

**SENSITIVE - NOT TO BE SHARED WITH PUBLIC**[Outline](#)[Actions ▾](#)

Effective Dates: 12/13/2024 - Present ([View History](#))

RM 10213.090 Rules for Verifying the Department of Homeland Security (DHS) Documents

Click here to view the "[Immigration Verification Training VOD](#)".

A. DO NOT submit a verification request before taking an SSN application

Do not submit an Initial Verification (IV) request through I-MAIN prior to entering the SSN application in the Social Security Number Application Process (SSNAP) to determine if the person's immigration status and document verify.

NOTE: If you select One Time Special Process (OTSP) as the Department of Homeland Security (DHS) immigration document, special instructions may apply, see [RM 10210.170](#) ↗.

B. DO NOT submit multiple initial verification (IV) requests

After receiving an IV response or when waiting for an Additional Verification (AV) or G-845 (Request for Verification) response, **do not** submit a new IV request unless instructed to do so.

When you inadvisably submit a new IV request, you are starting the Systematic Alien Verification for Entitlements (SAVE) verification process over.

NOTE:

- SAVE assigns a DHS Case Number called the Verification Information System number (VIS#) to each IV request and sends that VIS# back with the IV response. SAVE and SSNAP both use the VIS# to track the entire verification process (i.e., through the IV, AV, and G-845 requests and responses).

- When you submit a new IV request in SSNAP, SSNAP overlays everything related to the prior VIS# with the new VIS# data.

C. DO NOT refuse to process an application based on an IV response that does not confirm the person's status

Do not refuse to process an SSN application or stop processing an SSN application based only on an IV response. When an IV response does not confirm a person's status (allowing you to continue with the application), you **must** submit an AV request, unless existing policy directs you to **either** wait **or** proceed with another verification method.

See Also:

- [RM 10214.150](#) ↗, when to submit an AV request
- [RM 10214.100](#) ↗, explanation of the SAVE process
- [RM 10214.110B](#) ↗, interpreting IV responses.

D. DO submit requests timely and follow up with DHS on overdue responses

Since AV and G-845 responses can take between from 3-20 business days or more (plus mail time) to receive back from DHS, it is important you submit any additional request needed and follow up on overdue responses timely before the alien's status or document expires.

See Also:

- [RM 10214.150D](#) ↗, for AV follow-up timeframes
- [RM 10214.170E](#) ↗, for G-845 follow-up timeframes.

E. Query SAVE to determine the status of a pending verification request

You may query (i.e., scan or view) an applicant's SAVE record to determine the status of a pending verification request and see prior verifications requests. To query, in SAVE's [I-MAIN](#) , select the SCAN SERVICEWIDE function as a "General" SAVE user (or "Supervisor" SAVE user). Enter the applicant's Alien Registration Number (A#) or I-94 (Arrival/Departure Record) number (I-94#).

Based on your query, SAVE displays a listing of **all** the verification requests made using that A# or I-94# and the responses for any that DHS has completed. A response to the most recent

request may or may not be available; however, remember SSNAP tracks only the VIS# corresponding to the most recent request made in SSNAP.

If you are uncertain about how or when to query SAVE, discuss procedures with your FO technical expert or manager or contact your RO enumeration specialist for assistance.

Section History

▼ Prior Versions of Section

