



**UNITED STATES MISSION TO THE UNITED NATIONS  
NEW YORK**

May 7, 2013

HC-41-(S)-13

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

U.S. 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 U.S., will remain unchanged. CBP will implement 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, continue to require the hard copy Form I-94 (available: [www.cbp.gov/I94](http://www.cbp.gov/I94)) from all United Nations staff and dependents. United Nations staff should print the form as per the instructions provided on the CBP website and provide the form -- with their passport and other pertinent documentation -- to the United Nations Travel and Transportation Services for processing. United Nations staff who have an incorrect, lost, stolen, mutilated, or destroyed I-94

issued before automation of the form, may continue to contact the United States Mission to the United Nations for assistance.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurances of its highest consideration.