

Dear Gabriela,

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 #	I90-16033
COMPLETED BY	Gabriela Jimenez
DATE COMPLETED	04/06/2017

**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 application carefully. 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 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 4, Part 5, Item 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.

We have provided you with a complimentary Form G-1145, e-Notification of Application Acceptance. This is an optional form that you may use if you would like to receive a text message or email when USCIS accepts your Form I-90 application. File the Form G-1145 with Form I-90 as instructed in Step 4. If you do not want a text message or email, you may disregard Form G-1145.

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: Prepare your filing fee and gather documents to submit

- ☐ Submit \$540 payment for your USCIS fees (includes \$455 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**.
- ☐ You indicated that you have a prior edition of the Alien Registration Card, or are applying to replace your current Permanent Resident Card for a reason not specified in other selections. Submit a copy of both sides of your current Alien Registration Card or Permanent Resident Card.
- ☐ 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 4: Mail the completed application to USCIS

Use a 9" x 12" envelope (or larger if necessary to accommodate documentation).

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

Insert your application, payment and all supporting documents in the envelope/package and mail from a post office by certified mail or a courier service that provides a return receipt. Your application package should be organized in the following order:

1. Payment (check or money order if applicable) paper clipped to top page
2. Cover letter (optional)
3. Form G-1145 (optional)
4. Form I-90
5. Supporting documents (items from Step 3)

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 a traceable courier service (USPS Express Mail, FedEx, UPS), address it to:

**USCIS
Attention: I-90
1820 E. Skyharbor, Circle S, Floor 1
Suite 100
Phoenix, AZ 85034**

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 is received by USCIS, it will be checked for completeness. Incomplete applications may be rejected at this point.
2. Upon accepting your application, USCIS will mail you Form I-797, Notice of Action. The Notice of Action generally arrives within 1-3 weeks of filing. This letter is a receipt that you have successfully filed Form I-90. You may use the receipt number from your Notice of Action, to check the status of your case on the USCIS website at <https://egov.uscis.gov/casestatus/>.

If you have filed the optional G-1145 with Form I-90, you will also receive a text message and/or email within 24 hours of USCIS accepting your application.

3. All applicants must attend a biometrics appointment. USCIS will inform you by mail with a date/time to go to your local USCIS Application Support Center (ASC) for a biometrics services appointment. The biometrics appointment is a relatively short appointment that will include gathering your fingerprints, photograph and signature for a background check.

Make a copy of your application today so that you can review it before your appointment. You will be asked to confirm, under penalty of perjury, that all the information in your application is complete, true, and correct. Failure to appear at a biometrics appointment may result in denial of your application.

4. In most cases, you will not be asked to attend an interview. However, in some cases, requests for more information and requests for an interview are made by USCIS. You must respond to these requests.
5. Finally, a decision is made. If your application is approved, your new Permanent Resident Card will be mailed to you. (Exception: If you are a permanent resident in commuter status, your new Permanent Resident Card will be delivered to your port of entry for pick up.) If your application is denied, USCIS will mail you a notice explaining the reasons for the denial.