



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

JUN 2 2009

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations

Director, Preclearance
Operations

Director, Field Operations Academy
Office of Training and Development

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

SUBJECT: Changes to Form I-90 Lockbox Addresses and Policy Changes for
Lost, Stolen, or Destroyed Permanent Resident Cards, Forms I-551

U.S. Citizenship and Immigration Services (USCIS) has changed the Lockbox location for processing Form I-90 from Los Angeles, California, to a new facility at Phoenix, Arizona, effective May 1, 2009. USCIS has asked U.S. Customs and Border Protection (CBP) to notify CBP officers that effective May 1, 2009, only "I-90, Application to Replace Permanent Resident Card," Forms I-90, with box 2.a. checked (lost, stolen, or destroyed) are to be accepted by CBP ports of entry (POEs). All other Form I-90 types (boxes 2.b. – 2.j.) should be submitted by the applicant directly to USCIS and therefore outside of CBP processing.

This memorandum supersedes the memorandum dated August 12, 2008, entitled, "Modification to Policy Regarding Lawful Permanent Resident's (LPRs) Evidence of LPR Status at Ports of Entry," and clarification of that memorandum dated October 3, 2008, entitled, "Amendment to Memorandum to the Field Regarding Lawful Permanent Resident's (LPRs) Evidence of LPR Status at Ports of Entry Dated August 12, 2008, Muster, and IFM Chapter 13.2." Therefore, effective immediately, CBP officers are instructed to note the changes to Form I-90 procedures at the port of entry, which include:

- (b) (7)(E)

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Changes to Form I-90 Lockbox Addresses and Policy
Changes for Lost, Stolen, or Destroyed Permanent
Resident Cards, Forms I-551
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- Collecting the fee in each case. Present fee rates are \$290 for Form I-90 and \$80 for biometric collection. Therefore, a fee of \$370 is required for Form I-90 applications and this fee cannot be waived, though the biometric fee is not required if applicant is 13 years of age or younger or 80 years of age or older. A Form I-90 without fee will be considered to be an improperly filed application.
- Sending Form I-90, Form I-90 Processing Sheet, check or money order, and fee receipt to new Lockbox addresses at:
 - **(b) (7)(E)**
 - **(b) (7)(E)**
- Sending Form I-90, Form I-90 Processing Sheet, and fee receipt for cash taken by CBP, to address:
 - **(b) (7)(E)**

Revisions have been made to Chapter 13.2 of the Inspector's Field Manual (IFM) (see attached). Please ensure that the attached Muster Topic is to be discussed at daily musters during the week of June 1, 2009. Questions or concerns with this guidance may be directed to the APP Form I-90 Program Manager, **(b) (6), (b) (7)(C)**, at **(b) (6), (b) (7)(C)**

Attachments

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Muster

Date: June 1, 2009

Topic: Changes to CBP Processing of LPRs at Ports of Entry Whose Form I-551 has been Lost, Stolen or Destroyed

Reference Materials: 8 CFR 211; Inspector's Field Manual, Chapter 13.2

Headquarters POC: (b) (6), (b) (7)(C)

Office: Office of Field Operations,
Admissibility and Passenger Programs

CBP processing guidelines for returning LPRs claiming their Permanent Resident Card, Form I-551, to be lost, stolen or destroyed has been amended as follows:

U.S. Citizenship and Immigration Services (USCIS) has requested CBP to notify its officers that effective May 1, 2009, only "I-90, Application to Replace Permanent Resident Card," (b) (7)(E)

(b) (7)(E)

should be submitted by the applicant directly to USCIS and therefore outside of CBP processing.

USCIS is also changing its Lockbox location for Form I-90s with checks or money orders from Los Angeles, California, to a new facility at Phoenix, Arizona, effective May 1, 2009. CBP officers should send Form I-90, Form I-90 Processing Sheet, check or money order, and fee receipt to new Lockbox addresses at: (b) (7)(E) Phoenix, AZ, 85036, for U. S. Postal Service (USPS) deliveries or to USCIS, Attn: I-90, 1820 Skyharbor, Circle S, Floor 1, Phoenix, AZ 85034, for Express Mail and courier deliveries (i.e., Federal Express, UPS).

If cash is received, CBP officers should send Form I-90, Form I-90 Processing Sheet, and fee receipt for cash, to: USCIS, National Benefits Center, Attn. I-90 Processing, 850 NW Chipman Road, Suite 5000, Lee's Summit, Missouri 64063.

Present fee rates are \$290 for Form I-90 and \$80 for biometric collection. Therefore, a fee of \$370 is required for Form I-90 applications and this fee cannot be waived. However the biometric fee is not required if the applicant's age is 13 or under or 80 and above. A Form I-90 without fee will be considered to be an improperly filed application.

This muster modifies the musters dated August 12, 2008, and October 3, 2008. Revisions have been made to Chapter 13.2 of the Inspector's Field Manual (IFM) (see attached).

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13.2 Returning Residents Lacking Evidence of Alien Registration.

Ports of entry encountering returning Lawful Permanent Residents (LPRs) lacking evidence of alien registration fall under one of three categories depending on the circumstances presented.

(b) (7)(E)

a. Visa Waiver. Ports of entry encountering a returning LPR lacking evidence of alien registration

(b) (7)(E)

(b) (7)(E)

(b) (7)(E)

If the waiver is approved, stamp the original Form I-193 and passport with an admission stamp and endorse both with "211(b)." Upon completion, the LPR is to be given a copy of the Form I-193 and be admitted as a returning resident. If a waiver is denied under section 211(b) of the INA, the applicant may withdraw his or her application for admission or be placed in removal proceedings. Any actions taken are to be recorded in the (b) (7)(E) Form I-193 is not considered an adverse action for (b) (7)(E) purposes and, therefore, not required to be entered into (b) (7)(E)

(b) (7)(E)

b. Deferred Inspection.

(b) (7)(E)

(b) (7)(E)

(b) (7)(E)

The LPR will be required to present Form I-551 at the deferred inspection or, if lost or stolen, file a Form I-90 for a replacement Form I-551 with U.S. Citizenship and Immigration Services (USCIS) within the next 30-days. When appearing for the deferred inspection, the LPR will be required to present evidence, generally a Form I-797 Receipt Notice, that the Form I-90 has been properly filed.

(b) (7)(E)

(b) (7)(E)

The applicant is to be enrolled in (b) (7)(E) and procedures set forth in Chapter 17.10 are to be followed. Advise the LPR that a Form I-90 may be filed electronically at <http://uscis.gov/graphics/formsfee/forms/efiling.htm>. Appointments for fingerprints and photographs may be made by accessing www.INFOPASS.USCIS.gov.

c. Form I-90 Application.

(b) (7)(E)

(b) (7)(E)

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other from types must be filed by the applicant directly to USCIS. (b) (7)(E)

(b) (7)(E)
 (b) (7)(E) The application fees must be collected and shall include both the Form I-90, Application to Replace Alien Registration Receipt Card, and biometric fees. Biometric fees are only collected for applicants age 14-79 inclusive. The fee for the I-90 and biometric fees may not be waived at the port of entry. Ports of entry must collect both fees, unless the biometric fee is not required due to the age parameter. Provide the LPR with a copy of the Form I-90 and fee receipt. (b) (7)(E)
 (b) (7)(E) preferably by checking against the data contained in the (b) (7)(E) For additional information on confirming LPR identity, refer to IFM Chapter 31.4 Fine proceedings, discussed in Chapter 43, may also be appropriate.

Completing Form I-90. Ensure the LPR has correctly filled out "Parts 1-4." Make a copy of the completed form. Process Form I-90 as follows:

- Both the Form I-90 fee and the biometric fee must be collected. However, the biometric fee is collected only for applicants ages 14-79 inclusive. (b) (7)(E)
 (b) (7)(E) Staple the original CBP fee receipt to the original copy of Form I-90. Staple a copy of the CBP receipt to the copy of Form I-90.
- (b) (7)(E) with an admission stamp and the notation "Admitted 211(b), I-90 filed". Return the copy of Form I-90 to the LPR with the copy of the fee receipt.
- Advise the alien that USCIS will send an appointment notice to report to a local Application Support Center (ASC) to obtain the necessary photographs and a fingerprint to complete the filing of the application and generate the replacement Form I-551. The notice will be sent to the address recorded on the Form I-90.
- The original Form I-90 should be routed to the USCIS address listed below with a completed Form I-90 Processing Sheet for data entry into the (b) (7)(E)
 (b) (7)(E) will generate a notice for the LPR to report to a local ASC to capture the necessary biometrics, fingerprint and photograph, to create a replacement Form I-551.

For U. S. Postal Service (USPS) deliveries, send original Form I-90, original CBP fee receipt, Form I-90 Processing Sheet, with the applicant's check or money order to the USCIS Lockbox at:

U. S. Citizenship and Immigration Services
 P. O. Box 21262
 Phoenix, AZ 85036

For Express U. S. Postal Service (USPS) or commercial deliveries, e.g., Federal Express, UPS send original Form I-90, original CBP fee receipt, Form I-90 Processing Sheet, with the applicant's check or money order to the USCIS Lockbox at:

U. S. Citizenship and Immigration Services
 Attention: I-90
 1820 E. Skyharbor Circle S Floor 1
 Phoenix, AZ 85034

For I-90 applications for which cash has been paid and taken by CBP, the I-90 is being forwarded as Fee Received Elsewhere, send original Form I-90, original CBP fee receipt, Form I-90 Processing Sheet, to the USCIS at:

U.S. Citizenship and Immigration Services
 Attn: I-90 Processing
 National Benefits Center
 850 NW Chipman Road, Suite 5000
 Lee's Summit, MO 64064

(d) Special Notes.

(1) [REDACTED] (b) (7)(E)

(b) (7)(E)

if possible. If the LPR requires a replacement Form I-551, refer the applicant to <http://uscis.gov/graphics/formsfee/forms/efiling.htm>. Appointments for fingerprints and photographs may be made by accessing www.INFOPASS.uscis.gov.

(2) [REDACTED] (b) (7)(E)

(b) (7)(E)

(b) (7)(E)

prior to deciding

what course of action is appropriate. Evidence of current status and the applicant's prior alien registration card history will be available in the [REDACTED] (b) (7)(E)

(3) [REDACTED] (b) (7)(E)

(b) (7)(E) No further action is to be taken.

(4) [REDACTED] (b) (7)(E)

(b) (7)(E)

However, if the commuter LPR has no fixed address in the United States the USCIS will send an appointment notice to report to a local ASC to obtain the necessary photographs and a fingerprint to complete the filing of the application and generate the replacement Form I-551 to the port of entry where the commuter LPR generally is processed. These actions may be considered once the identity of the commuter LPR has been confirmed, preferably by checking against the data contained (b) (7)(E) and the

(b) (7)(E)

See IFM Chapter 21.8 for more information on alien commuters.

(5) [REDACTED] (b) (7)(E)

forwarded to the Lockbox by the ports. All other application types must be filed at the Lockbox by the applicant.

Form I-90 PROCESSING SHEET

To be completed by DHS employee pre-screening application
(Attach to Form I-90 Application when forwarding to the USCIS)

APPLICATION: A # _____

Application form:

Form completed and signed.

Application fee (check one):

- Cash fee taken; receipted locally (Include Form I-90 and biometric fees)
- Check or money order fee taken; receipted locally (Include Form I-90 and biometric fees)
- Biometric fee exempt for applicants 13 and under and 80 and older

Photos:

Ports of entry are not required to capture biometrics locally.

Sex (Check one):

- Male
- Female

Card:

Card was lost, stolen, or destroyed (Check appropriate data bases to confirm identity, print screen if available)

IDENTITY VERIFICATION

Documents: confirm identity.

To be completed by CBP officer pre-screening the application.

Signature	Date	Title	CBP Port Code
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Forward the completed Form I-90 application, processing sheet, fee receipt, if any, to the below USCIS Office:

For U.S. Postal Service (USPS) deliveries send original Form I-90, original CBP fee receipt, Form I-90 Processing Sheet, with the applicant's check or money order to the USCIS Lockbox at: U. S. Citizenship and Immigration Services, P. O. Box 21262, Phoenix, AZ 85036.

For Express U. S. Postal Service (USPS) or commercial deliveries, e.g., Federal Express, UPS send original Form I-90, original CBP fee receipt, Form I-90 Processing Sheet, with the applicant's check or money order to the USCIS Lockbox at: U. S. Citizenship and Immigration Services, Attention: I-90, 1820 E. Skyharbor Circle S, Floor 1, Phoenix, AZ 85034.

For I-90 applications for which the application and biometric fees have been paid in cash and Form I-90 is being forwarded as Fee Receipted Elsewhere, send original Form I-90, original CBP fee receipt, Form I-90 Processing Sheet, to the USCIS at: U.S. Citizenship and Immigration Services, Attn: I-90 Processing, National Benefits Center, 850 NW Chipman Road, Suite 5000, Lee's Summit, MO 64064. 19011009. (Posted 1/10/19)