



**U.S. Customs and
Border Protection**

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations
Office of Field Operations (b) (6), (b) (7)(C)

FROM: Acting Executive Director (b) (6), (b) (7)(C)
Admissibility and Passenger Programs

SUBJECT: I-94 Automation Updated Field Guidance and Information

On May 14, 2013, the Office of Field Operations (OFO) completed the automation of Form I-94 at air and sea ports of entry. All air and sea ports of entry that process passengers through the (b) (7)(E) and (b) (7)(E) will be issuing electronic I-94s, except in limited circumstances outlined in the I-94 Automation Standard Operating Procedure (SOP) document.

During the course of implementation, OFO issued the following field guidance: *Electronic I-94 Processing for Air and Sea Ports of Entry* dated March 22, 2013, *I-94 Implementation Updates and Outage Procedures* dated April 26, 2013, *Annotating CBP Admission and Parole Stamps* dated May 03, 2013 and *I-94 Automation: Deferred Inspection Sites* dated May 31, 2013. The referenced field guidance has been updated and combined into a single SOP that is attached with this memo. The SOP supersedes any previous guidance issued by OFO regarding I-94 automation. Also attached, you will find a muster highlighting key points and procedures concerning automation and issuance of the electronic I-94.

Please ensure that this memorandum is disseminated to all ports of entry within your jurisdiction. Should you have any questions or require additional information, please contact (b) (6), (b) (7)(C) Director, ESTA at (b) (6), (b) (7)(C) Program Manager, ESTA at (b) (6), (b) (7)(C)

Attachments