

EMERGENCY ADVANCE PAROLE

For FOD Field Offices

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Chapter One: Purpose, Background, Legal Authorities

A. PURPOSE

This volume provides background, basis, and processes for Field Operations Directorate (FOD) in consideration of requests for Emergency Advance Parole.

B. BACKGROUND

As a matter of discretion, and on a case-by-case basis, USCIS may authorize Advance Parole (AP) to an alien when the parole is justified by *urgent humanitarian reasons or significant public benefit*. [INA § 212(d)(5)(A)].

While there are several categories of aliens who require an Advance Parole in order to travel back to the United States after travel abroad, it is most often sought by certain aliens with pending applications for Adjustment of Status, whose applications will be considered abandoned unless Advance Parole is requested and granted prior to leaving the United States. [See Tables 2 and 4 for Advance Parole eligible categories]

An Advance Parole document authorizes an alien to appear at a port-of-entry to seek parole into the United States for a specific purpose. It does not, however, guarantee the alien will be paroled into the United States. If Customs and Border Protection (CBP) decides at the port-of-entry to parole the alien, he or she is allowed to physically enter

the United States, but the entry is not an *admission*. A paroled alien remains an applicant for admission while paroled [8 CFR 212.5(f)].

C. LEGAL AUTHORITIES

1. INA 212(d)(5); 8 CFR 212.5 – Parole of aliens into the United States
2. 8 CFR 223 – Reentry permits, refugee travel documents, and advance parole documents
3. 8 CFR 245.2(a)(4)(ii)(A) and (B) – Adjustment of status to that of person admitted for permanent residence - Effect of departure
4. 8 CFR 208.8 – Asylum and withholding of removal – Limitations on travel outside the United States
5. INA 244(f)(3); 8 CFR 244.5 and 244.15 – Benefits and status during period of temporary protected status

Chapter Two: Form I-131 Basics, and How Criteria for Non-Emergency, Expedited Processing Requests, and Emergency Advance Parole Differ.

A. FORM I-131 BASICS

Form I-131, Application for Travel Document, is submitted to USCIS to request Advance Parole. **The *initial urgency of the travel need determines where the applicant files the I-131***:

1. Non-Emergency requests for AP are submitted by the applicant **ONLY** to the appropriate Service Center or the NBC [See USCIS I-131--Where to File].
2. Expedited Processing of an I-131 may be requested of a Service Center or the NBC when the travel need is urgent. It can be requested:
 - By the Applicant:
 - In writing at the time of filing the I-131 with a Service Center or the NBC
 - In writing after filing the I-131 (directly to the Service Center or NBC)
 - By calling the National Customer Service Center (NCSC) at 1-800-375-5283
 - **By a USCIS FOD Field Office:**
 - **When the applicant with a pending I-131 appears at the Field Office to request Expedited Processing OR Emergency Advance Parole [See Chapter 3].**
3. Emergency Advance Parole issuance by a FOD Field Office may be requested by an applicant who appears in-person **at a USCIS Field Office** when:
 - The applicant has a pending I-131 and an AP document will not be received in time to meet the urgent travel need [See Chapter 3].
 - The applicant has no I-131 pending and there is not enough time to file an I-131 with Expedited Processing with a Service Center or the NBC.

B. HOW CRITERIA FOR NON-EMERGENCY, EXPEDITED REQUESTS, AND EMERGENCY AP DIFFER [For both DACA and NON DACA considerations].

1. **Non-Emergency requests NOT BASED ON Deferred Action for Childhood Arrivals (DACA).** [Accepted by Service Centers and the NBC ONLY]

While all Advance Parole requests must be justified by *urgent humanitarian reasons* or *significant public benefit*, certain aliens may meet the standard for *non-emergency* AP by demonstrating they fall under a certain class of applicants eligible for an Advance Parole document.* The various categories and eligibilities are shown in Table 2. For these cases, an applicant may only need to establish that he or she has a legitimate reason for travel, which may include:

- A bona fide personal reason for travel;
- A bona fide business reason for travel; or
- An overseas visa interview, when the Department of State has determined that the interviewee is unable to return to his or her country of citizenship for visa issuance and the third country requires the interviewee to enter with authorization to travel back to the U.S. (The AP applicant must submit proof that the interview has been scheduled and the third country requires AP authorization)

*Service Centers and the NBC must weigh the circumstances of the specific request and any reasons in support of parole against any negative factors that may exist.

2. **Non-Emergency requests BASED ON DACA.** [Accepted by Service Centers ONLY]

A DACA recipient may request an Advance Parole document but USCIS only grants AP if the travel will be in the furtherance of:

- Humanitarian purposes, including travel to obtain medical treatment, attending funeral services for a family member, or visiting an ailing relative;
- Educational purposes, such as semester-abroad programs and academic research; or
- Employment purposes such as overseas assignments, interviews, conferences, training, or meetings with clients overseas.*

*Travel for vacation purposes is not a valid basis for issuance of AP.

3. **Expedited Processing Requests that are NOT DACA BASED.** [Accepted by Service Centers and the NBC Only]

Expedited Processing requests may be received by a Service Center or the NBC directly from an applicant, or communicated by a FOD Field Office on behalf of an applicant with a pending I-131. USCIS may expedite the application only if the applicant demonstrates that travel is necessary for one or more of the expedite criteria reasons:

- A severe financial loss to company or to a person (when the financial matter is not contrary to law or public policy);

- Humanitarian reasons, including:
 - Travel to obtain medical treatment
 - Attending funeral services for a family member*
 - Visiting an ailing relative;*

**Note that it is NOT necessary for the family member be an immediate relative; however, the burden is on the applicant to demonstrate the family relationship.*
 - Nonprofit organization request that is in furtherance of the cultural and social interests of the United States;
 - Department of Defense or national interest situation (Note: The request must come from an official U.S. Government entity and state that a delay will be detrimental to the Government);
 - USCIS error;
 - Compelling interest of USCIS;
 - An emergency situation;*
- *Despite the fact that the request is called “Emergency Advance Parole,” the determining factor Field Offices must consider, as part of the adjudication process, is whether the travel need is *emergent*. “Emergent” means “arising unexpectedly,” while “emergency” means “calling for prompt action.” A situation that is “emergent” might also be an “emergency,” but the travel need must first meet the “emergent” standard.

For instance, it is possible that a situation may rise to the level of “emergency” to a customer (something that calls for them to take prompt action), but the situation might NOT be “emergent” (arising unexpectedly). Also, if the situation arose due to the applicant’s own planning or making, this may be a strong adverse factor in the determination whether to grant Emergency Advance Parole.

The public is advised on the [USCIS Emergency Travel webpage](#) that local offices may accept an emergency Advance Parole application if the applicant is experiencing an “*extremely urgent situation*.” To aid the public in determining if the travel need constitutes an “*extremely urgent situation*,” the webpage notes that business trips, weddings, holiday parties, and other planned events are generally excluded from consideration.

4. **Expedited Processing for DACA BASED applicants. [Accepted by Service Centers Only].**

Expedited Processing for DACA recipients is limited to *Humanitarian Situations* such as medical treatment or due to a relative that may be ailing or has died. This more limited allowance is because a request for Expedited Processing for AP by a DACA recipient must meet the DACA criteria for AP (Chapter Two: B.2) AND also one of the *expedite criteria* (Chapter Two: B.3). Humanitarian situations are the only area where the two match or intersect.

5. **Emergency Advance Parole that is NOT DACA BASED [Requested ONLY at FOD Field Offices]**

A request for Emergency Advance Parole must meet one or more of the same *expedite criteria* as a request for Expedited Processing (Chapter Two: B.3) of Form I-131.

6. **Emergency Advance Parole for DACA BASED applicants [Requested only at FOD Field Offices].**

Emergency Advance Parole for DACA recipients is limited to *Humanitarian Situations* such as medical treatment or due to a relative that may be ailing or has died. This more limited allowance is because a request for Expedited Processing for AP by a DACA recipient must meet the DACA criteria for AP (Chapter Two: B.2) AND also one of the *expedite criteria* (Chapter Two: B.3). Humanitarian situations are the only area where the two match or intersect.

Chapter Three: Handling of NON-DACA BASED Emergency AP in Field Offices

A. GENERAL

1. All requests for Advance Parole (AP) must be accompanied with an executed and signed Form I-131. The Form I-131 is collected by Field Offices prior to any determination of eligibility. The applicant must be advised that acceptance of the application does not guarantee that the request will be approved.
2. Filing fees will be collected in accordance with the process described in this chapter.¹

B. INTAKE

1. Applicant appears at a Field office as a walk-in or via INFOPASS appointment, and with a request for emergency Advance Parole.
2. The Field Office will direct the applicant to complete Form I-131 to facilitate systems checks and to maintain the record of the request at the Field Office.

C. INITIAL PROCESSING

After the applicant completes Form I-131, the Field Office will conduct systems checks to determine if there is a pending or recently approved I-131 for the applicant.

1. If there is ***NO pending I-131*** for the applicant:
 - Ask the applicant when he or she needs to travel.

¹ In general, when a Field Office issues an Advance Parole document, the Field Office will collect the appropriate filing fee for the Form I-131, even if the applicant has filed an I-131 with a Service Center or the NBC. A fee is *not* collected if the applicant filed the I-485 after 7/30/2007, paid the filing fee, and it is his or her first request for Advance Parole (it is not a “first request” if the applicant filed an I-131 with a Service Center or the NBC, but has not yet received the Advance Parole authorization document). If the applicant’s I-485 was fee-waived, he or she must pay the I-131 filing fee. The filing fee must be paid with check, money order, or credit card.

- If the applicant's travel is more than 90 days away, instruct him or her to file the I-131 with the appropriate Service Center or the NBC.
 - If the applicant needs to travel within the next 90 days, collect fee, if required,² and begin processing the Form I-131
2. If there is an ***already approved I-131***, the Field Office will:
- Ask the applicant when he or she needs to travel.
 - If the applicant's travel is more than 10 business days³ away, advise him or her that the case has been approved and that he or she should receive the Advance Parole document within the next 10 business days.
 - If the applicant needs to travel within the next 10 business days and:
 - The I-131 was ***approved at the NBC***:
 - Contact the NBC to determine when the I-512L was/will be mailed to the applicant;
 - Advise the applicant of the mailing date (or imminent mailing);
 - Allow the applicant to decide if he or she will wait for the I-512L to arrive in the mail;
 - If the applicant prefers not to wait for the I-512L document to arrive in the mail, then:
 - a) The applicant pays the I-131 fee;
 - b) The Field Office adjudicates the I-131 and, if approved, issues an I-512.
 - The I-131 was ***approved at a Service Center***:
 - Check CLAIMS to determine if the AP document has been produced. [The "valid from" date is the date it was produced. If CLAIMS does not show validity dates, the document has not been produced]; and
 - Inform the applicant whether the document has been produced. Advise the applicant that it is not known if it will arrive in time for their intended travel (it takes up to 10 business days from production to delivery); and
 - Allow the applicant to decide if he or she will wait for the AP document to arrive in the mail; and
 - If the applicant prefers not to wait for the AP document to arrive in the mail, then:
 - a) The applicant pays the I-131 fee;
 - b) The Field Office adjudicates the I-131 and, if approved, issues an I-512.

² A fee is *not* collected if the applicant filed the I-485 after 7/30/2007, paid the filing fee, *and it is his or her first request for Advance Parole*. If the applicant's I-485 was fee-waived, he or she must pay the I-131 filing fee. The filing fee must be paid with check, money order, or credit card.

³ Business days are Monday-Friday; be sure to account for legal holidays when counting business days.

3. If the I-131 is ***pending at the NBC*** the Field Office will:
 - Ask the applicant when he or she needs to travel.
 - If the applicant's travel is more than 10 business days away:
 - Email the [NBC](mailto:NBCFIELD@usics.dhs.gov) [NBCFIELD@usics.dhs.gov] and request expedited handling for the applicant. Advise the applicant that they will receive the AP within 10 business days.
 - If the applicant needs to travel in the next 10 business days:
 - Advise the applicant that it is not likely that the AP will be received in time for them to travel; and
 - Advise the applicant that if he or she would like the Field Office to adjudicate the I-131 that was just submitted in the Field Office, they will be required to pay the I-131 fee; and
 - If the I-131 fee is paid, adjudicate and, if approved, issue an I-512.
 - Note that the NBC will also adjudicate the I-131 submitted to the NBC, and if approved, issue an AP valid for multiple entries, or a Combo Card (EAD and AP combined).

4. If the I-131 is ***pending at a Service Center*** the Field Office will:
 - Ask the applicant when he or she needs to travel.
 - If the applicant's travel is more than 15 business days away, email the respective Service Center [See Table 1, *Service Center I-131 Section Contact Information*] and request expedited handling. Advise the applicant that they will receive the AP within the next 15 business days.
 - If the applicant needs to travel within the next 15 business days:
 - Advise the applicant that it is not likely that the AP will be received in time for them to travel; and
 - Advise the applicant that if he or she would like the Field Office to adjudicate the I-131 that was just submitted in the Field Office, they will be required to pay the I-131 fee; and
 - If the I-131 fee is paid, adjudicate and, if approved, issue an I-512.
 - Note that the Service Center will also adjudicate the I-131 submitted to the SC, and if approved, issue an AP valid for multiple entries, or as part of a Combo Card (EAD and AP combined).

Table 1 I-131 NON DACA Service Center Section Contact Information	
CSC	<u>CSC.field@uscis.dhs.gov</u>
NSC	<u>NSC131Team@uscis.dhs.gov</u>
TSC	<u>Daarina.S.Dixon@uscis.dhs.gov</u>
VSC	<u>VSC.Field@uscis.dhs.gov</u>

D. PROCESSING and ADJUDICATION of the FORM I-131

1. Required Documentation. Along with the fully executed and signed Form I-131 (and fee as noted in C., above) the applicant must submit:

- Proof of residence within the Field Office’s jurisdiction;
- Proof of Identity;
 - Valid Foreign Passport (and all passports that have been used to enter the United States); OR
 - Temporary Travel Documents issued by the applicant’s native country;
- Proof of current status and basic eligibility for Advance Parole [See Table 2, *Eligibility and Proof of Eligibility*];
 - If the applicant is a DACA recipient, proceed to Chapter Two.
- Proof of emergent need to travel (with English translation for any and all foreign documents) and meeting AP requirements in Chapter 2.B.; and
- Two recent passport-style photographs (a single entry AP document is created).

2. Adjudication. Once the Form I-131, fee (when required), and documentation have been submitted by the applicant, the Field Office will:

- Determine Eligibility;
 - See Table 2, *Eligibility and Proof of Eligibility*; and
 - See Table 3, *Ineligibility for Advance Parole*;
- Conduct and gather required systems and background check information;
 - CLAIMS 3
 - CIS 9101
 - EOIR Screen (F11 from 9101)
 - CIS 9102
 - **Conduct FBI Fingerprint Check**

- If FPs are available for the underlying eligibility (application, petition, or request), and were collected less than 15 months prior, reuse the FPs.
 - If there are NO FPs collected less than 15 months prior, the applicant will be sent to the Applications Support Center (ASC) for FP collection;
- (b)(7)(e) the Field Office will make a same-day appointment for the applicant.
- **Conduct Check (hits must be resolved prior to adjudication)**
 - NFTS (if the file is with FDNS, CARRP or ICE, contact the respective unit and consult with Supervisor before adjudication the I-131.
 - Conduct Customer Identity Verification (CIV) Customer Profile Management System (CPMS) IDENTITY Verification Tool (IVT) check (hits must be resolved prior to adjudication). The results of IVT verification must be documented on the updated form G-1221, Verification Worksheet.
- Determine if the applicant’s need to travel meets the emergency Advance Parole requirements.
3. Approvals—processing Form I-512. If the non-DACA applicant meets all eligibilities, background check and requirements for emergency Advance parole, the Field Office will issue the AP:
- The Form I-512 issued will be a SINGLE ENTRY document.
 - If an applicant has an I-131 pending at the NBC or a Service Center, he or she will also receive a Multiple Entry document from the respective Service Center or the NBC.
 - If the applicant is waiting for a COMBO card from the NBC or Service Center, he or she will still receive the document.
 - The Form I-512 will be issued for a validity period commensurate with the travel need, but *not to exceed a period of one year*.
 - The applicant’s photograph that is affixed to the *two copies of Form I-512 that are issued “To Alien,”* will be covered with the *Secure Forms Laminate*.
4. Updating CLAIMS and the A-File. After making a decision (approval or denial) on the I-131, the Field Office will:
- Email the I-131 to the NBCFIELD email box (NBCFIELD@uscis.dhs.gov) so that CLAIMS can be updated with the receipt and other intake information;
 - Use the *NBC Action Request Coversheet*, which details the information to be sent to the NBC with the coversheet. Obtain the most current version of the coversheet from the NBC at NBCFIELD.
 - Locate the A-File and send the I-131 and all supporting information to that location for inclusion in the A-File.

**Table 2
NON DACA Eligibility and Proof of Eligibility for Advance Parole**

Program or Benefit	General Requirements	Proof of Eligibility
Adjustment of Status or Creation of Record	Pending adjustment of status application (Form I-485); and must be prima facie eligible for AOS	I-797C, Notice of Action for pending I-485
Asylum	Pending asylum application (Form I-589)	I-797C, Notice of Action for pending I-589
Legalization	Pending legalization application (Form I-687 or Form I-485)	I-797C Notice of Action for pending I-687 or I-485
NACARA Section 203 Relief	Pending application for relief under Section 203 or the Nicaraguan Adjustment and Central American Relief Act (<u>NACARA</u>) (Form I-881)	I-797C Notice of Action for pending I-881
Temporary Protected Status	Granted Temporary Protected Status (TPS)	I-797 Notice of Action showing granted TPS
Deferred Enforced Departure	Granted Deferred Enforced Departure (if the Presidential directive permits traveling outside the United States and if in the national interest)	A copy of any document issued by USCIS showing present status as Deferred Enforced Departure (DED) eligible, such as an EAD with a designated DED category of (A11).
Family Unity Benefits	Granted Family Unity Benefits under the Immigration Act of 1990 (<u>IMMACT 90</u>) or the Legal Immigration Family Equity Act (<u>LIFE Act</u>) (Form I-817)	I-797C Notice of Action showing pending I-817
Parolee	Granted parole under INA 212(d)(5) and present in the United States as a parolee	Form I-94, Arrival Departure Record
Victims of Human Trafficking	Granted T nonimmigrant status	I-797 Notice of Action for approved Form I-914
Deferred Action for Childhood Arrivals	DO NOT FOLLOW USE THIS CHAPTER— PROCEED to CHAPTER FOUR	

* Refugees and asylees with pending adjustment applications under INA 209 are encouraged to travel on a refugee travel document, not advance parole, particularly if they do not possess a valid foreign passport.

Table 3

NON DACA Applicants Ineligible for Advance Parole

- Applicant's underlying application/petition has already been denied or administratively closed (including TPS);
- Applicant's TPS will expire before the return date;
- Applicant is in removal proceedings OR has a Final Order of Removal (customer must request from ICE);
- Applicant has a pending AOS or Legalization application and Entered Without Inspection (EWI);
- Applicant's pending AOS has an outstanding RFE (consult with SISO prior to denying I-131);
- Customer has NO pending application;
- J-1 non immigrants who are subject to the 2-year foreign residency requirement;
- U visa holders;
- TPS recipients whom have been issued a Notice to Revoke (NTR);
- Approved Asylees

NOTES:

- 1) Customers with *valid non-immigrant status and visa* (H1-B, H-4, L-1, L-2, K-3, K-4) **DON'T NEED AP** to travel abroad and return.
- 2) U.S. citizens and LPRs do not require AP to travel. U.S. citizens should consult the CBP website detailing Western Hemisphere Travel Initiative requirements; LPRs must be in possession of their PRC, Reentry Permit, or an SB-1 Visa (Returning Resident Visa) after travel abroad, depending upon their absence.

Chapter Four: Handling of DACA BASED Emergency AP in Field Offices

A. GENERAL

1. All requests for Advance Parole (AP) must be accompanied with an executed and signed Form I-131. The Form I-131 is collected by Field Offices prior to any determination of eligibility. The applicant must be advised that acceptance of the application does not guarantee that the request will be approved.

2. Filing fees will be collected in accordance with the process described in this chapter.⁴

B. INTAKE

1. Applicant appears at a Field office as a walk-in or via INFOPASS appointment, and with a request for emergency Advance Parole.
2. The Field Office will direct the applicant to complete Form I-131 to facilitate systems checks and to maintain the record of the request at the Field Office.

C. INITIAL PROCESSING

After the applicant completes Form I-131, the Field Office will conduct systems checks to determine if there is a pending or recently approved I-131 for the applicant.

1. If there is **NO pending I-131** for the applicant:

- Ask the applicant when he or she needs to travel.
 - If the applicant's travel is more than 90 days away, instruct him or her to file the I-131 with the appropriate Service Center.
 - If the applicant needs to travel within the next 90 days, collect fee and begin processing the Form I-131

2. If the Service Center has **already approved the I-131**, the Field Office will:

- Ask the applicant when he or she needs to travel.
 - If the applicant's travel is more than 10 business days⁵ away, advise him or her that the case has been approved and that he or she should receive the Advance Parole document within the next 10 business days.
 - If the applicant needs to travel within the next 10 business days:
 - Check CLAIMS to determine if the AP document has been produced. [The "valid from" date is the date it was produced. If CLAIMS does not show validity dates, the document has not been produced]; and
 - Inform the applicant whether the document has been produced. Advise the applicant that it is not known if it will arrive in time for their intended travel (it takes up to 10 business days from production to delivery); and
 - Allow the applicant to decide if he or she will wait for the AP document to arrive in the mail; and
 - If the applicant prefers not to wait for the AP document to arrive in the mail, then:
 - a) The applicant pays the I-131 fee;
 - b) The Field Office adjudicates the I-131 and, if approved, issues an I-512.

3. If the **I-131 is pending** at the Service Center, the Field Office will:

⁴ In general, when a Field Office issues a DACA recipient an Advance Parole document, the Field Office will collect the appropriate filing fee for the Form I-131, even if the applicant has filed an I-131 with a Service Center.

⁵ Business days are Monday-Friday; be sure to account for legal holidays when counting business days.

- Ask the applicant when he or she needs to travel.
 - If the applicant's travel is *more than 15 business days away*:
 - Email HQSCOPSDACA and the Nebraska Service Center and request expedited handling;
 - CC to: Scott A. Massey and Victoria Umoru at SCOPS;
 - Include information supporting the request for expedited handling, in the form of PDF files;
 - Advise the applicant that they will receive the AP within the next 15 business days.
 - If the applicant needs to travel *within the next 15 business days*:
 - Advise the applicant that it is not likely that the AP will be received in time for them to travel; and
 - Advise the applicant that if he or she would like the Field Office to adjudicate the I-131 that was just submitted in the Field Office, they will be required to pay the I-131 fee; and
 - If the I-131 fee is paid, adjudicate and, if approved, issue an I-512.
 - Note that the Service Center will also adjudicate the I-131 submitted to the SC, and if approved, issue an AP valid for multiple entries.

D. PROCESSING and ADJUDICATION of the FORM I-131

1. Required Documentation. Along with the fully executed and signed Form I-131 and fee the applicant must submit:
 - Proof of residence within the Field Office's jurisdiction;
 - Proof of Identity;
 - Valid Foreign Passport (and all passports that have been used to enter the United States); OR
 - Temporary Travel Documents issued by the applicant's native country;
 - Proof of current status and basic eligibility for Advance Parole [See Table 4, *DACA Eligibility and Proof of Eligibility*];
 - Proof of emergent need to travel (with English translation for any and all foreign documents), meeting DACA AP requirements [See Chapter 2.B]; and
 - Two recent passport-style photographs (a single entry AP document is created).
2. Adjudication. Once the Form I-131, fee (when required), and documentation have been submitted by the applicant, the Field Office will:
 - Determine Eligibility;
 - See Table 4, *DACA Based Eligibility and Proof of Eligibility*; and
 - See Table 5, *DACA Based Applicants Ineligible for Advance Parole*;
 - Conduct and gather required systems and background check information;
 - CLAIMS 3
 - CIS 9101
 - EOIR Screen (F11 from 9101)
 - CIS 9102

- **Conduct FBI Fingerprint Check**
 - If FPs are available for the underlying eligibility (application, petition, or request), and were collected less than 15 months prior, reuse the FPs.
 - If there are NO FPs collected less than 15 months prior, the applicant will be sent to the Applications Support Center (ASC) for FP collection;
 - (b)(7)(e) the Field Office will make a same-day appointment for the applicant.
 - **Conduct Check (hits must be resolved prior to adjudication)**
 - Conduct Customer Identity Verification (CIV) Customer Profile Management System (CPMS) IDENTity Verification Tool (IVT) check (hits must be resolved prior to adjudication). The results of IVT verification must be documented on the updated form [G-1221, Verification Worksheet](#).
 - NFTS (If the file is with FDNS, CARRP or ICE, contact the respective unit and consult with Supervisor before adjudicating the I-131.
 - Determine if the applicant’s need to travel meets the emergency Advance Parole requirements.
3. Approvals—processing Form I-512. If the DACA Based applicant meets all eligibilities, background check and requirements for emergency Advance parole, the Field Office will issue the AP:
- The Form I-512 issued will be a SINGLE ENTRY document.
 - The Form I-512 MUST contain the DACA AP language [See Table 6];
 - The Form I-512 will be issued for a validity period commensurate with the travel need, but *not to exceed a period of one year*.
 - If an applicant has an I-131 pending at a Service Center, he or she will also receive a Multiple Entry document from the Service Center.
 - If the applicant is waiting for a COMBO card from the Service Center, he or she will still receive the document.
 - The applicant’s photograph that is affixed to the *two copies of Form I-512 that are issued “To Alien,”* will be covered with the *Secure Forms Laminate*.
4. Updating CLAIMS and updating the case file. After making a decision (approval or denial) on the I-131, the Field Office will:
- Email the I-131 to the NBCFIELD email box (NBCFIELD@uscis.dhs.gov) so that CLAIMS can be updated with the receipt and other intake information;
 - Use the *NBC Action Request Coversheet*, which details the information to be sent to the NBC with the coversheet. Obtain the most current version of the coversheet from the NBC at NBCFIELD.
 - To update the DACA case file, notify SCOPS that the AP document has been issued, by sending PDF copies of the I-512 along with information submitted in support of the urgent AP request by Email to:
 - Email HQSCOPSDACA and the Nebraska Service Center and request expedited handling.
 - CC to: Scott A. Massey and Victoria Umoru at SCOPS.

Table 4 DACA BASED Eligibility and Proof of Eligibility for Advance Parole		
Program or Benefit	General Requirements	Proof of Eligibility
Deferred Action for Childhood Arrivals	<ul style="list-style-type: none"> The individual's request for DACA has been APPROVED; and Travel abroad is in furtherance of humanitarian, educational, or employment purposes 	I-797 or I-797D Notice of Action for approved I-821D

Table 5 DACA BASED Applicants Ineligible for Advance Parole
<ul style="list-style-type: none"> Applicant's underlying application/petition has already been denied or administratively closed); Applicant's underlying DACA request is pending; Applicant's DACA grant will expire before the return date; Applicant is in removal proceedings OR has a Final Order of Removal (customer must request from ICE; DACA recipients whom have been issued a Notice to Revoke (NTR);

Table 6 DACA BASED Language for Form I-512
<p>TRAVEL AUTHORIZATION: Presentation of the original of this document authorizes a transportation line to accept the named bearer on board for travel to the United States without liability under section 273 of the Immigration and Nationality Act (INA) for bringing an alien who does not have a visa.</p> <p>PAROLE: The named bearer of this authorization is an individual whose removal has been deferred under the Secretary of Homeland Security's June 15, 2012, memorandum authorizing Deferred Action for Childhood Arrivals (DACA). The named bearer departed the United States temporarily and intends to return to the United States. Presentation of the original of this document prior to _____ allows a Customs and Border Protection (CBP) Inspector and a port-of-entry to parole the named bearer, whose photograph appears on this authorization, into the United States based on the parole authority contained in INA 212(d)(5)(A).</p> <p>This authorization is valid for a single request for parole during the validity period noted above. The parole period shall not exceed one day from the date of parole at the port-of-entry. Please note: this document does not guarantee that a person will be paroled into the United States. CBP has discretion to deny a request for parole.</p>