

Volume V – E-Filing Form I-90

Form I-90 (Application to Replace Permanent Resident Card) is used to apply for a replacement of your Permanent Resident Card, or “Green Card.”

Purpose

This document provides guidance and tips for E-Filing Form I-90. This guide addresses the following topics:

- [Is E-Filing the Best Option for You?](#)
- [E-Filing Form I-90](#)
- [Confirmation Receipt](#)
- [Next Steps – Specific to Form I-90](#)
- [PDF Troubleshooting](#)
- [Supporting Documentation](#)

Is E-Filing the Best Option for You?

E-Filing is not for everyone, as there are certain situations where you must paper file a Form I-90, such as:

- If you live outside of the U.S., Guam, Puerto Rico, or the U.S. Virgin Islands;
- If your authorized card was never received;
- If your card was issued with incorrect information because of a USCIS administrative error;
- If your card was issued to you before you were 14 and you have reached your 14th birthday;
- If you are applying for a fee waiver; and

- If you are a conditional resident and your status is expiring, you will need to paper-file Form I-751 or Form I-829 to apply for the removal of conditions.

Please review the E-Filing web instructions for further updated guidance on [I-90 eligibility requirements](#).

Special Instructions for I-90 “B” and “D” Applications

If you are filing because your card was never received, you must mail a new I-90 application using Application Reason “B” My authorized card was never received, and any supporting documentation, to the USCIS Service Center/National Benefits Center (NBC) that processed your previously filed I-90 application. For the Service Center/NBC mailing address, please refer to the I-797 “Notice of Action” and/or e-Filing Confirmation Receipt notice that you received upon submittal of your previously filed I-90 application. In addition to the new I-90 application, applicants are encouraged to send a copy of the I-797 “Notice of Action” and/or the e-Filing Confirmation Receipt notice issued for their previously filed I-90 application. I-90 applications submitted with Application Reason “B” do NOT require the \$70.00 biometrics fee OR the base application fee.

If you are filing because your card was issued with incorrect data due to USCIS administrative error, you must mail a new I-90 application using Application Reason “D” My card was issued with incorrect information because of a USCIS administrative error, and any supporting documentation, to the USCIS Service Center/National Benefits Center (NBC) that processed your previously filed I-90 application. For the Service Center/NBC mailing, please refer to the letter that came with your I-551 card, also known as “Green Card”. This letter provides the address for the Service Center/NBC that processed your previously filed I-90 application. The Service Center/NBC address can also be found on the I-797 “Notice of Action” issued for the previously filed I-90 application. In addition to the new I-90 application, applicants are **required** to send the **original** I-551 card containing incorrect information, and documentation that supports the requested correction. I-90 applications submitted with Application Reason “D” do NOT require the \$70.00 biometrics fee OR the base application fee.

E-Filing Form I-90

As described in [Volume III – Getting Started](#), the first screen of any form will require you to select whether you are filing as an “Individual,” a “Qualified Attorney,” or “Organization Representative.”

Your answers to these questions will determine whether you will need to fill out a G-28 (Notice of Entry of Appearance as Attorney or Representative) after you complete the I-90.

Name and Address Section

The system requires you to provide information about the person filing for the I-90 benefit.

Zip Code Identification:
 Your Zip Code must match your City/State. Consult www.usps.com to determine the correct spelling and/or combination of City/State/Zip Code to use when entering your address.

Gender Identification:
 Although not required on the paper edition of the I-90 Form, it is a required field on the E-Filing system and the USCIS uses this information to produce the card.

Current Status and Reason for Application Section

The system requires you to indicate your current status and the reason that you are submitting the I-90 application.

Reason for Application:
 Reason codes “B” and “D” are not eligible for E-Filing. Please see the [Special Instructions for I-90 “B” and “D” Applications](#) provided on the previous page.

U.S. Citizenship and Immigration Services

Immigrant Visa and/or Adjustment of Status Section

The system requires you to answer questions about your Immigrant Visa and/or Adjustment of Status, as applicable.

Make sure to fill out all fields applicable to your case and filing. The USCIS may issue a Request for Evidence (RFE) for any information that is not provided, which may delay the processing of your application.

Warning Messages:
Although no fields are required in this section, the system will generate a Warning Message to confirm that you do indeed wish to leave the fields blank if the fields are not filled in.

The screenshot shows the 'I-90 Form: Application to Replace Permanent Resident Card' page. It includes fields for 'Mother's First Name', 'Father's First Name', 'City of Residence where you applied for an Immigration Visa or Adjustment of Status', 'Consulate where Immigration Visa was issued', 'OR', 'BCIS Office where status was adjusted', 'City/Town/Village of Birth', 'Date of Admission as an immigrant or Adjustment of Status', and a section for 'If you entered the U.S. with an Immigrant Visa, also complete the following:' with sub-questions about destination, port of entry, and deportation proceedings. A large text box is provided for additional explanation.

Text Boxes:
If you answer "Yes" to any of these questions, you will be required to provide a detailed explanation in the text box below. The text box will allow you to enter more information than there is space available on the hardcopy form. The remaining information will print out on a Continuation Sheet.

Form I-90 Application Completion Section

After completing the I-90 application, the system provides you with an option to:

- Go <BACK> to review your answers;
- <CANCEL> to delete your form; or
- <CONTINUE> to proceed to the certification and payment for the application submission.

The screenshot shows the 'End of Primary I-90 Form' page. It contains the text: 'You have reached the end of the I-90 form. To continue with the application process, select Continue which takes you to the next step of the process. If you would like to review information entered in this form, select Back to navigate through the form. To cancel and exit this e-filing process, select Cancel.' Below this text are 'Back' and 'Continue' buttons. A warning message at the bottom states: 'Please read our... For assistance or questions regarding this form, please call our national Customer Service Center 1-800-375-5283 (TDD 1-800-767-1833)'. A yellow callout box points to the 'Back' button.

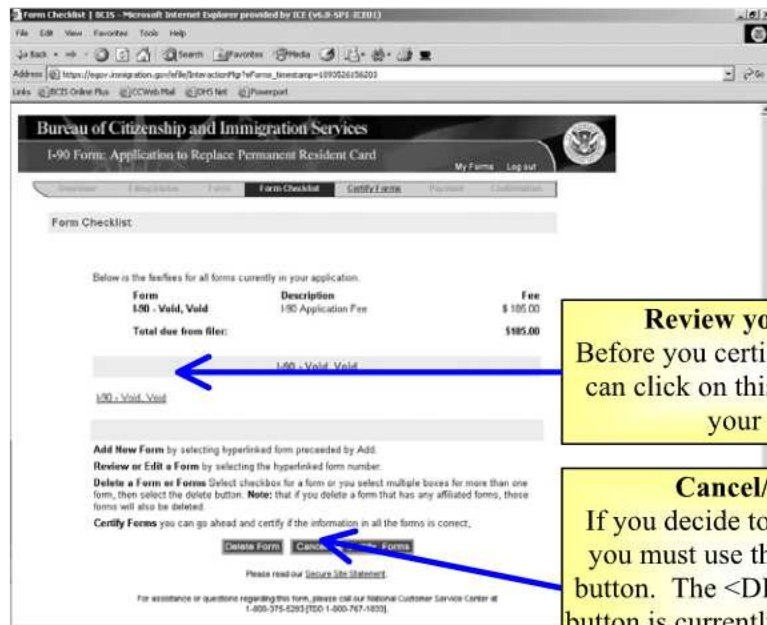
Navigation Buttons:
Do NOT use the web browser Back and Forward buttons to navigate through the E-Filing application you are filling out. Use the navigation buttons at the bottom of each screen.

Cancel/Delete:
If you click on <CANCEL>, you will return to your My Forms page. The I-90 application will no longer be listed since you will have just deleted it.

U.S. Citizenship and Immigration Services

Form Checklist

As described in [Volume III – Getting Started](#), the Forms Checklist provides information about each form you have filled out, but not yet submitted.

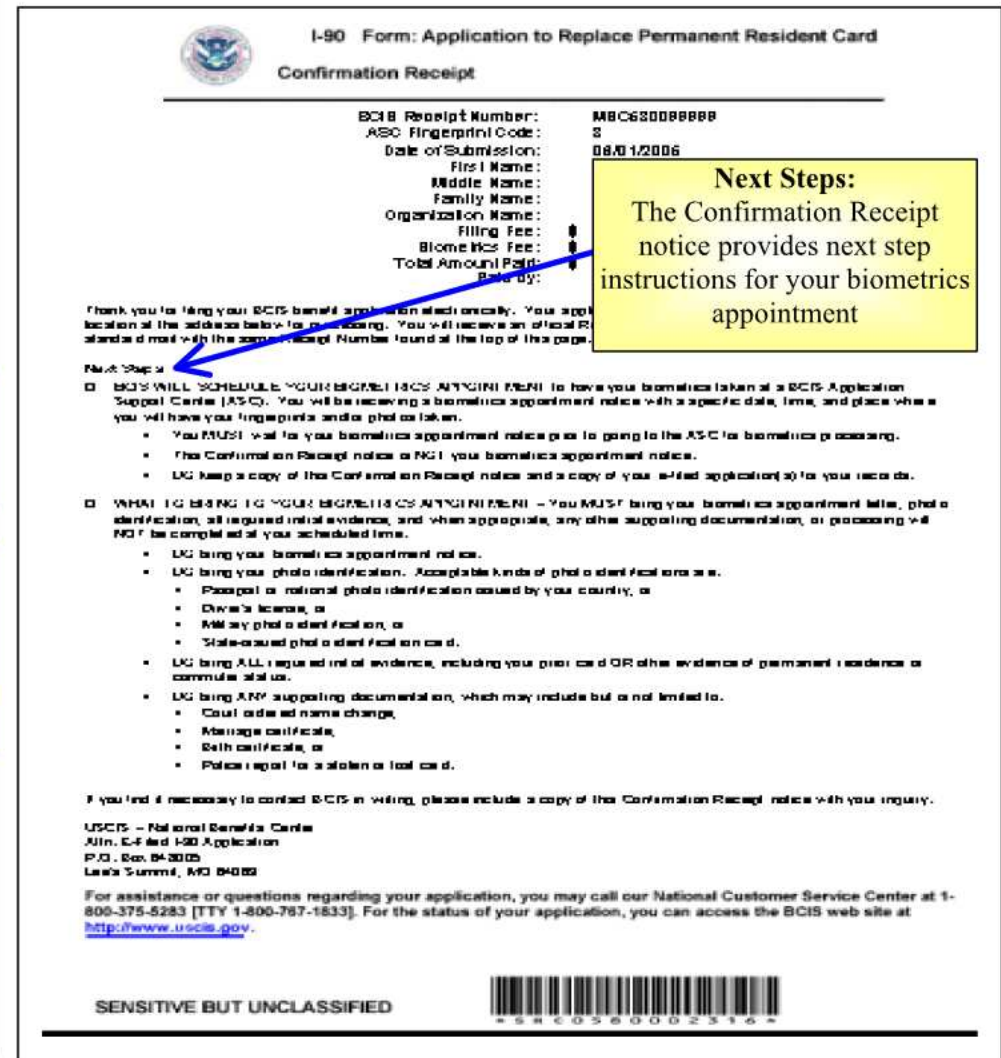


Review your Form:
 Before you certify the form, you can click on this link to review your I-90.

Cancel/Delete:
 If you decide to delete an I-90, you must use the <CANCEL> button. The <DELETE FORM> button is currently not working on Form I-90.

Confirmation Receipt

This is an example of the first page of the PDF file that should generate when you click on the <FINISH> button.



Next Steps – Specific to Form I-90

Follow the instructions on the Confirmation Receipt notice.

- Form I-90 applicants will receive a biometrics appointment notice from BCIS indicating the date, time, and place to go to have your fingerprints, signature, and photograph captured at your local Application Support Center (ASC).
- You **MUST** bring the following with you to your ASC appointment:
 - The biometrics appointment notice you receive in the mail
 - Photo identification. Acceptable kinds of photo identification are:
 - Passport or national photo identification issued by your country, or
 - Driver's license, or
 - Military photo identification, or
 - State-issued photo identification card.
 - All required initial evidence, including:
 - Prior card, or
 - Other evidence of permanent residence or commuter status
 - Any other supporting documentation, which may include, but is not limited to:
 - Court ordered name change,
 - Marriage Certificate,
 - Birth Certificate, or
 - Police report for a stolen or lost card.

PDF Troubleshooting

If the PDF Confirmation Receipt Page did not generate, or you were unable to save and/or print the PDF version of the Confirmation Receipt Page, **DO NOT FILE AGAIN**. Send an e-mail request to E-Filing.Support@dhs.gov and include your Receipt Number in the e-mail message.