

Dear Vivian,

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 #	I131A-13020
COMPLETED BY	Vivian Burkhalter
DATE COMPLETED	10/26/2016



Overview for Filing Form I-131A

Application for Travel Document (Carrier Documentation)

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:** Pay the filing fee
- Step 4:** Gather documents to submit
- Step 5:** Submit application to a U.S. Embassy or U.S. Consulate

Step 1: Review, sign and date your application

Please review your printed application carefully. Make sure that each response reflects the information that you want to communicate to the U.S. Department of Homeland Security (DHS). Mistakes and omissions of information will cause delays and may even cause your application to be denied. Reviewing the prepared 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 application and are satisfied that it is prepared accurately, please sign and date it in black ink on Page 3, Part 4, Question 6.

- Sign your full name in the box labeled "Applicant's Signature".
- Write the date in the box labeled "Date of Signature" using the month/date/year format.

Your application must contain original signatures in black ink. 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

CitizenPath recommends that you make a copy of the application for your own records.

Step 3: Pay the filing fee

The filing fee for Form I-131A is \$575 and MUST be paid online via the USCIS online filing system (<https://public-prod-elis2.uscis.dhs.gov/efile/app/app/travel/#!/>). You can also reach the USCIS online filing system by going to:

1. www.uscis.gov/i-131a
2. Click the Filing Fee tab
3. Click the link to the online payment system

The fee may be paid via credit card, debit card or a U.S. bank account via the Automated Clearing House (ACH) payment system. Anyone in the world can make this payment. The online system can be accessed from a desktop or mobile device.

Important: You will need proof of payment when submitting your application. Upon making payment, you will be presented with a confirmation page. Print this page immediately; you will not be able to return to the confirmation page. You should also receive an email with your payment confirmation. Print either the confirmation page or confirmation email.

Step 4: Gather documents to submit

You must submit all evidence requested in these instructions. If you fail to submit the required evidence, USCIS may reject or deny your application and your travel documentation will be significantly delayed. You will be required to submit:

- Your original passport and one copy of your passport's biographic page. (USCIS will return your original passport to you when it is no longer required.)
- Evidence of your Lawful Permanent Residence or Conditional Residence (if available). Examples of acceptable documents include: a copy of your green card, your immigrant visa, I-551 stamp in your passport, or CBP admission stamp in your passport. Again, submit this evidence if it is available.
- A copy of your tickets, itinerary, or any other evidence indicating your last date of departure from the United States and your intended date of return travel to the United States. Examples of acceptable documents include e-tickets and boarding passes.

- One passport-style color photograph of yourself taken within 30 days of filing this application. The color photo should:
 - Be 2" x 2" in size
 - Have head height of 1" to 1 3/8" from top of hair to bottom of chin
 - Have eye height between 1 1/8" to 1 3/8" from bottom of photo
 - Have bare head unless you are wearing a headdress as required by a religious order of which you are a member (face must be visible)
 - Have a white to off-white background
 - Be printed on thin paper with a glossy finish
 - Not be mounted or retouched
 - Have your name and Alien Registration Number (A-Number) written lightly in pencil on the back of photo.

- Evidence that you have paid the Form I-131A filing fee. Examples of acceptable documents include: printed payment confirmation page from the USCIS website or a printed copy of the email confirming payment of Form I-131A.

- You indicated that your name legally changed since the issuance of your Permanent Resident Card. Submit appropriate legal documents that reflect the name change. Examples of acceptable documents include: a registered copy of your marriage certificate, divorce decree, adoption decree, or other court-issued document showing your name was legally changed. Legal name change documents submitted as evidence of a name change must have been registered with the proper civil authority.

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. Learn more by visiting <http://support.citizenpath.com/hc/en-us/articles/202483933>.

Step 5: Submit application to U.S. Embassy or U.S. Consulate

You must appear in person at a U.S. Embassy or U.S. Consulate to file Form I-131A. First, we recommend that you contact the office to see if an appointment is necessary. You can locate the nearest U.S. Embassy or Consular Office at www.usembassy.gov.

Appear at the U.S. Embassy or Consulate with the signed application and the items listed in Step 4 of these instructions.

What's Next?

1. Once your application is received by USCIS, it will be checked for completeness. Incomplete applications may be rejected at this point.
2. USCIS will begin processing your application and may request that you provide more information or evidence to support your application. They may request that you provide the originals of any copies you submit. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.
3. USCIS may request that you appear at a U.S. Embassy or U.S. Consulate for an interview based on your application. At the time of the interview, they may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.
4. USCIS has a processing goal of two weeks to make a decision on your application. The U.S. Embassy or U.S. Consulate where you filed will notify you that the decision has been made by contacting you at the contact information you have provided on the Form I-131A. You will need to pick up the carrier documentation at the embassy or consulate before you can board your carrier.