

# I-131 Travel Document Application

## Overview for Filing Form I-131

### ORDER#

PREPARED FOR

PREPARED ON

### Contact Us

786-551-1119

[support@citizenconcierge.com](mailto:support@citizenconcierge.com)

The printed application must be carefully reviewed by the applicant to ensure that each response accurately communicates the information intended for USCIS. Any mistakes or omitted information may result in delays or denial of the application. It is the applicants responsibility to review the prepared application, and Citizen Concierge will not be held responsible for application rejection or denial due to the applicants failure to review it.

If any changes need to be made to an answer after reviewing the application, the applicant may edit their response by logging into their account at [forms.Citizen Concierge.com](https://forms.CitizenConcierge.com). The Edit button next to the form under the "My Forms" tab should be clicked. The documents must be re-downloaded upon completion of changes. Filing instructions may be affected by the changes, and it is important to always re-download and review the filing instructions. If any issues arise during the revision of the form, additional support can be requested from Citizen Concierge.

### Signatures

Once you have finished reviewing the application and are confident that it has been accurately prepared, please sign and date it using black ink on Page 5, Part 8. Remember, original signatures in black ink are necessary for a valid application. The use of a photocopy of a signed application or a typewritten name as a signature will not be accepted. If you are under 18 years of age, your parent or legal guardian may sign the application on your behalf. When signing for a child under 18 years of age, you should write the childs name and then include By followed by your own signature.

### E-Notification (Form G-1145)

A Form G-1145, e-Notification of Application Acceptance, has been provided to you free of charge. This optional form allows you to receive a text message or email notification when your application is accepted by USCIS. To use this service, you should file the Form G-1145 along with Form I-131 according to the instructions provided in Step 4. If you do not wish to receive text message or email notifications, you may ignore the Form G-1145.

## **Filing Fee**

As an Adjustment of Status applicant, you do not need to pay a filing fee for this I-131 application provided that you:

If you are an Adjustment of Status applicant, you are not required to pay a filing fee for the I-131 application if the following conditions are met:

Your Form I-485 is still pending with USCIS at the time you submit your I-131 application, or you are submitting the I-131 application along with your I-485.

If these conditions are satisfied, you are exempt from paying the filing fee for your I-131 application.

??If you do not satisfy the conditions outlined above, you will need to include a payment of \$575 for the USCIS filing fee along with your Advance Parole Document application. Note that a biometrics fee is not required for this application. The payment should be made by check or money order drawn from a bank or financial institution located within the United States and payable in U.S. currency. The check or money order should be made payable to the U.S. Department of Homeland Security. If you prefer to pay the USCIS fees using a credit card, you may include Form G-1450, Authorization for Credit Card Transactions, with your application.

## **Government-Issued Photo ID**

You are required to provide a copy of a government-issued photo identity document that displays your photo, name, and date of birth. Examples of documents that could be considered acceptable include:

A copy of the front and back of your employment authorization card (work permit)

A copy of a valid government-issued driver's license

A copy of the biographic page(s) of your passport

## **Passport-Style Photos**

Provide two color passport-style photographs of yourself that are identical, which must have been taken within 30 days of submitting this application. The following requirements apply to the photos:

The photographs should be 2" x 2" in size

The height of your head should be between 1" to 1 3/8" from the top of your hair to the bottom of your chin

The height of your eyes should be between 1 1/8" to 1 3/8" from the bottom of the photo

If not required by a religious order of which you are a member, you should have a bare head with your face visible

The background should be white to off-white

The photographs should be printed on thin paper with a glossy finish

The photographs should not be mounted or retouched

Please write your name and Alien Registration Number (A-Number) lightly in pencil on the back of each photo. If you do not have an A-Number, please write your birthday. The photographs should have been taken within 30 days of submitting the application.

### **Evidence of Status**

If you are not filing Form I-131 concurrently with your Form I-485, you will need to provide a copy of your Form I-797C, Notice of Action, which shows that your Application to Adjust Status (Form I-485) has been accepted.

### **Certified Translations**

USCIS requires that any document containing foreign language must be accompanied by a complete and accurate English translation. The translator must certify that the translation is complete and accurate, and must also certify that they are competent to translate from the foreign language into English. To learn more about this requirement, please read about Certified Translations.

### **Urgent Need for Travel Document**

If you have an urgent need to obtain your travel document, you may have two options available: Expedited Processing or Emergency Travel Processing. Please note that Emergency Travel Processing is only available to Advance Parole applicants. Both options have the potential to process your request within a few days, although processing times may vary and could take longer in certain areas. It is important to carefully consider your situation and select the option that is most appropriate for your needs.

### **Option A: Expedited Processing**

- 1 To request expedited processing for your Application for Travel Document (Form I-131), you will need to write a cover letter that explains the reason for your expedited request. USCIS may expedite your application in certain situations, which include:

Severe financial loss to a company or person, such as a pending lawsuit

Emergency situations, such as an abrupt medical emergency that requires treatment abroad

Humanitarian reasons, such as a close family relatives illness

Nonprofit organizations whose request is in furtherance of the cultural and social interests of the United States, such as AmeriCorps

Department of Defense or National Interest Situation (Note: The request must come from an official U.S. Government entity and state that delay will be detrimental to the Government.)

USCIS error

Compelling interest of USCIS

Make sure to clearly explain the situation that qualifies you for expedited processing and provide any necessary documentation to support your request.

- 2 Gather documentation that supports your reason. Family health issues often account for many emergencies. Acceptable documents that could support your expedited request may include a fatality proof, hospital records, or a doctors letter.
- 3 Once you have gathered the necessary documentation, you can file your Form I-131, cover letter, filing fee, and supporting documents according to the mailing instructions provided. It is important to use an overnight delivery method, such as FedEx or UPS, to the courier address listed below for prompt delivery.
- 4 To track the status of your expedited request, it is recommended to contact the National Customer Service Center (NCSC) at 1-800-375-5283 one week after filing.

Severe financial loss to a company or person, such as a pending lawsuit

Emergency situations, such as an abrupt medical emergency that requires treatment abroad

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Department of Defense or National Interest Situation (Note: The request must come from an official U.S. Government entity and state that delay will be detrimental to the Government.)

Make sure to clearly explain the situation that qualifies you for emergency travel processing and provide any necessary documentation to support your request.

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Compelling interest of USCIS

### **Compelling interest of USCIS.**

To request emergency travel processing for your Advance Parole application, you will need to contact the National Customer Service Center (NCSC) at 1-800-375-5283 and request an appointment at your local USCIS office. During the call, you should explain that you have an urgent travel request and provide evidence to support your claim.

Completed and signed Form I-131

Correct filing fee

Evidence to support your emergency request, such as medical documentation or a death certificate

Two passport-style photos, as explained in Step 3

It is important to note that USCIS has discretion to approve emergency travel requests, and there is no guarantee that your application will be expedited. You will need to make a compelling case for why you require emergency travel processing.

If you decide not to request expedited processing or emergency travel processing, please use the instructions below:

When mailing your application, please use a 9" x 12" envelope or larger if necessary to accommodate your documentation, and write your return address in the upper left corner. In the event that there is an issue with delivering your application, the mail carrier will return it to this address.

To ensure USCIS processes your application efficiently, please organize your application package in the following order:

Cover letter (optional)

Form G-1145 (optional)

Form I-131

Supporting documents (items from Step 3)

Form I-765, Application for Employment Authorization

I-765 supporting documents

If you would like to mail your application via U.S. Postal Service (USPS), address the envelope to:

PO Box 660867

Dallas, TX 75266-0867

If you prefer to mail your application using a traceable courier service (FedEx, UPS or DHL), address it to:

USCIS

Attn: NFB (Box 660867)

2501 S. State Hwy. 121 Business

Suite 400

Lewisville, TX 75067-8003

Citizen Concierge suggests that you take your application package to a post office to ensure that you have included the proper postage and use certified mail or a courier service for delivery. It is important to keep your return receipt in a safe place, along with your other immigration-related paperwork.

## What You Should Know

**Traveling with Advance Parole:** When you have an Advance Parole Document and travel abroad, the Department of Homeland Security retains the authority to withdraw or terminate your document at any point, even while you are outside the United States. If your document is revoked or terminated, you may not be permitted to re-enter the United States unless you possess a valid visa or alternative travel document that enables you to enter and seek admission to the country.

Make sure to carefully review the following travel warning before submitting an application for an Advance Parole Document. For any kind of Advance Parole Document provided to you while you are in the United States:

Your ability to return to the United States may be affected even if you possess an Advance Parole Document and leave the country. If you choose to depart from and return to a U.S. port-of-entry using your Advance Parole Document, you will be considered an "applicant for admission" upon your arrival. This designation subjects you to scrutiny and examination by immigration officials, who may refuse to grant you admission if they determine that you are ineligible under any relevant provision of the Immigration and Nationality Act, such as sections 212(a) or 235, or any other pertinent U.S. law that concerns admission to the United States. In such cases, you may be subject to removal proceedings before an immigration judge or expedited removal proceedings as authorized by regulations and law.

As previously mentioned, receiving an Advance Parole Document does not automatically entitle you to parole and cannot guarantee that DHS will grant you entry into the United States upon your return. DHS will assess each instance of your return to the United States using an Advance Parole Document and exercise their discretionary authority to determine whether to grant you parole or not. If you are granted parole and enter the United States, you will still be considered an applicant for admission.

It is important to keep in mind that DHS reserves the right to cancel or withdraw your Advance Parole Document at any time, including while you are outside the United States. Additionally, DHS may revoke or terminate your parole upon your return to the United States in accordance with 8 C.F.R. 212.5. Even if you have already been paroled, the revocation or termination of your Advance Parole Document may prevent you from returning to the United States, unless you have a valid visa or other authorized travel document that permits you to enter and seek admission.

If DHS revokes or terminates your parole while you are present in the United States, you will be considered an unparoled applicant for admission. In this scenario, you may be subject to removal proceedings as an applicant for admission who is inadmissible under section 212 of the Immigration and Nationality Act, rather than as a deportable admitted alien under section 237 of the INA.

Moreover, if you have received deferred action under DACA, there are additional factors that you should consider:

It is strongly advised that you refrain from traveling outside the United States, even after USCIS or ICE has granted deferred action in your case under DACA, unless you have obtained an approved Advance Parole Document from USCIS. Failure to secure an Advance Parole Document may result in the automatic termination of your deferred action upon re-entry into the United States.

If you have obtained an Advance Parole Document and are paroled into the United States upon your return, your deferred action status will generally continue to be deferred until the date specified in the deferral notice given to you by USCIS or ICE, or until the decision to defer removal action has been terminated, whichever occurs first

If you have been ordered to be excluded, deported, or removed, leaving the United States without first having your exclusion, deportation, or removal proceedings reopened and administratively closed or terminated will result in you being considered excluded, deported, or removed, regardless of whether USCIS or ICE has granted deferred action in your case under DACA and you have been granted advance parole.

If you are present in the United States and apply for an Advance Parole Document, it may be denied if:

- 1 You are currently in a nonimmigrant status, such as J-1, that mandates a two-year foreign residence requirement as a condition of that status. However, if you were previously subject to this requirement but are now qualified to apply for adjustment of status to become a lawful permanent resident, USCIS may consider your application for advance parole.
- 2 You are currently involved in exclusion, deportation, removal, or rescission proceedings, except if you have received deferred action under DACA. In such cases, you may still request parole from ICE by contacting them at [www.ice.gov/contact/ero](http://www.ice.gov/contact/ero).

If you leave the United States before your Advance Parole Document is approved and issued, your application will be considered abandoned.

NOTE: This form should not be used if you are requesting release from immigration custody and intend to stay in the United States as a parolee. In such cases, you should reach out to your local ICE office to submit your request. Their contact information can be found at [www.ice.gov/contact/ero](http://www.ice.gov/contact/ero).

Department of Defense or National Interest Situation (Note: The request must come from an official U.S. Government entity and state that delay will be detrimental to the Government.)

Travel Alerts: Please note that in rare situations, you may not be able to obtain a Travel Document if a notice has been published in the Federal Register prohibiting the issuance of such documents for travel to the area you intend to visit. It is advisable to stay informed about travel advisories and warnings issued by the U.S. State Department by visiting their website at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

Form I-131 Edition: At Citizen Concierge, we always provide our clients with a valid edition of Form I-131

Form I-131. However, USCIS may occasionally update their forms, making previous editions invalid. If you are unable to file the form within four weeks of preparing it on Citizen Concierge.

We recommend verifying that it is still an accepted edition by checking the edition date in the lower-left corner of the form and comparing it to the accepted editions listed on the USCIS website at <http://uscis.gov/i-131>. If necessary, Citizen Concierge can provide you with a more recent edition of the form.

## Whats Next?

- 1 After submitting your Form I-131 application, you can expect to receive a Form I-797C, Notice of Action, from USCIS within a month. This document serves as proof that your application has been successfully filed.
- 2 Following this, USCIS will notify you in writing of the date and time of your biometrics appointment at your local USCIS Application Support Center (ASC).



At the biometrics appointment, you will be asked to provide your fingerprints, photograph, and signature for a background check. Note that applicants for an Advance Parole Document are not required to attend a biometrics appointment, and applicants who are either younger than 14 or older than 79 are exempt as well. However, if you are applying for a Reentry Permit or Refugee Travel Document, not attending a biometrics appointment may result in the denial of your application.

- 3 You will receive written notification of the decision on your Form I-131 application, which typically takes around 90 days to process. However, processing times may vary. You can check the status of your application on the USCIS website using the receipt number provided in your Form I-797C, Notice of Action

## Customer Service

Ensuring the accuracy of your USCIS paperwork and your complete satisfaction is our top priority. We encourage you to reach out to us if you require further assistance, and we offer a range of resources to support you.

Our online Knowledge Base is available at <https://citizenconciierge.org/> and contains useful information such as a sample cover letter, filing tips, and a list of common questions and answers.

For support inquiries, we recommend emailing us at [support@citizenconciierge.org](mailto:support@citizenconciierge.org) as this allows us to provide you with relevant resources and clear guidance on any change requests you may have.

If you prefer to speak with someone directly, we are available by phone Monday through Friday from 8 AM to 5 PM Pacific Time at 786-551-1119.