

## INSTRUCTIONS

### Purpose Of This Form.

This form is for permanent residents and conditional residents to apply for replacement alien registration cards. If you are a conditional resident and your status is expiring, use Form I-751 or I-752 to apply for the removal of conditions.

### Who May File.

If you are a permanent resident or conditional resident, file this application:

- to replace a lost, stolen, or destroyed card;
- to replace a card that was never received;
- to replace a card that is mutilated;
- to replace a card that was incorrect when it was issued; or
- when your name or other biographic data changes;

If you are a permanent resident, you should also file this application:

- to replace a card that has expiration date on it and is expiring;
- when you reach age 14, unless your prior card will expire before you reach age 16;
- if you have been a commuter and are now taking up actual permanent residence in the United States; or
- if your status has been automatically converted to permanent resident.
- when you have an older edition of the card and must replace it with the current type of card.

### General Filing Instructions.

Please answer all questions by typing or clearly printing in black ink. Indicate that an item is not applicable with "N/A". If an answer is "none," write "none". If you need extra space to answer any item, attach a sheet of paper with your name and your alien registration number (A#), and indicate the number of the item to which the answer refers. You must file your application with the required Initial Evidence. Every application must be properly signed and accompanied by the correct fee. If you are under 14 years of age, your parent or guardian may sign the application in your behalf.

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

**Copies.** If these instructions state that a copy of a document may be filed with this application, and you choose to send us the original, we may keep that original, we may keep that original for our records.

### Initial Evidence.

You must file your application with:

- **Your Prior Card or other Evidence of Identity.** You must submit your original alien registration card with your application unless it has been lost, stolen, destroyed, or you never received it, or you are applying to replace an expiring edition of the card. If you have been automatically converted to permanent resident status, you must attach your original temporary status document.
- If these instructions do not require that you submit your original alien registration card,

submit a copy if you have one. If you do not have a copy, and are at least 18 years old, you must file your application with a copy of an identity document, such as a driver's license, passport, or a copy of another document containing your name, date of birth, photograph, and signature.

- **Photos.** You must submit 2 identical natural color photographs of yourself taken within 30 days of this application. The photos must have a white background, be unmounted, printed on thin paper, and be glossy and unretouched. They should show a three-quarter frontal profile showing the right side of your face, with your right ear visible and with your head bare (unless you are wearing a headdress as required by a religious order of which you are a member). The photos should be no larger than 2 X 2 inches, with the distance from the top of the head to just below the chin about 1 and 1/4 inches. Lightly print your A# on the back of each photo with a pencil.

- **Fingerprints.** If you are filing to register as a result of turning 14 years of age, or to replace a card that is expiring and you are between the ages of 11 and 16, you must also submit your fingerprints on Form FD-258. Fill out the form and write your Alien Registration Number in the space marked "**Your No. OCA**" or "**Miscellaneous No. MNU**". Take the chart and these instructions to a police station, sheriff's office or an office of this Service, or other reputable person or organization for fingerprinting. (You should contact the police or sheriff's office before going there since some of these offices do not take fingerprints for other government agencies.) You must sign the chart in the presence of the person taking your fingerprints and have that person sign his/her name, title, and the date in the space provided. **Do not bend, fold, or crease** the fingerprint chart.

- **Incorrect or change in biographic data.** If you are filing to replace a card because of a name change, you also must submit a copy of a court order reflecting the new name or a copy of the marriage certificate. If you are filing to replace a card because of a change in any other biographic data, you must submit copies of documentation conclusively establishing the new data.

#### **Where to File.**

Unless otherwise instructed, file this application in person at the local INS office having jurisdiction over where you live. When you file in person you will have to complete the signature and fingerprint blocks of a Form I-89, Data Collection Form at an INS office when you file this application. If you are instructed to mail this application in, you will be instructed when to appear to complete the I-89. If you are outside the United States and have lost your card, contact the nearest American Consulate, INS office or Port of Entry.

#### **Fee.**

The fee for this application is \$70.00. The fee must be submitted in the exact amount. It cannot be refunded. **DO NOT MAIL CASH.**

All checks and money orders must be drawn on a bank or other institution located in the United States and must be payable in United States currency. The check or money order should be made payable to the Immigration and Naturalization Service, except that:

- If you live in Guam, and are filing this application in Guam, make your check or money order payable to the "Treasurer, Guam."

- If you live in the Virgin Islands, and are filing this application in the Virgin Islands, make your check or money order payable to the "Commissioner of Finance of the Virgin Islands."

Checks are accepted subject to collection. An uncollected check will render the application and any document issued invalid. A charge of \$5.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn.

### **Evidence of Registration.**

A pending application for a replacement alien registration receipt card is temporary evidence of registration.

### **Processing Information.**

**Acceptance.** Any application that is not signed or is not accompanied by the correct fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until it is accepted by the Service.

**Initial processing.** Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, you will not establish a basis for eligibility, and we may deny your application.

**Requests for more information or interview.** We may request more information or evidence or we may request that you appear at an INS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

**Decision.** You will be notified in writing of the decision on your application. If your application is approved, and you have completed the required Form I-89, Data Collection Card, your card will be manufactured and sent to you.

### **Penalties.**

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are filing for, and may deny any other immigration benefit. In addition, you will face severe penalties provided by law, and may be subject to criminal prosecution.

### **Privacy Act Notice.**

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit you are filing for. Our legal right to ask for this information is in 8 USC 1302 and 1304. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your request.

### **Paperwork Reduction Act Notice.**

We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is computed as follows: (1) 10 minutes to learn

about the law and form; (2) 10 minutes to complete the form; and (3) 35 minutes to assemble and file the application, including the required in person filing; for a total estimated average of 55 minutes per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to both the Immigration and Naturalization Service, 425 I Street, N.W., Room 5304, Washington, DC 20536; and the Office of Management and Budget, Paperwork Reduction Project, OMB No. 1115-0004, Washington. DC 20503.