



# U.S. Customs and Border Protection

## I-94 Automation

March 2013

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

OMB No. 1651-0111

Admission Number *Welcome to the United States*

0 0 0 0 0 0 0 0 0 0

### I-94 Arrival/Departure Record - Instructions

This form must be completed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit.

Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.

This form is in two parts. Please complete both the Arrival Record (Items 1 through 13) and the Departure Record (Items 14 through 17).

When all items are completed, present this form to the CBP Officer.

Item 7 - If you are entering the United States by land, enter LAND in this space. If you are entering the United States by ship, enter SEA in this space.

CBP Form I-94 (10/04)

Admission Number

OMB No. 1651-0111

0 0 0 0 0 0 0 0 0 0

### Arrival Record

1. Family Name	
2. First (Given) Name	3. Birth Date (Day/Mo/Yr)
4. Country of Citizenship	5. Sex (Male or Female)
6. Passport Number	7. Airline and Flight Number
8. Country Where You Live	9. City Where You Boarded
10. City Where Visa was Issued	11. Date Issued (Day/Mo/Yr)
12. Address While in the United States (Number and Street)	
13. City and State	

CBP Form I-94 (10/04)

Departure Number

OMB No. 1651-0111

0 0 0 0 0 0 0 0 0 0

### I-94 Departure Record

14. Family Name	
15. First (Given) Name	16. Birth Date (Day/Mo/Yr)
17. Country of Citizenship	

CBP Form I-94 (10/04)

See Other Side

STAPLE HERE



U.S. Customs and Border Protection

# I-94 Automation Overview

- CBP is undergoing efforts to streamline the inspection process, increase officer efficiency and reduce operating costs in order to provide better services and a more welcoming environment for visitors coming to the United States. One effort is the automation of Form I-94 in the air and sea environments.
- Regulations require a paper form to be provided to travelers arriving via air and sea. The paper form is processed at the ports of entry, collected and then shipped to London, KY for manual data entry.
- CBP currently obtains all the data elements found on the paper Form I-94 through CBP and other law enforcement data bases.
- On March 27, 2013, CBP published an Interim Final Rule (IFR) in the Federal Register. The IFR expands the definition of Form I-94 to include electronic means, allowing CBP to create an electronic admission record.
- The IFR also adds the CBP admission stamp to the list of alien registration forms found in 8 CFR 264.1.



# Operational Overview

- The IFR becomes effective 30 days after publication. CBP will begin implementation of automation across the ports of entry on April 30, 2013.
- Once automation is implemented, travelers arriving in the air and sea environments will no longer be provided a paper form I-94. Instead, an electronic admission record will be created.
- All travelers requiring an I-94, will be provided a properly annotated admission stamp in their travel document.
- CBP recognized that Form I-94 is widely used by DHS components and external stakeholders. To address this need, CBP established an I-94 website, wherein a traveler can access their admission number.



# Implementation Schedule

- Implementation will begin on April 30, 2013 at five pilot ports of entry and will continue to the remaining ports of entry over a total of four weeks.

## Week 1 (4/30)

- Charlotte Douglas International Airport, Orlando International Airport, Las Vegas Airport, Chicago O'Hare and Miami International Airport

## Week 2 (5/7)

- Major Air and Sea Ports within the following field offices: New York, Boston, Buffalo, Baltimore, Detroit, Atlanta, Tampa, Puerto Rico, Miami, Chicago, New Orleans and Houston

## Week 3 (5/14)

- Major Air and Sea ports within the following field offices: Pre-Clearance, San Francisco (includes Hawaii and Guam), Tucson, El Paso, Seattle, Portland (includes Alaska), Los Angeles, San Diego and Laredo

## Week 4 (5/21)

- All remaining airports and seaports



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# I-94 Web Application Overview

- The I-94 Web Application has been designed to provide travelers with the I-94 number that is assigned by Customs and Border Protection (CBP) upon entrance to the United States.
- Travelers can access the I-94 Web Application at [www.CBP.gov/I94](http://www.CBP.gov/I94) using an Internet-enabled device.
- Help is integrated into the interface using calendars, drop down boxes, and roll-over text.



# Entering Information

- Information should be entered as it appears on the visa. If the visa is not accessible, use the information as it appears on the biographic page of the passport used to enter the United States. The following information is required to retrieve an Admission (I-94) number:
  - Family Name
  - First (Given) Name
  - Birth Date
  - Passport Number
  - Country of Issuance
  - Date of Entry
  - Class of Admission



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# Get I-94 Number (1 of 3)



**U.S. Customs and Border Protection**  
Securing America's Borders

OMB No. 1651-0111  
Expiration Date: 04/30/2015

Get I-94 Number | **I-94 FAQ**

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### Admission (I-94) Number Retrieval

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#### Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on your visa. If you do not have a visa, use the information as it appears on the biographic page of the passport you used to enter the United States.

\*See our [Privacy Policy](#) regarding our request for your personal information.

**Family Name:**

**First (Given) Name:**

**Birth Date (MM/DD/YYYY):**  [select](#)

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**Passport Number:**

**Country of Issuance:**

**Date of Entry (MM/DD/YYYY):**  [select](#)

**Class of Admission:**

**Note:** For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1651-0111. The estimated average time to complete this application is 4 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE, Washington DC 20229.



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# Get I-94 Number (2 of 3)



## U.S. Customs and Border Protection

Securing America's Borders

OMB No. 1651-0111  
Expiration Date: 04/30/2015

[Get I-94 Number](#) | **I-94 FAQ**

### Admission (I-94) Number Retrieval

#### Get I-94 Number

The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on your visa. If you do not have a visa, use the information as it appears on the biographic page of the passport you used to enter the United States.

\*See our [Privacy Policy](#) regarding our request for your personal information.

**Family Name:**

**First (Given) Name:**

**Birth Date (MM/DD/YYYY):**  [select](#)

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**Passport Number:**

**Country of Issuance:**

**Date of Entry (MM/DD/YYYY):**  [select](#)

**Class of Admission:**

**Note:** For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1651-0111. The estimated average time to complete this application is 4 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE, Washington DC 20229.



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# Get I-94 Number (3 of 3)



**U.S. Customs and Border Protection**  
*Securing America's Borders*

OMB No. 1651-0111  
Expiration Date: 04/30/2015

[Get I-94 Number](#) | [I-94 FAQ](#)

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**Admission (I-94) Number Retrieval**

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**Admission (I-94) Record Number: 69001333663** [Print](#)

**Admit Until Date (MM/DD/YYYY): 08/24/2013**

Details provided on Admission (I-94) form:

Family Name:	Testing
First (Given) Name:	Monday
Birth Date (MM/DD/YYYY):	05/06/1985
Passport Number:	123000456
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	03/13/2013
Class of Admission:	B1

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▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.



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# Tips on Entering Information (1 of 2)

- **Family Name** – Enter the family name as it appears on the visa under the Family Name or Surname field. If there is not a visa in the passport, use the surname on the biographic page of the passport used to enter the United States.
- **First (Given) Name** – Enter the first (given) name as it appears on the visa under the First or Given Name field. If the visa is not available, use the first (given) name as it appears on the biographic page of the passport used to enter the United States. Do not include middle names, nicknames, or titles.
- **Passport Number** – Enter the passport number as it appears on the passport biographic page. The passport number may contain numbers and/or letters. Be sure to distinguish between the two. Some commonly confused characters are the number zero (0) and letter ‘O’ and the number one (1), and the letter ‘I’.



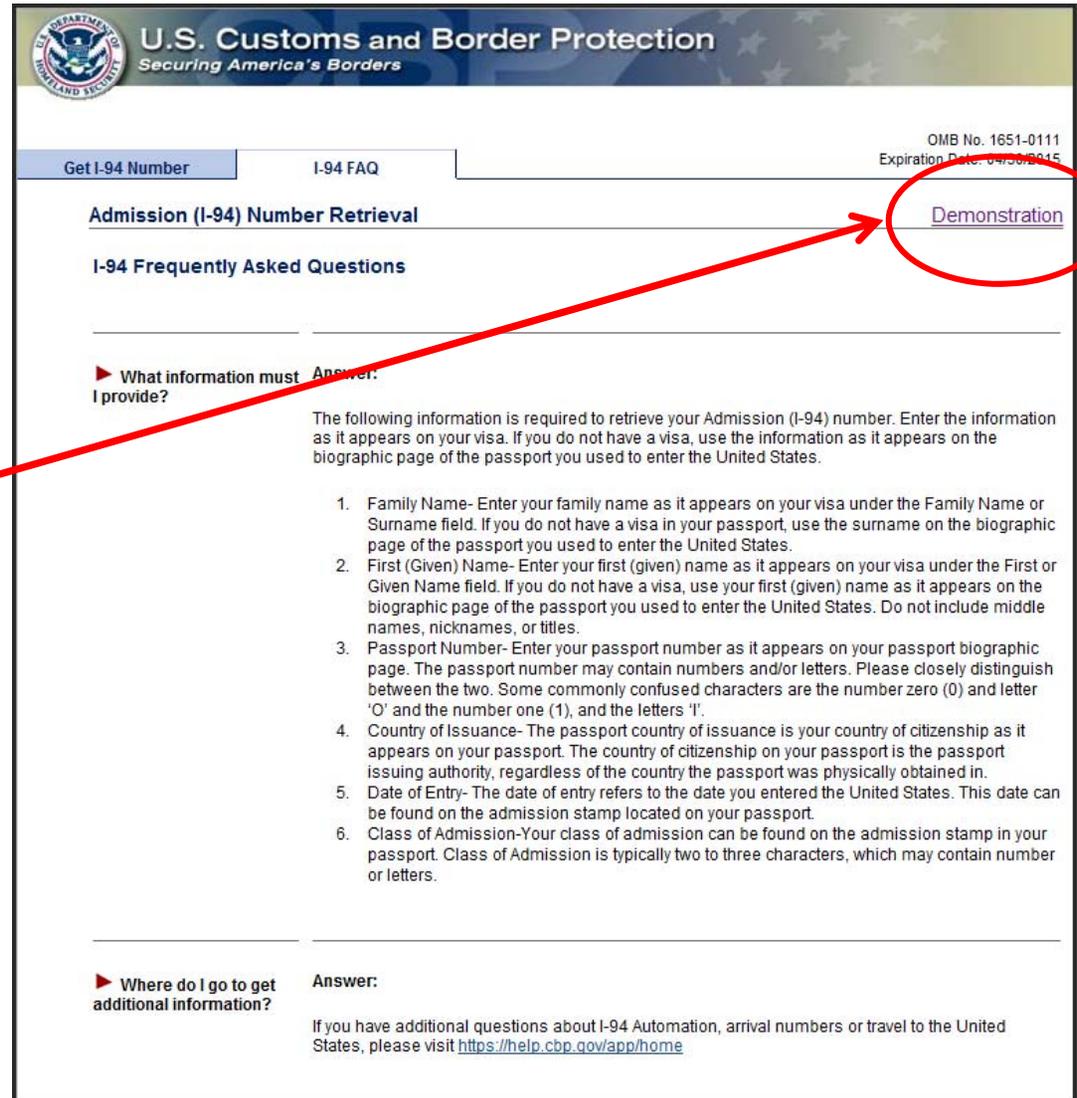
# Tips on Entering Information (2 of 2)

- **Country of Issuance** – Passport country of issuance is your country of citizenship as it appears on your passport. The country of citizenship on your passport is the passport issuing authority, regardless of the country the passport was physically obtained in.  
**Birth Date** – Enter the birth date in the MM/DD/YYYY format or use the calendar option to select the date.
- **Date of Entry** – The date of entry refers to the date you entered the United States. This date can be found on the admission stamp located on your passport.
- **Class of Admission** – Your class of admission can be found on the admission stamp in your passport. Class of Admission is typically two to three characters which may contain number or letters.



# Additional Help

Refer to the I-94 Web Application Demonstration on the I-94 FAQ tab for more information



The screenshot shows the U.S. Customs and Border Protection website. At the top, there is a header with the department's logo and the text "U.S. Customs and Border Protection Securing America's Borders". Below the header, there are two tabs: "Get I-94 Number" and "I-94 FAQ". The "I-94 FAQ" tab is selected. In the top right corner, there is a small box containing "OMB No. 1651-0111" and "Expiration Date: 04/30/2015". Below the tabs, there is a section titled "Admission (I-94) Number Retrieval" with a sub-section "I-94 Frequently Asked Questions". A red arrow points from the text on the left to a link labeled "Demonstration" in the top right corner of the page. Below the "I-94 Frequently Asked Questions" section, there are two questions and answers. The first question is "What information must I provide?" and the answer is "The following information is required to retrieve your Admission (I-94) number. Enter the information as it appears on your visa. If you do not have a visa, use the information as it appears on the biographic page of the passport you used to enter the United States." followed by a list of six items: 1. Family Name, 2. First (Given) Name, 3. Passport Number, 4. Country of Issuance, 5. Date of Entry, and 6. Class of Admission. The second question is "Where do I go to get additional information?" and the answer is "If you have additional questions about I-94 Automation, arrival numbers or travel to the United States, please visit <https://help.cbp.gov/app/home>".



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# Resources

- For additional or unanswered questions
  - Please contact the CBP Help Desk: <https://help.cbp.gov>
  - Please visit the CBP site: [www.cbp.gov/xp/cgov/travel/](http://www.cbp.gov/xp/cgov/travel/)
- A recording of this webinar is available:
  - <http://studyinthestates.dhs.gov/webinars>
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