

Guide for Completing a Form I-131, *Application for Travel Document*, and Filing an Initial Parole-in-Place (PIP) Request under the Family Reunification Task Force (FRTF) Process

Separated parents and separated children must register on Together.gov before filing a PIP request. This guide is not for redistribution. Filing a PIP request in accordance with this guide does not guarantee an individual's eligibility for consideration for PIP under the FRTF process.

Key Terms:

Petitioner: The person completing the Form I-131 on behalf of an individual who is seeking parole-in-place ("beneficiary"). The separated parent or separated child should be the petitioner.

Self-petitioner: An individual who is currently residing in the United States and is seeking parole-in-place and who files the Form I-131 for him or herself.

Beneficiary: The individual currently residing in the United States who would receive parole-in-place, if authorized.

Preparer: An individual who prepared the Form I-131, other than the petitioner/self-petitioner. Anyone may be a preparer, but only an authorized attorney or representative who has submitted a completed, fully executed Form G-28 may receive communications or notices from USCIS.

Please ensure that **ALL** steps outlined below have been followed. Missing pages of the Form I-131 and/or missing initial evidence may lead to processing delays, and requests for additional evidence.

If the PIP request is approved, the individual listed in Part 1 of the Form I-131 and, if applicable, the attorney/representative listed on an executed Form G-28, will be notified. The notice will be mailed and, if the application includes an available email address, also sent encrypted via email.

IMPORTANT: A **separate** application must be completed for **each** individual eligible to request PIP. Each filing must include the following documents (unless specified otherwise). Please order the following documents from top to bottom:

1. Copy of the USCIS FRTF Cover Letter dated December 1, 2021.
2. *(If applicable)* Completed [G-28, Notice of Entry of Appearance as Attorney or Representative](#), if the petitioner/self-petitioner is represented and would like USCIS to communicate with the attorney or representative, available at www.uscis.gov/g-28.
3. *(Recommended)* Completed Form [G-1145, E-Notification of Application/Petition Acceptance](#), with the petitioner/self-petitioner's contact information to receive e-notification (email and U.S. domestic text message) when USCIS accepts the application, available at www.uscis.gov/g-1145.
4. *(If applicable)* Petitioner/self-petitioner's cover letter listing the complete name(s) and, if applicable, A-Number(s) of other family members who are also requesting PIP under the FRTF process. Please specify which family members are requesting PIP as non-separated *additional family members* and their relationship to the separated parent or separated child.

Note: A statement from the petitioner's/self-petitioner's attorney or representative may be helpful in providing an overview of the PIP request; however, supporting evidence is still required as appropriate (see number 6 below).

5. Complete [Form I-131, Application for Travel Document](#), available at www.uscis.gov/i-131, following the instructions below:
 - Write "ATTN: FRTF PIP" in capital letters at the top of the first page of each Form I-131.

- Part 1 – This section is for information about the petitioner/self-petitioner. Complete all questions.
 - The address listed **must** be a complete U.S. mailing address. USCIS will mail notices and any official documents to the address listed here. If the petitioner/self-petitioner does not have a complete or reliable mailing address, it is strongly recommended that the petitioner/self-petitioner designate a person to receive mail on their behalf. The name and address of the person who will receive mail on behalf of the petitioner/self-petitioner should be listed in Questions 2.a. – 2.i.
 - **Note:** If the petitioner/self-petitioner provides an email address, USCIS will also send notices via email, encrypted with a password (see number 3 above).
 - Part 2 – Check box 1.e. **or** 1.f. (even if the self-petitioner/beneficiary is in the United States).
 - If the application is for a self-petitioner, check box 1.e. (even if there is a preparer).
 - If the petitioner is requesting PIP for a beneficiary, check box 1.f. and complete Questions 2.a.-2.p. with information about the beneficiary, including their U.S. phone number and complete physical address.
 - Part 3 – Complete Questions 1-5.
 - Part 4 – For Question 1.a., write “PIP under the Family Reunification Task Force EO”.
 - Parts 5 through 7 – Skip
 - Part 8 –The petitioner/self-petitioner (i.e., the person listed in Part 1, Questions 1.a.-1.c.) must complete and sign this section.
 - An electronic signature (a signature captured and placed on the form using an electronic device) is not acceptable.
 - Signature **must** be original. USCIS will accept a reproduced original signature, such as a photograph, fax, copy, or scan of the original signature, but the petitioner/self-petitioner must also retain copies of the original documents containing the original “wet” signature and USCIS may, at any time, request the original documents.
 - Part 9 – Complete if a preparer assisted with filling out the Form I-131.
6. Include the following evidence:

Note: Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator’s certification that he or she is competent to translate from the foreign language into English.

a. *Identity documentation.*

For the self-petitioner/beneficiary, submit a clear and legible copy of the self-petitioner’s/beneficiary’s passport biographical page. The passport must be valid and unexpired. If the self-petitioner/beneficiary cannot provide a copy of their passport biographical page, please provide: 1) an explanation for why it is not available, and 2) a copy of another government-issued identity document that establishes the self-petitioner’s/beneficiary’s citizenship.

For petitioners (not self-petitioners), submit a government-issued photo identification document (valid and unexpired), such as:

- A copy of an official photo identity document showing the petitioner’s photo, name, and date of birth
- A copy of the biographical page of the petitioner’s passport

If the petitioner does not have an official photo identity document, please provide: 1) an explanation for why one is not available, and 2) a copy of another government-issued identity document that establishes the petitioner's citizenship.

If the PIP request is for an **additional family member** of a separated family member, the following additional evidence should be provided, unless otherwise noted, to support the PIP request:

- b. *Evidence establishing family relationship with the separated parent or separated child.*
 - Clear and legible copies of evidence establishing the familial relationship between the additional family member and separated family member. Examples include civil documentation, birth certificates, or marriage certificates. If evidence of the familial relationship is not submitted or does not demonstrate the familial relationship, it will be requested and could delay processing.
 - **Note:** In general, evidence of the relationship between a separated parent and a separated child may assist with processing but is not required. However, if U.S. government records are not sufficient to confirm the relationship, USCIS may request additional evidence later.
- c. *Statement regarding the **additional family member's** most recent date of entry into the United States.*
 - Any additional statements or documentation that supports the additional family member's most recent date of entry.
 - Additional family members who entered the United States without inspection on or after May 7, 2021 are not eligible for consideration for PIP under the FRTF process.
- d. *Evidence showing current housing unit or residential address.*
 - Clear and legible copy of most recent documentation, such as lease agreements, utility bills, or paystubs, demonstrating that the additional family member and the separated family member share the same housing unit or residential address.
 - **Note:** If the additional family member is a spouse/partner or minor child (under 18 years old) of the separated parent or separated child, evidence showing current housing unit or residential address may assist with processing but is not required.
- e. *Evidence demonstrating an urgent humanitarian reason.*
 - A statement explaining the circumstances and why the additional family member needs PIP. The statement should either be from the separated family member or, if from another individual, it should explain the basis of the knowledge for making the statement; and
 - Any additional statements or documentation supporting an urgent humanitarian reason for consideration for PIP.
 - **Note:** If the additional family member is a spouse/partner or minor child (under 18 years old) of the separated parent or separated child, this evidence may assist with processing but is not required.

IMPORTANT: PIP requests for additional family members **must** be filed at the same time as PIP requests for the separated parent or separated child. On a case-by-case basis, USCIS may allow additional family members to file for PIP at a subsequent time if there are exceptional circumstances.

- If the separated parent or separated child is filing for PIP but not the additional family member(s), the separated parent or separated child must include a cover letter or statement explaining that there are additional family members whose PIP request cannot be filed concurrently. Include each family member's name, familial relationship, and the reason why concurrent filing is not possible.
- If the separated parent or separated child is not filing for PIP, but an additional family member is requesting PIP, the petitioner/self-petitioner must include a cover letter or statement explaining that the separated parent and child are not filing for PIP because they have immigration status or parole through other means. Include the class member's name and A-Number.

Applications must be **complete** and filed at the following USCIS Lockbox address listed below only.

- **Do not** send additional evidence or documents separately.
- If an attorney or preparer is sending applications for multiple non-related families in a single package, enclose **each** family unit in a **separate** envelope. Not doing so may delay processing.

For U.S. Postal Service (USPS), FedEx, UPS, and DHL deliveries:

USCIS

Attn: FRTF PIP-HP

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034-4850

Where to Send Your Questions:

- You may check the status of your application through our website at uscis.gov/contactcenter.
- If you received a “Receipt of Request for Parole” from the USCIS International and Refugee Affairs Division’s Humanitarian Affairs Branch, please note that PIP processing can take up to 90 days from the date of your receipt. If you have any questions, you may contact the Humanitarian Affairs Branch at HumanitarianParole@uscis.dhs.gov.
 - It is important that you include “FRTF PIP” in the subject line of the email.
 - Please reference identifying information in the email, such as the self-petitioner’s/beneficiary’s A-Number or the USCIS Receipt Number.
 - If your email contains sensitive information, we strongly recommend that the content is password-protected and that the password is sent in a separate email.

Overview of Parole-in-Place (PIP) Process

- Step 1: *Register on Together.gov or Juntos.gov.* The separated parent or separated child registers on Together.gov or Juntos.gov to begin the PIP process. The separated parent or separated child will receive an email confirmation from the FRTF.
- Step 2: *Filing of PIP Request.* Petitioner/self-petitioner files an application and all required documentation at the correct mailing address.
- Step 3: *USCIS Receives PIP Request.* Upon receipt of a properly completed application, the Lockbox notifies the petitioner/self-petitioner (and attorney or representative, if a G-28 is on file) that the filing was accepted. The Lockbox sends the PIP request to the USCIS International and Refugee Affairs Division (USCIS-IRAD) in Washington, D.C. Upon receipt of the PIP request, USCIS-IRAD notifies the petitioner/self-petitioner (and attorney or representative, if a G-28 is on file) that the PIP request was received.
- Step 4: *Biometrics Collected.* The self-petitioner/beneficiary will receive an appointment notice for biometrics collection at a USCIS Application Support Center.
- Step 5: *USCIS Officer Makes a Decision.* A USCIS officer considers the request and reviews the application and all supporting documents. The officer may issue a Request for Evidence (RFE) or Notice of Intent to Deny (NOID), if necessary.
- Step 6: *Supervisor Reviews the Decision.* All PIP decisions are reviewed by a supervisor before any decision is finalized.
- Step 7: *USCIS Provides Notification of the Decision.* USCIS-IRAD notifies the petitioner/self-petitioner (and attorney or representative, if a G-28 is on file) of the decision. The decision letter provides notice of the decision and any details regarding next steps. For approvals, an *I-94 Arrival/Departure Record* is enclosed with the Notice of Approval.