

Typical Documents Used to Verify Refugee Status

Immigration Category	Typical Documents and Suggested AEICZ Alien Status Code
<p>Refugees</p> <p>SAVE COA codes: RE1, RE2, RE3, RE4, RE5, RE6, RE7, RE8 or RE9</p>	<p>Code anyone with the following documentation as “RE” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 Arrival/Departure Record or passport stamped “...admitted under section 207 of the INA...” or any of the following admission codes: RE1, RE2, RE3, RE4, RE5, Visa 93 or V93; • Form I-688B or I-766 Employment Authorization Document (EAD) coded 274a.12(a)(3) or A03; • Refugee Travel Document (USCIS Form I-571); • Form I-551 with category codes RE6, RE7, RE8 or RE9; • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes RE6, RE7, RE8 or RE9; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Asylees – only those people for whom the USCIS has granted asylum and waived its right to appeal</p> <p>SAVE COA codes: AS1, AS2, AS3, AS6, AS7, AS8, GA6, GA7 or GA8</p>	<p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 or passport referencing “...section 208 of the INA...” or coded AS1, AS2, AS3, Visa 92 or V92; • Order granting asylum under section 208 of the INA issued by the USCIS Asylum Office, an Immigration Judge, the Board of Immigration Appeals (BIA), or a Federal court; • Form I-688B or I-766 EAD coded 274a.12(a)(5) or A05; • Refugee Travel Document (USCIS Form I-571); • I-730 Approval Letter from USCIS Asylum Office; • Form I-551 with category codes AS6, AS7, AS8, GA6, GA7, or GA8; • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes AS6, AS7, or AS8; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Amerasian Lawful Permanent Residents</p> <p>SAVE COA codes: AM1, AM2, AM3, AM6, AM7 or AM8</p>	<p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 with any of the following admission codes: AM1, AM2, or AM3; • Form I-551 (Permanent Resident Card) with adjustment code: AM6, AM7, or AM8; • Vietnamese Exit Visa with codes AM1, AM2, or AM3 and/or “temporary I-551” stamp; • Vietnamese passport with codes AM1, AM2, or AM3 and/or “temporary I-551” stamp; • U.S. passport with codes AM1, AM2, or AM3; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Iraqi and Afghan special immigrant visa holders</p> <p>SAVE COA codes: SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7 or SQ9</p>	<p>Code anyone with the following documentation as “SI” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Iraq or Afghanistan national with I-94 marked SI1, SI2, SI3, SQ1, SQ2, or SQ3; • Iraq or Afghanistan national with Iraqi or Afghan passport with an immigrant visa stamp and code SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7, or SQ9; • Iraq or Afghanistan national with form I-551 with a category code of SI6, SI7, SI9, SQ6, SQ7, or SQ9; <i>or</i> • Iraq or Afghanistan national with any verification from the USCIS or other authoritative document.

Typical Documents Used to Verify Refugee Status (continued)

<p>Cuban/Haitian Entrants –numerous classifications of Cuban and Haitian nationals may be eligible for benefits. Once a person meets this status, he or she remains in this status forever, even if adjusts to another status or documentation expires. (Contact the refugee mailbox, REFUGEE@jfs.ohio.gov, for assistance determining if a person meets one of the categories if information presented is not one of those listed to the right).</p> <p>Some common SAVE COA codes (must be Cuba or Haiti): EWI, A04, A10, C08, C10, C11, CH6, HA6 or HB6</p>	<p>Code anyone with the following documentation as “CH” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 with a stamp indicating “parole as Cuban/Haitian entrant (Status Pending)”, “EWI”, or any other notation indicating “parole” and referring to section 212(d)(5) of the INA after April 21, 1980; • A Cuban or Haitian passport with a Section 212(d)(5) stamp dated after October 10, 1980; • USCIS (or receipt of filing) Form I-122, I-220A, I-221, I-221S, I-485 (date stamped by EOIR), I-589 (receipt from USCIS or form date stamped by EOIR), or I-862; • Form I-688B or I-766 EAD coded 274a.12(a)(4), 274a.12(a)(10), 274a.12(c)(8), 274a.12(c)(10), 274a.12(c)(11), A04, A10, C08, C10, or C11; • Form EOIR-26 or other applications for relief that have been date stamped by the Executive Office for Immigration Review (EOIR) • Form I-551 with category codes CH6, HA6, or HB6; <i>or</i> • Any verification from the USCIS or other authoritative document. <p>*For Federal reporting purposes, please fax or e-mail copies of documentation presented by anyone from Cuba or Haiti to the ODJFS Refugee Services Section: 614-466-1767 or REFUGEE@jfs.ohio.gov.</p>
<p>Parolees (rarely used since 1980) – only some groups of parolees are considered “refugees”</p>	<p>Code anyone with the following documentation as “RE” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 indicating paroled as a refugee under section 212(d)(5) of the INA. <p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 indicating paroled as an asylee under section 212(d)(5) of the INA. <p>Code anyone with the following documentation as “CH” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • A Cuban or Haitian national with Form I-688B or I-766 EAD coded 274a.12(a)(4), or A04. <p>Code anyone with the following documentation as “PA” on CRIS-E screen AEICZ and put “Y” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Form I-94 indicating “parole” or “PIP” or “212(d)(5),” or other language indicating parole status for at least one year; • Form I-688B or I-766 EAD coded 274a.12(a)(4), 274a.12(c)(11), A4 or C11; • Form I-551 card with category code LA6; <i>or</i> • Any verification from the USCIS or other authoritative document.
<p>Victims of a severe form of trafficking</p> <p>No codes for these individuals on SAVE. You must call (866) 401-5510 to verify the status</p>	<p>Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section:</p> <ul style="list-style-type: none"> • Notarized letter from ORR certifying victim of severe form of trafficking status; • If the victim is a child, a letter from ORR stating that the child is a victim of a severe form of trafficking; <i>or</i> • Derivative T Visa marked T-2, T-3, T-4, or T-5.

Typical Documents Used to Verify Refugee Status (continued)

<p>Lawful permanent residents (LPRs) – some aliens who adjusted to permanent resident status after entering the U.S. in another status remain eligible for benefits under their original status:</p> <ol style="list-style-type: none"> 1. Refugees – SAVE COA: RE6, RE7, RE8 or RE9 2. Asylees – SAVE COA: AS6, AS7, AS8, GA6, GA7 or GA8 3. Cuban/ Haitian Entrants – SAVE COA: CH6, HA6 or HB6 4. Iraqi and Afghan Special Immigrants – SAVE COA: SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7 or SQ9 5. Parolees – SAVE COA: LA6 <p>Individuals who did not enter in one of the five statuses above are regular Lawful Permanent Residents. They could have a number of different codes, but not one of the ones listed above.</p>	<ol style="list-style-type: none"> 1. Code anyone with the following documentation as “RE” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 with category codes RE6, RE7, RE8, or RE9; <i>or</i> • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes RE6, RE7, RE8, or RE9. 2. Code anyone with the following documentation as “GA” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 with category codes AS6, AS7, AS8, AM6, AM7, AM8, GA6, GA7, or GA8; <i>or</i> • Foreign passport stamped to show unexpired, temporary evidence of LPR or “I-551” status and codes AS6, AS7, AS8, AM1, AM2, or AM3. 3. Code anyone with the following documentation as “CH” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 with category codes CH6, HA6, or HB6; <i>or</i> • Cuban/Haitian nationals only: Form I-688B or I-766 Employment Authorization Document (EAD) with the provision of law 274a.12(a)(10) or code A10. 4. Code anyone with the following documentation as “SI” on CRIS-E screen AEICZ and put “N” in the “40QTR R” section: <ul style="list-style-type: none"> • Iraq or Afghanistan national with I-94 marked SI1, SI2, SI3, SQ1, SQ2, or SQ3; • Iraq or Afghanistan national with Iraq or Afghanistan passport with an immigrant visa stamp and code SI1, SI2, SI3, SI6, SI7, SI9, SQ1, SQ2, SQ3, SQ6, SQ7, or SQ9; • Iraq or Afghanistan national with form I-551 with a category code of SI6, SI7, SI9, SQ6, SQ7, or SQ9; <i>or</i> • Iraq or Afghanistan national with any verification from the USCIS or other authoritative document. 5. Code anyone with the following documentation as “PA” on CRIS-E screen AEICZ and put “Y” in the “40QTR R” section: <ul style="list-style-type: none"> • Form I-551 card with category code LA6. <p>Code anyone with the following documentation as “PR” on CRIS-E screen AEICZ and put “Y” in the “40QTR R” section: Any person with the following documentation that does not contain one of the codes listed above:</p> <ul style="list-style-type: none"> • Form I-551; • Reentry permit (I-327); • Foreign passport stamped to show temporary evidence of LPR or “I-551” status; • Memorandum of Creation of Lawful Permanent Residence with approval stamp (I-181); • Order issued by the USCIS, an immigration judge, the BIA, or a federal court granting registry, suspension of deportation, cancellation of removal, or adjustment of status; <i>or</i> • Any verification from the USCIS or other authoritative document.
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Sample Documents

Aliens are required to show proof of status to qualify for assistance. Only original immigration documents should be accepted as verification of alien registration status. Copies of both sides of all documentation should be kept in the county case files.

Arrival/Departure Record: Form I-94

Aliens who are granted admission to the U.S. are issued form I-94, "Arrival/Departure Record". The I-94 contains demographic information, such as the alien number, the date the alien entered the U.S., the name, date of birth, country of origin, a status stamp, and the port of entry. It explains how long the person may remain in the U.S. and the terms of admission. Because the **I-94 is double-sided and the alien number is typically found on the back of the I-94, both sides must be copied and kept together in the case file** so as not to confuse more than one person's information.

Front of I-94

Departure Number

220390931 09

Immigration and
Naturalization Service

I-94
Departure Record

ADMITTED AS A REFUGEE
PURSUANT TO SEC. 207 OF
THE INA ACT. IF YOU DE-
PART THE U.S. YOU WILL
NEED PRIOR PERMISSION
FROM INS TO RETURN.
EMPLOYMENT AUTHORIZED

PORT Oct. 13, 2010 IRL OFF.

Status Stamp

Date of
Entry

14. Family Name	
15. First (Given) Name	16. Birth Date (Day/Mo/Yr)
17. Country of Citizenship	

Back of I-94

Warning - A nonimmigrant who accepts unauthorized employment is subject to deportation.

Important - Retain this permit in your possession; *you must surrender it when you leave the U.S.* Failure to do so may delay your entry into the U.S. in the future.

You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

Surrender this permit when you leave the U.S.:

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes

A 12345678

Alien
Number

Port:	Departure Record
Date:	
Carrier:	
Flight #/Ship Name:	

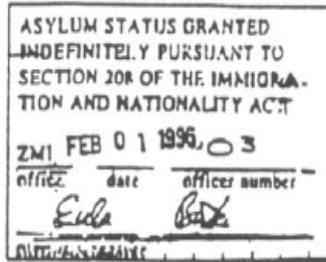
The I-94 has a stamp on the **front** documenting the person's status:

Refugee Stamp

Admitted indefinitely as a refugee pursuant to Sec. 207 of the INA. If you depart the U.S., you will need prior permission from USCIS to return. Employment authorized.

Office Date Office Number

Asylee Stamp



Cuban/Haitian Stamp

Paroled as a Cuban-Haitian Entrant (Status Pending) pursuant to section 212 (d)(5) of the INA. Reviewable _____ . Employment authorized until _____ .

Office Date Office Number

The I-94 form also has a unique **11-digit Admission/Departure Number** on the front. This number may be used when instituting additional verification on SAVE. It is separate from the alien number and should **not** be used on CRIS-E screen AEICZ.

Departure Number

813106636 11

Department of Homeland Security

CBP I-94A (11/04) Departure Record



I-94/Admission/Departure Number

Admission Code

Family Name SAMPLE	
First (Given) Name AHMET	Birth Date (Day Mo Yr) 22, 12, 50
Country of Citizenship PAKISTAN	

20041122 US-VISIT 20041122 MULTIPLE

Date of Birth (note format)

The **date of birth** (DOB) on the I-94 is entered in day, month, and year format, which is different than the month, day, and year format typically used on other documents. Special attention is needed to enter the DOB in U.S. format. Many refugees do not have their birth date officially recorded, so their date of birth is entered as January 1, XXXX. This is an acceptable date that should be verified with the date on SAVE.

Beginning in April, 2013, I-94 data is recorded electronically and most aliens are not provided a printed copy of their I-94. Benefit applicants can print a copy of their I-94 via www.cbp.gov/i94. Printed copies of the I-94 form are considered official I-94 forms and can be used to verify immigration status for public benefits purposes.

Departure Number
742831632 01
 Immigration and Naturalization Service
 I-94
 Departure Record

U.S. IMMIGRATION WAS ADMITTED 2003
NOV 21 2002
 CLASS B-2
 UNTIL May 20, 2003

Date of Entry

Expiration Date

14 Family Name DOE	
15 First (Given) Name JOHN	16 Birth Date (Day/Mo./Yr) 01/01/91
17 Country of Citizenship ENGLAND	

Visas

Visas are used for entry to the U.S. either by immigrants or non-immigrants (people traveling to the U.S. for tourism, students, or business). Visas must be valid on the date of entry to the U.S., but it is **not** necessary for the visa to be valid after entry. Most visas are stickers attached to the traveler's passport. The alien number is listed under the Registration Number category on the visa and is also frequently handwritten with the entry date stamp. The entry date is stamped in the passport and validity begins as of that date.

Immigrant Visas

Immigrant visas typically have a notation indicating that it is an immigrant visa and showing evidence of temporary I-551 status:

Immigrant Visa Notation (when applicable)

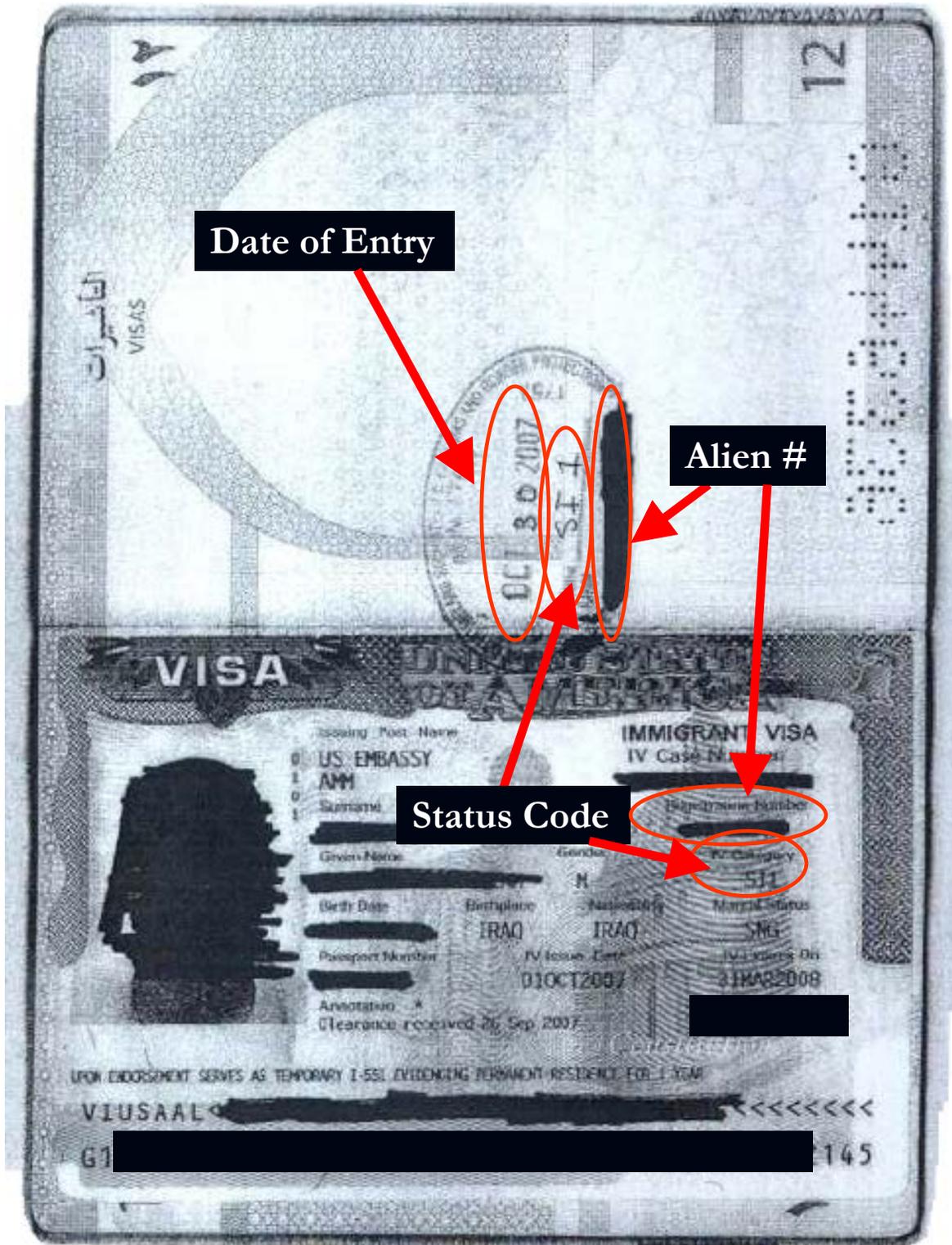
Alien Number

Category/ Admission Code

Permanent Residence Stamp (when applicable)

Iraqi/Afghan Special Immigrant Visa

Individuals from Iraq or Afghanistan may present a visa indicating they were admitted as a special immigrant. The people granted this status are lawful permanent residents (LPR) from the day they enter the U.S., but they are eligible for benefits to the same extent as refugees. Therefore, they have a special code on AEICZ. The special immigrant visa looks very much like any other visa.



Non-Immigrant Visas

Non-Immigrant Visas are issued to students, travelers or people who come to the U.S. to do business. They are proof that the person entered the U.S. legally, but they do not indicate that they are qualified aliens. Non-immigrant visas are issued for a temporary timeframe and **do not include notations about permanent resident status, nor do they contain a “registration” (alien) number.**



Permanent Resident (Green) Card: Form I-551

A document immigrants may use to document their status is the I-551, “Permanent Resident Card”, also known as the “Green Card”. Under the heading “Category” is the code that indicates why the person was initially admitted to the U.S. This code should match the classification on admission (COA) code on SAVE and should be used to help determine whether the individual entered in a refugee or other special status. Caseworkers should keep copies of both sides of this document in file.



Category Code

Alien Number

NEW I-551 (issued beginning 5/11/2010) – Front of Card



Category Code

Alien Number

Back of New I-551



Alien Number

Example of a Letter Granting Asylum

Below is an example of a letter issued by the USCIS granting asylum to an individual. Make sure that the letter states asylum status has been granted and code the person as "GA" on CRIS-E. If the letter tells the individual that status as an asylee is being considered or is under appeal, they cannot receive benefits, and should be coded in CRIS-E using code "AA". The date that asylum is granted is spelled out within the letter (see bolded sentence). With this letter the individual can work and receive benefits. Use the date asylum status was granted as the "entry" and "document date" on AEICZ.

	United States Department of Homeland Security Citizenship and Immigration Services
Miami Asylum Office	77 SE 5 th Street, Third Floor Miami, FL 33131
	Date: Case Number (Client Name)
Name Address City, State, Zip Code	
<h3>Asylum Approval</h3>	
Dear Name:	
This letter refers to your request for asylum in the United States filed on Form I-589.	
It has been determined that you are eligible for asylum in the United States. Attached please find a completed Form I-94, Arrival Departure Record, indicating that you have been granted asylum status in the United States pursuant to § 208 (a) of the Immigration and Nationally Act (INA) as of <u>DATE</u> . This grant of asylum includes your dependents listed above who are present in the United States, were included in your asylum application, and for whom you have established a qualifying relationship by a preponderance of evidence.	
You have been granted asylum in the United States for an indefinite period; however, asylum status does not give you the right to remain permanently in the United States. Asylum status may be terminated if you no longer have a well-founded fear of persecution because of a fundamental change in circumstances, you have obtained protection from another country, or you have committed certain crimes or engaged in other activity that makes you ineligible to retain asylum status in the United States. See INA § 208(c)(2).	
Now that you are an asylee, you may apply for certain benefits, which are listed below. You are also responsible for complying with certain laws and regulations, if such laws and regulations apply to you. These responsibilities are also explained in this letter. We recommend that you retain the original of this letter as proof of your status and that you submit copies of this letter when applying for any of the benefits or services listed below. You may obtain any of the forms mentioned in this letter by visiting an USCIS district office or calling National Customer Service Center (NCSC) at 1-800-375-5283 (TTY 1-800-767-1833).. You may also download any USCIS form from the public Internet by signing on the USCIS website at http://www.uscis.gov/portal/site/uscis .	
Note: Please write your full name, date of birth, and A number on any correspondence you have with the USCIS.	
Sincerely, Typed Name Title Enclosure(s): I-94 Card(s)	

Example of a Letter Certifying Status as a Victim of Trafficking

Below is a letter issued by ORR granting the individual certification under the Trafficking Victims Protection Act of 2000. With this letter, victims of a severe form of trafficking are allowed to work and receive benefits effective the date of certification. Victims under 18 years of age do not need to be certified, but will have a letter similar to the one below. **For victims of trafficking, SAVE does not show this status. Victim of Trafficking status must be verified by calling the number on the letter.** Use the date from the "certification date" line as the "entry date" and "document date" on AEICZ.



United States Department of
Health & Human Services

ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Refugee Resettlement
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

HHS Tracking Number
0000000000
DOB:

Name
Address
City, State, Zip Code

CERTIFICATION LETTER

Dear Name:

This letter confirms that you have been certified by the Department of Health and Human Services (HHS) under section 107(b) of the Trafficking Victims Protection Act of 2000. With this certification, you are eligible for benefits and services under any Federal or State program or activity funded or administered by any Federal agency to the same extent as an individual who is admitted to the United States as a refugee under section 207 of the Immigration and Nationality Act, provided you meet other eligibility criteria. This certification does not confer immigration status.

Your certification date is DATE . The benefits outlined in the previous paragraph may offer assistance for only limited time periods that start from the date of the certification. Therefore, if you wish to seek assistance, it is important that you do so as soon as possible after receipt of this letter.

You should present this letter when you apply for benefits or services. Benefit-issuing agencies must call the toll-free trafficking verification line at 1 (866) 401-5510 in the Office of Refugee Resettlement to verify the validity of this document and to inform HHS of the benefits for which you have applied.

Sincerely,
Signature
Printed Name
Title
Office of Refugee Resettlement

Documenting U.S. Citizenship for Foreign-Born Individuals

Aliens who have become U.S. citizens may present a Naturalization Certificate, Certificate of Citizenship, U.S. Passport or U.S. Passport Card as documentation of U.S. citizenship.

Naturalization Certificate: Form N-550

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

No. **S0000000**

CERTIFICATE OF NATURALIZATION

Personal description of holder as of date of naturalization:
 Date of birth: **JANUARY 99, 0000**
 Sex: **MALE**
 Height: **5 feet 9 inches**
 Marital status: **MARRIED**
 Country of former nationality: **FORMER NATIONALITY COUNTRY**

USCIS Registration No. A999999999999999

I certify that the description given is true, and that the photograph affixed hereto is a likeness of me.

New Citizen Signature Here
(Complete and true signature of holder)

Be it known that, pursuant to an application filed with the Secretary of Homeland Security
 at: **USCIS FIELD OFFICE CITY NAME, STATE NAME**

The Secretary having found that:
NEW CITIZEN NAME – EPSON B-510DN – NEW ASC PHOTO
 residing at:
Mytown, State

having complied in all respects with all of the applicable provisions of the naturalization laws of the United States, being entitled to be admitted as a citizen of the United States, and having taken the oath of allegiance at a ceremony conducted by
U.S. CITIZENSHIP AND IMMIGRATION SERVICES
 at: **CEREMONY CITY, STATE** on: **JULY 99, 0000**

such person is admitted as a citizen of the United States of America.

**** TEST CERTIFICATE ****
U. S. Citizenship and Immigration Services

DEPARTMENT OF HOMELAND SECURITY

FORM N-550 (REV. 08/10)

Certificate of Citizenship: Form N-560

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

No. **A5000042**

CERTIFICATE OF CITIZENSHIP

Personal description of holder as of date of issuance of this certificate: Sex: **MALE** Date of birth: **NOVEMBER 16, 1919**
 Height: **5 feet 10 inches** Marital status: **SINGLE** Country of birth: **CHINA, PEOPLE'S REPUBLIC OF**

I certify that the description above given is true, and that the photograph affixed hereto is a likeness of me.

SAMPLE
(Complete and true signature of holder)

Be it known that:
JOHN JOSHUA GRAY
 now residing at **WASHINGTON, DISTRICT OF COLUMBIA**
 having applied to the Director of U.S. Citizenship and Immigration Services for a certificate of citizenship pursuant to Section 311 of the Immigration and Nationality Act, having procured the verification of the Director that (a) he is now a citizen of the United States of America, because a citizen thereof on **FEBRUARY 2, 2002**, and is now in the United States.

*Now therefore, in pursuance of the authority contained in Section 311 of the Immigration and Nationality Act, this certificate of citizenship is issued this 20th day of **OCTOBER** **TWO THOUSAND ELEYEN** and the seal of the Department of Homeland Security affixed pursuant to statute.*

SAMPLE
U. S. Citizenship and Immigration Services

DEPARTMENT OF HOMELAND SECURITY

