## **Volume VIII - E-Filing Form I-131**

Form I-131 (Application for Travel Document) is used to apply to U.S. Citizenship and Immigration Services (USCIS) for the following travel documents: Reentry Permit, Refugee Travel Document, or an Advance Parole Document.

#### **Purpose**

This document provides guidance and tips for E-Filing Form I-131. This guide addresses the following topics:

- Is E-Filing the Best Option for You?
- E-Filing Form I-131
- Confirmation Receipt
- Next Steps Specific to Form I-131
- Supporting Documentation

# Is E-Filing the Best Option for You?

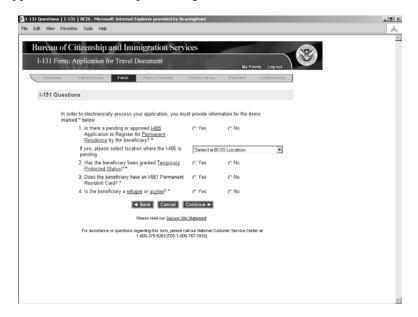
E-Filing offers convenience and additional payment options. However, E-Filing is not for everyone. There are certain situations in which you must paper file. You must paper file if:

- You are applying for a fee waiver.
- You wish to request that your case be expedited or you require emergency travel authorization.
  - o If you wish to E-File for a planned trip, it will need to be done well in advance of your trip.
- You are seeking Humanitarian Advance Parole. Applicants seeking Humanitarian Advance Parole are NOT eligible to E-File.
- You are filing on the basis of Temporary Protected Status (TPS) for El Salvador, Honduras, or Nicaragua your E-Filed I-131 application will be sent to the National Benefits Center for Processing. If you want your I-131 to go to a particular Service Center, District Office, or Sub Office then E-Filing may not be the best option for you.

Please review the E-Filing web instructions for further updated guidance on <u>I-131 eligibility requirements</u>.

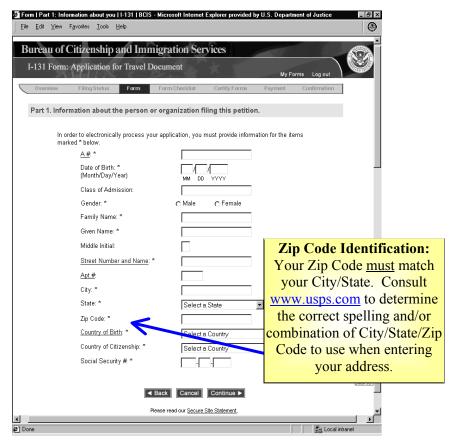
## E-Filing Form I-131

This is the first screen of E-Filing Form I-131. Although these questions do not appear on the paper-based form, answers to these questions are required when E-Filing. Your answers to these questions will determine where your application is sent for processing.



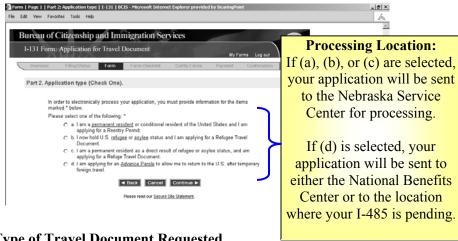
### **Part 1: Applicant Information**

In Part 1, you will answer questions about the person or organization filing the I-131. Travel documents will be sent to the address you provide here. Remember – you are not allowed to E-File if you are outside of the United States.



#### Part 2: Selecting Type of Travel Document

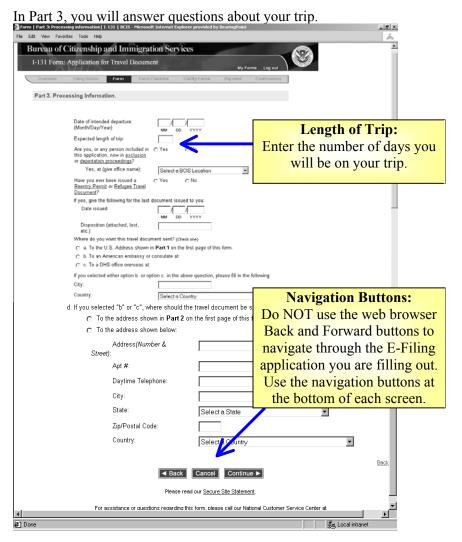
In Part 2, you will answer questions to indicate the type of travel document you are requesting, and to determine where your application is sent for processing.



#### **Type of Travel Document Requested**

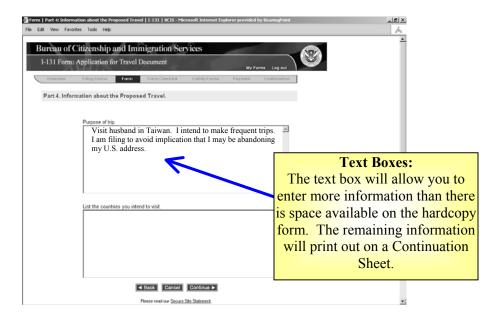
- If (a) is selected, you will answer questions related to Reentry Permit on Parts 3, 4, and 5 of Form I-131.
- If (b) or (c) is selected, you will answer questions related to Refugee Travel Document on Parts 3 and 6
- If (d) is selected, you will answer questions related to Advance Parole on Parts 3 and 7.

# **Part 3: Receiving Travel Documents**



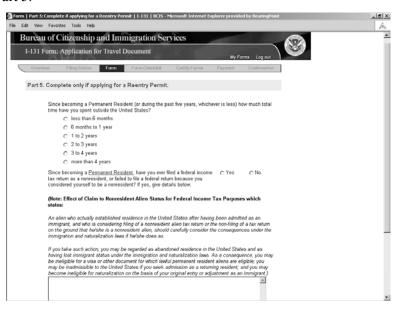
#### Part 4: Additional Information About Your Trip

If you are applying for Reentry Permit, you will be asked more questions about your trip in Part 4.



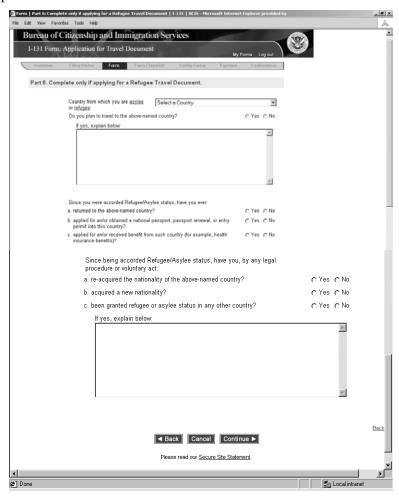
## **Part 5: Reentry Permit**

If you are applying for a Reentry Permit, you will answer more questions in Part 5.



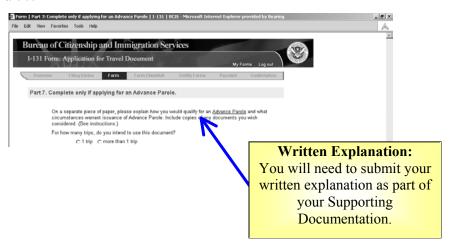
#### **Part 6: Refugee Travel Document**

If you are applying for a Refugee Travel Document, you will answer more questions in Part 6.



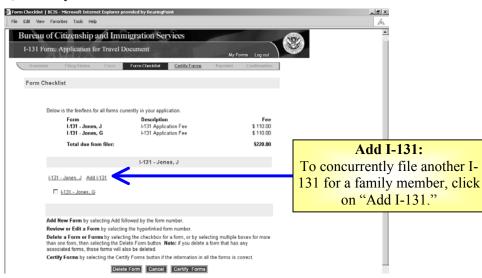
#### **Part 7: Advance Parole**

If you are applying for Advance Parole, you will answer more questions in Part 7.



### Forms Checklist and Concurrent E-Filing

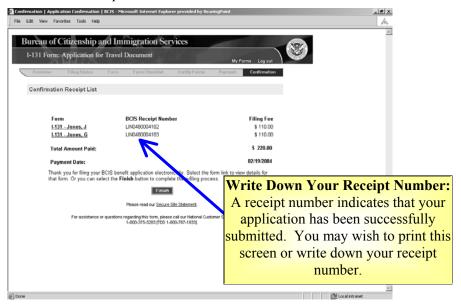
The Forms Checklist provides information about each form you have filled out, but not yet submitted.



- Concurrent E-Filing of multiple I-131s is only allowed for family members. This functionality should not be used to concurrently file unrelated I-131s.
- You may Concurrently E-File an I-131 and I-765 only if the I-131 beneficiary can file an I-765 under the (c)(9) Eligibility Classification (i.e., the beneficiary has a pending I-485, Application to Register Permanent Residence or Adjust Status, currently at an USCIS office).
  - o If you with to Concurrently E-File an I-131 with an I-765, you must fill out the I-765 first.

## **Confirmation Receipt**

After successfully submitting your payment, you will be taken to a Confirmation Receipt List screen.



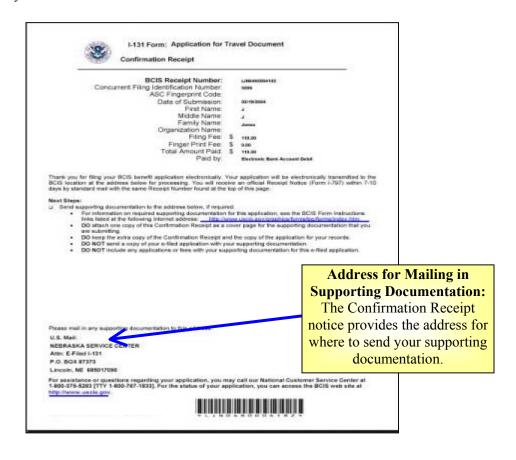
- After noting your receipt number, click on the <FINISH> button. This will generate a PDF file that you may save or print for your records.
- If the PDF file does not generate, call the National Customer Service Center at 1-800-375-5283. Do NOT re-file. Your application has been submitted successfully, as indicated by the receipt number on the Confirmation Receipt List.

## **Next Steps – Specific to Form I-131**

Follow the instructions on the Confirmation Receipt notice.

• Form I-131 applicants do not need to call the National Customer Service Center to schedule an appointment. Rather, you must submit hardcopy photos with your Supporting Documentation.

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



## **Supporting Documentation**

In addition to the instructions provided on the website at <a href="http://uscis.gov/graphics/formsfee/forms/e-supporting.htm">http://uscis.gov/graphics/formsfee/forms/e-supporting.htm</a> please follow these guidelines when submitting supporting documentation:

- Submit two (2) hardcopy photos with your Supporting Documentation.
- Include a copy of the Confirmation Receipt notice when mailing in your Supporting Documentation.
- Mail the supporting documentation to the addresses below, if the petition is a non-premium processing case; and
- Include a cover letter referencing your receipt number and clearly state that the supporting documentation in for an E-Filed petition.

IF	THEN
Your petition receipt number begins with "WAC"	Send supporting documentation to: California Service Center Attn: E-Filed I-131 P.O. Box 30111-30115
	Laguna Niguel, CA 92607-0111
Your petition receipt number begins with "LIN"	Send supporting documentation to: Nebraska Service Center Attn: E-Filed I-131 PO Box 87373 Lincoln, NE 68501-7131
Your petition receipt number begins with "SRC"	Send supporting documentation to: Texas Service Center Attn: E-Filed I-131 P.O. Box 852685 Mesquite, TX 75185-2685
Your petition receipt number begins with "EAC"	Send supporting documentation to: Vermont Service Center Attn: E-Filed I-130 Lower Welden Street St. Albans, VT 05479-0001

# **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 <a href="mailto:E-Filing.Support@dhs.gov">E-Filing.Support@dhs.gov</a> and include your Receipt Number in the e-mail message.