



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

**MAY 31 2013**

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

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

SUBJECT: I-94 Automation: Deferred Inspection Sites

On May 21<sup>st</sup>, 2013, the Office of Field Operations (OFO) completed automation of Form I-94 at all air and sea ports of entry. Field guidance and standard operating procedures (SOPs) were distributed to the field offices and ports of entry explaining the new procedures for issuing electronic I-94s that use (b) (7)(E) and (b) (7)(E) (b) (7)(E) to process passengers. In order to provide the electronic version of the I-94 to the public, CBP stood up a website that allows an arriving alien to access their admission record. The website, [www.cbp.gov/i94](http://www.cbp.gov/i94), requires an alien to enter their name, date of birth, passport information, date of entry and class of admission to obtain their admission record. The website printout serves the same purpose as the paper form I-94.

Travelers may contact Deferred Inspection Sites (DIS) to get help with their I-94. DIS should help these travelers to locate their I-94 or provide a printout if travelers request one. Some travelers are having trouble locating their arrival information. Do not refer applicants to the CBP INFO Center to retrieve an application number. DIS will also continue to be responsible for correcting CBP related I-94 errors.

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) or (b) (6), (b) (7)(C) Program Manager, ESTA at (b) (6), (b) (7)(C)