



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

MAY 07 2015

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

FROM: Carey T. Davis
Acting Executive Director (b) (6), (b) (7)(C)
Office of Field Operations

SUBJECT: Updated I-94 Automation Standard Operating Procedure

The Office of Field Operations (OFO) implemented Form I-94 automation in May 2013. Since implementation, OFO has enhanced internal systems, added additional functionality to the public website and updated and/or changed procedures at the ports of entry. The Standard Operating Procedure (SOP) for issuing electronic Form I-94s and other related issues has been updated. The I-94 Automation SOP, Version 2, dated April 27, 2015 supersedes the I-94 Automation SOP, dated June 13, 2013.

The updated SOP discusses the correct procedures for creating and issuing electronic I-94 at passport control primary and in secondary inspection settings, as well as when a paper Form I-94 may be issued. (b) (7)(E)

Strict compliance with the SOP will help reduce public inquiries and complaints at the local and national level regarding I-94 issues. Incorrect or inaccurate I-94 records can prevent lawfully admitted aliens from securing employment, driver's licenses, social security cards, attendance in school and/or other benefits. Adherence to the SOP will also help reduce the burden placed on DIS to amend or correct inaccurate/incorrect I-94s.

Please ensure that the attached memorandum, muster and SOP are disseminated to all ports of entry within your jurisdiction. It is important that all front line employees and management familiarize themselves with the SOP. Should you have any questions, please contact (b) (6), (b) (7)(C) Director, Electronic System for Travel Authorization at (b) (6), (b) (7)(C), or (b) (6), (b) (7)(C), Supervisory CBP Officer at (b) (6), (b) (7)(C).

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Date: May 7, 2015

Topic: I-94 Automation Key Points

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

Office: Electronic System for Travel Authorization

The I-94 Standard Operating Procedure (SOP) has been updated to reflect any changes made to CBP systems, the public website, policy and procedures since the implementation of automation in May 2013. The I-94 Automation Standard Operating Procedure, Version 2 (April 13, 2015) supersedes the previously issued I-94 SOP's.

It is imperative that CBP Officers processing passengers familiarize themselves with the SOP updates and procedures. Properly issued I-94 records can reduce the amount of public inquiries CBP receives at the local and national level regarding I-94 issues and will relieve the burden on DIS for making corrections.

Key Points:

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