



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

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations
Office of Field Operations

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

SUBJECT: Annotating CBP Admission and Parole Stamps

On March 27, 2013, the Department of Homeland Security (DHS) published an Interim Final Rule (IFR) allowing the automation of Form I-94. The IFR expanded the definition of an I-94 to include electronic means and also added the CBP admission stamp to the list of prescribed alien registration forms outlined in 8 CFR 264.1. Consequently, the CBP admission stamp will now serve as evidence of a lawful admission and alien registration. It is imperative that all CBP admission stamps are issued correctly and annotated properly. This memorandum provides guidance on issuing and annotating the CBP admission stamp to arriving aliens.

In order to support Form I-94 automation, Traveler Primary Arrival Client (TPAC) and Consolidated Secondary Inspection System (CSIS) have been configured to issue electronic I-94s to all non-immigrant arriving aliens, excluding Guam Visa Waiver applicants. Refer to the March 22, 2013 field memo entitled, *Electronic I-94 Processing for Air and Sea Ports of Entry*, for processing instructions. In conjunction with the electronic I-94, CBP Officers must provide a properly annotated admission or parole stamp in or on an arriving aliens travel document. If no travel document is available, the CBP admission or parole stamp should be provided on a paper Form I-94, which includes the electronically generated I-94 number. A properly annotated stamp must include the following elements:

1. Port of Arrival
2. Date of Arrival
3. Class of Admission or Parole Type
4. Officer Number
5. Admitted or Paroled Until Date
6. If a student, the SEVIS Number

Arriving aliens will have access to their admission information via www.cbp.gov/I94, but the alien and other organizations and/or agencies, such as, Departments of Motor Vehicles, universities and the Social Security Administration, will be relying on the properly annotated admission stamp to document class of admission and admitted until date. The date must be printed or stamped in a legible manner and must follow a month, day, year format. The month must include at least three alphabetic characters (e. g. Apr. 29, 2013 or April 29, 2013). In order

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to avoid confusion for the international traveler, a numeric designation for the month will no longer be used.

The following guidance supersedes the field guidance memo dated June 29, 2006, *Issuing Form I-94s to Certain Canadian Non-immigrant Classes of Admission*, which states that it is CBP policy not to issue a Form I-94 to Canadian citizens entering the United States as visitors for business or pleasure, unless specifically requested. With the implementation of automation, an electronic I-94 will be automatically generated for Canadian citizens entering under all classifications. CBP Officers must provide an annotated admission stamp to arriving Canadian citizens in air and sea environments that support automation. The proper and accurate documentation of Canadian citizen admissions will substantiate inadmissibility charges levied under section 212(a)(9)(B)(i)(I) and 212(a)(9)(B)(i)(II) of the Immigration and Nationality Act. The CBP admission stamp provides the alien with the definite 'admitted to date' necessary to establish unlawful presence. Canadian citizen should no longer be admitted as non-controlled visitors without an I-94 in the air and sea environments. Form I-94 automation does not apply to the land border ports of entry.

If a CBP admission or parole stamp is erroneously issued or contains errors, it should be cancelled by the issuing officer or officer who discovers the error. The cancellation of an admission or parole stamp should remain consistent across the agency. Officers cancelling an admission stamp should place an 'X' through the stamp and document the place and date of cancellation, as well as the officer's stamp number or initials. The functionality (b) (7)(E) maintenance remains the same in TECS. If a created I-94 needs to be amended, modified and/or corrected, this action can be completed in TECS.

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)

Attachment

Muster

Date: January 26, 2012

Topic: Annotating CBP Admission and Parole Stamps

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

Office: Electronic System for Travel Authorization

On March 27, 2013, the Department of Homeland Security (DHS) published an Interim Final Rule (IFR) allowing the automation of Form I-94. The IFR expanded the definition of an I-94 to include electronic means and also added the CBP admission stamp to the list of prescribed alien registration forms outlined in 8 CFR 264.1. In accordance with the CFR, the CBP admission stamp now serves as evidence of a lawful admission and alien registration. As evidence of alien registration, it is imperative that all CBP admission stamps are issued correctly and annotated properly. All CBP Officer must comply with the following procedures:

- All non-immigrant aliens admitted into the United States must be issued a properly annotated admission or parole stamp on or in the travel document.
- A properly annotated stamp includes:
 1. Port of Arrival
 2. Date of Arrival
 3. Class of Admission or Parole Type
 4. Officer Number
 5. Admitted or Paroled Until Date
 6. If a student, the SEVIS Number
- The 'admitted until date' must be legible and follow a month, day, year format. The month must have at least three alphabetic characters (e. g. Apr. 29, 2013 or April 29, 2013).
- Upon implementation of automation, TPAC and CSIS will automatically generate an I-94 admission record for non-immigrant aliens entering the United States, including Canadian citizens, upon completion of an inspection. The only exception is applicants under the Guam Visa Waiver Program.
- All Canadian citizens arriving in air and sea environment supporting I-94 automation will be provided a properly annotated stamp documenting their entry into the United States.
- The cancellation of admission stamps should be consistent across the agency.
- If a CBP Officer must cancel an admission stamp, an 'X' will be placed through the stamp. The officer must then document the cancellation with the place and date of cancellation, as well as the officer's stamp number or initials.
- (b) (7)(E) maintenance functionality has not changed in TECS. I-94 corrections will continue to be made via this function.