



# USCIS Form 1 i- account an Immigration Account for Individuals to Open an i - account

## Instructions

Our mission at USCIS is to adjudicate immigration benefits and administer the immigration and citizenship laws of the United States. Our focus is on you as our customer. To serve you better, in 2006 we began using a new series of accounts-

<b>for Individuals: the i-account</b>	<b>for Employers: the e-account</b>
<b>for Representatives: the r-account</b>	<b>for Certifiers: the c-account</b>

**If you want to file an application with USCIS, in most instances you will first need to open an i-account.** If you want to file an application to sponsor another person, before you file the application you will need to create an i-account, and so will the person you want to apply to sponsor.

### Who does not need to create an account before they file an application or petition.

- **Certain nonimmigrants.** You do not need to create an i-account now if:
  - You are outside the U.S., you have been in the U.S. for less than 365 days in the past 5 years, and either:
    - you do not need to file an application with us or have a petition on your behalf approved by us before you apply for a visa and enter the U.S.; or
    - your prospective employer is filing USCIS Form 60 seeking to employ you as a temporary worker for one year or less in one of the following nonimmigrant categories - H2A, H2B, O, P or Q.
  - You have been in the U.S. for less than 365 days in the past 5 years and are only seeking to extend your stay as a 'B' nonimmigrant visitor, and your total stay, with extension, will be no more than 6 months.
- **If you are already a Permanent Resident.** To make your transition to the new i-account easier, if you became a Permanent Resident without an i-account, you do not need to open one just to file a USCIS form 20 for permanent resident services. You will, however, need to open an i-account if you choose to apply for any other services, such as to naturalize and become a U.S. citizen.

### The i-account is not itself a benefit.

Creating an i-account does not itself give you a benefit or a right to remain in the U.S. Your account simply lets USCIS interact with you as a customer.

### There is a filing fee to open an i-account.

- If you are outside the U.S. the fee is \$30 for account set-up.
- If you are in the U.S. the fee is \$100 because when we set up your account we will schedule a biometrics appointment for you, and will conduct background checks.

### Will I have to submit any documents when I open an i-account?

Yes, if you have ever been arrested or convicted of a crime you will need to submit certified disposition records. Depending on your answers, you may have to submit certain other material when you set up your account. You will not have to submit evidence relating to eligibility for an immigration benefit or service as part of setting up your account. You will submit that material when you file an actual application.

**Can I file an application when I open my i-account?**

Yes. If you open your account on our website, you can immediately file applications. If you open your account by mail, you can mail applications for benefits along with your form 1 to open an i-account. However, you can also choose to open your account in advance of filing an application. While we will not give you any preliminary sense of eligibility for any particular benefit, it will mean that the necessary background checks will be run before you file, which should limit any delays that those checks might otherwise cause.

**What if I have questions?**

These instructions are designed to answer most common questions. If you have questions after you read them, just check our website or call customer service.

**Once you have an i-account, you must keep your account information up to date on our website.**

We will use your i-account information to communicate with you. If your i-account information is not accurate, you will fail to receive important notices from us about pending cases.

**Opening an i-account.**

**If you are outside the U.S.**, you must open your i-account on our website. You can then file an application from outside the U.S. by following the procedures described on our website.

**If you are in the U.S.** you must open your i-account on our website, and then similarly e-file any application.

**Filing out form 1.**

This section is designed to help you if you are filling out your form 1 on paper. Please use **capital** letters. If an item does not apply, just write "N/A" or "NOT APPLICABLE" unless the instruction says do something else. Below is a guide to help you fill out each section of the form.

**Part 1.****Section 1.1 - Your name and core information**

- **Legal Name - Family Name** (last name), **Given Name** (first name) and **Middle Names** - If your last name has two parts, such as a hyphenated name with both your parents names, print or type your entire last name in the block the same as you usually sign your name. If your name has legally changed or you are correcting your name, please put your current legal name here, and also be sure to make the appropriate changes to Section 3.1 of this form.
- **i-account number** - Since you are setting up your account skip this entry for now. It will be assigned as you go through the account set-up process.
- **A-number** - This is also commonly called an "A-number." Most are 9 digits. If you believe you have a second A#, use the drop down box for additional space.
- **U.S. Social Security number** - If you have one, enter it here. If you do not, write 'None'.
- **Date of Birth** - Give your date of birth as month-day-year, using numbers. For example, May 4, 1979 is 05-04-1979.
- **Place of Birth** - Enter the place where you were born.
- **Birth Certificate Number** - Enter the number from your birth certificate, if it has a number.
- **Gender** - Indicate whether you are male or female.
- **Are you a citizen of the United States?** Check the appropriate box.

- **If you are not a U.S. citizen -**
  - **Country of Citizenship-** give the name of the country of which you are a citizen.
  - **Your national I.D. number, if any, issued by that country -** give the number, if any.
  - **Any other countries of which you are a citizen -** if you are dual citizen of other countries other than the one you named above, list them here.
- **Do you have a valid passport?** Check the appropriate box. Unless you checked "No," provide the requested information from your passport.
- **How well do you read English?** Check the box that best describes your ability.
- **How well do you speak English?** Check the box that best describes your ability.
  - If you said "not well" or "not at all" to the questions about reading and speaking English, give your primary language.
- **Do you have a driver's license issued in the U.S.?** Check the appropriate box.
  - If "Yes," give the license number and the state, district or territory which issued it.
- **Your highest education and degree earned -** check the appropriate box.
- **Your current employment status -** check all that apply.
- **Visa numbers, Boarder Crossing numbers, SEVIS numbers, INS receipt numbers -** provide as much information as you can concerning all previous Immigration Records information.

### Section 1.2 - Contact Information.

Giving us this information helps us reach you. If you don't have an e-mail address or some of the phone numbers, leave these fields blank.

- **Father's and Mother's USCIS i-account #'s -** If you are under the age of 16 and living and traveling with one or both parents who have account numbers, enter them here. You can then skip to Section 3. We will use the contact information from your parent's account.
- **E-mail address -** Enter your e-mail address if applicable.
- **Do you agree for USCIS to contact you primarily using this e-mail address?** Check the appropriate box. If you choose "Yes" it will speed our communications to you. But remember to keep your account carefully up to date to reflect any change in your e-mail address.
- **Preferred contact phone number -** enter the phone number at which you can be contacted. If you have several numbers, enter the one at which you would prefer to be contacted. Enter the country code if not in U.S., area code, number and any extension.
- **Home phone number -** enter your home telephone number if different from your preferred contact phone number.
- **Mailing addresses -**
  - **U.S. mailing address -** If you are now in the U.S. give your U.S. mailing address. If your name is not listed as a resident with the U.S. Postal Service, please give the name of the person who is the listed resident in the "In Care Of" block.
  - **Foreign mailing address -** If you are now outside the U.S. give your complete foreign mailing address.

- **Current actual physical address** - Check the appropriate box if your current actual physical address is the same as your mailing address.
- If you used a Post Office box as a mailing address, or if your physical address is different from your mailing address, give your current complete physical address.
- **Lived at current residence** - enter the date you started living at your current physical residence as month, day, year.

## Part 2.

You must complete Part 2 if you are not a U.S. Citizen or Permanent Resident.

### Section 2.1 - Your Education History.

If you have a college degree at the bachelor's level or above, provide the information about each degree, starting with the most recent. Add additional degree information by clicking on [add another degree](#).

For each degree, give the information requested about the kind of degree, major or specialty, year received, and the name and address of the college or university from which you received the degree.

If you think there is a potential that you may seek status at some point based on an offer of employment, you can use the remarks block to summarize any other academic credentials you believe might be relevant. This can include awards, degrees below the bachelor's level and technical training.

### Section 2.2 - Your Employment History.

Beginning with your current employer and working backward, give the requested information about each employer with whom you worked 6 months or more during the past 5 years. Remember, however, if you have had more than 3 jobs lasting 6 months or more within the past 5 years, you must open your account on our website.

For each job lasting 6 months or more, give the following -

- **Employer Name** - enter your employer's name. If a company or organization, give the company or organization name. If an individual was your actual employer, give the individual's name.
- **If U.S. Employer** - enter the Employer tax I.D. number, shown on your W-2 tax statement.
- **Address** - put your employer's complete address.
- **Last job title** - enter your job title or position title.
- **Briefly describe job duties** - in the limited space provided summarize your job duties, such as accountant, farm worker, or sales clerk.
- **Hours typically worked per week** - give a reasonable estimate, with full-time in the U.S. being 40 hours a week.
- **High annual salary** - enter your highest yearly salary you earned while working for this employer. Round to the nearest thousand U.S. dollars.
- **Employed from** - enter the date your started working for this employer.
- **Employed to** - select **still employed** if appropriate, or give the date you stopped working for this employer.

In the remarks block summarize any other employment during the past 5 years that lasted less than 6 months. If you think there is a potential that you may seek status at some point based on an offer of employment, you can also use the remarks block to summarize any older employment you believe might be relevant.

## Part 3.

All registrants must complete Part 3 except where otherwise indicated.

### Section 3.1 - Other Names Used.

- **Your Name as it appears on your Birth Certificate** - If your name on your birth certificate is the same as your current legal name that you gave in Section 1.1 just check the box and go on to the next question. Otherwise give your Last Name, First Name and Middle Name as they appear on your birth certificate.
- **Have you ever used another name?** This includes any name you may have used other than your current legal name and your name as shown on your birth certificate. It includes names used before marriage and names used overseas. However, you do not need to include nicknames unless Government documents were issued in the nickname or you were arrested under the nickname.
  - If you answer "No," skip to section 3.2.
  - If you answer "Yes," you must list each variation, showing the Last Name, First Name and Middle Name that you used. Click on [add names](#) to record other names used.

### Section 3.2 - Arrests and Criminal Records.

This section must be completed by all registrants **except for U.S. citizens**. The section asks about any arrests and convictions. For this section, unless an incident was alcohol or drug related, you can leave out traffic fines and incidents that did not involve an actual arrest if the only penalty was a fine of less than \$500 and/or points on your drivers license.

However, other than this exception, you must report every arrest and conviction regardless of whether your case was sealed, expunged or otherwise stricken from the court record, and regardless of whether by a civil or military court.

- **Have you ever been charged, arrested or convicted of any offense** - Remembering to note what you can exclude above, Check the appropriate box.
  - If you answer "No," skip to Section 3.3.
  - If "Yes," go onto the next question, which is "How many times have you been charged, arrested and convicted." If more than 2, you must open your account on our website. If your answer is either "1" or "2," provide the requested information about each arrest. In addition, for each charge, arrest or conviction, you must submit official disposition records with your request to open your account. Your account will not be complete, and thus no benefit can be provided, unless you submit disposition records for each incident or proof they are unavailable.
- **For each incident /arrest /conviction** - give the requested summary information, working backward from your most recent arrest.
- **Date arrested** - enter the date of your most recent arrest.
- **Arrested by** - enter the name, the city, state or province, and country of the arresting authority.
- **Disposition** - check the appropriate box.
- **Date of final disposition** - enter the date of the final disposition of this case if you indicated it was no longer pending.
- **If convicted** - enter the court docket number and the total sentence imposed at conviction. Then, if you have been released, enter the number of years and months you were actually incarcerated.
- **If you were not incarcerated** - select the appropriate checkbox.
- **If fined** - enter the monetary amount of any fine that was imposed in U.S. dollars.

**Section 3.3 - Conduct and Intentions.**

Answer each question in this section **unless you are a U.S. Citizen**. For every question that you answer with a "Yes," you must explain in the remarks block on the next page. You can also enclose more complete explanations and documentation. Label each page or document you attach with the question it pertains to in Section 3.3.

If you are an alien and you answered "Yes" to any question in this section, you may be inadmissible and removable from the U.S. See Form 77, Waiver of Inadmissibility, for information about inadmissibility and waivers.

**Section 3.4 - Prior Addresses.**

Complete this section if you are 16 or older. Work backwards from the current address you listed in Section 1.2 and give each address as which you resided 6 months or more during the past 5 years.

For each address, give the full address, and the dates you lived there. If the first address block is a current address in addition to that which you listed in Section 1.2 because you are maintaining 2 addresses, check the box provided.

**Part 4.**

You can skip Part 4 if you are only seeking nonimmigrant status that will let you stay for a total of one year or less.

**Section 4.1 - Marriage.**

- **Have you ever been married** - Check the appropriate box. If never married, then skip to section 4.3.
- **Are you married now?** Check the appropriate box.
- **How many times have you been married** - Check the appropriate box. If more than twice, you must open your account on our website.
- **Current or most recent husband or wife** - Give the following about your current or most recent marriage -
  - **Legal Name** - Last Name (family name), First Name (given name) and Middle Name.
  - **Name as shown on the Marriage Certificate if different.**
  - **USCIS i-Account number** - enter your spouse's i-account number, in known.
  - **A-number.**
  - **U.S. Social Security number** - if none, wrote none.
  - **Date of Birth** - Give your spouse's date of birth as month/day/year.
  - **Date of Marriage** - the date you married this person.
  - **Married at** - enter the City, Town or Village, State or Province, and Country where this marriage occurred.
  - **Citizenship of Spouse** - Enter this husband or wife's country of citizenship.
  - **If not a U.S. Citizen** - Check the appropriate box to indicate whether this husband or wife was a Permanent Resident.
- **Are you still Married to this person** - Check the appropriate box.
  - If "No," give the date the marriage ended, check the box to indicate how it ended, and give the place it ended.

**Section 4.2 - Prior Marriages.**

Enter the requested information about your prior marriages. The questions are similar to those about your current or most recent marriage.

**Section 4.3 - Your Children.**

This section asks about your children. While immigration law has a specific definition of a 'child', for the purpose of this section list all your children, regardless of age or marital status.

- **How many children do you have** - check the appropriate box. If 3 or less, complete the following about each child.
- **Legal Name - Last Name** (family name), **First Name** (given name) and **Middle Name**.
- **Name as shown on the Birth Certificate** - if your child has had a name change since birth, and the birth certificate shows a different name than your child's present name, enter the name as shown on the birth certificate.
- **USCIS i-account number**.
- **A-number**.
- **U.S. Social Security number**- if none, write none.
- **Birth Certificate number** - If your child's birth certificate has a certificate number or registration number enter it in this block.
- **Date of Birth** - give your child's date of birth as month/day/year.
- **Gender** - check the appropriate checkbox to indicate the sex of this child.
- **Born at** - enter the City, Town or Village, State or Province, and Country of your child's birth.
- **Citizenship** - enter the current country of citizenship for this child.
- **Basis of your parentage** - check the appropriate box.
  - If you select **Stepparent** or **Adoptive Parent** enter the date of the marriage that established your relationship as a stepparent or the date of the adoption.
- **If the child is under the age of 21, do you have custody of the child?** Check the appropriate box.
- **Is this child now living with you?** Check the appropriate box.

**Section 4.4 - Your Parents.**

Complete this section if you are under 21, or if you or your parents are seeking to immigrate to the U.S.

- **Information about your Mother**
  - **Name - Last Name** (family name), **First Name** (given name) and **Middle Name**.
  - **Your Mother's Maiden Name** - Your mother's last name when she was born.
  - **Date of Birth** - enter your mother's date of birth as month/day/year.
  - **Citizenship** - enter the name of the country of which she is a citizen.
  - **Is she living or deceased?** Check the appropriate box. If deceased, enter the date she died.
  - **USCIS i-account number**.

- **A-number.**
- **Is your mother your:** Check the appropriate box. If your stepmother, enter the date she married your father; if your adoptive mother, enter the date you were adopted.
- **Information about your Father**
  - **Name - Last Name** (family name), **First Name** (given name) and **Middle Name.**
  - **Date of Birth** - enter your father's date of birth as month/day/year.
  - **Citizenship** - enter the name of the country of which he is a citizen.
  - **Is he living or deceased?** Check the appropriate box. If deceased, enter the date he died.
  - **USCIS i-account number.**
  - **A-number.**
  - **Is your father your:** Check the appropriate box. If your stepfather, enter the date he married your mother; if your adoptive father, enter the date you were adopted.

## Part 5.

### Section 5.1 - Preparer Information.

If someone helped you with your application, they must complete Part 5.1 and sign it **before** you file.

- If an attorney, or an authorized representative of EOIR (the Executive office of Immigration Review), they should check the box provided and enter their r-account number.
- If any other kind of preparer, they must enter their name and answer the remaining questions.

Whether an attorney, other qualified representative, or some other kind of preparer, the person must then sign by typing their name in the signature block and enter the date they signed the form. Parents and Guardians are permitted to open accounts on behalf of the individuals they are legally responsible for. Parents or legal guardians should sign their own name in the space provided in the "Your signature" section and then note the relationship to the individual on whose behalf they are signing (i.e. "John Doe [which is the name of the parent or guardian, not the name of the child or ward], [parent/legal guardian]").

### Section 5.2 - Designation of Representation

If you have an attorney or other qualified person representing you, provide the information about them.

### Section 5.3 - Your signature, attestation, and authorization of representation

Read the certification, type in your full legal name and date your application. By doing this you take full responsibility for the accuracy of all the information you provide, including all supporting documents.

## Finish opening your account.

As part of opening your account you will need to pay the filing fee described on page 1.

- If you e-file, you can pay by credit card or debit card.
- If you file on paper, you can pay by credit card, debit card, check or money order.
  - If you choose to pay by check or money order -
    - It must be from a bank or other institution in the U.S., and must be payable in U.S. dollars.
    - Make it out to "U.S. Citizenship and Immigration Services" (please spell this out) unless you live in the U.S. Virgin Islands or Guam -
      - If you live in the U.S. Virgin Islands, make your check out to: Commissioner of Finance of the Virgin Islands.
      - If you live in Guam, make your check out to: Treasurer, Guam.
    - Staple your check or money order to the bottom right front of your application.

**Please note:** A filing fee cannot be refunded.

Checks will automatically be converted to an electronic funds transfer (EFT). This means your account will be charged within 24 hours. The charge will show on your regular statement, but you will not get the cancelled check back. If an EFT cannot be completed due to insufficient funds, we may try to make the transfer up to two times. If an EFT cannot be processed for technical reasons, your paying by check authorizes us to use a copy of your check in place of the original.

Payment is subject to collection. If your payment bounces, we will stop processing, and you will have to pay both the filing fee and a service charge.

Include any required certified disposition records of arrests and convictions and other required materials when you mail your application. If you open your account on our website, follow the instructions there to submit these materials.

Completing all the relevant portions of the account opening form, and submitting certified disposition records and other required materials is considered initial evidence. If your request to open an account is missing required initial evidence, we may reject your request or we may give you a limited opportunity to submit the missing information and material. However, if we do give you this opportunity to correct the deficiencies, any relating application will be placed in suspense and processing will begin over when we receive your reply.

## Other processing information.

**Privacy Act Notice** - We ask for the information on this form and for the associated evidence so we can determine your eligibility for the benefit you are seeking. Application 20 processes are generally described in 8 CFR 1203, 1225 and 1304. We do provide certain information you give us to other government agencies.

**Paperwork Reduction Act Notice** - Although immigration laws are often complex, we try to create forms and instructions that are easy to understand and that impose the least possible burden in terms of the information and evidence required. For this application we estimate that on average it will take a customer 10 minutes to learn about our account process; and 30 minutes to get the form, get ready to file and complete the form, for a total average time of 40 minutes.

If you have comments about the accuracy of this estimate or suggestions to make this form simpler, you may write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, D.C. 20529. ***(Do not mail your completed application to this address.)***

**Our commitment -**

We are committed to customer service, and to helping you receive benefits and services to which you are entitled. But you must prove your eligibility. To do so you may have to submit documents and other evidence. You must certify that your application and all the information and evidence are true and correct. Your certification extends to everything you submit while we process your case.

While we are committed to service, we are also committed to making sure people only receive benefits and services to which they are entitled. We will deny an application that involves false documents, misrepresentations of facts, or other fraud. Every person involved may also lose the right to current and future immigration benefits and services, and may also face severe penalties, criminal and/or civil prosecution, fines and/or imprisonment. We take fraud very seriously, and may prosecute to the fullest extent of the law.