

Muster

Date: April 19, 2010
Topic: Erroneous Admissions and Correction
Reference Materials: 8 CFR101.2; Inspector's Field Manual, Chapter 15.12
Headquarters POC: (b) (6), (b) (7)(C)
Office: Office of Field Operations,
Admissibility and Passenger Programs

The proper completion and processing of Arrival/Departure Record, CBP Form I-94, is integral to creating an accurate record of admission for non-immigrants. It is imperative that CBP officers (CBPOs) properly and legibly record information such as length of admission, class of admission, and any other notations required. This is critical in creating reliable CBP databases that are essential to CBP law enforcement and

(b) (7)(E)

CBPOs should make certain that all data entered on CBP Form I-94 is correct and legible so that data entry personnel can accurately enter this information into the CBP I-94 database in TECS.

CBPOs must ensure that the proper class and length of admission is placed on the CBP Form I-94. The CBP INFO Center has cited several complaints concerning the length of stay afforded to Canadian M-1 classification applicants. CBPOs are reminded that they are to be admitted to a certain date and not (b) (7)(E) See 8 CFR 214.2 and IFM Chapter 15.2.

CBP INFO Center has also received complaints of CBP ports of entry (POEs) and deferred inspection offices (DIOs) refusing to correct erroneous admissions when presented with CBP Form I-94 and documentation to support the correction.

CBP policy requires CBP POEs or DIOs to correct erroneous CBP admissions, including, but not limited to misspelled name, incorrect date of birth, visa classification, or date of admission, at no fee at any POE or DIO. Travelers in possession of an incorrect CBP Form I-94 are instructed on the CBP web page, to bring the incorrect CBP Form I-94 and documentation (i.e., passport and visa), to any CBP POE or DIO for correction regardless of where the initial CBP processing occurred. Travelers are encouraged to make an appointment, if necessary.

Any traveler requesting to replace CBP Form I-94 that has been lost, stolen, or mutilated, must be filed on Application for Replacement/Initial Nonimmigrant Arrival-Departure Document, Form I-102, with the U.S. Citizenship and Immigration Services (USCIS). All extensions and change of status requests must also be made to USCIS on an Application to Extend/Change Nonimmigrant Status, Form I-539.

Please ensure that the attached Muster Topic is discussed at daily musters during the week of April 19, 2010.

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