

DESCRIPTIONS AND EXAMPLES OF CARDS, FORMS, AND LETTERS
VERIFYING IMMIGRANT STATUS

1. I-94 Arrival/Departure Card- notes that the individual has entered the U.S. as a refugee, asylee, Cuban/Haitian Entrant, or Amerasian. The card may have an admission code, for example RE, AS, AM, etc. The card will have the date of entry, name, date of birth, nationality, and alien registration number (usually on the back of the card). See ORR State Letter #00-17 for examples of the stamps and notes verifying that the individual has a status making him or her eligible for refugee program benefits.

2. Alien Registration Receipt Card (Resident Alien) Form I-551, also called Permanent Resident Card, Resident Alien Card or Green Card (it is no longer green)- The card is given to lawful permanent resident aliens. The current version of the card has all of the information on the front. This includes the date of entry and the code, for example RE, AS, AM, etc. Older versions have the date of entry on the back, and may have the code on the front or back. Caseworkers will still see older versions of this card. The card is valid indefinitely.

3. Alien Registration Receipt Card (Conditional Resident Alien), Form I-551- Issued by BCIS to conditional permanent residents, such as alien spouses of United States citizens or lawful residents. Although it is the same form as that issued to permanent resident aliens, this card is valid for a limited period of time, and has an expiration date stated on the back.

4. Diversity Visa (DV1, DV2, etc.)- Aliens who enter the U.S. under a diversity visa are not eligible for any refugee program services. These individuals or families come from countries where the U.S. permits a certain number of immigrants into the U.S. each year. These immigrants make an agreement with the U.S. government that they will not receive public assistance. The Diversity Visa is sometimes called Lottery Visa. An individual with a DV1 code is the head of household. DV2 is a spouse. DV3, DV4, etc. are children or relatives. Caseworkers should see all the alien's documents because sometimes an individual incorrectly thinks he or she has entered under a Diversity Visa. Caseworkers should be especially careful in the cases of Cuban/Haitian immigrants because they may be eligible for refugee benefits if they did not come under a Diversity Visa.

5. Employment Authorization Document, Form I-766, or Form I-688B- This document verifies that an alien is authorized to work in the U.S. It does not verify the individual's immigration status. It does not verify that an individual is eligible for refugee benefits. The caseworker must see other documents to verify immigration status.

6. Asylum Approval Letter- An individual who is granted political asylum will have a letter of Asylum Approval from a BCIS Asylum Officer. These individuals are eligible for all benefits to the same extent as a refugee. If the individual only has a letter stating that the application for asylum is pending, he or she will be ineligible for benefits until the application is approved. The letter must state that asylum is approved, the date asylum was granted, the individual's name, and alien number. See below for an example of an Asylum Approval Letter. The letter may look different from different states, but must have the information stated above to verify the individual's eligibility.

7. Victim of Human Trafficking Certification Letter- A letter from the Department of Health and Human Services (HHS), Office of Refugee Resettlement (ORR) stating that an individual is certified as a Victim of a Human Trafficking under section 107(b) of the Trafficking Victims Protection Act of 2000. This certification does not confer immigration status, but it does make an individual eligible for benefits and services under any Federal or State program funded or administered by any Federal agency to the same extent as a refugee. The letter will have the individual's name, date of certification, and Department of Health and Human Services (HHS) Tracking Number. The first letters that were issued had expiration dates. These clients should have received re-certification letters from ORR. The expiration dates are no longer used. If the client has only a letter with an expiration date, the worker should call the trafficking verification line at (202) 401-5510 for assistance. See below for an example of the Certification Letter.

8. Example of an ORR Certification Letter for a Victim of Human Trafficking



**ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447**

**HHS Tracking Number
00000000000**

Date
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) pursuant to section 107(b) of the Trafficking Victims Protection Act of 2000. Your certification date is DATE . The expiration date of this certification is eight months from the date of eligibility.

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.

You should present this letter when you apply for benefits or services. Benefit-issuing agencies should call (202) 401-5510 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

9. Example of an Asylum Approval Letter

U.S. Department of Justice
Immigration and Naturalization Service

Miami Asylum Office

77 SE 5th Street, Third Floor
Miami, FL 33131

Date:

Case Number (Client Name)

Name
Address
City, State, Zip Code

Asylum Approval

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 Nationality Act (INA) as of March 13, 2002. 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 INS forms mentioned in this letter by visiting an INS district office or calling the INS forms request line at 1-800-870-3676. You may also download any INS form from the public Internet by signing on the INS website at <http://www.ins.usdoj.gov>.

BENEFITS

1. Employment Authorization

You are authorized to work in the United States for as long as you remain in asylum status. Your dependents listed above are also authorized to work in the United States so long as they retain derivative asylum status. To obtain a photo-identity document from the INS evidencing your employment authorization, you and your dependents listed above must each apply for an Employment Authorization Document (EAD). You are not required to pay a fee with your initial request for an EAD. However, when you submit an application to renew your EAD, you must pay a fee or request a fee waiver under 8 C.F.R. 103.7(c). To apply for an EAD, submit a separate Form I-765, Application for Employment Authorization, for each qualifying family member to the Nebraska Service Center, P.O. Box 87765, Lincoln, NE 68501-7765.

2. Social Security Cards

You may immediately apply for an unrestricted Social Security card at any Social Security office. To get an Application for a Social Security Card (Form SS-5) or to get more information about applying for a Social Security card use <http://www.ssa.gov> on the Internet, call the toll-free number 1-800-772-1213, or visit a local Social Security office. When you go to a Social Security office to apply for a Social Security card, you must take your I-94 card showing you have been granted asylum status. If available, you should also take some kind of identity document, such as an EAD or your passport. For directions to the Social Security office nearest you, call the SSA toll-free number or visit the website listed above.

3. Employment Assistance

You are eligible to receive a variety of services under Title I or the Workforce Investment Act of 1998. Such services include job search assistance, career counseling, and occupational skills training. These and other services are available at local One-Stop Career Centers. To obtain information about the Center nearest you, please call 1-877-US2-JOBS. The information is also available on-line through America's Service Locator at <http://www.servicelocator.org>.

4. Derivative Asylum Status

You may request derivative asylum status for any spouse or child (unmarried and under 21 years of age) who is not included in this decision and with whom you have a qualifying relationship. To request derivative asylum status, you must submit a Form I-730, Refugee and Asylum Relative Petition, to the Nebraska Service Center, P.O. Box 87730, Lincoln, NE 68501-7730. The Form I-730 must be filed for each qualifying family member within 2 years of the date you were granted asylum status, unless the INS determines that this time period should be extended for humanitarian reasons.

5. Adjustment of Status

You may apply for lawful permanent resident status under section 209(b) of the Immigration and Nationality Act after you have been physically present in the United States for a period of one year after the date you were granted asylum status. To apply for lawful permanent residence status, you must submit a separate Form I-485, Application to Register Permanent Residence or Adjust Status, for yourself and each qualifying family member to the Nebraska Service Center, P.O. Box 87485, Lincoln, Nebraska, 68501-7485. If you have a child who turns 21 years old prior to the completion of the adjustment process, you should contact the asylum office with jurisdiction over your case for additional instructions regarding the adjustment process.

6. Assistance and Services through the Office of Refugee Resettlement (ORR)

You may be eligible to receive assistance and services through the Office of Refugee Resettlement (ORR). ORR funds and administers various programs, which are run by state and private, non-profit agencies throughout the U.S. The programs include cash and medical assistance, employment preparation and job placement, and English Language training. Many of these programs have time limited eligibility periods that begin from the date of your grant of asylum. Therefore, if you wish to seek assistance, it is important that you do so as soon as possible after receipt of this letter. To find out what programs are available and where to go for assistance and services in your state, please call (800) 354-0365. You also may sign on to the ORR website at <http://www.acf.dhhs.gov/program/orr>.

RESPONSIBILITES

1. Departing from the United States

If you, and/or your qualifying family members, plan to depart the United States, you must each obtain permission to return to the United States before you leave this country by obtaining a refugee travel document(s). A refugee travel document may be used for temporary travel abroad and is required for re-admission to the United States as an asylee. If you and/or your qualifying family members do not obtain a refugee travel document in advance of your departure, you may be unable to re-enter the United States, or you may be placed in removal proceedings before an immigration judge. You and each qualifying family member may apply for a Refugee Travel Document by each submitting a Form I-131, Application for Travel Document, with the required fee or request for fee waiver under 8 C.F.R. 103.7(c) to the Nebraska Service Center, P.O. Box 87131, Lincoln, Nebraska 68501-7131.

2. Changes of Address

You must notify the INS of any change of address within ten days of any such change. You may obtain a Form AR-11, Alien's Change of Address Card at your nearest post office or INS office to comply with this requirement.

3. Selective Service Registration

All male asylees between the ages of 18 and 26 must register for the Selective Service. To obtain information about the Selective Service and how to register, you may sign on to the Selective Service website at <http://www.sss.gov> or obtain a Selective Service "mail-back" registration form at your nearest post office.

Note: Please write your full name, date of birth, and A number on any correspondence you have with the INS.

Sincerely,

Typed Name

Title

Enclosure(s): I-94 Card(s)