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**Effective Dates: 08/03/2021 - Present (Go to [History](#))**

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**TN 11 (08-21)**

# **RM 10214.170 Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Third Level (Document Verification Request) (Scan and Upload feature).**

The Department of Homeland Security (DHS), Systematic Alien Verification for Entitlements (SAVE) receives and completes most verification requests electronically at the initial verification (IV) or additional verification (AV) levels. Third Level verification request is a more extensive manual verification process than the SAVE IV or AV requests. It includes a thorough manual search of all applicable automated and paper DHS files by DHS SAVE staff. Third Level verification request require SSA to scan and upload documents to electronically submit to DHS.

**See Also:** Scan and Upload User Desk Guide



## **How to submit a Third Level Verification request**

You must generate a Third Level Verification request through SSNAP. Complete all SAVE requests through SSNAP.

After you enter the application data in SSNAP, SSNAP:

- generates the Third Level verification request and prefills the Third Level verification request based on the data entered in the SSN application.

When you generate a Third Level verification request, SSNAP automatically selects the appropriate DHS status verification office. (SEE: Scan and Upload User Desk Guide).

### **Third Level response time frames**

DHS responds to most Third Level verification requests within 10 Federal working days after receipt. Some cases, however, may take up to 20 Federal working days, or longer, to process. These cases generally include verification:

- of naturalization certificates not containing an Alien Registration Number (A#); or
- other immigration documents not containing an A#, I-94#, or unexpired foreign passport number.

These requests often require manual searches through older records, which take additional time to retrieve. In rare instances, the response may take up to 40 Federal working days.

If DHS does not respond to the Third Level verification request within the specified time frame or if the response appears incorrect, follow up on the request or obtain further clarification per [RM 10214.205](#). Report to your Regional Office (RO) enumeration specialist any trend that shows DHS seriously deviated from the designated time frames. The RO will consult with Central Office.

### **Retrieving Third Level responses**

#### **Third level responses**

DHS responds to Third Level verification requests electronically. The office must retrieve the response electronically via SSNAP. Follow the [SSNAP User Guide](#) to retrieve these responses electronically.

#### **References**

- [RM 10214.175](#) Interpreting Systematic Alien Verification for Entitlements (SAVE) Verification Form G-845 (Document Verification Request) Responses
- [RM 10213.095](#) Procedure for Verifying a Person's Status (Lawful Alien Status or U.S. Citizenship) with the Department of Homeland Security (DHS)
- [SSNAP User Guide](#) For complete instructions on SSNAP SAVE processing, see SAVE Verification
- [Scan and Upload User Desk Guide For scan and upload procedures](#)

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## **Section History**

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## Action Item Explanation

Effective Date	Title
10/19/2015	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
04/04/2013	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
3/26/2012	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
02/06/2012	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
12/02/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
10/17/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
05/24/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
03/09/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
02/01/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
10/28/2010	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>

## Prior Versions of Section

Effective Date	Title
06/26/2018 - 07/12/2018	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
10/05/2016 - 08/02/2021	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Third Level (Document Verification Request) (Scan and Upload feature).</a>
10/05/2016 - 06/25/2018	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
05/02/2016 - 10/04/2016	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
10/16/2015 - 05/01/2016	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
08/01/2014 - 10/15/2015	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
04/02/2013 - 07/31/2014	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
03/23/2012 - 04/01/2013	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
02/03/2012 - 03/22/2012	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
11/29/2011 - 02/02/2012	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
10/13/2011 - 11/28/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
10/13/2011 - 10/12/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
05/23/2011 - 10/12/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
03/08/2011 - 05/22/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Form G-845 (Document Verification Request)</a>
02/01/2011 -	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents</a>

03/07/2011	<a href="#"><u>Using Form G-845 (Document Verification Request)</u></a>
02/01/2011 -	<a href="#"><u>Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents</u></a>
01/31/2011	<a href="#"><u>Using Form G-845 (Document Verification Request)</u></a>
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12/09/2010 -	<a href="#"><u>Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents</u></a>
01/30/2011	<a href="#"><u>Using Form G-845 (Document Verification Request)</u></a>
10/29/2010 -	<a href="#"><u>Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents</u></a>
12/08/2010	<a href="#"><u>Using Form G-845 (Document Verification Request)</u></a>
10/22/2010 -	<a href="#"><u>Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents</u></a>
10/28/2010	<a href="#"><u>Using Form G-845 (Document Verification Request)</u></a>
05/20/2010 -	<a href="#"><u>Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents</u></a>
10/21/2010	<a href="#"><u>Using Form G-845 (Document Verification Request)</u></a>

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*RM 10214.170 - Requesting Systematic Alien Verification for Entitlements (SAVE) Verification of Immigration Documents Using Third Level (Document Verification Request) (Scan and Upload feature).*

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