



Separated parents and separated children must register on [Together.gov](https://www.together.gov) or [Juntos.gov](https://www.juntos.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 PIP under the FRTF process.

Key Terms:

Self-petitioner: An individual who is currently residing in the United States, is seeking parole-in-place, and who files the Form I-131 for themselves. The separated parent or separated child should complete the Form I-131 as a self-petitioner.

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.

Beneficiary: The individual currently residing in the United States who would receive parole-in-place, if authorized. The additional family member of the separated parent or separated child should be the beneficiary.

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, *Notice of Entry of Appearance as Attorney or Accredited Representative*, 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, USCIS will mail a decision notice and Form I-94 to the address listed in Part 1 of the Form I-131, unless specified otherwise on a properly executed Form G-28. If applicable, the attorney of record/accredited representative will receive a copy of the decision notice in the mail, unless specified otherwise in Part 4 of Form G-28.

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 [Form 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 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 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 additional family members who are also requesting parole under the FRTF process. Please specify which family members are outside the United States requesting parole or in the United States requesting PIP as non-separated *additional family members* and their relationship to the separated parent or separated child.

IMPORTANT:

- A separated parent and/or separated child who intend to request PIP should file their application either before or at the same time as the non-separated additional family member (AFM) who is requesting PIP. Concurrent filings are strongly encouraged when it is possible and the separated parent or separated child is encouraged

to file for PIP on behalf of the AFM (i.e., with the separated parent or separated child listed as the petitioner and the AFM listed as the beneficiary). AFMs should not request PIP before the separated parent and/or separated child applies for PIP for themselves.

- All PIP filings must include a cover letter listing the separated parent and separated child's names and A-numbers, and the names, and A-numbers (if applicable) of all AFMs who are either requesting parole at the same time or who will request parole at a later date. A separated parent and/or separated child should not be requesting parole after AFMs.
 - If the separated parent or separated child is not requesting parole for themselves, the cover letter should include a brief explanation for why (e.g., PIP was already requested, separated family member has immigration status or parole).
- If USCIS receives a PIP filing for an AFM *before* the separated parent or separated child (and the cover letter indicates the separated parent or separated child intends to request PIP for him/herself), USCIS will hold the AFM's PIP request in abeyance for 60 days to provide time for the receipt of the separated parent's or separated child's PIP request. If the separated parent's or separated child's PIP request is not received within 60 days, USCIS will administratively close the AFM's PIP application.

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 uscis.gov/i-131, following the instructions below. If any fields are not applicable, print or type N/A.
- 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 applicable questions.
 - The address listed **must** be a complete U.S. mailing address. **If biometrics services are required for the self-petitioner, USCIS will schedule a biometrics services appointment at a local USCIS Application Support Center (ASC) based on the address listed here.** USCIS will mail notices and official documents to the listed address.

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 located in the United States to receive mail on their behalf. The name and address of the person who will receive original notices and documents mail on behalf of the petitioner/self-petitioner should be listed in Questions 2.a. – 2.i. unless the petitioner/self-petitioner requests original notices and documents are mailed to the attorney or accredited representative listed on a properly executed Form G-28.
 - Write “PFR” In Question 6, Class of Admission.
 - 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.

If biometrics services are required for the beneficiary, USCIS will schedule a biometrics services appointment at a local USCIS ASC based on the address listed here.

- Part 3 – Complete Questions 2-5.
 - For Question 1, indicate “N/A”.
 - For Question 2, enter “999”.
 - If Question 3.a. is yes, question 3.b. should be the name of the DHS office that issued the Notice to Appear.
 - 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 for each application:

Note: Any document containing a 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 they are 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, they must provide any available primary and/or secondary proof of identity and citizenship, including, but not limited to:

- Birth certificate
- Government-issued identification card
- School or medical records

If the identity document does not include a photograph, a passport style photograph of the self-petitioner/beneficiary must be included.

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 or U.S. immigration status or parole, if any.

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

- b. *Evidence establishing family relationship with the separated parent or separated child.*
- Clear and legible copies of evidence establishing the familial relationship between the AFM and separated parent or separated child. 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 AFM's most recent date of entry into the United States.*
- Any additional statements or documentation that supports the AFM's most recent date of entry.
 - AFMs who entered the United States without inspection must have entered on or before June 18, 2022.
- 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 AFM and the separated parent or separated child share the same housing unit or residential address at the time the parole application is filed.
 - Evidence of a shared housing unit or residential address is not required if the AFM shares any of the following familial relationships with the separated parent or separated child:
 - Separated parent's or separated child's spouse (including a common law spouse)
 - Separated parent's or separated child's unmarried child under the age of 21
 - Separated child's biological sibling who is unmarried and under the age of 21
 - Separated child's non-separated parent, stepparent, or legal guardian
 - Separated child's stepparent's biological unmarried children under the age of 21
 - Separated parent's parent who is the primary caregiver for:
 - A minor child of a separated parent; or
 - A separated child
- e. *Evidence demonstrating an urgent humanitarian reason.*
- A statement explaining the circumstances and why the AFM needs PIP. The statement should either be from the separated parent or separated child 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 AFM 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:

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 applications for **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
2108 E. Elliot Rd.
Tempe, AZ 85284-1806

Where to Send Your Questions:

- Petitioners may check the status of the parole application through their myUSCIS account at my.uscis.gov or through our website at uscis.gov/contactcenter.
- If you received a “Receipt of Request for Parole” from USCIS, 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 USCIS 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](https://together.gov) or [Juntos.gov](https://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 adjudicating office.
- 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 Provides Notification of the Decision.* USCIS 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.