

INSTRUCTIONS
Form I-695

COMPLETE APPLICATION

Items 1-11

Type or print in block letters, in ink, all information requested in items 1 through 11.

Item 12. Explanation.

Type or print in block letters, in ink, the reason a new document is needed. If information on the original was incorrect when it was issued, or has since changed, provide that information as it appears on the original. If the original has been destroyed, lost, or stolen, explain how you believe that happened and provide the date (or approximate date) you believe the incident occurred. If the space provided in block 12 is not adequate, attach an additional sheet.

Item 13.

Applicant must sign and date item 13.

Item 14.

If the person preparing this form is other than the applicant, that person must sign and date item 14.

SUBMIT ALL of the following, **IN PERSON**, with this application to the Immigration Legalization Office having jurisdiction over your place of residence:

DOCUMENT, if the document previously issued to you was mutilated.

CASHIER'S CHECK OR MONEY ORDER, in the amount of \$15.00, made payable to the "U.S. Immigration and Naturalization Service." This fee is for filing the application and **MAY NOT BE REFUNDED**. (Applicants residing in the Virgin Islands make cashier's check or money order payable to "Commissioner of Finance of the Virgin Islands." Applicants residing in Guam make cashier's check or money order payable to "Treasurer, Guam.")

PHOTOGRAPHS (2), taken within 30 days of the date of this application. Photographs must have a white background, be glossy, unretouched, and not mounted; dimension of facial image should be about one inch from chin to top of hair, and should be $\frac{3}{4}$ frontal view showing right side of face with right ear visible. Use pencil or felt pen to lightly print your name on the back of **EACH** photograph, **AS IT IS TO APPEAR ON THE REPLACEMENT DOCUMENT**.

PENALTIES: Severe penalties are provided by law for knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of this application. Also, a false representation may result in the denial of this application and any other application you may make for any benefit under the immigration laws of the United States.