



U.S. Customs and
Border Protection

SEP 04 2015

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

FROM: Executive Director
Admissibility and Passenger Programs

SUBJECT: I-94 Automation for Refugee Processing

As part of an ongoing effort to streamline the initial refugee admission process, U.S. Customs and Border Protection (CBP) has been working with the U.S. Citizenship and Immigration Services (USCIS), the Department of State (DOS) and the Social Security Administration (SSA) to transition to a more efficient process. The following guidance modifies the refugee processing procedures outlined in the December 31, 2012 memo, "Processing of Refugee Applicants" and the I-94 issuance procedures outlined in the April 13, 2015, "I-94 Standard Operating Procedure".

Effective September 07, 2015, CBP Officers (CBPOs) are no longer required to complete a paper I-94 as part of the initial refugee admission process. CBPOs will continue to process refugees using the (b) (7)(E) per existing policy and CBPOs must verify

(b) (7)(E)
(b) (7)(E) (b) (7)(E) entry in (b) (7)(E) When errors are
uncovered, CBPOs must (b) (7)(E)
(b) (7)(E) (b) (7)(E)

In addition, CBPOs must carefully verify that the document number reflects only the nine (9) digit alien number, without the leading "A" before the numeric digits. If the letter "A" appears before the alien number, the CBP officer must manually remove the "A" in (b) (7)(E)

(b) (7)(E)

(b) (7)(E)

(b) (7)(E) This updated process ensures that an accurate electronic I-94 admission record is created in the I-94 database. CBP systems have been adjusted to allow a refugee access to their admission record on the I-94 website (at www.cbp.gov/194). To access their I-94 record, the refugee must enter the numeric alien registration number without the leading "A" in the passport number field of the I-94 website.

(b) (7)(E)

Please ensure that the attached memorandum is disseminated to all ports of entry within your jurisdiction. If you have any questions or require any additional information, please contact (b) (6), (b) (7)(C) Director, Electronic System for Travel Authorization or (b) (6), (b) (7)(C) Program Manager, at (b) (6), (b) (7)(C)

Attachment

Muster

Date: September 4, 2015

Topic: I-94 Automation for Refugee Processing

Headquarters POC: [REDACTED]

Office: Admissibility and Passenger Programs

- Effective September 07, 2015, CBP Officers (CBPOs) are no longer required to complete a paper I-94 as part of the initial refugee admission process.
- CBPOs will continue to process refugees using the (b) (7)(E) (b) (7)(E) per existing policy and CBPOs must verify that the information (i.e. name, date of birth, alien number) (b) (7)(E) (b) (7)(E) (b) (7)(E)
- When errors are uncovered, CBPOs must (b) (7)(E) (b) (7)(E) information in (b) (7)(E)
- In addition, CBPOs must carefully verify that the document number reflects only the nine (9) digit alien number, without the leading "A" before the numeric digits.
- If the letter "A" appears before the alien number, the CBP officer must manually remove the "A" in (b) (7)(E)

(b) (7)(E)

(b) (7)(E)

(b) (7)(E)