



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services Division

Federal Investigations Notice

Notice No. 07-02

Date: February 9, 2007

Subject: Verification of Immigration/Citizenship Status

The U.S. Office of Personnel Management's Federal Investigative Services Division (OPM-FISD) will attempt to verify the citizenship or immigration status of foreign-born individuals when such verification is a required component of the requested investigation or when specifically requested by the agency. Prior to December 2004, OPM used the Central Index System (CIS) developed by the Immigration and Naturalization Service to verify immigration or citizenship status. After December 2004, OPM began using the Systematic Alien Verification of Entitlements (SAVE) program maintained by the Department of Homeland Security (DHS) for verification.

The SAVE Program

The SAVE program is an intergovernmental information-sharing initiative designed to assist agencies in determining an individual's immigration status to ensure that only entitled applicants receive public benefits. The SAVE program relies on a system of databases containing over 60 million records. OPM accesses the web-based SAVE system through on-line inquiries that search records of the U.S. Citizenship and Immigration Services (USCIS). For more information on USCIS, please refer to <http://www.uscis.gov/portal/site/uscis>.

Processing Searches Through SAVE

SAVE provides two options for verifying citizenship and immigration information: the Initial Verification and the Additional Verification. OPM may use one or both options depending on the information provided on the investigation forms and the results of the initial search. Successful searches through SAVE are contingent upon the subject providing an accurate alien registration number, naturalization certificate number or citizenship certificate number on the investigation form. Agencies should validate this information before submitting the investigation request to OPM.

Initial Verification

OPM will attempt the Initial Verification through SAVE when an eight or nine-digit alien registration number is provided. There are six possible responses that may result from this search:

- Lawful Permanent Resident – Employment Authorized
- Temporary Resident – Temporary Employment Authorized
- Asylee – Employment Authorized
- Refugee – Employment Authorized
- United States Citizen
- Institute Additional Verification

The results will appear on the printout OPM generates from the SAVE program. The results will appear in the “System Response” field of the “Initial Verification Results” section. When the “Institute Additional Verification” response is received, OPM will initiate the Additional Verification search. The SAVE printout is forwarded to the agency with the completed investigation.

Additional Verification

OPM will conduct the Additional Verification through SAVE when the response from the Initial Verification indicates doing so or when an alien registration number with less than eight or nine digits is provided on the investigative forms. In these instances, the Additional Verification search will be attempted with the provided alien number, the naturalization certificate number and/or the citizenship certificate number. Additional identifying data on the subject of the search is also required: the last name, first name, middle name, date of birth and place of birth; and if available, the date and port of entry. The Additional Verification search option also asks for the I-94 number (Arrival/Departure Record). This number is not requested on the investigation form, but it can be beneficial for search purposes if obtained from the subject. The search results include:

- Lawful Permanent Resident
- Conditional Resident
- Asylum
- Refugee
- Parolee
- Cuban
- Haitian
- Conditional Entrant
- Non-Immigrant
- Resubmit Doc
- U.S. Citizen

The result will be shown in the “DHS Response” field of the SAVE result sheet. The definitions of the responses are available as provided from the SAVE Glossary (see attached).

SAVE Results and the Case Closing Transmittal (CCT)

The responses generated through the SAVE system will indicate whether the individual is a U.S. citizen, a non-citizen with a verified immigration status, or when no determination can be made. If the SAVE program determines the person is not a U.S. Citizen as claimed, the item result will be "Issues." All other searches resulting in a verification from the SAVE system will be shown as "Record" on the CCT.

Note that the subject of the search may be a foreign-born subject, relative, or cohabitant, depending on the type of investigation requested, and the same data requirements apply.

"Resubmit Doc: (Need Copy Original)" Results

If no result can be obtained, the SAVE system will return a result of "Resubmit Doc: (Need Copy Original)." This may occur when no record can be found on the individual based on the information provided or the information provided does not match exactly with the information in the SAVE program. The system is requesting that a photocopy of the individual's pertinent immigration or naturalization documents be submitted to USCIS for analysis using the G-845 form (*Document Verification Request*). OPM does not have the information needed to complete this form. However, in some instances, OPM may conduct field work (see below) or the agency may provide additional information in an attempt to conduct another search of the SAVE program. If you have PIPS access, you will see an item result of "RI" (Record Inconclusive) on the Case Activity Transmittal Screen (CATS) when a verification cannot be obtained through SAVE. The RI is used for SAVE results of "Resubmit Doc."

Field Verification by OPM

When SAVE search results are inconclusive, OPM will conduct field work at local USCIS offices or courts when possible to confirm the immigration/naturalization status on the subject of an investigation when verification is needed to satisfy case coverage requirements. The results of this fieldwork will be reported as a "GENL" (general) item.

Further Verification by Agencies

Agencies may attempt further verification of citizenship/immigration status by completing the G-845, *Document Verification Request*, and submitting it directly to the USCIS via U.S. mail to: Attn: Status Verification, DHS, 300 N. Los Angeles Street, Los Angeles, CA 90012. The form is available at <http://www.uscis.gov/files/form/g-845.pdf>.

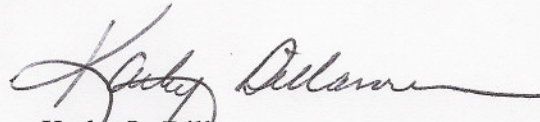
Results Provided to the Agency

A *General Request for Investigative Information* (INV Form 40) and a report from the SAVE program will be provided to the agency for each individual on whom a SAVE search was conducted. It is important that the results are reviewed by the agency for

pertinent historical immigration/naturalization information regarding the subject of investigation. For example, when a non-citizen has been issued a visa, the search results confirming the subject's legal immigration status will reflect the date the visa expires in the "Date Admitted To" field. Review of this information is critical in determining if the subject is in the U.S. illegally (i.e., the visa has expired) or if the visa will soon expire.

Agencies should review the results of the SAVE search as part of their adjudicative processes. If you have questions about the search or results, please contact an OPM Program Specialist at (703) 603-0442.

It is the responsibility of the agency to determine an applicant's eligibility for employment. For information on citizenship verification as it pertains to the hiring process, please refer to Federal Investigations Notice No. 03-01, *Citizenship and Birth Verification during the Hiring Process*.



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Inquiries:	OPM-FISD, Agency Liaison Group, (703) 603-0442
Code:	732, 736, Executive Order 12968
Distribution:	SOIs, SONs
Notice Expires:	When superseded.

Attachment

SAVE Glossary

Alien - Any person not a citizen or national of the United States.

Asylee - An alien in the United States or at a port of entry who is found to be unable or unwilling to return to his or her country of nationality, or to seek the protection of that country because of persecution or a well-founded fear of persecution. Persecution or the fear thereof must be based on the alien's race, religion, nationality, membership in a particular social group, or political opinion. For persons with no nationality, the country of nationality is considered to be the country in which the alien last habitually resided. Asylees are eligible to adjust to lawful permanent resident status after one year of continuous presence in the United States. These immigrants are limited to 10,000 adjustments per fiscal year.

Conditional Resident - Any alien granted permanent resident status on a conditional basis (e.g., a spouse of a U.S. citizen; an immigrant investor), who is required to petition for the removal of the set conditions before the second anniversary of the approval of his or her conditional status.

Cuban/Haitian Entrant - Status accorded 1) Cubans who entered illegally or were paroled into the United States between April 15, 1980, and October 10, 1980, and 2) Haitians who entered illegally or were paroled into the country before January 1, 1981. Cubans and Haitians meeting these criteria who have continuously resided in the United States since before January 1, 1982, and who were known to Immigration before that date, may adjust to permanent residence under a provision of the Immigration Control and Reform Act of 1986.

Nonimmigrant - An alien who seeks temporary entry to the United States for a specific purpose. The alien must have a permanent residence abroad (for most classes of admission) and qualify for the nonimmigrant classification sought. The nonimmigrant classifications include: foreign government officials, visitors for business and for pleasure, aliens in transit through the United States, treaty traders and investors, students, international representatives, temporary workers and trainees, representatives of foreign information media, exchange visitors, fiancé(e)s of U.S. citizens, intracompany transferees, NATO officials, religious workers, and some others. Most nonimmigrants can be accompanied or joined by spouses and unmarried minor (or dependent) children.

Lawful Permanent Resident (LPR) - Any person not a citizen of the United States who is residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant. Also known as "Permanent Resident Alien," "Resident Alien Permit Holder," and "Green Card Holder."

Parolee - A parolee is an alien, appearing to be inadmissible to the inspecting officer, allowed into the United States for urgent humanitarian reasons or when that alien's entry is determined to be for significant public benefit. Parole does not constitute a formal admission to the United States and confers temporary status only, requiring parolees to leave when the conditions supporting their parole cease to exist. Types of parolees include:

1. *Deferred inspection*: authorized at the port upon alien's arrival; may be conferred by an immigration inspector when aliens appear at a port of entry with documentation, but after

preliminary examination, some question remains about their admissibility which can best be answered at their point of destination.

2. *Advance parole*: authorized at an USCIS District office in advance of alien's arrival; may be issued to aliens residing in the United States in other than lawful permanent resident status who have an unexpected need to travel and return, and whose conditions of stay do not otherwise allow for readmission to the United States if they depart.
3. *Port-of-entry parole*: authorized at the port upon alien's arrival; applies to a wide variety of situations and is used at the discretion of the supervisory immigration inspector, usually to allow short periods of entry. Examples include allowing aliens who could not be issued the necessary documentation within the required time period, or who were otherwise inadmissible, to attend a funeral and permitting the entry of emergency workers, such as fire fighters, to assist with an emergency.
4. *Humanitarian parole*: authorized at USCIS headquarters or overseas District Offices for "urgent humanitarian reasons" specified in the law. It is used in cases of medical emergency and comparable situations.
5. *Significant Public Benefit Parole*: authorized at USCIS headquarters **Office of International Affairs** for "significant public benefit" specified in the law. It is generally used for aliens who enter to take part in legal proceedings when there is a benefit to the government. **These requests must be submitted by a law enforcement agency.**
6. *Overseas parole*: authorized at an USCIS District or suboffice while the alien is still overseas; designed to constitute long-term admission to the United States. In recent years, most of the aliens USCIS has processed through overseas parole have arrived under special legislation or international migration agreements.

Refugee - Any person who is outside his or her country of nationality who is unable or unwilling to return to that country because of persecution or a well-founded fear of persecution. Persecution or the fear thereof must be based on the alien's race, religion, nationality, membership in a particular social group, or political opinion. People with no nationality must generally be outside their country of last habitual residence to qualify as a refugee. Refugees are subject to ceilings by geographic area set annually by the President in consultation with Congress and are eligible to adjust to lawful permanent resident status after one year of continuous presence in the United States.

Temporary Resident - See Nonimmigrant.