

***INSTRUCTIONS FOR COMPLETION OF THE “DOCUMENT VERIFICATION REQUEST,” G-845S**

The Document Verification Request (Form G-845S) should be completed as fully as possible so that an alien is properly identified. It is essential that the form contain sufficient information to verify the immigration status of the alien. A separate G-845S should be completed for each applicant and should include copies of documents for that person only.

The following chart provides instructions for completing Section A of Form G-845S.

Field	Instructions
1. Alien Registration Number or I-94 Number	Enter the alien registration number as the letter A followed by a series of seven, eight, or nine digits. The admission number found on the Form I-94 consists of eleven digits and is found at the upper left-hand corner of the form. It may assist in the various searches made during the secondary verification. Leave blank if not known.
2. Applicant’s Name	Enter last, first, and middle name of applicant. If documentation indicates more than one variation of the name, enter all versions.
3. Nationality	Enter the foreign nation or country to which the applicant owes allegiance. This is normally, but not always, the country of birth.
4. Date of Birth	Enter the birth date using the MM/DD/YYYY format. If the complete date of birth is not known, give available information. Leave blank if not known.
5. Social Security Number	Enter the alien’s nine-digit Social Security number, if known. Copy the number directly from the alien’s Social Security card whenever possible. Leave blank if not known.
6. Verification Number	If ASVS has been queried, indicate the verification number assigned.
7. Photocopy of Document Attached/Other Information Attached	Indicate that DHS documentation is attached by checking the top box. Check the bottom box if other information has been included in support of or in lieu of DHS documents.
8. Benefit/Your Case Number	Check the appropriate benefit block and indicate the case number assigned to the applicant.
9. Name of Submitting Official	Enter the name of the CDJFS eligibility worker (EW).
10. Title of Submitting Official	Enter the title of the EW.
11. Date	Enter the date the G-845S is being completed.
12. Telephone Number	Enter the telephone number that the DHS can use to contact the CDJFS EW, if necessary.

ATTACHMENTS TO THE G-845S

A photocopy of all applicable printed pages of each piece of original immigration documentation presented should be attached to the completed G-845S and sent to the designated DHS office. Supporting documentation (e.g., marriage records or court records) should also be sent. If the DHS document does not have a photograph, the CDJFS shall attempt to send a copy of identification bearing a photograph of the applicant.

INSTRUCTIONS FOR COMPLETION OF THE “DOCUMENT VERIFICATION REQUEST SUPPLEMENT,” G-845 SUPPLEMENT

The Document Verification Request Supplement (G-845 Supplement), in addition to the G-845S, may be used to obtain additional immigration information to make a determination of benefit eligibility as a result of the PRWORA, as amended. The following information should be provided on Form G-845 Supplement:

Alien applicant’s last, first, and middle name;
Social Security Number (if available);
Alien Registration Number (A-Number) and /or I-94 Number;
Typed or stamped name and address of submitting agency;
Current date; and,
Eligibility Determiner’s telephone number

The CDJFS should indicate what status information is required from DHS by checking off the appropriate numbered blocks 1-7 in the “Complete the following items” section on the top portion of the G-845 Supplement.

MAILING DOCUMENT VERIFICATION REQUESTS

The “Document Verification Request,” G-845S should be typed or stamped; and the box labeled **“To”** the DHS office address.

The name and address of the CDJFS submitting the G-845S should be typed or stamped in the box labeled **“From.”**

Instructions (cont.)

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The G-845S and the G845 Supplement if needed, and copies of documents should be stapled with a single staple in the upper left-hand corner. The form and documents can be folded and placed in a window envelope, with the block labeled “**To**” showing in the address area. More than one G-845S may be submitted in a single envelope, however bulk mailing is discouraged.

DOCUMENT VERIFICATION REQUEST AND SUPPLEMENT RESPONSE

The Status Verification Unit (SVU) will research the alien applicant’s records in DHS automated data bases and paper files, complete the response portion, Section B, of the G-845S; and the lower half and back of the G-845 Supplement, if applicable, to indicate the applicant’s immigration status and work eligibility. The G-845S, G-845 Supplement and attached photocopies shall be returned to the CDJFS within ten working days of receipt by the local DHS Office.

Statements on the front of the G-845S are interpreted as follows:

Block	Explanation
1. This document appears valid and relates to a <u>Lawful Permanent Resident</u> alien of the United States	Checked when the documentation submitted is determined to be a valid Form I-551, or a valid Form I-94, with the notation “ <i>Processed for I-551, Temporary Evidence of Lawful Admission for Permanent Residence.</i> ” (The term temporary here refers to documentary evidence. It is not intended to imply that the immigration status is temporary.) Immigration law allows this person to live and work in the United States on a permanent basis.
2. This document appears valid and relates to a <u>Conditional Resident alien</u> of the United States	Checked when the documentation submitted is determined to be a valid Form I-94 stamped with the notation Processed for I-551, “ <i>Temporary Evidence of Lawful Admission for Permanent Residence,</i> ” or a valid Form I-551. Under the law, this person is allowed to live and work in the United States. However, DHS will reevaluate his or her status within 2 years. Conditional resident alien status is normally granted to aliens that marry U.S. citizens or nationals, or lawful permanent resident aliens of the U.S.

Instructions (cont.)

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Block	Explanation
3. This document appears valid and relates to an alien <u>authorized employment</u> as indicated below:	Checked to indicate if the authorization covers full-time or part-time employment and when, if applicable, the period of employment will expire. "Indefinite" will be indicated if there is no specific expiration date for employment eligibility.
4. This document appears valid and relates to an alien who has an application pending for:	Checked when an alien's application for a new immigration status or change of immigration status is pending. If a change of status is pending, the appropriate block indicating the current status will also be checked. (When an application is pending, it means that a determination has not yet been made by the INS.)
5. This document relates to an alien having been granted asylum/refugee status in the United States.	Checked when an alien has been granted asylee or refugee status in the United States, because of persecution or a well-founded fear of persecution in his or her country of nationality. These statuses are considered temporary. Documentation presented may include Form I-94, Stamped with " <i>Section 207-Refugee</i> " or " <i>Section 208-Asylee</i> " or a Form I-571, Refugee Travel Document.
6. This document appears valid and relates to an alien paroled into the United States pursuant to Section 212 of the INA	Checked for an alien who has been allowed to enter the United States under emergency conditions or when his or her entry has been determined to be in the public interest. This status is temporary. Documentation presented may include Form I-94, stamped with " <i>Section 212(d)(5)-Parolee.</i> "
7. This document appears valid and relates to an alien who is a <u>Cuban/Haitian</u> entrant	Checked for Cubans who entered the United States between April 15, 1980, and October 10, 1980, and Haitian who entered the country before January 1, 1981. This is a temporary status. Documentation presented may include Form I-94, stamped Cuban/Haitian Entrant. This status is covered by Section 501(e) of the Refugee Education Assistance Act of 1980, as amended.

Instructions (cont.)

Block	Explanation
<p>8. This document appears valid and relates to an alien who is a <u>conditional entrant</u></p>	<p>This category of aliens was originally defined by Section 203(a)(7) of the INA but was abolished by the Refugee Act of 1980. The DHS no longer provides benefit issuing agencies with this response.</p>
<p>9. This document appears valid and relates to an alien who is a <u>nonimmigrant</u></p>	<p>Checked to indicate an alien who is temporarily in the United States for a specific purpose. This category includes students, visitors, and foreign government officials. Documentation presented may include Form I-94.</p>
<p>10. This document appears valid and relates to an alien <u>not authorized employment in the United States.</u></p>	<p>Checked when an alien's status prohibits employment in the United States.</p>
<p>11. Continue to process as legal alien. INS is searching indices for further information</p>	<p>Checked if DHS will withhold judgment regarding the status or validity of documentation pending further investigation. This statement does not imply that the applicant is an illegal alien or the holder of fraudulent documentation. The alien should be presumed eligible while DHS' final notification regarding immigration status is pending.</p>
<p>12. This document is not valid because it appears to be:</p>	<p>Checked for expired documentation or when the documentation appears to be counterfeit or altered. If necessary, the SVU will use the back of the Form G-845S to elaborate on this entry. When the entries for counterfeit or altered documents are checked, the requesting agency should follow its own guidelines for investigating and prosecuting cases of fraudulent documentation.</p>

<p>The Comments block on the second page of the G-845S is used to provide the benefit provider with further instruction. It includes the following statements:</p>	
<p>13. No determination can be made from the information submitted. Please obtain a copy of the original alien registration documentation and resubmit.</p>	<p>Checked when the benefit issuing agency or institution is required to resubmit the G-845S with copies of both sides of the original immigration documentation presented by the alien applicant.</p>

Instructions (cont.)

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14. No determination can be made without seeing both sides of the document submitted (please resubmit request)	Checked when the benefit issuing agency or institution required to resubmit the G-845S with copies of all sides of the original document presented by the alien applicant.
15. Copy of document is not readable (please resubmit request)	Checked when the benefit issuing agency or institution is required to resubmit the G-845S with higher quality copies of the original immigration documentation presented by the alien applicant.

Blocks 16 and 17 were originally designed to assist benefit issuing agencies and institutions in determining when an alien applicant was Permanently Residing (in U.S.) Under Color of Law (PRUCOL). The Noncitizen Benefit Clarification and Other Technical Amendments Act of 1998 amended PRWORA and requires INS to provide PRUCOL information to Social Security Administration’s Supplemental Security Income Program (SSA/SSI). Currently SSA/SSI is the only program receiving PRUCOL determinations from DHS.

Any additional SVU comments will be included at **block 18**.

The SVU will return the completed G-845S form with the front page initialed and stamped in the block labeled “**stamp**.” If the CDJFS has not had a Form G-845S returned at the end of ten working days from the date sent, the CDJFS should contact INS. The CDJFS should have the alien’s name, A-number (or Admission Number), and the date the original G-845S was mailed to DHS.

<p><u>Department of Homeland Security (DHS) for Ohio</u></p> <p>1240 East 9th Street Room 1917 Cleveland, Ohio 44199 Attention: Status Verification Unit Telephone: (216) 522-2268 OR (216) 522-2612 Facsimile:(216) 522-7039</p>

*U.S. Department of Justice
Department of Homeland Security
Systematic Alien Verification for Entitlements (SAVE) user manual.(Rev. 9/00)