

Form I-94, Entry and Departure Record

DEPARTMENT OF HOMELAND SECURITY
 U.S. Customs and Border Protection OMB No. 1651-0111
 Admission Number *Welcome to the United States*

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

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

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

All non-immigrant visitors entering the United States with a visa must complete Form I-94 (white form). Normally, this form is obtained before arrival from your transportation carrier.

Upon arrival in the U.S., you must submit the completed Form I-94 to a Customs and Border Protection (CBP) officer at the port of entry when applying for admission.

Once you have been admitted into the United States, the CBP officer will retain the arrival portion of Form I-94; the departure portion of Form I-94 will be returned to you, along with your passport.

During your stay in the United States, you should be in possession of your passport and Form I-94 at all times. When departing from the U.S., you must turn in your Form I-94, either directly to CBP or to your transportation carrier.

It is your responsibility to ensure that your Form I-94 is turned in so your departure is properly documented. Failure to turn in a Form I-94 when leaving the U.S. can create a serious problem.

**Failure to turn in your Form I-94
Departure Record when you leave the United States
can create serious problems.**

Without this record of your departure, you could be identified in our records as an “overstay.” Being identified as an “overstay” means that you could be denied re-entry into the United States. If you failed to turn in your Form I-94, please send it, along with documentation proving you left the United States, to:

**ACS Inc.
1084 South Laurel Rd
London KY 40744
USA**

Documentation proving that you left the United States can include the boarding pass from your flight, or copies of stamps in your passport showing when you entered another country.

If the above-mentioned office does not have any documentation to support your claim that you left the United States on a certain date, there is no guarantee that your departure will be recorded. You are strongly urged you to keep a copy of what you send to ACS Inc. and to carry it with you the next time you travel to the United States.