



Application for Replacement/Initial Nonimmigrant Arrival-Departure Document

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

USCIS
Form I-102
OMB No. 1615-0079
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What is the Purpose of Form I-102?

Use this form to request a new or replacement of an incorrect, lost, stolen, or mutilated Nonimmigrant Arrival-Departure Document. This includes Form I-94, Arrival/Departure Record, Form I-94W, Nonimmigrant Visa Waiver Arrival/Departure Record, and Form I-95, Crewman's Landing Permit.

When Should I Use Form I-102?

You may file a Form I-102 if you:

1. Were admitted at a port-of-entry (POE) in the United States (whether at a land border, an airport, or a seaport) and:
 - A. You were not issued an initial Form I-94, Form I-94W, or Form I-95; or
 - B. You need to replace your lost, stolen, or mutilated Form I-94, Form I-94W, or Form I-95.

NOTE: If you were admitted to the United States by Customs and Border Protection (CBP) at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website at www.cbp.gov/I94 to obtain a paper version of an electronic Form I-94. CBP **does not** charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013 with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge. If you cannot obtain your Form I-94 from the CBP website, you may obtain it by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for Form I-102. See Form G-1055, available at www.uscis.gov/forms, for specific information about fees applicable to this form.

2. Would like to replace a lost, stolen, or mutilated Form I-94W or receive an initial Form I-94W, but only if you were admitted at a POE at a land border, or you were admitted at a POE at an airport or seaport on or before June 28, 2010;
3. Were granted an extension of nonimmigrant stay or change of nonimmigrant status after you were initially admitted to the United States, and you need a replacement of your lost, stolen, or mutilated Form I-94;
4. Were not issued Form I-94 when you entered as a nonimmigrant member of the military; or
5. Were issued Form I-94, Form I-94W, or Form I-95 with incorrect information.

NOTE: If you were admitted to the United States by Customs and Border Protection (CBP) at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website at www.cbp.gov/I94 to obtain a paper version of an electronic Form I-94. CBP **does not** charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013 with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge. If you cannot obtain your Form I-94 from the CBP website, you may obtain it by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for Form I-102. See Form G-1055, available at www.uscis.gov/forms, for specific information about the fees applicable to this form.

General Instructions

We provide free forms through the USCIS website. To view, print, or complete 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 Contact Center and ask that we mail a form to you.

Signature. You (or your signing authority) must properly complete your application. USCIS will not accept a stamped or typewritten name in place of any signature on this application. 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. If your application is not signed, or if the signature is not valid, we will reject your application. See 8 CFR 103.2(a)(7)(ii)(A). If USCIS accepts a request for adjudication and determines that it has a deficient signature, USCIS may deny the request.

Validity of Signatures. USCIS will consider a photocopied, faxed, or scanned copy of an original handwritten signature as valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten ink signature.

Filing Fee. See Form G-1055, available at www.uscis.gov/forms, for specific information about the fees applicable to this form.

Evidence. When you file your application, you must submit all evidence and supporting documents listed in the **What Evidence Must You Submit** and/or **Specific Instructions** sections of these Instructions.

Copies. You should submit legible photocopies of requested documents unless the Instructions specifically instruct you to submit an original document. USCIS may request an original document at any time during our process. If we request an original document from you, we will return it to you after USCIS determines it no longer needs the original.

NOTE: If you submit original documents when they are not required or requested, **USCIS may destroy them after we receive them.**

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 they are competent to translate from the foreign language into English. The certification must also include their signature, printed name, the signature date, and their contact information.

USCIS Contact Center. For additional information on the application and Instructions about where to file, change of address, and other questions, visit the USCIS Contact Center at www.uscis.gov/contactcenter or call **800-375-5283** (TTY **800-767-1833**). The USCIS Contact Center provides information in English and Spanish.

Disability Accommodations/Modifications. To request a disability accommodation/modification, follow the instructions on your appointment notice or at www.uscis.gov/accommodationsinfo.

How to Complete Form I-102

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 7. 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

Form I-102 is divided into **Parts 1. - 7.** The following information should help you fill out the form.

Part 1. Information About You

Item Number 1. Alien Registration Number (A-Number) (if any). Provide your A-Number. We use your A-Number to identify your immigration records. It begins with an “A” and can be found on correspondence you have received from the Department of Homeland Security (DHS) or USCIS. If you do not have an A-Number, type or print “N/A.”

Item Number 2. USCIS Online Account Number. You will only have a USCIS Online Account Number (OAN) if you previously filed a form that has a receipt number that begins with IOE. If you filed the form online, you can find your OAN in your account profile. If you mailed us the form, you can find your OAN at the top of the Account Access Notice we sent you. If you do not have a receipt number that begins with IOE, you do not have an OAN. The OAN is not the same as an A-Number.

Item Numbers 3.a. - 3.c. Your Full Legal Name. Provide your full legal name. If you have two last names, provide both. Only add a hyphen (-) between your last names if it is included as part of your legal last name.

Item Numbers 4.a. - 4.c. Other Names Used. If you have used any other names or aliases, provide them in this section. If you need extra space to complete this section, use the space provided in **Part 7. Additional Information.**

Item Numbers 5.a. - 6. U.S. Mailing Address. Provide the address where you would like to receive written correspondence regarding your application.

Item Numbers 7.a. - 7.f. U.S. Physical Address. Provide your physical address if it is different from your U.S. mailing address.

Item Number 8. Date of Birth. Provide your date of birth (mm/dd/yyyy) in the space provided as it is shown on your birth certificate or other government-issued identity document

Item Numbers 9. - 10. Country of Birth and Country of Citizenship. Provide the name of the country of your birth and the name of the country of your citizenship. Use the current names of the country of your birth and country of your citizenship. If you do not have citizenship in any country, type or print “stateless” and provide an explanation in **Part 7. Additional Information.**

Item Number 11. U.S. Social Security Number (if any). Provide your U.S. Social Security number. If you do not have a U.S. Social Security number, type or print “N/A.”

Item Numbers 12. - 13. Date and Place of Last Entry into the United States. Provide the date (mm/dd/yyyy) and location of your last actual entry into the United States.

Item Number 14. Class of Admission at Last Entry into the United States. Provide the class of admission at your last entry into the United States.

Item Number 15. Type of Port-of-Entry. Indicate whether you last entered the United States at a land border, airport, or seaport.

Item Number 16. Current Nonimmigrant Status. Provide your current status. If you were granted a change of status, provide a copy of the approval notice noting the change.

Item Number 17. Date Status Expires. Provide the date (mm/dd/yyyy) your authorized period of stay in the United States expires or expired.

Item Number 18.a. Form I-94, Arrival-Departure Record. If U.S. Customs and Border Protection (CBP) or USCIS issued you a Form I-94, Arrival/Departure Record, provide your Form I-94 number and date that your authorized period of stay expires or expired (as shown on your Form I-94). The Form I-94 number also is known as the Departure Number on some versions of Form I-94.

NOTE: If CBP admitted you into the United States at an airport or seaport after April 30, 2013, they may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website at www.cbp.gov/i94 to obtain a paper version of your electronic Form I-94. CBP **does not** charge a fee for this service. Some travelers may also be able to obtain a replacement Form I-94 from the CBP website for free if they were admitted to the United States at a land border, airport, or seaport after April 30, 2013, with a passport or travel document and received a paper Form I-94 from CBP. If you cannot obtain your Form I-94 from the CBP website, you may obtain it by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. We **do** charge a fee for this service. See the USCIS website at www.uscis.gov/i-102 for more information.

Item Numbers 18.b. - 18.c. Passport and Travel Document Numbers. If you used a passport or travel document to travel to the United States, enter the passport or travel document information in the appropriate space on the application, even if the passport or travel document is currently expired.

Item Number 18.d. Country of Issuance for Passport or Travel Document. Enter the country that issued the passport or travel document number you provided in **Item Numbers 18.b. or 18.c.**

Item Number 18.e. Expiration Date for Passport or Travel Document. Enter the expiration date (mm/dd/yyyy) of the passport or travel document number you provided in **Item Numbers 18.b. or 18.c.**

Item Numbers 19.a. - 19.c. Provide your name exactly as it appears on Form I-94, Form I-94W, or Form I-95. If your name on Form I-94, Form I-94W, or Form I-95 appears different than your current legal name, provide evidence of the name change.

This evidence may include, but is not limited to, a birth certificate registered with civil authorities, a marriage certificate registered with civil authorities, a divorce decree registered with civil authorities, a death certificate registered with civil authorities, an adoption decree, a court order, or other legal document at the time of admission or issuance of Form I-94.

Part 2. Reason for Application

The following is a brief description of eligibility categories. Select **only one** box in **Part 2.** of Form I-102 that matches your reason for filing. After determining which category best applies, you must submit evidence that proves eligibility. Each category has specific evidence requirements. See the **Submit Your Application** section of these Instructions for information on what evidence is required.

You should use Form I-102 to:

1. Replace your lost, stolen, or mutilated Form I-94, Form I-94W, or Form I-95. Select **Item Numbers 1.a., 1.b., 1.c., or 1.d.** in **Part 2.**
2. Receive an initial Form I-94 or Form I-94W if you were admitted to the United States at a POE (whether at a land border, airport, or seaport) and you were not issued an initial Form I-94 or Form I-94W at admission. Select **Item Number 1.e.** in **Part 2.**
3. Receive a corrected Form I-94, Form I-94W, or Form I-95 if you were issued one by USCIS with incorrect information. Select **Item Number 1.f.** in **Part 2.**

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4. Receive an initial Form I-94 if you were not issued one when you were originally admitted into the United States due to your military membership as described below (Select **Item Number 1.g.** in **Part 2.**):
- A. Nonimmigrant member of the U.S. Armed Forces;
 - B. Nonimmigrant member of the North Atlantic Treaty Organization (NATO) armed forces or civilian component; or
 - C. Nonimmigrant member of the Partnership for Peace Military program under the Status of Forces Agreement (SOFA)

Part 3. Processing Information

Item Numbers 1.a. - 2.b. Provide all information requested in the spaces provided.

Part 4. Applicant's Contact Information, Certification, and Signature

Item Numbers 1. - 4. You must sign and date your application and, if applicable, provide your daytime telephone number, mobile telephone number, and email address. The signature of a parent or legal guardian, if applicable, is acceptable. A stamped or typewritten name in place of a signature is not acceptable.

Part 5. Interpreter's Contact Information, Certification, and Signature

Item Numbers 1. - 6. 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 6. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Applicant

Item Numbers 1. - 6. The person who completed your application, if other than the applicant, must sign this section. If the same individual acted as your interpreter and your preparer, then that person should complete both **Part 5.** and **Part 6.** A stamped or typewritten name in place of a signature is not acceptable.

Part 7. 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 7. Additional Information.** If you need more space than what is provided in **Part 7.**, you may make copies of **Part 7.** 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.

<p>We recommend that you print or save a copy of your completed application for your records.</p>
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What Evidence Must You Submit?

You must submit all evidence requested in these Instructions with your application. If you fail to submit required evidence, USCIS may reject or deny your application in accordance with 8 CFR 103.2(b)(1) and these Instructions.

1. Your Signed and Completed Form I-102

Each application must be properly signed and filed with the correct fee. If you are under 14 years of age, your parent or legal guardian may sign the application.

2. General Requirements

Evidence Requirements. You must file your application with a copy of a government-issued ID verifying your legal name and date of birth. You must also submit the required initial evidence listed below for your reason for filing. Attach copies, showing the front and back of the documents you need to support your application. **Do not send original documents unless instructed to do so.**

- A. Lost or Stolen Form I-94, Form I-94W, or Form I-95.** If you are applying to replace a lost or stolen Form I-94, Form I-94W, or Form I-95, submit a copy of the biographic page from your passport and a copy of the page indicating admission as claimed, or other evidence of your admission. If you are unable to provide this evidence, submit a full explanation stating why you cannot give any of the above evidence, along with a copy of evidence of your identity and copies of any evidence in your possession to substantiate your claim. If your Form I-94, Form I-94W, or Form I-95 was stolen, submit a copy of the police report relating to the theft, if available. If a police report is unavailable or was not made, submit an explanation describing the circumstances of the theft and why the police report is unavailable or was not made.
- B. Mutilated Form I-94, Form I-94W, or Form I-95.** If you are applying to replace a mutilated Form I-94, Form I-94W, or Form I-95, attach the original damaged form.
- C. Not Issued Form I-94 at Admission.** If you were not issued Form I-94 at admission to the United States at a POE (whether at a land border, airport, or seaport), attach a copy of your passport with the admission stamp issued by CBP. If you were issued an electronic Form I-94 by CBP upon your admission at a POE at an airport or seaport, you may be able to obtain your Form I-94 in paper format by accessing the CBP website at www.cbp.gov/I94. This service is free. See the **NOTE** in the **When Should I Use Form I-102** section of these Instructions.
- D. Correct Inaccurate Information.** If you want USCIS to correct inaccurate information that USCIS issued on your Form I-94, Form I-94W, or Form I-95, attach your Form I-94, Form I-94W, or Form I-95 to your application. Also attach a statement dated and signed by you, citing specifically what information on your Form I-94, Form I-94W, or Form I-95 requires correction. You must also attach evidence verifying the validity of the information submitted for correction purposes.
- E. Nonimmigrant Military Member.** If you are filing as a nonimmigrant military member in the U.S. Armed Forces, NATO, or the Partnership for Peace program, and you are requesting an initial Form I-94, contact your foreign commander or his or her designee in the United States for filing information.

Where to File?

Please see our website at www.uscis.gov/I-102 or visit the USCIS Contact Center at www.uscis.gov/contactcenter to connect with a USCIS representative for the most current information about where to file this application. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Address Change

If you are not a U.S. citizen, you must notify USCIS of your new address within 10 days of moving from your previous residence. For information on changing your address, go to our website at www.uscis.gov/addresschange or contact the USCIS Contact Center.

NOTE: Do not submit a change of address request to the USCIS Lockbox.

Processing Information

You must have a United States address to file this application.

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

Requests for More Information. USCIS 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 we request an original document from you, we will return it to you after USCIS determines it is no longer needed.

Requests for Interview. We may request that you appear at a USCIS office for an interview based on your application. During your interview, USCIS may require you to provide your biometrics to verify your identity and/or update background and security checks.

Decision. The decision on Form I-102 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of our decision in writing.

USCIS Forms and Information

To ensure you are using the latest version of this application, visit www.uscis.gov.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-102, we will deny your application and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

DHS Privacy Notice

AUTHORITIES: The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act section 264, and 8 Code of Federal Regulations 264.6.

PURPOSE: The primary purpose for providing the information requested on this application is to request a new or replacement Form I-94, Arrival-Departure Record, Form I-94W, Nonimmigrant Visa Waiver Arrival/Departure Record, or Form I-95, Crewman's Landing Permit. 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, including your Social Security number (if applicable), and any requested evidence, may delay a final decision or result in denial of your application.

ROUTINE USES: DHS may share the information you provide on this application and any additional requested evidence 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/ICE/CBP-001 - Alien File, Index, and National File Tracking System, DHS/USCIS-007 Benefits Information System, and DHS/USCIS-018 Immigration Biometric and Background Check] and published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System (CLAIMS 3) and Associated Systems], which can be found at www.dhs.gov/privacy. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

USCIS may not conduct or sponsor an information collection, and you are not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 24 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-0079. **Do not mail your completed Form I-102 application to this address.**