

Section 2 must be completed within 3 business days of hire.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employer
MUST fill in.

Employee Last Name, First Name and Middle Initial from Section 1

Ransom, Sheldon B

From
Section 1

List A
Identity and Employment Authorization

OR

List B
Identity

AND

List C
Employment Authorization

Document Title:	
Issuing Authority:	
Document Number:	
Expiration Date (if any)(mm/dd/yyyy):	
Document Title:	
Issuing Authority:	
Document Number:	
Expiration Date (if any)(mm/dd/yyyy):	

Document Title:	Driver's License
Issuing Authority:	State of Michigan
Document Number:	H12345678910
Expiration Date (if any)(mm/dd/yyyy):	00/00/2013

Document Title:	Social Security Card
Issuing Authority:	As listed on card
Document Number:	123-45-6789
Expiration Date (if any)(mm/dd/yyyy):	

NOTE TO DEPTS:
DO NOT write
anywhere in List
A if employee
presents List B &
C documents.

All lines for List B & C are required.

3-D Barcode

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employer
MUST fill in.

Employee Last Name, First Name and Middle Initial from Section 1: **Ransom, Sheldon B**

From
Section 1

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
<p>Document Title: Chinese Passport</p> <p>Issuing Authority: CHINA</p> <p>Document Number: #E12345678</p> <p>Expiration Date (if any):(mm/dd/yyyy): 05/13/2020</p>		<p>Document Title:</p> <p>Issuing Authority:</p> <p>Document Number:</p> <p>Expiration Date (if any):(mm/dd/yyyy):</p>		<p>Document Title:</p> <p>Issuing Authority:</p> <p>Document Number:</p> <p>Expiration Date (if any):(mm/dd/yyyy):</p>
<p>Document Title: I-94</p> <p>Issuing Authority: DHS</p> <p>Document Number: 0000000000</p> <p>Expiration Date (if any):(mm/dd/yyyy): D/S</p>		<p>3-D Barcode Do Not Write in This Space</p>		
<p>Document Title: Form I-20 or Form DS-2019</p> <p>Issuing Authority: DHS</p> <p>Document Number: N000000000</p> <p>Expiration Date (if any):(mm/dd/yyyy): 06/30/2015</p>				

Example:

F1
Nonimmigrant
Foreign
Student

NOTE TO DEPTS:
DO NOT write
anywhere in List B
& C if employee
presents List A
documents.

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **Day 1 of Work** (See instructions for exemptions.)

Signature of Employer or Authorized Representative <i>HR Employee or authorized person sign</i>		Date (mm/dd/yyyy) Current Date	Title of Employer or Authorized Representative HR Employment Analyst		
Last Name (Family Name) Hardy		First Name (Given Name) Timothy		Employer's Business or Organization Name Michigan Technological University	
Employer's Business or Organization Address (Street Number and Name) 1400 Townsend Drive			City or Town Houghton	State MI	Zip Code 49931



Instructions for Application to Replace Permanent Resident Card

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

USCIS
Form I-90
OMB No. 1615-0082
Expires 07/31/2019

What Is the Purpose of Form I-90?

This application is used by lawful permanent residents and permanent residents in commuter status to apply for replacement or renewal of existing Permanent Resident Cards. Conditional permanent residents may also use this application to apply for replacement of an existing Permanent Resident Card. Conditional permanent residents may **not** use this application to replace, for any reason, an existing Permanent Resident Card that is expired or will expire within 90 days.

NOTE: Conditional permanent residents (for example, CR1, CR2, CF1, CF2) who obtained their status through marriage or entrepreneurship are issued a Permanent Resident Card for two years. When a conditional permanent resident's status is within 90 days of expiration, the conditional permanent resident is ineligible for a replacement conditional resident card and must file a petition to remove the conditions, as follows:

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

Upon receipt of your properly filed Forms I-751 or I-829, U.S. Citizenship and Immigration Services (USCIS) shall extend your conditional permanent resident status automatically, if necessary, until such time as USCIS has adjudicated the petition. The Form I-797 Receipt Notice for such a pending petition will serve as your proof of conditional permanent resident status.

General Instructions

USCIS provides forms free of charge through the USCIS website. 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. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. If you are electronically filing this application, you must follow the instructions provided on the USCIS website at www.uscis.gov/file-online/file-form-i-90-online.

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. If you are filing this application electronically, when authorized, USCIS will accept your signature in an electronic format. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. A legal guardian may also sign for a mentally incompetent person.

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 **Specific Instructions** section of these instructions. If you are electronically filing this application, you must follow the instructions provided on the USCIS online filing website, at www.uscis.gov/file-online.

Biometric Services Appointment. USCIS may require that you appear for an interview or provide fingerprints, photograph, and/or signature at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. After USCIS receives your application and ensures it is complete, we will inform you in writing (or by email notice if you electronically file your application), if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if you are currently overseas, instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to set up an appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the application;
2. You reviewed and understood all of the information contained in, and submitted with, your application; and
3. All of this information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your application.

Copies. You should 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 USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

NOTE: If you submit original documents when not required or requested by USCIS, your original documents may remain a part of the record, USCIS will not automatically return them to you, **and your original documents may be immediately destroyed upon receipt.**

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 he or she is competent to translate from the foreign language into English. The certification should also include the date, the translator's signature and printed name, and may contain the translator's contact information.

How to Fill Out Form I-90

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this application, use the space provided in **Part 8. Additional Information** or attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) 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 you have never been married and the question asks, "Provide the name of your current spouse."), type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None," unless otherwise directed.

Specific Instructions

Part 1. Information About You

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

Item Number 2. USCIS Online Account Number (if any). If you have previously filed an application, petition, or request using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications, petitions, or requests on a paper form via a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. If you received such a notice, your USCIS Online Account Number can be found at the top of the notice. If you were issued a USCIS Online Account Number, enter it in the space provided. The USCIS Online Account Number is not the same as an A-Number.

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

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

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

If your name has not changed since the issuance of your Permanent Resident Card or if you never previously received your Permanent Resident Card, select “No” and proceed to **Item Numbers 6.a. - 6.f.**

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

Item Numbers 6.a. - 6.i. Mailing Address. Provide your complete U.S. mailing address in the spaces provided. You may list a valid U.S. residence, APO, In Care Of Name, or commercial address. You may also list a U.S. Post Office address (PO Box) if that is how you receive your mail. If your mail is sent to someone other than yourself, please include an “In Care Of Name” as part of your mailing address. If your U.S. mailing address is in a U.S. territory and it contains an urbanization name, list the urbanization name in the “In Care Of Name” space provided.

NOTE: USCIS **will not mail** a Permanent Resident Card to a foreign mailing address, only to a valid U.S. mailing address. If you are going to travel abroad and your Permanent Resident Card is about to expire, USCIS recommends you apply for and receive your new Permanent Resident Card prior to departing the United States.

NOTE FOR ALIEN COMMUTERS: If you are currently an alien commuter who continues to reside in a foreign contiguous territory, you may provide a foreign mailing address. If you are an alien commuter who will take up actual residence in the United States, provide your U.S. mailing address.

NOTE: USCIS **will not mail** a Permanent Resident Card to a foreign mailing address, only to a valid U.S. mailing address.

If you are a lawful permanent resident who will become a commuter, follow the instructions for **Item Number 2.h.1.**, including indicating which U.S. Port of Entry (POE) you will use to enter and exit the United States. USCIS will use this information to send your Permanent Resident Card to the appropriate POE for pick-up. If you are a lawful permanent resident who is currently an alien commuter, and you provide a foreign mailing address, please indicate which U.S. Port-of-Entry (POE) you use to enter and exit the United States in **Item Number 2.h.1.a.** USCIS will use this information to send your Permanent Resident Card to the appropriate POE for pick-up.

Item Numbers 7.a. - 7.h. Physical Address. Provide your physical address if this address is different from your mailing address.

NOTE FOR ALIEN COMMUTERS: If you currently are an alien commuter, provide your **foreign physical residence address.**

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

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

Item Numbers 10. - 11. Place of Birth. Provide the city, town, or village of your birth and country of your birth in the spaces provided.

Item Numbers 12. - 13. Mother's and Father's Names. Provide your mother's and father's first names in the spaces provided.

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

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

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

Part 2. Application Type

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

Reason for Application

Section A. (To be used only by a lawful permanent resident or a permanent resident in commuter status.)

This section is only applicable to lawful permanent residents or permanent residents in commuter status. If you are a conditional permanent resident, you must complete **Section B.**

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

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

NOTE: Do **not** select this reason for filing if the card was mailed to you at the address you provided, and it was never returned as undeliverable to USCIS. To determine if your card was returned to USCIS, check your case status online at <https://egov.uscis.gov/cris/Dashboard.do>. You can also call the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. If the card was not returned as undeliverable to USCIS, then you must file Form I-90 using reason "2.a." (My previous card has been lost, stolen, or destroyed).

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

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

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

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

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

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

Item Number 2.g.1. I have reached my 14th birthday and am registering as required. My existing card will expire AFTER my 16th birthday. (NOTE: If you are filing this application before your 14th birthday, or more than 30 days after your 14th birthday, you must select reason “2.j.” However, if your card has expired, you must use reason “2.f.”) Select this reason if you have reached your 14th birthday within the previous 30 days, and your current card will expire **after** your 16th birthday. When filing Form I-90 using this reason, submit a copy of your current Permanent Resident Card. **You must include the biometric services fee only** with this application if filing using reason “2.g.1.” **No filing fee is required.**

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

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

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

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

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

If your existing card will expire **after** your 16th birthday, you cannot file Form I-90 using this reason; instead, you must file using reason “2.g.1.” (I have reached my 14th birthday and my existing card will expire after my 16th birthday).

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

Item Number 2.h.1. I am a permanent resident who is taking up commuter status. Select this reason if you are currently a lawful permanent resident alien who will live outside of the United States and commute to employment within the United States (commuter status). Only lawful permanent resident aliens who are employed in the United States and reside in a contiguous foreign territory (in other words, Mexico or Canada) are eligible for commuter status. In the space provided, type or print the city or town and state of the United States POE that you will use to enter and exit the United States. You can pick up your card directly from that POE. If the city or town has more than one POE, include additional information, such as an airport, bridge, or tunnel name, to assist USCIS in identifying to which POE we should mail your card. Provide this additional information use the space provided in **Part 8. Additional Information.**

Only lawful permanent resident aliens who are employed in the United States are eligible for commuter status. You must submit evidence of your employment that is dated within the last six months. Evidence may consist of employment pay stubs and/or a letter from your employer on the employer’s letterhead containing the address and phone number of your employer. **You must include the filing fee and biometric services fee** with your application if filing using reason “2.h.1.”

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

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

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

Section B. (To be used only by a conditional permanent resident.)

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

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

Item Number 3.b. My previous card was issued but never received. Select this reason if you never received your card. Submit a copy of the latest Form I-797 for Form I-485 or Form I-90 that should have resulted in issuance of your Permanent Resident Card. If you were admitted as an immigrant, you may submit a copy of the page in your passport showing the I-551 stamp you received upon admission. You must also submit a copy of a government-issued form of identification that contains your name, date of birth, photograph, and signature (for example, passport, driver's license, or military identification document). **No filing fee or biometric services fee are required if filing using reason "3.b."**

NOTE: Do **not** select this reason for filing if the card was mailed to you at the address you provided, and it was never returned as undeliverable to USCIS. To determine if your card was returned to USCIS, check your case status online at <https://egov.uscis.gov/cris/Dashboard.do>. You can also call the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. If the card was **not** returned as undeliverable to USCIS, then you must file Form I-90 using reason **"3.a."** (My previous card has been lost, stolen, or destroyed).

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

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

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

NOTE: If you believe you were misclassified as a conditional permanent resident, because you were married for two or more years when you obtained conditional permanent residence, file Form I-90 under reason “**2.d.**” and include a copy of your marriage certificate with your application.

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

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

Part 3. Processing Information

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

Item Number 2. Location where your immigrant visa was issued or USCIS office where you were granted adjustment of status. List the location of the U.S. Embassy, U.S. Consulate, or USCIS office where you were issued an immigrant visa or granted lawful permanent resident status.

Item Numbers 3.a and 3.a.1. Complete Item Numbers 3.a. and 3.a.1. if you entered the United States with an immigrant visa. If you entered the United States with an immigrant visa, you must list your destination in the United States at time of admission and provide the city or town and state of the POE where you were admitted to the United States. Please note that some cities have several POEs. Indicate the type of POE where you were admitted to the United States, such as an airport, bridge, or tunnel. If you were granted adjustment of status at a USCIS office in the United States, proceed to **Item Number 4.**

Item Number 4. Have you ever been in exclusion, deportation, or removal proceedings or ordered removed from the United States? Select the appropriate box. If the answer is “Yes,” you must provide a detailed explanation in the space provided in **Part 8. Additional Information.**

Item Number 5. Since you were granted permanent residence, have you ever filed Form I-407, Abandonment by Alien of Status as Lawful Permanent Resident, or otherwise been determined to have abandoned your status? Select the appropriate box. If the answer is “Yes,” you must provide a detailed explanation in the space provided in **Part 8. Additional Information.**

Biographic Information. Provide the biographic information requested in **Item Numbers 6. - 11.** Providing this information as part of your application may also reduce the time you spend at your USCIS ASC appointment as described in the **Biometric Services Appointment** section of these instructions.

Item Numbers 6. - 7. Ethnicity and Race. Select the boxes that best describe your ethnicity and race.

Categories and Definitions for Ethnicity and Race

- 1. Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. (**NOTE:** This category is only included under ethnicity in **Item Number 6.**)
- 2. White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 3. Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

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4. **Black or African American.** A person having origins in any of the black racial groups of Africa.
 5. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 6. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Item Number 8. Height. Select the values that best match your height in feet and inches. For example, if you are five feet and nine inches, select “5” for feet and “09” for inches. **Do not enter your height in meters or centimeters.**

Item Number 9. Weight. Enter your weight in pounds. If you do not know your weight, or need to enter a weight under 30 pounds or over 699 pounds, enter “000.” **Do not enter your weight in kilograms.**

Item Number 10. Eye Color. Select the box that best describes the color of your eyes.

Item Number 11. Hair Color. Select the box that best describes the color of your hair.

Part 4. Accommodations for Individuals With Disabilities and/or Impairments

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

Reasonable accommodations vary with each disability and/or impairment. They may involve modifications to practices or procedures. There are various types of reasonable accommodations that USCIS may offer. Examples include but are not limited to:

1. If you are deaf or hard of hearing, USCIS may provide you with a sign-language interpreter at an interview or other immigration benefit-related appointment;
2. If you are blind or have low vision, USCIS may permit you to take a test orally rather than in writing; or
3. If you are unable to travel to a designated USCIS location for an interview, USCIS may visit you at your home or a hospital.

If you believe that you need USCIS to accommodate your disability and/or impairment, select “Yes” and then any applicable box in **Item Numbers 1.a. - 1.c.** that describes the nature of your disabilities and/or impairments. Also, describe the types of accommodations you are requesting on the lines provided. If you are requesting a sign-language interpreter, indicate for which language. If you need extra space to provide additional information within this application, use the space provided in **Part 8. Additional Information.**

NOTE: All domestic USCIS facilities meet the Accessibility Guidelines of the Americans with Disabilities Act, so you do not need to contact USCIS to request an accommodation for physical access to a domestic USCIS office. However, in **Part 4.** of this application, you can indicate whether you use a wheelchair. This will allow USCIS to better prepare for your visit.

NOTE: USCIS also ensures that limited English proficient (LEP) individuals are provided meaningful access at an interview or other immigration benefit-related appointment, unless otherwise prohibited by law. LEP individuals may bring a qualified interpreter to the interview.

USCIS considers requests for reasonable accommodations on a case-by-case basis, and we will make our best efforts to reasonably accommodate your disabilities and/or impairments. USCIS will not exclude you from participating in USCIS programs or deny your application because of your disabilities and/or impairments. Requesting and/or receiving an accommodation will not affect your eligibility for an immigration benefit.

For hearings before the Immigration Court: The Immigration Court is committed to addressing the needs of individuals with disabilities and/or impairments. If your case is pending before the Immigration Court, you should notify the court of any such need before your first hearing with an immigration judge. The Immigration Court considers all requests to address such needs on a case-by-case basis.

Interpreters are provided at government expense to individuals whose command of the English language is inadequate to fully understand and participate in removal proceedings. In general, the Immigration Court endeavors to accommodate the language needs of all respondents and witnesses. The Immigration Court will arrange for an interpreter both during the individual calendar hearing and, if necessary, the master calendar hearing.

Part 5. Applicant's Statement, Contact Information, Certification, and Signature.

Item Numbers 1.a.-6.b. Select the appropriate box to indicate whether you read this application yourself or whether you had an interpreter assist you. If someone assisted you in completing the application, select the box indicating that you used a preparer. Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application **MUST** contain the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

Part 6. Interpreter's Contact Information, Certification, and Signature.

Item Numbers 1.a.-7.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, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the application.

Part 7. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant.

Item Numbers 1.a. - 8.b. This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter **and** your preparer, that person should complete both **Part 6.** and **Part 7.** 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, whose representation extends beyond preparation of this application, he or she may be obliged to also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

Part 8. Additional Information

Item Numbers 1.a. - 7.d. If you need extra space to provide any additional information within this application, use the space provided in **Part 8. Additional Information.** If you need more space than what is provided in **Part 8.**, you may make copies of **Part 8.** to complete and file with your application, or attach a separate sheet of paper. Type or print your name and A-Number (if any) 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. If you must appear for a biometric services appointment at a USCIS ASC, we recommend that you review your copy of your completed application before you come to the appointment. At that appointment, USCIS will permit you to complete the application process only if you are able to confirm, under penalty of perjury, that all of the information in your application is complete, true, and correct. If you are not able to make that attestation in good faith at that time, USCIS will require you to return for another appointment.

What Is the Filing Fee?

The filing fee for Form I-90 is based on the reason for filing as explained in **Part 2.** of these Instructions. If your application requires a filing fee, the filing fee for this application is **\$455.** If your application requires a biometric services fee, the biometric services fee for this application is **\$85.**

NOTE: The filing fee and biometric services fee are 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 checks or money orders for the Form I-90 filing fee and biometric services fee:

1. The checks or money orders 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 checks or money orders 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 your check is returned as unpayable, USCIS will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your application and charge you a returned check fee.

How To Check If the Fees Are Correct

Form I-90’s filing fee and biometric services fee are 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 website at 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.**

Fee Waiver

You may be eligible for a fee waiver under 8 CFR 103.7(c). If you believe you are eligible for a fee waiver, complete Form I-912, Request for Fee Waiver (or a written request) and submit it and any required evidence of your inability to pay the filing fee with this application. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

Where To File?

Please see our website at www.uscis.gov/I-90 or call the USCIS 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

An applicant who is not a U.S. citizen must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address, go to the USCIS website at 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 the USCIS Lockbox facilities because the Lockbox does not process change of address requests.

Processing Information

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

Initial Processing. Once 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. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

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-90 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing or, for applications filed electronically, through an electronic notice.

USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS website at 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 the Forms Request Line 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 schedule an appointment online at www.uscis.gov. Select “Schedule an appointment online” and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-90, we will deny your Form I-90 and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

USCIS 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 also authorize the release of any information from your records that USCIS may need to determine your eligibility for the immigration benefit you are seeking and consent to USCIS verifying such information.

DHS has the authority to verify any information you submit to establish eligibility for the immigration benefit you are seeking at any time. USCIS’ legal authority to verify this information is in 8 U.S.C. sections 1103, 1155, and 1184, and 8 CFR Parts 103, 204, 205, and 214. 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 an immigration benefit.

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 your case 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, section 101.

PURPOSE: The primary purpose for providing the requested information on this application is to determine if you have established eligibility for the immigration benefit for which you are filing. DHS will use the information you provide to grant or deny the immigration benefit you are seeking.

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 request for a Permanent Resident Card.

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. 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 1 hour and 45 minutes per response (paper format), including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statement, attaching necessary documentation, and submitting the application, and 1 hour 35 minutes when submitted electronically. The collection of biometrics is estimated to require 1 hour and 10 minutes. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0082. **Do not mail your completed Form I-90 to this address.**