

**I-102, Application for Replacement/Initial  
Nonimmigrant Arrival - Departure Document****Instructions**

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if you have one, at the top of each sheet and indicate the number of the item to which the answer refers. The Bureau of Citizenship and Immigration Services (CIS) is comprised of offices of the former Immigration and Naturalization Service (INS).

**Use Form I-102 to request a new or replacement of an incorrect, lost, stolen or damaged Nonimmigrant Arrival - Departure Document.**

**You will need to give us:**

- A completed and signed Form I-102
- Evidence of eligibility
- Filing fee

**See Step 3 for specific filing instructions.**

**When Should I Use Form I-102?**

As a nonimmigrant visitor to the United States, you should use Form I-102 to apply to the Bureau of Citizenship and Immigration Services (CIS) for a new or replacement:

- Form I-94, Nonimmigrant Arrival - Departure Record;
- Form I-94W, Nonimmigrant Visa Waiver Arrival - Departure Record; or
- Form I-95, Crewman Landing Permit.

**How Do I File Form I-102?**

A separate Form I-102 must be filed for each person seeking the immigration benefit. Follow the steps below to complete your application:

**Step 1** - Reason for Filing Form I-102

**Step 2** - Fill Out the Form I-102

**Step 3** - Submit Your Application

**Notice**

The CIS wants to make sure that you receive the requested benefit. To do this, we may ask for more evidence, interview you and/or conduct an investigation. **If you give us false documents, misrepresent facts or otherwise engage in fraud, the CIS will take appropriate action.** This means we will not only deny your application, you may lose current and future immigration benefits. You may also face penalties, including criminal and/or civil prosecution leading to fines and/or imprisonment.

**Step 1. Reason for Filing Form I-102.**

The following is a brief description of eligibility categories. Check the 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 **Step 3, Submit Your Form I-102**, for information on what evidence is required.

You should use Form I-102 to:

- Replace your lost, stolen or mutilated Form I-94, I-94W or I-95;
- Receive an initial Form I-94 if you were not issued one when you entered as a nonimmigrant, and you are filing this form with an application for extension of stay or change of status;
- Receive a corrected Form I-94, I-94W or Form I-95 if you were issued one with incorrect information when you entered as a nonimmigrant; or to
- 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:
  - A nonimmigrant member of the U.S. armed forces; or
  - A nonimmigrant member of the North Atlantic Treaty Organization (NATO) armed forces or civilian component; or
  - A nonimmigrant member of the Partnership for Peace military program under the Status of Forces Agreement (SOFA).

**ADVISORY:** Do not use this form to request an action on a Form I-94 issued by the Bureau of Customs and Border Protection (CBP). If you are seeking a new Form I-94 based on a Form I-94 issued at a port-of-entry or otherwise by the CBP, you should contact the nearest CBP office or port-of-entry and inquire about their procedures, or visit that Bureau's website at [www.cbp.gov](http://www.cbp.gov).

**Step 2. Fill Out the Form I-102.**

Use **black ink**. Type or print clearly using **capital** letters. If an item does not apply to you, write "N/A." If the answer is none, write "NONE."

This form is divided into **Parts 1** through **5**. The following information should help you fill out the form.

**Part 1. Information about you.**

- **Family Name** (Last name) - Give your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.
- **Address** - Give your physical street address. This must include a street number and name or a rural route number. Do not put a post office box (P.O. Box) number here.
- **A #** - This is your immigration file number. If you do not have an Alien Registration Number or do not know it, leave this blank.
- **U.S. Social Security #** - If you do not have a U.S. Social Security number, leave this blank.

- **Date of Last Admission** - Give the day of your last actual entry into the United States.
- **Current Nonimmigrant Status** - Give your current status. If you were granted a change of status, provide the status noting the change.
- **Expires on** - Give the day your authorized stay in the United States ends.
- Numbers on Forms **I-94, I-94W or I-95 Arrival-Departure Document** - Give the number that is at the top of the document you originally received at the time of entry. If you did not receive a Form I-94 at entry, write N/A.

## Part 2 - Reason for application.

- Place a check in the box that corresponds with your reason for filing.

## Part 3 - Processing information.

- **Numbers 1 - 3** - Give all information requested.

## Part 4 - Signature.

- As the applicant, you must sign and date the application. If you do not sign the form, it will be returned as incomplete.
- **Daytime Telephone Number** - Give a phone number with the area code where you can be reached during the day.

## Part 5 - Signature of person preparing form, if other than applicant.

- If you, the applicant, did not fill out the Form I-102, the preparer must also sign, date and give his or her address, daytime phone number and fax number.

## Step 3. Submit Your Application.

Your application must include the following items.

- **Your signed and completed Form I-102.** Every application must be properly signed and filed with the correct fee. If you are under 14 years of age, your parent or guardian may sign the application.
- **Filing fee.** The filing fee for a Form I-102 is **\$155.00**. The fee must be submitted in the exact amount. It cannot be refunded. **Do not mail cash.**

You do **not** need to pay the fee to request the CIS to correct your Forms I-94, I-94W or Form I-95 if the error(s) on your document was made by the CIS, through no fault of your own. If, however, the error(s) was made because of information you provided or failed to provide to the CIS or the U.S. Department of State, you must pay the fee.

You do **not** need to pay the fee if you are a nonimmigrant military member in the U.S. armed forces or you are participating in a NATO or Partnership for Peace military program under the SOFA and you are requesting an initial or replacement Form I-94.

Use the following guidelines when you prepare your check or money order:

- The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and

-- Make the check or money order payable to the **U.S. Department of Homeland Security**, unless:

- If you live in Guam and are filing your application there, make it payable to the **Treasurer, Guam**.
- If you live in the U.S. Virgin Islands and are filing your application there, make it payable to the **Commissioner of Finance of the Virgin Islands**.

**NOTE:** Please spell out U.S. Department of Homeland Security. Do not use the initials "USDHS" or "DHS."

Your check or money order must be honored by the bank or financial institution on which it is drawn. If it is not, we will charge you a fee and invalidate your application and any document we have issued to you.

- **Initial Evidence.** You must file your application with the required initial evidence. 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.**

**Lost or Stolen Form.** If you are applying to replace a lost or stolen Form I-94, I-94W or I-95, submit a copy of the original or 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 card was stolen, submit a copy of the police report relating to the theft.

**Mutilated Form.** If you are applying to replace a mutilated Form I-94, I-94W or I-95, attach the original, damaged form.

**First Form I-94.** If you were not issued a Form I-94 at admission and have not since been issued a Form I-94, but now require a Form I-94 for another application you are filing, submit a copy of any evidence in your possession to substantiate your claimed admission.

**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.

**Correct Inaccurate Information.** If you want the CIS to correct inaccurate information on your Form I-94, I-94W or I-95, attach the Form I-94, I-94W or I-95 to your application. If you check box **"f"** on **Part 2**, Application Type, attach a statement dated and signed by you, citing specifically what information on your Form I-94, I-94W or I-95 requires correction. You must also attach evidence verifying the validity of the information submitted for correction purposes.

**Translations.** If you send us a document in a foreign language, it must have a full English translation that the translator has certified as complete and correct. The translator must also certify that he or she is competent to translate the foreign language into English.

**Copies.** If these instructions state that a copy of a document may be filed with this application and you choose to send us the original, we may keep that original for our records.

• **Submit your Form I-102.**

**NOTE:** The following instructions relate only to a Form I-102 issued by the CIS. To request an action on a Form I-102 issued by the Bureau of Customs and Border Protection (CBP), refer to the **Advisory** under **Step 1, Reason for Filing Form I-102** on Page 1.

**Correction Request.** To request the CIS to correct inaccurate information on your Forms I-94, I-94W or I-95, submit your application at the local CIS office having jurisdiction over the area where you are temporarily located.

Contact the local CIS office for specific information on how to file the application.

**Replace Form I-95.** If you are filing to replace a Form I-95, file this application at the local CIS office having jurisdiction over where you are temporarily located.

**Not Issued I-94/Extension - Status Change.** If you were not issued a Form I-94 at admission or are filing this application with an application for extension of stay or change of status, file this application where you are filing the accompanying extension of stay or change of status application.

**Nonimmigrant Military Member.** If you are a nonimmigrant member of the U.S. armed forces, file this application at the local CIS office having jurisdiction over the area where you are temporarily located.

**NATO and SOFA Military Members.** If you are in a NATO or Partnership for Peace military program under SOFA, and are seeking an initial Form I-94, submit this application through your foreign commander or his or her designee to NATO/Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT) at:

**NATO/HQ SACT  
7857 Blandy Road, Suite 100  
ATTN: Legal Affairs  
Norfolk, VA 23551-2490**

NATO/HQ will review and forward the application to the CIS Nebraska Service Center.

**In All Other Instances.** File your application as follows:

If you are currently in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Jersey,

New Hampshire, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, West Virginia or the U.S. Virgin Islands, mail the application to:

**USCIS - Vermont Service Center  
75 Lower Welden Street  
St. Albans, VT 05479-0001**

If you are currently in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee or Texas, mail the application to:

**USCIS - Texas Service Center  
P.O. Box 851182  
Mesquite, TX 75185-1182**

If you are currently in Arizona, California, Guam, Hawaii or Nevada, mail the application to:

**USCIS - California Service Center  
P.O. Box 10102  
Laguna Niguel, CA 92607-0040**

If you are currently anywhere else in the United States, mail the application to:

**USCIS - Nebraska Service Center  
P.O. Box 87102  
Lincoln, NE 68501-7102**

**Processing Information.**

Our goal at the CIS is to process all applications fairly. The processing time will vary, depending on the specific circumstances of each case. We may deny an application if you do not give us the requested information or do not go to a scheduled interview. Every application must be properly signed with the correct fee. If you are under 14 years of age, your parent or guardian may sign the application.

**Acceptance.** Any application that is not signed or is not accompanied by the proper fee, if required, will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until it is accepted by the CIS.

**Initial Processing.** Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form or file it without the required initial evidence, you will not establish a basis for eligibility and we may deny your application.

**Decision.** You will be notified in writing of the decision on your application. If the application is approved, a new Form I-94 or Form I-95 will be issued to you.

**Address Changes.** If you change your address, you must fill out a Form AR-11, Alien's Change of Address Card, and mail it to the office where the application was originally filed. Write "Form I-102" in the lower left hand corner of the address side of the AR-11.

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**CIS Forms and Information.** To request CIS forms, call our toll-free forms line at **1-800-870-3676**. You may also get forms and information about immigration laws and regulations by calling our National Customer Service Center at **1-800-375-5283** or visiting the CIS internet website at **www.uscis.gov**.

**Privacy Act Notice.** The CIS will use the information on your Form I-102 to determine eligibility for the requested immigration benefit. We may provide information on your application to other government agencies. If you do not provide us with the information or any requested evidence, such action may delay a final decision or result in denial of your application.

**Paperwork Reduction Act Notice.** An agency 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 OMB control number. We try to create forms and instructions that are accurate, can be easily understood and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is as follows: (1) 5 minutes to learn about the law and form; (2) 5 minutes to complete the form; (3) 15 minutes to assemble and file the application; for a total estimated average of 25 minutes per response. If you have comments regarding the accuracy of this estimate or suggestions for making this form simpler, you may write to: Bureau of Citizenship and Immigration Services, HQRF5, 425 "I" Street, N.W., Room 4034, Washington, DC 20529. **Do not mail your completed application to this address.**

### Check List

- Did you completely fill out and sign the form?
- Did you attach all required evidence?
- Did you attach a check or money order for the **\$155.00** fee?

You should keep copies of your application and retain your original supporting documents for your records.

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

# I-102, Application for Replacement/Initial Nonimmigrant Arrival - Departure Document

**START HERE - Please type or print in black ink.**

**FOR CIS USE ONLY**

**Part 1. Information about you.**

Family Name	Given Name	Middle Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address - In care of - <input style="width: 95%;" type="text"/>		
Street Number and Name		Apt./Suite #
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
City	State	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Zip/Postal Code	Country	Date of Birth (mm/dd/yyyy)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Country of Birth	Country of Citizenship	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
A # (if any)	U.S. Social Security # (if any)	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Date of Last Admission (mm/dd/yyyy)	Current Nonimmigrant Status	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Status Expires on (mm/dd/yyyy)	I-94, I-94W or I-95 Arrival/Departure Document #	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Returned	Receipt
Date	
Date	
Resubmitted	
Date	
Date	
Reloc Sent	
Date	
Date	
Reloc Rec'd	
Date	
Date	
<input type="checkbox"/> Applicant Interviewed on _____	

**New I-94 #**

**Remarks**

**Action Block**

**To Be Completed by  
Attorney or Representative, if any.**

Fill in box if G-28 is attached to represent the applicant.

ATTY State License #

**Part 2. Reason for application.**

Check the box that best describes your reason for requesting a replacement document.  
(Check one box.)

- a.  I am applying to replace my lost or stolen Form I-94 (or I-94W).
- b.  I am applying to replace my lost or stolen Form I-95.
- c.  I am applying to replace Form I-94 (or I-94W) because it is mutilated. I have attached my original I-94 (or I-94W).
- d.  I am applying to replace Form I-95 because it is mutilated. I have attached my original I-95.
- e.  I was not issued a Form I-94 when I entered as a nonimmigrant, and I am filing this application together with an application for an extension of stay/change of status.
- f.  I was issued a Form I-94, I-94W or Form I-95 with incorrect information, and I am requesting the CIS to correct the document.
- g.  I was not issued a Form I-94 when I entered as a nonimmigrant member of the military and I am filing this application for an initial Form I-94.

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**Part 3. Processing information.**

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1. Are you filing this application with any other petition or application?

No

Yes - Form #

2. Are you now in removal proceedings?

No

Yes (Give detailed information regarding the proceedings. If you need more space to complete the answer, use a separate sheet(s) of paper. Write your name and A #, if any, and "Part 3, Number 2" at the top of each sheet.)

3. If you are unable to provide the original of your Form I-94, I-94W or I-95, give the following information:

Your name exactly as it appears on Form I-94, I-94W or I-95, if known (*print clearly*)

Class of Admission:

Place of Admission:

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**Part 4. Signature.** *Read the information on penalties in the instructions before completing this section. You must file this application while in the United States.*

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I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that the Bureau of Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking.

**Signature**

**Daytime Telephone Number** (*with area code*)

**Date** (*mm/dd/yyyy*)

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**Part 5. Signature of person preparing form, if other than above.** (*Sign below.*)

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I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

**Signature**

**Print or Type Your Name**

**Firm Name**

**Firm Address** (*Street Number and Name or P.O. Box*)

**Daytime Telephone Number** (*with area code*)

**Fax Number** (*if any*)

**Date** (*mm/dd/yyyy*)