



U.S. Citizenship
and Immigration
Services

Systematic Alien Verification for Entitlements (SAVE) Program

Program Overview



The header banner features the word "SAVE" in large white letters on a blue background. The letter "A" contains a white star, and the letter "V" contains a red triangle. To the right of the text are silhouettes of several people. Further right is the official seal of the U.S. Department of Homeland Security, and to the far right, the text "U.S. Citizenship and Immigration Services" is displayed in white.

SAVETM



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Agenda

- Welcome and Introductions
- SAVE Program Overview
- Program Requirements
- Registration
- SAVE Program Customer Support
- Questions



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SAVE Program Overview



**SAVE**TM

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What is the SAVE Program?

- The SAVE Program is an intergovernmental initiative that aids benefit-granting agencies in determining an applicant's immigration status, thereby ensuring that only entitled applicants receive federal, state or local public benefits and licenses.

- The SAVE Program verifies:
 - ◆ Nonimmigrant status
 - ◆ Immigrant status
 - ◆ U.S. citizenship for naturalized and derived citizen status

NOTE: The SAVE Program does not make determinations on any applicant's eligibility for a specific benefit or license.



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SAVE Program Legislation

- **Immigration Reform and Control Act (IRCA) of 1986** – Required USCIS to provide a database to enable government agencies to verify the immigration status of non-citizens applying for certain types of federally funded benefits.
- **Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)** – Provided additional restrictions for certain programs funded by federal, state and local government. The Act also established stricter citizenship or immigration status eligibility requirements for many programs and rendered certain categories of non-U.S. citizen wholly ineligible for certain benefits.
- **Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996** – IIRIRA, as amended, as codified at 8 U.S.C. 1373(c), requires USCIS as the successor to the INS, to respond to inquires by federal, state and local agencies seeking to verify or determine the citizenship or immigration status of any individual within the jurisdiction of the agency for any purpose authorized by law.
- **The Real ID Act of 2005, Pub. L. No.109-13 Stat. 231** – Passed by Congress in 2005 established certain minimum standards for the issuance of state-issued drivers licenses and state-issued identification cards in order for those documents to be acceptable for official federal purposes as scheduled by the Act.





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The Verification Process

Step	Description	System Response	General Response Time
Initial Verification	<ul style="list-style-type: none"> Agency submits case electronically based upon information provided by the applicant. System response provides applicant's immigration status or prompts agency to "Institute Additional Verification." 	Electronic	3–5 seconds
2nd Step/ Additional Verification	<ul style="list-style-type: none"> Agency provides additional information on the applicant and submits electronically. System response provides applicant's immigration status or prompts agency to "Resubmit with Docs." 	Electronic	3–5 federal working days
3rd Step Verification	<ul style="list-style-type: none"> Agency submits electronic request that generates a prepopulated Form G-845. Agency prints Form G-845 and mails it with photocopies of the applicant's immigration documents to the designated Status Verification Office (SVO). 	Electronic/ Mail	10–20 federal working days
Paper-Based Verification	<ul style="list-style-type: none"> Agency completes Form G-845. Agency mails form to the designated Status Verification Office. 	Mail	10–20 federal working days



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Program Requirements





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Eligibility

- **In order to be considered for the SAVE Program, requesting agencies must meet two qualifying conditions:**
 1. An agency must be a federal, state or local government agency or licensing bureau.
 2. An agency must provide a public benefit, license or otherwise be authorized by law to engage in an activity for which the verification of immigration status is appropriate.
- **Legal Authorities:**
 - ◆ The specific section of the legal authority (statute, regulation or ordinance) that authorizes your agency to administer each benefit.
 - *Example: Asbestos Abatement License under Georgia Statute Title, 40, 40, § 52.*
 - ◆ The specific section of the legal authority that authorizes your agency to verify citizenship or immigration status of applicants applying for listed benefit/s.
 - *Example: Georgia Statute Title, 56, § 71.*



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SAVE Program Transaction Charges

- **The SAVE Program charges a fee for status verification services.**
- **Charge per transaction:**
 - ◆ **Automated Verification Requests**
 - \$0.50 for an Initial Query
 - \$0.50 for Initial Retry Query
 - \$0.50 for Additional Query
 - No charge for an automated Third Step Form G-845 Verification Request
 - ◆ **Nonautomated Verification Requests**
 - \$2.00 for a Form G-845 Verification Request (Localities without access to a computer may submit a verification request using Form G-845.)

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Billing and Payment Information

- **USCIS's Burlington Finance Center will send an invoice to the Agency's financial Point of Contact (POC).**
- **A minimum monthly service transaction charge of \$25.00 is automatically billed to the agency account for all query volume under \$25.00.**
 - ◆ When query volume exceeds \$25.00, the user agency will be charged for only the actual query volume.
- **If there are no queries during the month, the service transaction charge will not be applied.**
- **Methods of payment include:**
 - ◆ Credit Card
 - ◆ Check



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How SAVE Works

The SAVE Program offers several methods for accessing information to verify an applicant's status when requesting public benefits.

- Online systems that provide an automated check of a benefit applicant's immigration status information against millions of DHS database records include:
 - ◆ Web-based Access – Secure Internet access to the system using a web browser.
 - ◆ Web Services – Interface designed to support a machine-to-machine interface over a network.
 - ◆ SAVE via AAMVAnet (aka VLS) – new access method that enables state DMVs to verify immigration status through AAMVAnet's single point of entry.
- Agencies that do not have access to an automated system may submit a paper verification request by using a Document Verification Request (Form G-845).



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SAVE Program Registration Process



SAVE Registration Step One: Sign Up for SAVE

Register on-line <http://www.uscis.gov/save>.

- **Click the “Sign up for SAVE Program” link.**



FORMS	NEWS	RESOURCES	LAWS	OUTREACH	ABOUT US
<ul style="list-style-type: none"> About the SAVE Program Sign Up for SAVE Program SAVE Access Methods & Transaction Charges SAVE Verification Process SAVE Governing Laws Information for Noncitizens Applying for a Public Benefit Request SAVE Training Publications 	<p>Home > SAVE Printer Friendly</p> <h2>Systematic Alien Verification for Entitlements (SAVE) Program</h2>  <p>What's New</p>		<p>More Information</p> <ul style="list-style-type: none"> Request SAVE Webinars Field Offices Information Required for the Application Process How to Correct Your Records Our Commitment to Privacy <p>Multimedia</p> <ul style="list-style-type: none"> Video: Overview of SAVE <p>Forms</p> <ul style="list-style-type: none"> Direct Filing Addresses for Form G-845 <p>Tools</p>		

SAVE Pre-Registration: Registration Link

- **Select the “SAVE Registration” link.**

NEWS	RESOURCES	LAWS	OUTREACH	ABOUT US
Home > SAVE > Sign Up for SAVE Program Printer Friendly				
Sign up for the SAVE Program				
The registration process for the SAVE Program is a three-step process for new agencies.				
STEP 1 – Apply for SAVE Program STEP 2 – Review and Sign Agreements STEP 3 – SAVE Access Granted				
STEP 1: Apply for SAVE Program				
1.1 Initiate Agency Application				
To begin the SAVE Program application process, your agency must register via the online SAVE Registration. Your agency is required to provide the name, phone number, and e-mail address of the individual you have to be your main point of contact (POC). The designated POC will be responsible for continuing the registration process. The online system automatically generates an e-mail providing your agency's POC with an identification number and password.				
<i>Note: You must review ALL materials contained in this Web site before applying to the SAVE Program.</i>				
1.2 Provide Additional Agency Information				
After receiving the User ID and password, your agency must revisit the online SAVE system to login and provide additional information. SAVE requires the following information to continue the application process:				
<ul style="list-style-type: none"> • Agency name • Agency mailing address • Agency POC information 				
				More Information <ul style="list-style-type: none"> • Field Offices Multimedia <ul style="list-style-type: none"> • Video: Overview of SAVE Forms <ul style="list-style-type: none"> • Direct Filing Addresses for Form G-845 Tools <ul style="list-style-type: none"> • SAVE Registration  Other USCIS Links <ul style="list-style-type: none"> • E-Verify Employment Verification Program <hr/> <ul style="list-style-type: none"> • Add Our RSS Feed • Share This Page

SAVE Pre-Registration: Agreement

- **Select “I agree” and then click “continue.”**

 U.S. Citizenship and Immigration Services
Verification Information System Logon

WARNING - You are about to access a Department of Homeland Security (DHS) computer system. This DHS computer system and the data therein are property of the U.S. Government and provided for official U.S. Government information and use. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the 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 federal or state criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds his or her access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to administrative penalties, fines or imprisonment.

This DHS 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. As part of this monitoring, DHS may acquire, access, retain, intercept, capture, retrieve, record, read, inspect, analyze, audit, copy and disclose any information processed, transmitted, received, communicated, and stored within the computer system. If monitoring reveals possible misuse or criminal activity, notice of such may be provided to appropriate supervisory personnel and law enforcement officials. DHS may conduct these activities in any manner without further notice.

Accordingly, there can be no expectation of privacy in the course of your use of this computer system. The use of a password or any other security measure does not establish an expectation of privacy. There is no expectation of privacy in any media, peripherals or other devices placed in or connected to the computer system.

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

I agree

Continue



SAVE Pre-Registration: Register New User

- [Click the “Register New User” link.](#)



 U.S. Citizenship and Immigration Services
Verification Information System Logon

 To register a Federal, state, or local government agency please [Click the "Register New User" link below.](#)
•Employers seeking to validate employment eligibility may register for the E-Verify Program at: <http://www.uscis.gov/e-verify>.

[Register New User](#)

E-mail Address: *

Password: *

[Forgot Password?](#)

*= required entry



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SAVE Pre-Registration: New Account

- Enter required information into the Applicant Registration – New Account Window.
- Click Register.
- A password is sent instantly to the requestor's e-mail address.

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Applicant Registration - New Account Exit

 Enter the name, phone number, and e-mail address of the user registering the new agency. This user will be setup as an initial point of contact for the agency. The e-mail address will be your account logon. The account password will be sent to the provided e-mail address.

Registration User

Last Name:	<input type="text"/>	*
First Name:	<input type="text"/>	*
M.I.	<input type="text"/>	
Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>	*
Fax Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>	
E-mail Address:	<input type="text"/>	*
Confirm E-mail Address:	<input type="text"/>	*



* = required entry



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SAVE Registration: Registration Request

- Enter your ID and Password.
- Click Login.
- Click “Begin SAVE Program Registration.”

U.S. Citizenship and Immigration Services
Verification Information System Logon

If your Agency does not require the validation of eligibility to grant services and instead seeks to validate employment eligibility, please register for the E-Verify Program at <http://www.uscis.gov/e-verify>.

E-mail Address: *

Password: *

Login Reset

[Register New User](#)
[Forgot Password?](#)

* = required entry

U.S. Citizenship and Immigration Services
Applicant Registration - Request Participation

The Systematic Alien Verification for Entitlements (SAVE) Program is an intergovernmental, information-sharing initiative designed to aid eligibility workers in determining the immigration status of non-citizen applicants to ensure that only eligible non-citizens receive Federal, state, and/or local public benefits. The SAVE Program also provides immigration status information to Federal, state, and local government agencies seeking to verify or ascertain the citizenship or immigration status of any individual within the jurisdiction of the Department of Homeland Security for any purpose authorized by law. The SAVE Program is an information service for Federal, state, and local government agencies and does not make determinations/recommendations on any non-citizen's eligibility for any public benefit, license, badge, etc.

To join the SAVE Program and acquire access to the Verification Information System, Customer Processing System (VIS/CPS), to perform immigration status verification, an agency must first establish a Memorandum of Understanding (MOU) with the SAVE Program, and establish a purchase order with the SAVE Program contractors to pay for VIS/CPS transaction fees. Additional information on VIS/CPS access methods and transaction fees can be obtained at <https://www.vis-dhs.com>.

The following web pages must be used by an agency to begin the process of establishing a MOU with the SAVE Program. Click on the "Begin SAVE Program Registration" button and provide the following information: 1) agency name, postal address, and, if postal address is a post office box, an alternate address; 2) agency point-of-contact to include name, phone number, fax number, and e-mail address; 3) a summary of the benefit program (s) your agency provides in which immigration status verification will be used; 4) the section of law that requires your agency to perform immigration status verification; and 5) your agency's anticipated annual usage. The SAVE Program will be notified by e-mail of your agency's interest, and will review the information provided. If additional information is required, the SAVE Program will communicate directly with the agency POC identified in the registration process.

If you have any questions regarding the SAVE Program, please call 888-414-4218.

Begin SAVE Program Registration

* = required entry

SAVE Registration: Address and Agency Point of Contact

- Enter Agency Name and Address.
- Enter Agency's Designated POC.

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Applicant Registration - Add Address

Enter Agency Name

Agency Name: *

Postal Address

Address 1: *

Address 2:

City: *

State: *

Zip code: *

Alternate Address (Enter if postal address is a post office box/drawer.)

Address 1:

Address 2:

City:

State:

Zip code:

* = required entry

U.S. Citizenship and Immigration Services
Applicant Registration - Add Agency Points of Contact

Enter Agency Points of Contact

POC Type: *

Last Name: *

First Name: *

M.I.:

Phone Number: - ext. *

Fax Number: -

E-mail Address: *

* = required entry



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SAVE Registration: Add Benefits and Authorities

- Enter Benefit/s.

U.S. Citizenship and Immigration Services
Applicant Registration - Add Benefits

Enter Benefits (Please select the benefit/s or other activity for which the agency will be verifying an applicant's immigration status)

Benefits:
(select one or more)
Scroll up/down to select benefit.
Hold down the Control Key to select more than one benefit.

Adoption Asst
Adult Education
Agency Class License
Airport Badges
Background Invest

Clear Selection

Other Benefits:
(enter additional benefits not in above list)

Back Next

Note: To select multiple benefits, hold CTRL + Shift.

- Enter Legal Authority.

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Applicant Registration - Additional Information

Enter Additional Information

Section of Law Requiring Verification: [dropdown] *

-- OR --

Section of Law Requiring Verification: [text] *

Anticipated Annual Usage: [text] *

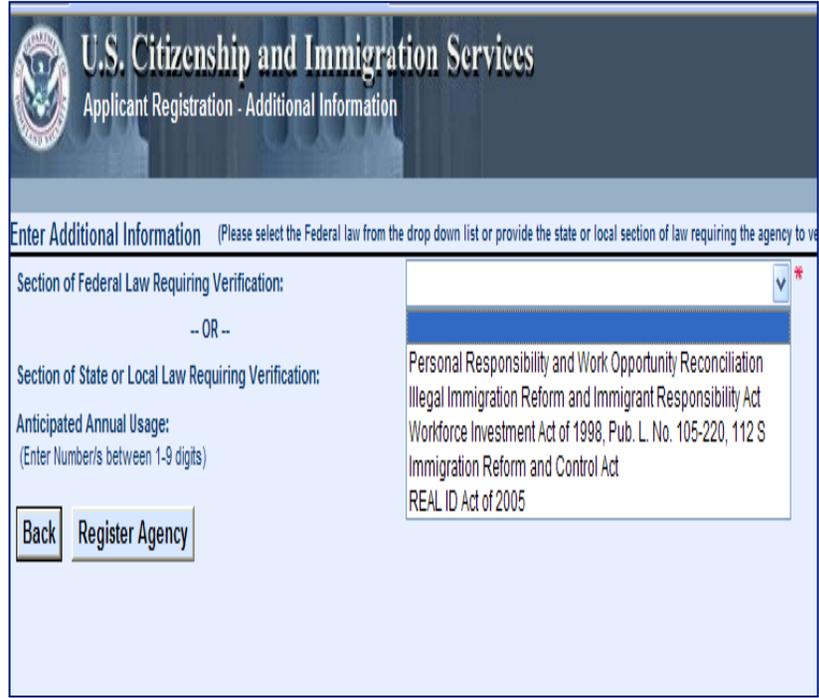
Back Register Agency

* = required entry

SAVE Registration: Add Legal Authority

▪ Enter Federal Legal Authority.

OR ▪ Enter State or Local Legal Authority.



U.S. Citizenship and Immigration Services
Applicant Registration - Additional Information

Enter Additional Information (Please select the Federal law from the drop down list or provide the state or local section of law requiring the agency to verify your status.)

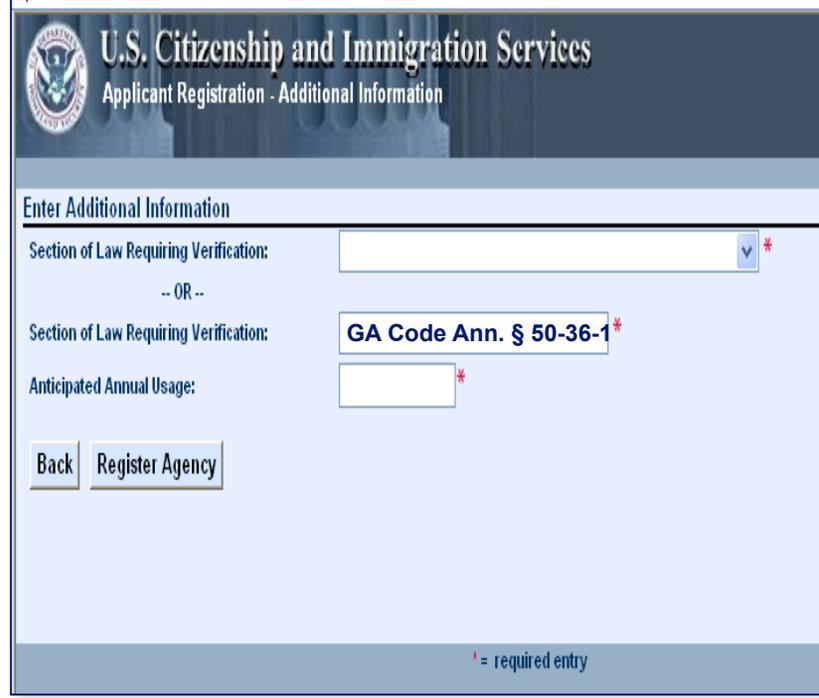
Section of Federal Law Requiring Verification: *

-- OR --

Section of State or Local Law Requiring Verification:

Anticipated Annual Usage:
(Enter Numbers between 1-9 digits)

Personal Responsibility and Work Opportunity Reconciliation Act
Illegal Immigration Reform and Immigrant Responsibility Act
Workforce Investment Act of 1998, Pub. L. No. 105-220, 112 S
Immigration Reform and Control Act
REAL ID Act of 2005



U.S. Citizenship and Immigration Services
Applicant Registration - Additional Information

Enter Additional Information

Section of Law Requiring Verification: *

-- OR --

Section of Law Requiring Verification: *

Anticipated Annual Usage: *

* = required entry



SAVE Registration: Law and Statute Checklist

- The SAVE Program requires the following information to determine eligibility to use the program:

Sample Checklist

Program Registration Checklist

To be eligible for the SAVE Program, your agency must be authorized by law to verify immigration status. Please provide the information requested below so we may determine your agency's eligibility to participate in the SAVE Program. For more information about how to complete this checklist, please refer to page 2 of this document.

Return the completed Checklist and PDF copies of your agency's legal authorities to the SAVE Program via e-mail at SAVEregistration@dhs.gov.

STEP 1: PROVIDE CONTACT INFORMATION

Type or legibly print the contact information requested below. |

Agency Information	
Agency Name:	[Enter the complete name of your Agency]
Point of Contact (POC) Information	
Name:	[Enter the first and last name of your agency's SAVE Program POC]
Mailing Address:	[Enter your agency's street address]
P.O. Box / Suite Number	[Enter the PO Box, suite number, or other information, if applicable]
City, State, Zip Code:	[Enter the city, state, and zip code]
Phone Number (including area code):	[Enter the telephone number of your agency's SAVE Program POC]
E-mail Address:	[Enter the e-mail address of your agency's SAVE Program POC]

STEP 2: LIST LEGAL AUTHORITIES

For *each* benefit, license or authorized activity that your agency plans to verify through SAVE, please type or legibly print the information requested in Parts A, B and C below. See page 2 for more information.

- Part A: List the benefit(s), license(s) or other activities that your agency is authorized to administer and cite the specific section of the legal authority that authorizes your agency to administer each benefit, license or other activity.

Benefit	Legal Authority to Administer Benefit, License or Activity

- Part B: Cite the specific section of the legal authority that authorizes your organization to verify citizenship or immigration status of applicants pursuant to your administration of the benefit(s), license(s) or activity listed in Part A.

Legal Authority for the Verification of Citizenship / Immigration Status

- Part C: List categories of aliens, naturalized citizens, and/or derived citizens who are authorized to receive the benefit(s) or license(s) or are subject to the activity for which your agency is authorized to verify citizenship or immigration status.

+ **Categories of Applicants**

--



SAVE Registration Step Two: Memorandum of Agreement (MOA)

- **The Agency must enter into a standard MOA for state or local government agencies with USCIS outlining the terms, conditions and guidelines for participating in the SAVE Program.**
 - ◆ The MOA includes financial and billing terms and conditions.
 - ◆ The MOA must be signed by the:
 - Agency’s appointed representative
 - SAVE Program’s designated representative

Sample MOA

MEMORANDUM OF AGREEMENT

BETWEEN THE DEPARTMENT OF HOMELAND SECURITY,
U.S. CITIZENSHIP AND IMMIGRATION SERVICES,
AND
USER AGENCY

STATE OR LOCAL GOVERNMENT AGENCY

I. PARTIES.

The parties to this Memorandum of Agreement (MOA) are the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHS-USCIS), and the **Insert User Agency** (User Agency).

II. AUTHORITY.

The authorities governing this MOA include, but are not limited to, the following:

Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. No. 104-193, 110 Stat. 2105, as amended.

Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, as amended.



SAVE Program Registration: Anticipated Collections Addendum (ACA)

Sample ACA

- **The Anticipated Collection Addendum establishes the financial obligation of your agency.**

- ◆ The ACA includes:
 - The billing POC information
 - The Agency's Tax Identification Number
 - Payment Method
 - Amount Obligated (budgeted)
 - Funds Expiration Date

Anticipated Collections Addendum from Non-Federal Sources

Please provide the information requested in the table below. This information will be used to complete your Memorandum of Agreement (MOA). See Page 2 for additional instructions and an explanation of terms.

1. Agency Information	
Agency Name:	[Enter the complete name of your Agency as it appears on your MOA]
Tax Identification Number (TIN):	[Enter your agency's tax identification number registered with the Internal Revenue Service (IRS)]
Data Universal Numbering System (DUNS) or Business Partner Network (BPN) Number:	[Enter your agency's unique DUNS or BPN number ¹]
2. Billing (Accounts Payable) Point of Contact (POC) Information	
Name:	[Enter the complete name of your agency's Billing/Accounts POC]
Phone Number (xxx-xxx-xxxx):	[Enter the telephone number of your agency's Billing/Accounts POC]
Fax Number (xxx-xxx-xxxx):	[Enter the fax number of your agency's Billing/Accounts POC]
E-mail Address:	[Enter the e-mail address of your agency's Billing/Accounts POC]
Address:	[Enter your agency's street address for Billing/Accounts]
Address (2nd line):	[Enter the PO Box, suite number, or other information for Billing/Accounts, if applicable]
City, State, Zip Code:	[Enter the city, state, and zip code]
3. Customer Payment and Budgeting Information	
Purchase Commitment Number:	[Enter your agency's internal finance number associated with the amount of money committed to this agreement, if available ²]



SAVE Program Registration Step Three: System Access

- **Access to the Verification Information System (VIS)**
- **The SAVE Program will:**
 - ◆ Assign a Status Verification Office (SVO).
 - ◆ Determine the Agency's Profile and Access Method.
 - ◆ Set up the Agency's Administrator User Account.
 - ◆ Provide the Agency's designated POC with the following:
 - Access Method Information
 - Administrator User ID and Password
 - Provide SAVE Program Customer Service Information
 - Provide agency with a signed copy of the MOA and ACA



U.S. Citizenship and Immigration Services

Customer Service Support

Customer Support	Types of Inquiries	Contact Information
Program Assistance	<ul style="list-style-type: none"> o Program-wide inquiries o Program policies and procedures o Registration questions/concerns 	Phone: (877) 469-2563 6:00am to 5:00pm EST, Monday - Friday Email: SAVE.help@dhs.gov
Technical Support	<ul style="list-style-type: none"> o Technical problems/questions regarding the SAVE system o Inability to gain access o System failures o Unusually slow response times 	Phone: (800) 741-5023 8:00am to 8:00pm EST, Monday through Friday (Agency Use Only)
Case Status Support	<ul style="list-style-type: none"> o Status of electronic verification requests pending over 10 federal working days o Form G-845 requests pending over 20 federal working days o DHS Case in Continuance pending over 20 federal working days o Please be sure to have the case verification number available when making your inquiry 	Phone: (877) 469-2563 8:00am to 8:00pm EST, Monday through Friday (Agency Use Only)
SAVE Program Website	<ul style="list-style-type: none"> o SAVE Program information, including governing laws, transaction charges, the verification process, and training opportunities o Registration process details 	www.uscis.gov/save
USCIS Website	<ul style="list-style-type: none"> o USCIS policies and resources o Immigration and naturalization questions 	www.uscis.gov



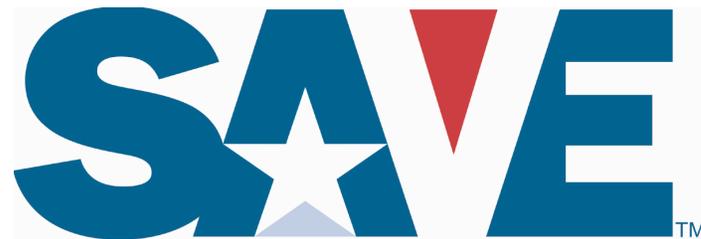
SAVE Training

- To assist in educating users about SAVE, additional training options are available, including:
 - ◆ On-Site Training
 - ◆ Customized Webinar Training
 - ◆ Online Tutorials
 - ◆ User Guides
- To request training, email: SAVE.help@dhs.gov.
- For more information about the SAVE Program, visit www.uscis.gov/SAVE



SAVE Logo and Name

- Protected by trademark.
- Post the SAVE logo to advertise your agency's use of SAVE.
- To request use of the SAVE logo, write to uscis.verlogo@dhs.gov.





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Questions?

