

Filing Form I-131F for a Client

Step 1—Add a client

- Under “My Clients” tab, add a client
- Enter client name & email address

What is your client's current legal name?

Their current legal name is the name on their birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

The current legal name you enter will be used to auto-populate your client's name in Form G-28. You will be able to edit the auto-populated fields if your client's legal name changes.

Given name (first name) *

Middle name (if applicable)

Family name (last name) *

What is your client's email address?

Please provide the same email address that is or will be used by your client to create their USCIS online account. If you enter an email address that does not match, your client will not be able to add you as a representative to complete the online filing process.

Email address *

Example: user@domain.com

The email address you enter will be used to auto-populate your client's email address in Form G-28. You will not be able to edit the email field in Form G-28.

Note: If the client email address you enter does not match the one used for your client's USCIS online account, you will need to delete any draft forms in progress for the client, remove them from your representative account, and add them as a client again in order to provide their correct email address.

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Step 2—Select the client

Use drop down arrow to
choose “File a Form”

Name	Action
Rios, Alma	Actions ▼
Rios, Jaime	Actions ▼
Smith, Jane	Actions ▼

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Step 2—Select the client

Use drop down arrow to
choose “File a Form”

Select the client for whom you are filing:

The client you select is the client who will see the form you prepare. Provide information for the selected client in the form.

If you start a form for the wrong client or need to change the client for whom you are preparing it, delete the form and start a new one after selecting the correct client.

If your client is not listed, you may [add them as a client](#).

applicant - Rios, Jaime

Select the form you want to file online:

All forms include Form G-28, Notice of Entry of Attorney or Accredited Representative. You must submit Form G-28 when filing a form on behalf of a client. If you need to add a representative to a previously filed form, select Form G-28.

Fee waiver: If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

I-131F, Application for Parole in Place for Certain Noncitizen Spouses and St

Use this form to apply for certain noncitizens who are present in the United States without admission as parole to request a temporary period of parole.

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I-131F, Application for
Parole in Place for Certain
Noncitizen Spouses an...

Getting Started ▾

About You ▾

Evidence ▾

Review and Submit ▾

You must complete all fields with an asterisk (*) to submit this form.

i Important filing information

The Form I-131F **must** be filed by the noncitizen spouse or noncitizen stepchild as the requestor. Enter the noncitizen spouse or noncitizen stepchild's information in the "About You" section. If you enter the U.S. citizen spouse or stepparent's information in this section, your request may be rejected or denied without refund.

Each requestor, including noncitizen stepchildren, must file a separate Form I-131F requesting parole in place, and each requestor must have their own USCIS online account. A parent or legal guardian may create an online account for their minor child if the purpose is to submit a form on behalf of the minor. If a parent or legal guardian is not available, a primary caregiver or legal assistance provider may also help a child create their own USCIS online account.

I am requesting parole in place under INA section 212(d)(5)(A) as the: *

- Spouse of a United States Citizen
- Stepchild of a United States Citizen

Step 3—Fill out the form

- Form I-131F has four sections.

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Choose the type of request:

- Spouse of U.S. citizen OR
- Stepchild of U.S. citizen

I am requesting parole in place under INA section 212(d)(5)(A) as the: *

- Spouse of a United States Citizen
- Stepchild of a United States Citizen

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If request is for stepchild of U.S. citizen

- Stepchild does not have to wait for their parent to file
- Stepchild can apply even if their parent does not apply
- BUT...if their parent applies first, include the parent's receipt number on the stepchild's form

You must complete all fields with an asterisk (*) to submit this form.

I am requesting parole in place under INA section 212(d)(5)(A) under the Process to Promote the Unity and Stability of Families as the: *

- Spouse of a United States Citizen
- Stepchild of a United States Citizen

What is your parent's I-131F receipt number? (if applicable)

Provide a 13-character receipt number, beginning with 3 capitalized letters followed by 10 digits.

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- A written narrative is required.
- Provide information from your client about why they qualify for a discretionary grant of parole.

I-131F, Application for Parole in Place for Certain Noncitizen Spouses an...

Getting Started ▼

About You ▲

Your name

Your contact information

When and where you were born

Describe yourself

Other information

Processing information

Qualification for parole

Evidence ▼

Review and Submit ▼

You must complete all fields with an asterisk (*) to submit this form.

Explain how you qualify for parole in place, including information regarding the significant public benefit or urgent humanitarian reasons warranting a grant of parole, and why you believe you merit a favorable exercise of discretion.

You must explain how you qualify for parole in place as a noncitizen spouse or stepchild of a U.S. citizen in the space provided, including any specific factors that support your request or may be considered in overcoming a rebuttable presumption of ineligibility. Include copies of any supporting documents or evidence you wish considered. USCIS will use the information provided in your parole request and supporting evidence, along with the results of background and security checks and any other relevant information available to or requested by USCIS, to determine whether parole is warranted based on a significant public benefit or urgent humanitarian reasons and whether you merit a favorable exercise of discretion.

Provide an explanation. Your answer must be at least 750 characters. *

In this section, you need to provide a written narrative for why the applicant deserves a favorable exercise of discretion. This is where they tell their story. This section must have at least 750 characters (not words.) If it doesn't it will generate a red alert.

ⓘ You must provide at least 750 characters.

265/2000

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Step 4—Upload evidence

- Critical section
- Form prompts for evidence based on type of request
- We strongly recommend you gather and prepare all evidence for upload before you begin the form

Evidence

Photo identity document

Evidence of your relative's status as a U.S. Citizen

Evidence of qualifying relationship

Evidence of continuous physical presence

Additional evidence

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Reminders about file requirements for evidence

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file


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Reminders about file requirements for evidence

2014 landlord's affidavit.pdf

 Only English language characters accepted.

Filing Form I-131F for a Client



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- Finish form and move on to G-28
- Form I-131F is locked for editing

I-131F, Application for
Parole in Place for Certain
Noncitizen Spouses an...

Getting Started ▼

About You ▼

Evidence ▼

Review and Submit ▲

Review your application

Your application summary

Preparer statement

Preparer signature

**Finish and continue to G-
28**

Finish the I-131F and continue to the G-28

By finishing this form, we will prepare a draft I-131F for your client to review and sign. If your client does not approve the information provided in the I-131F, you will need to edit the information in the form, and resubmit it for your client's review.

Next you will continue to Form G-28. When you finish Form G-28, we will give you a passcode for your client to add you as his or her representative in his or her USCIS online account. Once you are added, your client will have access to review the draft I-131F and the draft Form G-28.

[Back](#)

[Finish and continue](#)

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Step 5—Complete Form G-28

i You have the option to auto-populate form G-28. Information from your representative profile may be used to auto-populate the corresponding fields within Form G-28. If any of the information auto-populated within Form G-28 needs to be updated, you can edit the field. You should also update the information within your profile so that it is correct.

I certify that it is my responsibility to ensure that the auto-populated information is correct.

Auto-populate data

Do not auto-populate data

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Step 5—Complete Form G-28

Give this passcode to your client to initiate the G-28 client relationship

Your client will need to enter this one-time passcode on his or her account homepage in order to add you as a representative. Your client must have a USCIS online account in order for you to manage his or her case online.

If this code is not used within 30 days, it will expire and the draft G-28 will be deleted.

One-time passcode: NJO-306BB-4C07B-C039

Finish

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Applicant Steps

- Step 1—Log in to applicant account
- Enter representative passcode

An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

applicant > jalmelavlenrios@test.com > a3af7ab5-8942-4da3-937b-f56d1f5b6c26 > Last login: 2024-08-29 09:03:36 -0400

Welcome To Your USCIS Account

Select What You Want To Do

 Add a case to your account Enter your online access code (OAC) to add and manage a case to your account	 File a form online Start a new form, upload evidence, and pay and submit online	 Enter a representative passcode Review and sign forms prepared for you by your attorney or representative
 Verify your identity Answer questions about your immigration history to verify your personal identity	 Change your address Update your address with USCIS	 Reschedule biometrics Search for your existing biometrics appointment to reschedule online

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Applicant Steps

- Step 1—Log in to applicant account
- Enter representative passcode


The screenshot displays the USCIS My Account portal. At the top, it says "An official website of the United States government" and "U.S. Citizenship and Immigration Services". The user is logged in as "applicant" with the email "jaimejavierros@test.com". The page shows a "Welcome To Your USCIS Account" message and a notification about the "Keeping Families Together Process". A dropdown menu is open under "My Account", showing options like "Home", "Settings", "Account actions", "Add a case to your account", "File a form online", "Pay a fee online", "Enter a representative passcode", "Verify your identity", "Reschedule Biometrics", "Change your address", and "Sign out". The "Enter a representative passcode" option is highlighted.

Filing Form I-131F for a Client

Step 2—Applicant reviews Form G-28 and Form I-131F

- Client can accept or decline
- Client cannot make edits
- Client has three ways to review:
 - PDF snapshot
 - Print
 - Long vertical view

An official website of the United States government [Here's how you know](#)

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾

applicant > jaimejavierros@test.com > a3af2ab5-8942-4dad-937b-f66d199b8c28 > Last login: 2024-08-29 09:31:51 -0400

Review the G-28 form information

Here is a summary of all the information you provided in the G-28.

If anything is incorrect or missing, you should **decline** the G-28 on the next page and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#) [Print](#)

About Representative

Your name

Provide your name

Given name (first name)	Lee
Middle name (if applicable)	NMN
Family name (last name)	Norris

Your role

Select your representative role

I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia

Licensing authority	New York
Bar number	123456

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- If client accepts both, legal representative will pay and submit
- If client declines either form, legal representative will make edits and send representative passcode to client again.

You must complete all fields with an asterisk (*) to submit this form.

Accept or decline the G-28 *

If the information provided in the G-28 is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the G-28 and contact your representative. We will allow your representative to edit the information in the draft form, and resend it to you for your review.

- I accept the G-28 and want to provide my signature
- I decline the G-28 and want to send the draft form back to my representative to make updates

[Back](#)

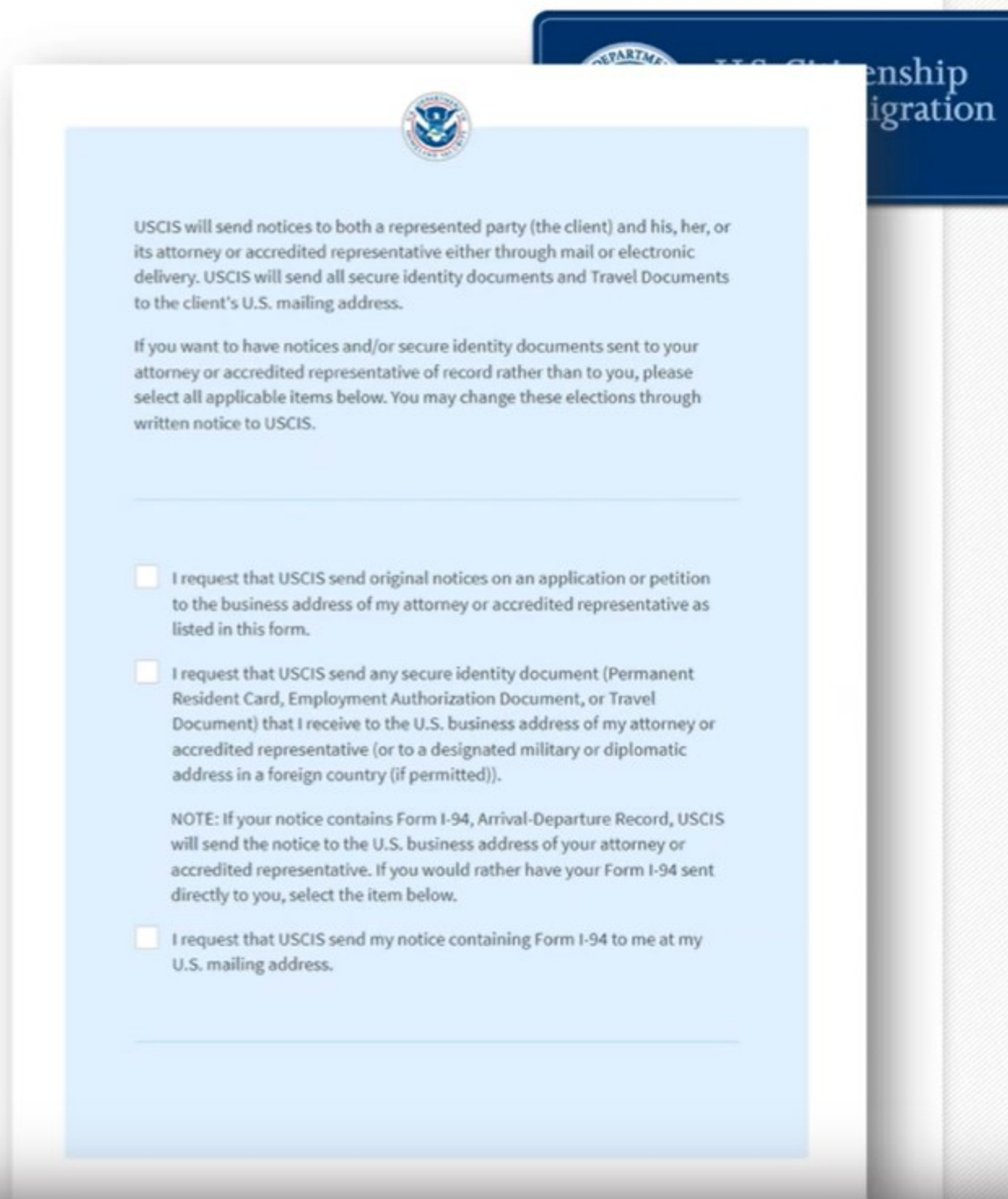
[Next](#)

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Step 3—Client signs forms

Client indicates if they want notices and/or documents sent to legal representative

Client signs by typing their name



DEPARTMENT OF HOMELAND SECURITY
U.S. Citizenship and Immigration Services

USCIS will send notices to both a represented party (the client) and his, her, or its attorney or accredited representative either through mail or electronic delivery. USCIS will send all secure identity documents and Travel Documents to the client's U.S. mailing address.

If you want to have notices and/or secure identity documents sent to your attorney or accredited representative of record rather than to you, please select all applicable items below. You may change these elections through written notice to USCIS.

I request that USCIS send original notices on an application or petition to the business address of my attorney or accredited representative as listed in this form.

I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country (if permitted)).

NOTE: If your notice contains Form I-94, Arrival-Departure Record, USCIS will send the notice to the U.S. business address of your attorney or accredited representative. If you would rather have your Form I-94 sent directly to you, select the item below.

I request that USCIS send my notice containing Form I-94 to me at my U.S. mailing address.

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Applicant will see that forms are ready for legal representative to submit

Your Drafts

I-131F Application for Parole in Place for Certain Noncitizen Spouses and Stepchildren of U.S. Citizens

Your representative needs to pay for (if required) and submit your form

Status

Your representative has not submitted your form

Last updated

August 29, 2024

Filing Form I-131F for a Client



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Step 6 for Legal Representative

- Pay for & submit forms
- (video to be inserted)

The screenshot shows the USCIS H-1B Registrations interface. At the top, there are tabs for 'Cases' and 'H-1B Registrations'. Below this, there are two sub-tabs: 'Drafts (1)' and 'Submitted (1)'. A search bar is present with the placeholder text 'Search for clients and cases' and a 'Search' button. Below the search bar, there are filter options for 'Status' and 'Form', both with dropdown menus. A 'Clear filters' button is also visible. A 'Refresh Table' button is located above the table. The table has five columns: 'Client', 'Forms', 'Beneficiary', 'Status', and 'Action'. One row is visible with the following data: Client: Rios, Jaime; Forms: I-131F; Beneficiary: None; Status: Ready to pay and submit; Action: Actions (dropdown menu).

Client	Forms	Beneficiary	Status ?	Action
Rios, Jaime	I-131F	None	Ready to pay and submit	Actions ▼

Filing Form I-131F for a Client



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Step 7

- View submitted case

Applicant: **RIOS, DELTA**

I-131F, Application for Parole in Place for Certain Noncitizen Spouses and Stepchildren of U.S. Citizens

Submitted on August 6, 2024 | Receipt # IOE9516664633

[Download PDF](#) ▾

[Withdraw G-28](#)



I-131F notices will not be sent by mail

We will send all Form I-131F notices and correspondence to your and your client's USCIS online accounts. **Your client must print their biometric services appointment notice and bring it with them to their biometrics appointment.** To ensure you have the latest information about this case, sign into your USCIS online account often to receive important messages and check the case status.

Case Status

[Evidence](#)

[Notices](#)

[Case History](#)

Case status issued August 6, 2024

Case Was Received and A Receipt Notice Was Sent

On August 6, 2024, we received your Form I-131, Application for Travel Documents, Parole Documents, and Arrival/Departure Records, Receipt Number IOE9516664633, and sent you a receipt notice or acceptance notice. The notice describes how we will process your case. Please follow the instructions in the notice. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.

Current as of today at 11:31 am ET