



UNITED STATES MISSION TO THE UNITED NATIONS

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The United States Mission to the United Nations presents its compliments to the Permanent Missions and Permanent Observer Offices to the United Nations and has the honor to provide guidance on recent changes to the I-94 arrival /departure record and the effect on Permanent Mission and Permanent Observer Office staff.

United States Customs and Border Protection (CBP) recently announced that the Form I-94 Arrival/Departure Record will be automated to streamline the admissions process for individuals lawfully visiting the United States. The overall purpose and contents of the Form I-94, which provides international visitors evidence they have been lawfully admitted to the United States will remain unchanged. CBP began implementation of the automation of the Form I-94 in the New York area ports of entry on May 7, 2013.

The Host Country Affairs Section of the United States Mission to the United Nations will, nonetheless, require a hard copy Form I-94 (available: www.cbp.gov/I94) from all Permanent Mission and Permanent Observer Office staff and dependents when changes of visa status and registrations are requested. Permanent Mission and Permanent Observer Office staff should print the form as per the instructions provided on the CBP website and submit the form with their passport and other pertinent documentation to the United Nations Protocol and Liaison

Services for processing of change of status and registrations. For visa renewals and extension of stay requests, print the electronic Form I-94 and submit supporting documents to the Host Country Affairs Section of the United States Mission to the United Nations. Permanent Mission and Observer Mission staff, who has an incorrect, lost, stolen or mutilated I-94 issued before automation of the form, may continue to contact the United States Mission to the United Nations for assistance.

Dependents applying separately from the principal applicant must submit copies of the principal applicant's visa and front and back of the principal applicant's paper Form I-94, in addition to the requirements listed above. If the principal applicant entered the U.S. after the automation of Form I-94, and his/her Arrival/Departure Record was created electronically, a photocopy of his/her admission stamp can be provided to the family member applying separately. Alternatively, the principal applicant may obtain a paper Form I-94 at www.cbp.gov/I94 and provide it to the family member applying separately.

Please refer to the following websites for further guidance on the I-94 Automation:

http://www.cbp.gov/xp/cgov/travel/id_visa/i-94_instructions/i94_rollout.xml and

http://www.travel.state.gov/visa/temp/types/types_1280.html.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions and Permanent Observer Offices to the United Nations the assurances of its highest consideration.