

Dear Gabriel,

Thank you for using CitizenPath to prepare your USCIS paperwork. The following pages include important instructions for completing your form/application and filing it with USCIS.

We want you to have a successful result. Therefore, if you have any additional questions or feel you need further assistance, please contact us.

CONTACT US Mon-Fri 8am to 5pm PST	SELF HELP Available online 24 / 7
1-888-777-9102 support@citizenpath.com	Online at http://www.citizenpath.com/help

We will also be emailing you a quick customer satisfaction survey. We would appreciate your honest feedback so that we can continue to improve our service.

Sincerely,

CitizenPath Customer Support Team

ORDER SUMMARY

ORDER #	I90-289
COMPLETED BY	Gabriel Jimenez
DATE COMPLETED	08/11/2014

**I-90****Application to Replace Permanent Residence Card****Filing Check List**

- Step 1:** Review, sign and date your application
- Step 2:** Make a copy of your final application for your records
- Step 3:** Prepare your filing fee and gather documents to submit
- Step 4:** Mail the completed application to USCIS

Step 1: Review, sign and date your application

Please review your printed form/application carefully. You need to make sure that each response reflects the information that you want to communicate to United States Citizenship and Immigration Services (USCIS). Mistakes and omissions of information will cause delays and may even result in your application to be rejected. Reviewing the completed application is applicant's responsibility. CitizenPath will not accept responsibility for the rejection or denial of an application due to the applicant's failure to review the application.

After you have reviewed the form/application and are comfortable that it is completed accurately, please sign and date it.

- Sign your full name in the box labeled "Signature".
- Write the date in the box labeled "Date (mm/dd/yyyy)" using the month/date/year format.

Your application must contain an original signature. A photocopy of a signed application or a typewritten name in place of a signature is not acceptable. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. If signing for a child under 14 years of age, sign the child's name, then write "By" and sign your name.

Step 2: Make a copy of your final application for your records

For your convenience, CitizenPath will keep a copy of your applications on record. However, we highly recommend that you make a copy for your own records.

Step 3: Prepare your filing fee and gather documents to submit

You indicated that your name legally changed since the issuance of your green card. Please attach all evidence of your legal name change. This may be a marriage certificate, divorce decree or court document.

You indicated that your name or biographic information has been legally changed since issuance of your existing card. These are the items that you will need to submit with your application:

- Submit a copy of the original court order reflecting your new name or a copy of your marriage certificate, divorce decree, birth certificate, adoption decree, passport, or applicable court documents. A marriage certificate or court documents submitted as evidence of a name change must have been registered with the proper civil authority.
- Submit \$450 payment for your USCIS fees (\$365 application fee + \$85 biometrics services fee) with this application. 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. Make the check or money order payable to **U.S. Department of Homeland Security**.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Step 4: Mail the completed application to USCIS

Use a common business (#10) envelope or 9" x 12" envelope (if you prefer to mail it flat)

Write your return address in the upper left corner of the envelope. If there is any problem with the mail, the mail carrier should return it to this address.

If you would like to mail your application via U.S. Postal Service (USPS), address it to:

**USCIS
P.O. Box 21262
Phoenix, AZ 85036**

If you prefer to mail your application using USPS Express Mail/Courier, address it to:

**Attention: I-901820 E. Skyharbor, Circle S, Floor 1
Suite 100
Phoenix, AZ 85034**

Insert your Form I-90 as well as supporting documents and payment (if applicable) in the envelope and mail from a post office by certified mail or a courier service that provides a return receipt.

CitizenPath recommends you take your envelope into a post office to mail so that you can ensure that you have included proper postage and use certified mail or a courier service. Keep your return receipt in a safe place (such as with your other immigration-related paperwork).

What's Next?

1. Once your application has been accepted by USCIS, it will be checked for completeness. Incomplete applications may be defined at this point.
2. Next, USCIS may request more information or evidence or even request that you appear at a USCIS office for an interview. USCIS will inform you in writing when to go to your local USCIS Application Support Center (ASC) for your biometrics services appointment. Failure to attend the biometrics services appointment may result in denial of your application.
3. Finally, a decision is made. If your application is approved, your Permanent Resident Card will be mailed to you. If your application is denied, USCIS will mail you a notice explaining the reasons for the denial.