

Application to Replace Permanent Resident Card

INSTRUCTIONS

Purpose of This Form.

This form is for permanent residents and conditional residents to apply to the Immigration and Naturalization Service (INS) for replacement of permanent resident cards. If you are a conditional resident and your status is expiring, use Form I-751 to apply for the removal of conditions.

Who May File.

If you are a permanent resident or conditional resident, file this application:

- to replace a lost, stolen or destroyed card;
- to update a card after change of name or other biographic data;
- to replace a card that is mutilated;
- to replace a card that is incorrect on account of INS error; or
- to replace a card that was never received.

If you are a permanent resident, you must also file this application:

- to replace a card that has an expiration date on it and is expiring; or
- within 30 days of your 14th birthday, to replace a card issued before your 14th birthday; or
- if you have been a lawful permanent resident in the U.S. and are now taking up Commuter status while actually residing outside the U.S.; or
- if you have been in resident Commuter status and are now taking up actual residence in the U.S.; or
- if your status has been automatically converted to permanent resident; or
- when you have an older edition of the card and must replace it with the current type of card.

General Filing Instructions.

Please answer all questions by typing or clearly printing in black ink. Indicate that an item is not applicable with "N/A." If an answer is "none," write "none." If you need extra space to answer any item, attach a sheet of paper with your name and your alien registration number (A#), and indicate the number of the item to which the answer refers. You must file your application with the required Initial Evidence. Every application must be properly signed and accompanied by the appropriate fee (see "Fee" on page 2). If you are under 14 years of age, your parent or guardian may sign the application on your behalf.

Translations. Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct, and by the translator's certification 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.

Initial Evidence.

You must file your application with:

- **Your Prior Card or other Evidence of Identity.** You must submit your original permanent resident card with your application unless it has been lost, stolen, destroyed or you never received it. If your card has an expiration date on it, and it is expiring, you will be required to present your card at the time of the in-person appearance, and may be required to submit the card with the application at that time. If you have been automatically converted to permanent resident status, you must attach your original temporary status document.

If these instructions do not require that you submit your original permanent resident card, submit a copy if you have one. If you do not have a copy and are at least 18 years old, you must file your application with a copy of an identity document, such as a driver's license, passport or a copy of another document containing your name, date of birth, photograph and signature.

- **Photos.** You must submit 2 identical natural color photographs of yourself taken within 30 days of this application. The photos must have a white background, be unmounted, printed on thin paper and be glossy and unretouched. The photo should show a three-quarter frontal profile showing the right side of your face, with your right ear visible and with your head bare (unless you are wearing a headdress as required by a religious order of which you are a member). The photos should be no larger than 2 X 2 inches, with the distance from the top of the head to just below the chin about 1 and 1/4 inches. Lightly print your A# on the back of each photo with a pencil.
- **Fingerprints.** If you are filing this application to register as a result of turning 14 years of age, you must be fingerprinted. After filing this application, INS will notify you in writing of the time and location where you must go to be fingerprinted. Failure to appear to be fingerprinted may result in a denial of your application.
- **Correction or change in biographic data.** If you are applying to replace a card because of a name change, you must submit a copy of a court order or marriage certificate reflecting the new name. To replace a card because of a change in any other biographic data, you must submit copies of documentation to prove that the new data is correct. A replacement application based on administrative INS error must also include an explanation.

Where to File.

Unless otherwise instructed, file this application in person at the local INS office having jurisdiction over where you live. When you file in person you will have to complete the signature and fingerprint blocks of a Form I-89, Data Collection Form at an INS office when you file this application. If you are instructed to mail this application to INS, you will be instructed when to appear to complete the I-89. Appearance requirements may be waived in cases of confinement due to advanced age or physical infirmity.

If you are outside the United States, contact the nearest American Consulate, INS office or Port of Entry, before submitting this application.

Fee.

The fee for this application is \$130.00. If you must be fingerprinted in connection with this application (see instruction on Fingerprints), the fee for fingerprinting is \$50.00. You may submit one check or money order for both the application and fingerprinting fees, for a total of \$180.00. Fees must be submitted in the exact amount. Fees cannot be refunded. **DO NOT MAIL CASH.**

All checks and money orders must be drawn on a bank or other institution located in the United States and must be payable in United States currency. The check or money order should be made payable to the Immigration and Naturalization Service, except that:

- If you live in Guam and are filing this application in Guam, make your check or money order payable to the "Treasurer, Guam."
- If you live in the U.S. Virgin Islands and are filing this application in the U.S. Virgin Islands, make your check or money order payable to the "Commissioner of Finance of the Virgin Islands."

Checks are accepted subject to collection. An uncollected check in payment of an application fee will render the application and any document issued invalid. A charge of \$30.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn.

Evidence of Registration.

A pending application for a replacement permanent resident card is temporary evidence of registration.

Processing Information.

Acceptance. Any application that is not signed or is not accompanied by the correct fee 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 INS.

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, you will not establish a basis for eligibility and we may deny your application.

Requests for more information or interview. We may request more information or evidence or we may request that you appear at an INS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Decision. You will be notified in writing of the decision on your application. If your application is approved and you have completed the required Form I-89, Data Collection Card, your card will be manufactured and sent to you.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are filing for and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit you are seeking. Our legal right to ask for this information is in 8 USC 1302 and 1304. We may provide this information to other government agencies. Failure to provide this information and any requested evidence may delay a final decision or result in denial of your request.

Paperwork Reduction Act Notice.

A person is 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 computed as follows: (1) 10 minutes to learn about the law and form; (2) 10 minutes to complete the form; and (3) 35 minutes to assemble and file the application, including the required in person filing; for a total estimated average of 55 minutes per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Immigration and Naturalization Service, HQPDI, 425 I Street N.W., Room 4034; Washington, DC 20536; OMB No. 1115-0004. **DO NOT MAIL YOUR COMPLETED APPLICATION TO THIS ADDRESS.**

Application to Replace Permanent Resident Card

START HERE - Please Type or Print

Part 1. Information about you.

Family Name	Given Name	Middle Initial
U.S. Mailing Address - C/O		
Street Number and Name		Apt. #
City		
State		ZIP Code
Date of Birth (Month/Day/Year)		Country of Birth
Social Security #		A #

Part 2. Application type.

1. My status is: (check one)

- a. Permanent Resident - (Not a Commuter)
- b. Permanent Resident - (Commuter)
- c. Conditional Permanent Resident

2. Reason for application: (check one)

I am a Permanent Resident or Conditional Permanent Resident and:

- a. my card was lost, stolen or destroyed. I have attached a copy of an identity document.
- b. my authorized card was never received. I have attached a copy of an identity document.
- c. my card is mutilated. I have attached the mutilated card.
- d. my card was issued with incorrect information because of INS administrative error. I have attached the incorrect card and evidence of the correct information.
- e. my name or other biographic information has changed since the card was issued. I have attached my present card and evidence of the new information.

I am a Permanent Resident and:

- f. my present card has an expiration date and it is expiring.
- g. I have reached my 14th birthday since my card was issued. I have attached my present card.
- h. 1. I have taken up Commuter status. I have attached my present card and evidence of my foreign residence.
- h. 2. I was a Commuter and am now taking up residence in the U.S. I have attached my present card and evidence of my residence in the U.S.
- i. my status has been automatically converted to permanent resident. I have attached my Temporary Status Document.
- j. I have an old edition of the card.

Part 3. Processing information.

Mother's First Name	Father's First Name
City of Residence where you applied for an Immigrant Visa or Adjustment of Status	Consulate where Immigrant Visa was issued or INS office where status was Adjusted
City/Town/Village of Birth	Date of Admission as an immigrant or Adjustment of Status

Continued on back.

FOR INS USE ONLY

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

Status as _____ Verified by _____
 Class _____ Initials _____
 FD-258 forwarded on _____
 I-89 forwarded on _____
 I-551 seen and returned _____ (Initials)
 Photocopy of I-551 verified _____ (Initials)
 Name _____ Date _____
 Sticker # _____ (ten-digit number)

Action Block

To Be Completed by Attorney or Representative, if any
 Fill in box if G-28 is attached to represent the applicant

VOLAG# _____
 ATTY State License # _____

Part 3. Processing information (continued):

If you entered the U.S. with an Immigrant Visa, also complete the following:

Destination in U.S. at
time of Admission

Port of Entry where
Admitted to U.S.

Are you in deportation or exclusion proceedings? No Yes

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 judged to have abandoned your status? No Yes

If you answer yes to any of the above questions, explain in detail on a separate piece of paper.

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.)*

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 Immigration and Naturalization Service needs to determine eligibility for the benefit I am seeking.

Signature

Date

Daytime Phone Number

Please Note: If you do not completely fill out this form or fail to submit required documents listed in the instructions, you cannot be found eligible for the requested document and this application may be denied.

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

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 Your Name

Date

Daytime Phone Number

Name and Address of Business/Organization (if applicable)
