

U.S. Citizenship and Immigration Renewal Process

Reasons for these forms:

1. Client has an expired Green Card
2. Client has expired Permanent Resident Card

Where to go:

Go to: www.uscis.gov

Search for form: I-90 <http://www.uscis.gov/files/form/i-90.pdf>

- Select the PDF file, which is the actual application
- Print it out
- Must have client's Alien Registration number from expired card
- Have client fill the application out completely and sign it
- This application fee is \$450 unless you complete the I-912 form, which is a request to waive the fee (client must meet certain criteria to qualify for fee waiver)

Search for form: I-912 <http://www.uscis.gov/USCIS/files/form/i-912.pdf>

- Select the PDF file, which is the application for fee waiver
- Print it out
- Have client fill the application out completely and sign it
- Client must have proof they are receiving some sort of state assistance (i.e. food stamps, ABD, MCS, HEN)
- A copy of their DSHS award letter must be included
- Write a letter for your client on agency letterhead explaining why your client should qualify for the fee waiver
- Make copies of all forms/letters that are being sent

Send forms to:

USCIS

P.O. Box 21262

Phoenix, AZ 85036

What's next?

- Client receives notification letter from USCIS that their application was received and that they must appear at the Application Support Center on a specific day/time. It is noted in

bold on this letter that if your client fails to show for their scheduled appointment their application will be considered abandoned and denied.

- This appointment is a Biometrics screening (finger prints, questions, and a photo)
- Show up half hour before appointment is scheduled to begin
- If you are attending this appointment with your client you must know that you are not allowed to use your cell phone at all, not even have it out. You are also not allowed to speak for your client on their behalf. During the Biometrics interview, your client must do this alone.
- Your client will be given a temporary card with a new expiration date, which is 10 years from the date of issue
- A permanent card will arrive in the mail within a month or two