



## SPECIAL REGISTRATION PROCEDURES FOR VISITORS AND TEMPORARY RESIDENTS

*The United States has a proud tradition of welcoming immigrants and visitors. This tradition is renewed and enriched by each and every law-abiding immigrant and visitor. Because of terrorist attacks that claimed the lives of thousands of Americans as well as nationals from many other countries, new regulations have been put into effect to help ensure the safety of all persons in the United States — citizens, residents, and visitors as well. We appreciate your understanding and cooperation in complying with the special registration procedures.*

### HOW TO COMPLY

Now that you have been fingerprinted and photographed, and interviewed about your plans during your stay in the United States, there are a few more special registration procedures that you must follow. Please take the time to read these instructions carefully. Keep them with you, as it is your legal responsibility to follow them.

- 1. If you remain in the United States for 30 days or longer, you must report in person to an INS office (a list is attached) between day 30 and day 40 and show that you are following your travel plans or the statement of intentions made when you entered;**
- 2. If you remain for more than 1 year, you must report in person to an INS office within 10 days of the anniversary of the date when you last were admitted to the United States and show that you are following your travel plans or statement of intentions made when you entered;**
- 3. If you change your address, your employer, or school after remaining in the United States for 30 days or more, you must notify the Immigration and Naturalization Service in writing within 10 days of the change;**
- 4. When you leave the United States (after October 1, 2002), you must appear in person before an INS inspecting officer at a designated port of departure (a list is attached) and leave from that port on the same day.**

This document provides additional information and helpful tips to make it easier for you to follow the special registration procedures.

## 30 DAY AND 1 YEAR INTERVIEWS

### Who must report for an interview?

At this time, anyone who has been fingerprinted and photographed at a United States port of entry on or after September 11, 2002, as part of the special registration procedures and who intends to stay 30 days or longer must report for an interview, unless they have applied for and received a waiver from an INS District Director.

A waiver of all or part of the special registration requirement(s) for up to one year may be requested in writing from an INS District Director. There is no form to request a waiver; a letter is sufficient. Examples of the circumstances that might warrant a waiver include: a representative of a foreign government who was issued a visitor's visa in lieu of a diplomatic visa, an individual who should be exempt from special registration but was registered in error (such as an individual traveling with a diplomat's visa), or emergent medical circumstances (such as those requiring hospitalization) during the interview period. If the waiver is not approved in writing before the interview period, you should appear for the interview.

If you have applied for asylum in the United States, but were registered when you entered, you must still appear for the 30 day and 1 year interviews until either your asylum application has been approved or you depart the United States.

### When must I report for the interview?

If you stay in the United States for 30 days or more, you must report to an INS office between day 30 and day 40 for the interview. For example, if you enter the United States on October 10, you should appear at an INS office between November 8 - 8. To determine the days when you should appear for your interview, fill out the following:

Date of entry: \_\_\_\_\_  
Day 30: \_\_\_\_\_  
Day 40: \_\_\_\_\_

If you stay in the United States for 1 year or more after your date of entry, you must report to an INS office for both the 30 day interview and an annual interview. Based on the example above, if you entered the United States on October 10, you would appear at an INS office for the 30 day interview and then again between October 10 - 19 of the following year. To determine your dates:

Month/Date of entry: \_\_\_\_\_  
Date of entry + 10 days: \_\_\_\_\_

If you stay in the United States for 2 or more years, you should report to an INS office between these dates each year.

You do not need an appointment for your interview; but you should come in the morning. You will be seen on the same day that you come in. Most INS offices are open Monday through Friday, except on Federal holidays. For your convenience, please call the National Customer Support Center toll-free (1-800-375-5283) to find out when a specific INS office is open for business.

### **Where must I go for an interview?**

You can go to the INS District or Sub-office closest to where you are located in the United States when the date for your interview occurs. A list of the District and Sub-offices is attached for your information. It is also available on the Internet at [www.IINS.usdoj.gov](http://www.IINS.usdoj.gov), and by telephone from the National Customer Service Center (1-800-375-5283 or TTY 1-800-767-1833 for the hearing impaired).

When you get to the INS office, let an INS employee or security guard know that you are there for a special registration interview. An INS Information Officer will request proof of identity, such as your passport, and then direct you to the officer who will conduct your interview.

### **What will happen at the interview?**

At the interview, you will be fingerprinted and photographed again to verify your identity. If necessary, you may bring someone to translate for you. You should bring your Form I-84 (Arrival - Departure Record) and any written documents available to show the interviewing officer that you are doing what you said you were going to do when you entered the United States. For example:

- If you are visiting the United States as a tourist, you could bring hotel receipts, ticket stubs from places that you have gone or transportation that you have used, credit card receipts in your name that indicate a city or state that you have visited, etc.
- If you are staying with friends or relatives, you could bring documents showing their name and address, such as a postmarked envelope or bill.
- If you are in the United States because of a job, you could bring a payroll stub, an employment contract, etc.
- If you are in the United States to go to school, you could bring your class schedule, official notification of your grade(s), your class or yearbook picture, student identification card, evidence of participation in extracurricular activities, etc.

For the purpose of the interview, it is in your favor to think creatively and to bring as much documentation as possible. You may also be asked additional questions of a national security or law enforcement nature.

At the end of the interview, if the officer is satisfied, your Form I-94 will be marked to indicate that you appeared for your 30 day (or annual) interview. The interviewing officer could also extend the interview and ask you to come back within 7 days with additional documentation, or ask that you be interviewed by another INS officer.

## **CHANGE OF ADDRESS/EMPLOYER/SCHOOL**

If you change your address, employer or school after you have been in the United States for 30 days or longer, you must notify INS by mail within 10 days of the change. You should use a Form AR-11 SR (Alien's Change of Address Card - Special Registration). A copy of the form is attached for your convenience. It is also available on the Internet at [www.INS.usdoj.gov](http://www.INS.usdoj.gov), by mail from the INS Forms Distribution Center (1-800-870-3979), and at INS District and Sub-offices.

When completing the form, you should:

- copy the F.N. (Fingerprint Identification Number) that was written on your I-94 (Arrival - Departure Record) either when you entered the United States or at your 30 day interview to the last line on the form where indicated, and
- mail to the address noted on the form.

While not required, it is to your benefit to keep a copy of your completed form and to request and keep a receipt to document the date on which you mailed the AR-11 SR and the address to which it was mailed.

## **DEPARTING THE UNITED STATES**

If you leave the United States after October 1, 2002, including visits to Mexico, Canada, or adjacent islands, you must notify INS on the date of your departure and leave through a designated port. If you do not report your departure, you may be denied admission to the United States at a later date. A list of the designated ports and instructions on where to register your departure is attached for your information. It is also available on the Internet at [www.INS.usdoj.gov](http://www.INS.usdoj.gov), and from the National Customer Service Center (1-800-375-5283 or TTY 1-800-767-1833 for the hearing impaired).

If you are just passing through the United States en route to another country and you are intending to depart from a non-designated port, your departure information will be collected during the arrival registration.

## **NON-COMPLIANCE**

**If you do not comply with the special registration requirements or other terms of your admission to the United States during your stay, you will be considered out of status. You may be subject to arrest, detention, fines and/or removal from the United States, and any future application for an immigration benefit from the United States may be impacted. Decisions will be made on an individual basis, dependent on the circumstances of each case.**

**For the most up-to-date information regarding Special Registration procedures, please consult the INS web page at [www.INS.usdoj.gov](http://www.INS.usdoj.gov).**