



U.S. Customs and
Border Protection

MAR 27 2013

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

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

SUBJECT: Electronic I-94 Processing for Air and Sea Ports of Entry

In an effort to increase efficiency and minimize the use of paper forms, Customs and Border Protection (CBP) has developed an electronic version of the I-94. (b) (7)(E)

(b) (7)(E) have been modified to generate an electronic I-94 record. The I-94 data will be collected via (b) (7)(E) information and officer input. Upon completion of an inspection, an electronic I-94 record will be created with a unique I-94 number generated by the computer. Data integrity relies solely on accurate officer input. (b) (7)(E)

CBP published an Interim Final Rule (IFR) that expands the definition of an I-94 to include electronic means. The newly expanded definition satisfies current regulations found in the Code of Federal Regulations (CFR), specifically 8 CFR 231.1 and 8 CFR 231.2, which require the use of form I-94. The IFR also specifies the CBP admission stamp as evidence of alien registration satisfying Section 262 and 264 of the Immigration and Nationality Act (INA) that requires alien registration. The CBP admission stamp becomes a vital part of the automation project. It is imperative that CBP Officers properly annotate the admission stamp.

CBP recognizes that Form I-94 is referenced throughout the CFR, INA and other rules and regulations, as well as the use of the form by DHS components and other government agencies to verify lawful admissions, status and class of admission. Because the form is widely utilized for a variety of purposes, CBP has developed a public website where a traveler can access their electronic I-94 admission record if needed to secure a benefit with a government agency or employment. The website is www.cbp.gov/I94. The electronic version of the I-94 printed off the website serves the same purpose as the paper form I-94. OFO has created tear sheets to provide to the traveling public with information regarding the website.

The following procedures will be followed at the air and sea ports of entry for I-94 processing.

Passport Control Primary Processing:

(b) (7)(E)

Global Entry Processing:

(b) (7)(E)

(b) (7)(E)

Passport Control Secondary Processing:

(b) (7)(E)

(b) (7) (E)

I-94 Departure Coupon:

(b) (7) (E)

Passenger processing in both primary and secondary should continue as normal in accordance with CBP policy and procedures. I-94s in either electronic version or paper form will be provided to all passengers currently requiring I-94s. There has been no change to the I-94 requirements at this time.

(b) (7) (E)

OFO has conducted extensive outreach to DHS components and external stakeholders, such as the Social Security Administration (SSA) regarding the automation project, but there may still be some confusion in regards to I-94s and the website printout. If the Ports of Entry (POE) or Deferred Inspection Sites (DIS) are contacted by the DHS components or external stakeholders, please assist with answering any questions regarding automation as time permits. If the POE or DIS is contacted by passengers requesting an I-94 number, please assist with providing instructions on how to obtain an admission number via the website, as time permits.

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).

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Date: March 8, 2013
Topic: Electronic I-94 Processing
Headquarters POC: (b) (6), (b) (7)(C)
Office: Electronic System for Travel Authorization

Customs and Border Protection (CBP) has developed an electronic version of the I-94.

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(b) (7)(E) have been modified to generate an electronic I-94 record. The I-94 data will be collected via (b) (7)(E)

(b) (7)(E) information and officer input. Upon completion of an inspection or adverse action, an electronic I-94 record will be created. CBP Office of Information and Technology (OIT) has developed a public website for travelers to access their I-94 admission number if it is needed to secure employment or other benefits.

Key Points:

(b) (7)(E)

The following procedures will be followed at the air and sea ports of entry for I-94 processing.

Passport Control Primary Processing:

(b) (7)(E)

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I-94 Departure Coupon:

(b) (7)(E)