

Chapter 5

Systematic Alien Verification for Entitlements (SAVE)

User Guide

Introduction

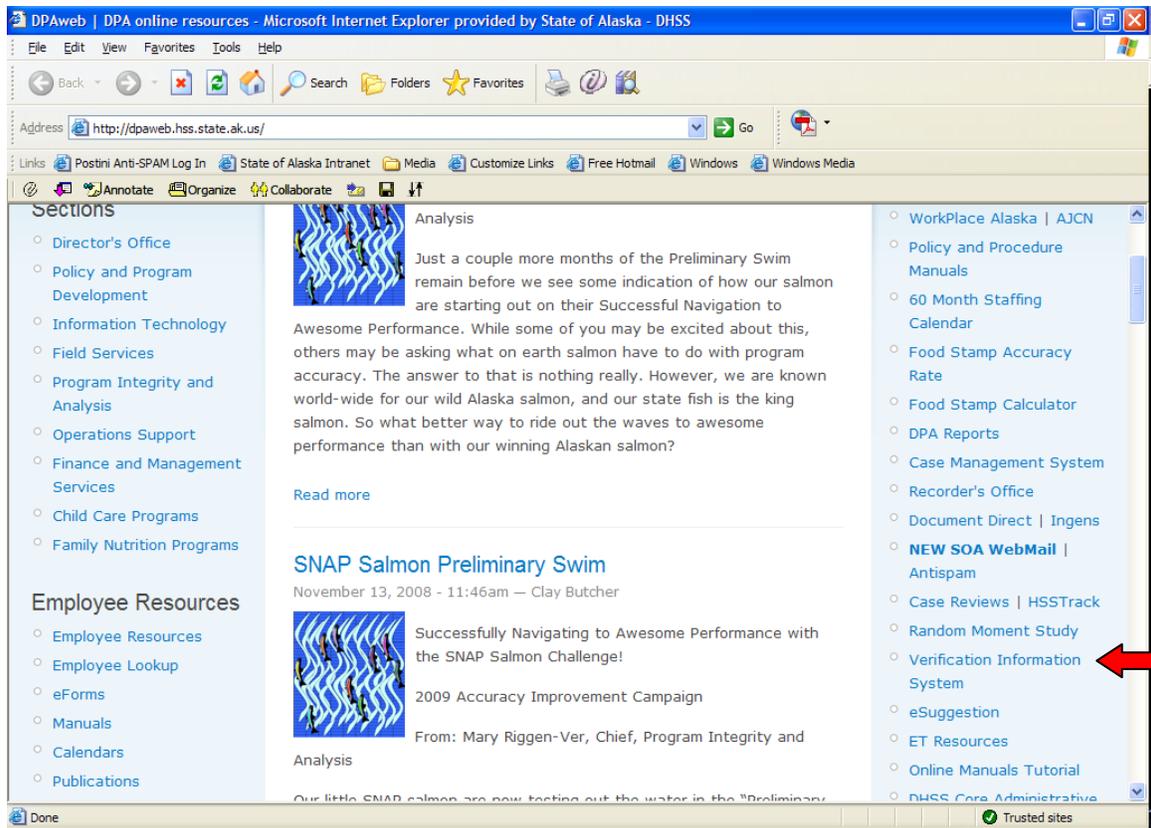
The System Alien Verification for Entitlements (SAVE) is a system by which the U.S. Citizenship and Immigration Services (USCIS) verifies the immigration status of aliens applying for benefits under the Temporary Assistance, Food Stamps and Medicaid programs.

Verification of alien status through SAVE is required for each individual who is applying for benefits from these programs, or who is being added to a recipient household. All verification done through SAVE must be clearly documented in the case record.

The alien's documents must correspond to the SAVE response to verify their eligibility for these public assistance programs.

Sign-On Instructions

Access Internet Explorer and go to <http://dpaweb.hss.state.ak.us/> (DPA WEB). Find Quick Links, click Verification Information System.



This will open up to the U.S. Citizenship and Immigration Services, Verification Information System Logon.

Check the "I agree" button and click Next.

U.S. Citizenship and Immigration Services

SAVE

SIGN IN

SYSTEM USE AGREEMENT

WARNING - You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

Paperwork Reduction Act
An agency may not conduct or sponsor a collection of information, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at five minutes per response, including the time for reviewing instructions and completing and submitting the request. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2020. OMB No. 1615-0101. This approval expires 01/31/15. Do not mail your verification requests to this address.

Privacy Act
The information provided by this system is subject to the Privacy Act of 1974 (5 U.S.C. § 552a) and must be protected from unauthorized disclosure or secondary uses. In accordance with the Privacy Act, the information collected and provided to authorized agencies pursuant to this system is covered by the System of Records Notice "DHS/USCIS - Systematic Alien Verification for Entitlements Program System of Records" September 21, 2011, 76 FR 58525.

By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.

I agree

Next

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Enter your Username and Password. Click Submit to continue. If you do not have access to SAVE, please contact your supervisor.

This will take you to the SAVE Home Page.

U.S. Citizenship and Immigration Services

SAVE

SIGN IN

WELCOME

Enter your username and password. *Indicates a required field.

Username

Password

[Forgot your Password?](#)
[Forgot your Username?](#)

Submit

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Click Initial Verification or Initiate Case.

U.S. Citizenship and Immigration Services

SAVE

Initiate Case Search Cases Profile Reports Help Sign Out

SAVE Offers FREE Training and Resources

Take a free SAVE webinar!
View SAVE guides and fact sheets under Resources

QUICK LINKS

- Initial Verification
- Search Cases
- Resources
- Contact Us

Agency: Alaska - Department of Human and Social Services (HWAK) | Department: Field Services (03)

PROGRAM ANNOUNCEMENTS

New USCIS Parole Programs: the Haitian Family Reunification Parole (HFRP) and the Central American Minors (CAM) Parole Program.
11/03/2015
[The Haitian Family Reunification Parole \(HFRP\) and the Central American Minors \(CAM\) Parole Program](#)
USCIS has implemented two new parole programs: the Haitian Family Reunification Parole (HFRP) and the Central American Minors (CAM) Parole Program. The HFRP Parole Program offers parole to certain... [Read more](#)

SAVE is Transitioning to the New Versions of the Form G-845 and Form G-845 Supplement
09/28/2015
On June 16, 2015, USCIS posted the new Form G-845 and G-845 Supplement on its website. Both forms will be valid until May 31, 2018. **Agencies that do not use the electronic system and verify status using the paper-based Form G-845s should now use the new Form G-845.** Any agency that requests... [Read more](#)

Department of Homeland Security Designates The Republic of Yemen for Temporary Protected Status
09/08/2015
Effective September 3, 2015, the Department of Homeland Security designated the Republic of Yemen (Yemen) for Temporary Protected Status (TPS). The TPS designation is effective September 3, 2015 through March 7, 2017. Under section 244(b)(1)(B) of the Immigration and Nationality Act (INA), 8 U.S.C.... [Read more](#)

[View All](#)

Select the document presented by the applicant. Click the Next button to continue. Select “Other” if the document is not listed or provided.

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SAVE

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INITIATE CASE

DOCUMENT TYPE

Select the document presented by the applicant. *Indicates a required field.

| | |
|--|--|
| <input type="checkbox"/> I-551 (Permanent Resident Card) | <input type="radio"/> Naturalization Certificate |
| <input type="checkbox"/> I-766 (Employment Authorization Card) | <input type="radio"/> Certificate of Citizenship |
| <input type="checkbox"/> I-94 (Arrival/Departure Record) in Unexpired Foreign Passport | <input type="checkbox"/> I-571 (Refugee Travel Document) |
| <input type="checkbox"/> I-94 (Arrival/Departure Record) | <input type="checkbox"/> I-327 (Reentry Permit) |
| <input type="checkbox"/> Unexpired Foreign Passport | <input type="checkbox"/> Machine Readable Immigrant Visa (with Temporary I-551 Language) |
| <input type="checkbox"/> I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) | <input type="checkbox"/> Temporary I-551 Stamp (on passport or I-94) |
| <input type="checkbox"/> DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status) | <input type="checkbox"/> Other (Select If Document Not Listed) |

[Next](#)

Enter the applicant's information, including the Alien Number. The Alien Number cannot include letters and must be 9 numbers. If the client's Alien Number is not 9 numbers include Zeros (0) in the front to make 9 numbers. Then select the program(s) the client is applying for and click Next to process the Initial Verification.

Note: All fields marked with a red (*) asterisk must be complete to continue.

By clicking on the “Question Mark” (?) next to the field for help, a separate window displays, providing instructions on how to locate Alien/USICS number and card number on Permanent resident card (I-551).

HELP

ALIEN/USCIS NUMBER AND CARD NUMBER ON FORM I-551

There are a number of Permanent Resident Cards, Form I-551, currently in circulation. Please reference the sample pictures below for details.

HOW DO I LOCATE THE ALIEN/USCIS NUMBER (A#) ON A PERMANENT RESIDENT CARD OR A RESIDENT ALIEN CARD?

The Alien/USCIS Number is typically located on the center of the document, directly above "Alien/USCIS Number." This applies to versions issued prior to 2004. Other examples may list this number after "A Number" or "INS A#" for those cards introduced in 2004 and later. The Alien/USCIS Number is circled in red on each sample below.

The space provided for the Alien/USCIS Number consists of a nine-digit field. If the Alien/USCIS Number provided is less than nine digits, you must provide leading zeros. The letter "A" is not used when providing this number.

Example: A72 735 827 should be input as 072735827

HOW DO I LOCATE THE CARD NUMBER (A#) ON A PERMANENT RESIDENT CARD?

Form I-551 (Apr 2010)

The I-551 Permanent Resident Card has been redesigned. State-of-the-art technology incorporated into the new card prevents counterfeiting, obstructs tampering, and facilitates quick and accurate authentication. The card is once again colored green.

SAVE users should be aware of the following differences between the new I-551 and the previous design:

- The **Alien/USCIS Number** (commonly referred to as the "A" number or Registration Number) is **now identified on the face of the card as the "USCIS #."**
 - Note that the USCIS# is not preceded by an "A".
 - Note that the Alien/USCIS Number is identified on the back of the card as well.
- The new I-551 separates the surname (last name) from the given name (first name) under separate headings.
- The card number is located on the back of the card instead of the front.

Valid I-551s currently in circulation, including those that were issued without expiration dates, should still be accepted. The new I-551 will gradually replace the previous design as expired cards are renewed and new ones issued.

WHAT IF MY RESIDENT ALIEN CARD DOESN'T HAVE A CARD NUMBER?

Resident Alien Cards that were issued prior to December 1997 **do NOT** have a Card Number (samples below). When an employee provides a Resident Alien Card without a Card Number, enter AAA and 10 zeros (AAA0000000000) into the Card Number text entry box. This will enable the system to continue the verification process.

If the user does not correctly enter data into the required fields, the system returns the Applicant Information page displaying an Error Message: "One or more fields are in error. Please make the following corrections." Enter or correct the required fields and click Next to display the Information Confirmation page.

U.S. Citizenship and Immigration Services **SAVE**

[Initiate Case](#) [Search Cases](#) [Profile](#) [Reports](#) [Help](#) [Sign Out](#)

INITIATE CASE

APPLICANT INFORMATION

One or more fields are in error. Please make the following corrections:

- Required Date of Birth must be a valid date in the format of MM/DD/YYYY.
- Required Alien/USCIS Number must be exactly 9 digits. Commas are not allowed.
- Required Card Number must be exactly 3 alphabetic characters [A-Z] followed by 10 digits [0-9].
- Required Requested Benefits must be selected.

Enter document information. *Indicates a required field.

Selected Document Type
I-551 (Permanent Resident Card)

Name

Last Name * ? First Name * ? Middle Initial

Date of Birth (mm/dd/yyyy)
 *

Document Information

Alien/USCIS Number * ? **Card Number** * ?

Doc. Expiration Date (mm/dd/yyyy)

Requested Benefit(s)*

Food Stamps Medicaid TANF

Additional Request(s)

Request Affidavit of Support Data ? Request Grant Date ?

The next page is the Information Confirmation. Before submitting the request for initial verification, review the information entered to ensure it matches the information presented by the applicant. Click Submit for initial verification request.



U.S. Citizenship and Immigration Services

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INFORMATION CONFIRMATION

Review this information to ensure it matches that presented by the applicant.

| | | | |
|--|---------------------------------|---|-------------------|
| Alien/USCIS Number: | 888888819 | Card Number: | MSC888888199 |
| Last Name: | Lee | First Name: | May |
| Middle Name: | | Date of Birth: | 01/19/1950 |
| Document Type: | I-551 (Permanent Resident Card) | Doc. Expiration Date: | |
| Request Employment Authorization Document History Data: | Yes | Request Affidavit of Support Data: | |
| Request Grant Date: | | Selected Benefit(s): | Background Invest |



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Photo Matching is available with either a Permanent Resident card or Employment Authorization card during the initial verification. If a photo is found, the photo will be displayed. If photo matches, select “Yes – photo matches” then click Next to continue. If the photo does not match, select “No –photo does not match” to continue with Third Level Verification.

U.S. Citizenship and Immigration Services

Initiate Case Search Cases Profile Reports Help

INITIATE CASE

PHOTO MATCHING Case Verification Number: 2014014072643VY | May Lee

Check the photo below against the photo on the applicant's I-551 (Permanent Resident Card) or I-766 (Employment Authorization Card). Does the photo below match the applicant's document?

[Click to Enlarge](#)

Yes - photo matches

No - photo does not match

Document not provided

Next

Click Next to confirm that the photo matches.

U.S. Citizenship and Immigration Services

Initiate Case Search Cases Profile Reports Help

INITIATE CASE

PHOTO MATCHING Case Verification Number: 2014014072643VY | May Lee

Check the photo below against the photo on the applicant's I-551 (Permanent Resident Card) or I-766 (Employment Authorization Card). Does the photo below match the applicant's document?

[Click to Enlarge](#)

Yes - photo matches

No - photo does not match

Document not provided

Next

This will bring up the initial verification results page. To print this information, click Print Case Details. If the screen states Institute Secondary Notification, click Request Additional Verification. Click Close Case if you do not find any discrepancies or do not receive any “Institute Additional Verification.”

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Initiate Case Search Cases Profile Reports Help Sign Out

VIEW CASE DETAILS [View/Print Entire Case Details](#)

INITIAL VERIFICATION RESULTS Case Verification Number: 2014028074057RD | MAY LEE

Review the case details to determine which steps (if any) should be taken.

LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED

[Close Case](#) [Request Additional Verification](#)

INITIAL RESPONSE DETAILS System Response: LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED

| Record Details | Status Information |
|---------------------------|------------------------------|
| First Name: MAY | COA Code: LPR |
| Last Name: LEE | Date of Entry: |
| Middle Name: | Date Admitted To: INDEFINITE |
| Date of Birth: 01/19/1950 | EAD Expiration Date: |
| Country: | Grant Date: |

PHOTO MATCH

| Returned Photo | Photo Match |
|--------------------------------------|---------------------|
| Click to Enlarge | Yes - photo matches |

Note: Close Case if there are no discrepancies or do not receive Institute Additional Verification.

DATA SUBMITTED

Screenshot for Institute Additional Verification is displayed. To initiate additional verification, click Request Additional Verification.

U.S. Citizenship and Immigration Services **SAVE**

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VIEW CASE DETAILS [View/Print Entire Case Details](#)

INITIAL VERIFICATION RESULTS Case Verification Number: 2014092131551XE

Review the case details to determine which steps (if any) should be taken.

INSTITUTE ADDITIONAL VERIFICATION

Close Case Initiate a New Case **Request Additional Verification**

INITIAL RESPONSE DETAILS System Response: INSTITUTE ADDITIONAL VERIFICATION

| Record Details | Status Information |
|----------------|----------------------|
| First Name: | COA Code: |
| Last Name: | Date of Entry: |
| Middle Name: | Date Admitted To: |
| Date of Birth: | EAD Expiration Date: |
| Country: | Grant Date: |

DATA SUBMITTED

| Applicant Information | Document Information | Requested Benefit(s) |
|---------------------------|-------------------------------|----------------------|
| First Name: Timon | Document Type: I-327 | health |
| Last Name: p | Other Doc Description: | |
| Middle Initial: | Doc Expiration Date: | |
| Date of Birth: 12/26/1998 | Alien/USCIS Number: 942794194 | |
| Initiated by | Card Number: | |
| Name: AKED7832 | I-94 Number: | |
| Date: 04/02/2014 | Passport Number: | |
| | Country of Issuance: | |
| | Passport Expiration Date: | |
| | SEVIS ID: | |
| | Visa Number: | |
| | Citizenship Cert. Number: | |
| | Naturalization Number: | |

Close Case Initiate a New Case Request Additional Verification

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Complete the Enter Additional Information page such as Alias, Alien, or USCIS Number, etc... To attach a document, click the browse button to locate the document and click Attach button, then click Submit.

Once submitted, a response is usually received within 3-5 Federal Government workdays. After 3-5 days, login to SAVE to check for Additional Verification Status. Click View/Print Entire Case. Once printed, click Close Case.

U.S. Citizenship and Immigration Services **SAVE**

Initiate Case Search Cases Profile Reports Help Sign Out

VIEW CASE DETAILS View/Print Entire Case Details

ADDITIONAL VERIFICATION RESULTS Case Verification Number: 2014013120524CE | Jones

Review the case details to determine which steps (if any) should be taken.

RESUBMIT DOCUMENT (D COPY ORIGINAL)

Close Case Return to Search Results Resubmit Verification

ADDITIONAL RESPONSE DETAILS DHS Response: Other

| Status Details | Status Dates | DHS Comments |
|------------------------------|---|--------------|
| COA Code: USCIS Benefits: | Response Date: 01/13/2014 Date Admitted To: Grant Date: Expires On: Parole Expiration Date: | |

DATA SUBMITTED

| Applicant Information | Document Information | Requested Benefit(s) |
|---|---|----------------------------|
| First Name: Jones Last Name: Ro Middle Initial: Date of Birth: 09/09/1967 Also Known As (AKA): Point of Contact Name: Laura Cl Phone: (315) 559 - 7822 Initiated by Name: LCLARSW3 Date: 01/13/2014 User Case Number | Document Type: I-551 Other Doc Description: Doc Expiration Date: Allen/USCIS Number: 777777777 Card Number: CET888888888 I-94 Number: Passport Number: Country of Issuance: Passport Expiration Date: SEVIS ID: Visa Number: Citizenship Cert. Number: Naturalization Number: | health Special Comments |

Remember: Close Case once verification is submitted.

Close Case Return to Search Results Resubmit Verification

Accessibility Download Viewers

To search for a specific case or display a list of all cases, enter the criteria for your search on the Search Case – Case Filter page.

SEARCH CASES

CASE FILTERS

Enter search criteria to display a list of relevant cases.

Case Status

All Open Cases
 Cases with Additional Verification Responses
 Cases In Process
 Cases Requiring Action
 Cases with Third-Step Verification Responses
 Closed Cases

Verification Number

Naturalization/Citizenship Certificate Number

Alien/USCIS Number

I-94 Number

Passport Number

User Case Number

Date Initiated From (mm/dd/yyyy)

Date Initiated To (mm/dd/yyyy)

Initiated By

If searching for a specific case, the user can use the Verification Number, Alien number, I-94 Number or User Case Number. The Case Verification Number can be located on the View Case Details page.

VIEW CASE DETAILS

[View/Print Entire Case Details](#)

INITIAL VERIFICATION RESULTS

Case Verification Number: 2014092131551XE

This will bring up a list of your open cases with Additional Verification Responses. Once the list displays, locate the case you want to review and click Verification Number. The Case Detail will display. Click Sign Out to end your SAVE search.

U.S. Citizenship and Immigration Services

SAVE

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SEARCH CASES
SUMMARY LIST

More than 100 cases were found. Please refine your search criteria.

Click on a column title to sort this list.

Case Summary List You are viewing cases 1-10 of 100

| Case Type | Response | Verification Number | ID Number | Name Provided | Group | Initiated By |
|-----------|---|---------------------|------------------|---------------|-------|--------------|
| 🕒 | DHS Verification in Process | 2014027133348PN | A # 123456767 | | Jake | FNEL0924 |
| ⚠️ | INSTITUTE ADDITIONAL VERIFICATION | 2014027121706PG | A # 998877474 | | Jake | LCLARKW3 |
| 🕒 | DHS Verification in Process | 2014027115945NY | A # 123456789 | | Jake | FNEL0924 |
| ⚠️ | LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED | 2014023152530KP | A # 888888819 | LEE, MAY | Jake | BHAJ5069 |
| 🕒 | DHS Verification in Process | 2014023135618KL | A # 999999999 | | Jake | LCLARKW3 |
| 🕒 | DHS Verification in Process | 2014023081020HH | A # 888888819 | LEE, MAY | Jake | BHAJ5069 |
| 🕒 | DHS Verification in Process | 2014023075545HG | A # 888888819 | LEE, MAY | Jake | BHAJ5069 |
| 🕒 | DHS Verification in Process | 2014020161313FB | A # 123456789 | | Jake | FNEL0924 |

If you need more guidance on the SAVE system, refer to the [Administrative Procedures Manual Section 105-14](#).