

Muster

**Date:** October 9, 2014

**Topic:** Change in I-94 Data Entry Vendor

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

**Office:** Electronic System for Travel Authorization

- Coleman Data Services (CDS) was awarded the new data entry contract and will assume all data entry responsibilities for Non-Immigrant Data Processing Services (NIDPS) forms.
- NIDPS forms include:
  - I-94 (Arrival/Departure Record)
  - I-94W (Visa Waiver Arrival/Departure Record)
  - I-95 (Crewman's Landing Permit)
  - I-736 (Guam-CNMI Visa Waiver Information)
- On October 14, 2014, the San Francisco Field Office began mailing all NIDPS forms to CDS.
- Effective November, 1, 2014, all other ports of entry must begin mailing NIDPS forms to CDS.
- The CDS mailing addresses are:
  - For U. S. Postal Services:  
Coleman Data Services  
Box 7965  
Akron, OH 44306  
Attn: NIDPS (I-94)
  - For non-U. S. Postal Services (FedEx or UPS):  
Coleman Data Services  
3043 Sanitarium Road, Suite 2  
Akron, OH 44312  
Attn: NIDPS (I-94)
- All collecting, bundling and other mailing procedures remain the same.