and relates to an alien who is a nonimmigrant: Checked to indicate an alien who is temporarily in the U.S. for a specific purpose. This category includes students, visitors, and foreign government officials. Documentation presented may include Form I-94.
10. This document appears valid and relates to an alien not authorized employment in the United States: Checked when an alien's status prohibits employment in the United States. Several immigration statuses do not allow gainful employment.
11. Continue to process as legal alien. INS is searching indices for further information: Checked if INS will withhold judgement regarding the status or validity of documentation pending further investigation. This statement does not imply that the applicant is an illegal alien or the holder of fraudulent documentation. Benefits should not be denied on the basis of this statement. The alien should be presumed eligible until INS sends a final notification regarding immigration status.⁹
12. This document is not valid because it appears to be: Checked for expired documentation or when an item appears to be counterfeit or altered. The ISV will use the back of Form G-845 to elaborate on this entry. When the entries for counterfeit or altered documents are checked, the requesting agency or institution should follow its own guidelines for investigating and prosecuting cases of fraudulent documentation.
13. This document relates to an alien who has filed an application for U.S. residency pursuant to Section 245(A)(c)(5) or 210(b)(6) of the I&NA (Amnesty/SAW) which requires that your request be accompanied by an original consent of disclosure statement made by the alien applicant prior to INS divulging additional information: Resubmit the G-845 and documentation with an original, signed version of the consent of disclosure statement. Agencies may reproduce the statement included at appendix 3F for use with applicants.
14. No determination can be made from the information submitted. Please obtain a copy of the original alien registration documentation and resubmit: Resubmit the G-845 with copies of the original alien documentation.
15. No determination can be made without seeing both sides of the document submitted: Resubmit the G-845 with copies of all sides of each document.
16. Copy of document is not readable: Resubmit the G-845 with higher quality copies of the original alien documentation.

⁹ See glossary definition for presumptive eligibility.

The Comments block on the second page is used to give the eligibility worker further instruction. It includes the following statements:

Items 17 and 18 are designed to assist benefit issuing agencies and institutions in determining when an alien applicant is permanently residing in the United States under color of law (PRUCOL). INS will indicate whether aliens in the class or category of the applicant are actively being pursued for expulsion at this time. Any additional ISV comments will be included at item 19.

The ISV will initial and stamp the front of the form in the block labelled "stamp."

When the G-845 is returned, the agency or institution must refer to its own eligibility requirements to determine whether the applicant qualifies for a benefit. *The entitlement issuing authority makes the actual decision on award or denial of a benefit and is responsible for the establishment of a fair hearing process.*

Delayed Replies

Form G-845 has been designed to allow rapid response to the submitting agency from the ISV. The requestor should allow ten working days for processing before calling the FCO to ask about a verification. When it becomes necessary to contact the FCO regarding the status of a request, the requesting agency or institution should be prepared to furnish the A-Number or Admission Number and the date of the original G-845.

Note that delays in processing Form G-845 should not result in the delay, denial, reduction, or termination of a benefit. The Immigration Reform and Control Act of 1986 contains a presumptive eligibility provision guaranteeing that aliens will not be denied benefits based on the automated primary search of INS records; that is, a secondary search must be completed before the alien's application or actual benefit may be adversely affected. The institution or agency should refer to its own guidelines for handling presumptive eligibility issues. It remains the responsibility of the entitlement agency to determine eligibility. *Delay, denial, reduction or termination of a benefit based on immigration status should never occur before completion and return of a secondary verification request.*

INS Record Keeping

The INS retains records on the secondary verification process to comply with the Privacy Act.

If any documentation submitted to an ISV indicates criminal misuse of government documents, it may be duplicated and forwarded to the Investigations Division of INS or to other law enforcement agencies. No criminal investigation shall be initiated unless the use of a certain document is clearly a felony under Federal law. The submitting agency or institution should follow its own guidelines for investigating and prosecuting cases of fraudulent documentation.

Glossary III

Personnel at benefit issuing agencies will encounter unfamiliar terms in processing applications from aliens. The definitions in this glossary are informational in nature and should not be used for any other purpose. They do not represent any formal stance or policy of the Immigration and Naturalization Service (INS). Official definitions have been shortened or edited whenever necessary to facilitate use by entitlement agencies.

Alien: Any person who is not a citizen or national of the United States.

Alien File (A-File): The history file containing all data and documentation pertaining to an individual alien. An A-File is created or amended when any one of several INS actions occurs, for example, application for permanent resident status or for a Certificate of Citizenship. Alien Registration Numbers are assigned at the local File Control Office (FCO) processing the initial action. Each FCO has a set of pre-numbered folder jackets. The lower-numbered folders are used first.

Alien Registration Number (A-Number): A seven- or eight-digit number assigned to an alien at the time his Alien File is created.

Alien Status Verification Index (ASVI): A data base designed for the use of entitlement benefit agencies in verifying alien immigration status in accordance with the Immigration Reform and Control Act of 1986 (IRCA).

Asylee: An alien already in the United States or at a port of entry that is granted asylum in the U.S. Asylum may be granted to those persons who are unable or unwilling to return to their countries of nationality, or to seek the protection of those countries, because of persecution or a well-founded fear of persecution. This status is covered by section 212 of the Immigration and Nationality Act of 1952 (I&NA). (See also definition for *refugee*.)

Central Index System (CIS): An automated system containing information on aliens. The CIS, from which ASVI is extracted, is the INS's most complete data base on aliens in the U.S.

Certificate of Citizenship: An identity document proving U.S. citizenship.

Certificate of Naturalization: An identity document proving U.S. citizenship.

Change of Nonimmigrant Status: The action of changing a nonimmigrant's classification, e.g., from visitor to student.

Citizen: A person born in a country or who has become a naturalized citizen of that country.

Conditional Entrant: A refugee. (See also definition for *refugee conditional entrant*.)

Conditional Resident Alien: An alien granted a two-year period of permanent resident status based on a "qualifying" marriage to a U.S. citizen or national, or permanent resident alien. Children of a U.S. citizen or national, or permanent resident alien also may have this status. The conditional status may be removed after two years, when INS rules favorably or unfavorably on granting permanent lawful resident status to the alien.

Cuban-Haitian Entrant: The status afforded to (a) Cubans who entered the United States illegally between April 15, 1980, and October 10, 1980, and to (b) Haitians who entered the country illegally before January 1, 1981. This status is covered by section 502(e) of I&NA.

Document Verification Request (Form G-845): A form designed for use by entitlement benefit agencies to request secondary verification of alien status from INS under the Immigration Reform and Control Act of 1986.

Documented Alien: An alien in the U.S. who is in possession of valid documents.

File Control Office (FCO): An INS field office where Alien Files are maintained.

Green Card: A slang term describing the Alien Registration Receipt Card (Form I-151 or Form I-551). Many versions of these forms are not green in color.

Illegal Alien: A foreign national who (a) entered the U.S. without inspection or with fraudulent documentation or (b) who, after entering legally as a nonimmigrant, violated status and remained in the U.S. without authorization. (See also definition for *undocumented alien*.)

Immigrant: An alien who has been lawfully afforded the privilege of residing permanently in the U.S. His status allows authorization for work and entitlement benefits. (See also definitions for *lawful permanent resident alien* and *permanent resident alien*.)

Immigrant Visa: A document, issued by a U.S. consul abroad, which authorizes an alien to apply for admission as an immigrant to the U.S.

Immigration and Nationality Act of 1952 (I&NA): Legislation that defined most immigration statuses now in use and formed the basis for U.S. immigration law and policies.

Immigration Reform and Control Act of 1986 (IRCA): Legislation passed to deter illegal immigration to the U.S., using employer sanctions and status verification, and to allow legalization of specific groups of aliens.

Immigration Status: The legal status conferred on an alien by immigration laws.

Immigration Status Verifier (ISV): An INS employee that performs secondary verification duties at local File Control Offices.

Lawful Permanent Resident Alien: An alien who has been lawfully afforded the privilege of residing permanently in the U.S. (See also definitions for *immigrant* and *permanent resident alien*.)

Legalization: A program whereby an illegal alien may receive amnesty and adjust his immigration status to that of a temporary resident. The alien must establish proof of entry prior to January 1, 1982, and continuous unlawful residence since that time. This program is covered by section 245(A)(c)(5) of IRCA.

Nationality: The state or country to which a person owes legal allegiance. Note that the country of birth does not necessarily correspond to the nationality.

Naturalization: The conferring of nationality of a state or country upon a person who has been born under allegiance to another nation.

Nonimmigrant: An alien who seeks temporary entry to the United States for a specific purpose. This category includes foreign government officials, visitors for business and pleasure, and students. Some nonimmigrants have specialized employment privileges, for example, foreign nationals who are employees of the U.S. office of a foreign-owned company.

Non-Immigrant Information System (NIIS): The INS online files that store information on nonimmigrants in the U.S., such as foreign visitors, government personnel, and ship and flight crews.

Parolee: An alien, who appears to be inadmissible to the inspecting officer, that is allowed to enter the U.S. under emergency conditions or when that alien's entry is determined to be in the public interest. Although parolees are required to leave when the conditions supporting their parole cease to exist, they may sometimes adjust immigration status to asylee. Parolee status is covered by section 212 of I&NA.

Passport: Any travel document issued by competent authority showing the bearer's origin, identity, and nationality, if any, which is valid for the entry of the bearer into a foreign country.

Permanent Resident Alien: A person that enters the country with an immigrant visa or adjusts his status after entering as a nonimmigrant, refugee, or asylee. Persons with this status are entitled to live and work in the U.S. and collect entitlement benefits, if qualified. (See also definitions for *immigrant* and *lawful permanent resident alien*.)

Presumptive Eligibility: The guarantee provided under IRCA, which states that a documented alien will not be denied benefits solely on the basis of a preliminary automated check of INS records (primary verification). Presumptive eligibility may only be revoked by a benefit issuing agency after completion of a secondary verification.

Primary Verification: A query to validate alien documentation using the ASVI system.

PRUCOL: A person permanently residing in the U.S. under color of law. This is not a status as defined by the Immigration and Nationality Act of 1952.

Refugee: Any person who is outside his country of nationality who is unable or unwilling to return to that country because of persecution or a well-founded fear of persecution. Unlike asylees, refugees apply for and receive this status prior to entry into the U.S. This status is covered by section 207 (formerly 203(a)(7)) of I&NA. (See also definition for *asylee*.)

Refugee Conditional Entrant: An alien who entered the United States or who adjusted his status to lawful permanent resident under the seventh preference category of Public Law 89-236, which was enacted in 1965. This status was established by section 203(a)(7) of I&NA, but the seventh preference was abolished by the Refugee Act of 1980 (Public Law 96-212).

Secondary Verification: A request to validate alien documentation, after or in lieu of primary verification, using Form G-845. Secondary verification is performed by the ISV, using various automated or manual sources.

Special Agricultural Worker (SAW): An alien who has resided in the United States and performed agricultural labor for at least 90 man-days during the one-year period prior to May 1, 1986. This alien may be granted temporary lawful resident alien status. The SAW status is limited to the first 350,000 aliens that apply. This program is covered under section 210(b)(6) of IRCA.

Students/Schools System (STSC): The INS online file that contains information on foreign students in U.S. academic and vocational educational institutions.

Systematic Alien Verification for Entitlements (SAVE): An automated or manual information-sharing program whereby state agencies may verify the immigration status of alien applicants for entitlement benefits.

Temporary Lawful Resident Alien: An alien granted a one-year period of lawful resident status based on his qualifications under the legalization or SAW programs. The temporary status may be removed after one year, when INS rules favorably or unfavorably on granting permanent lawful resident status to the alien.

Undocumented Alien: An alien in the U.S. without proper documentation. He is in violation of U.S. immigration law. (See also definition for *illegal alien*.)

United States: Defined in a geographical sense as the continental United States, Alaska, Hawaii, Puerto Rico, Guam, U.S. Virgin Islands, and Northern Mariana Islands.