



Guide for Completing a Form I-131, *Application for Travel Document*, and Filing an Initial Parole Request under the Family Reunification Task Force (FRTF) Process on behalf of Individuals Outside the United States

Separated parents and separated children must register on [Together.gov](https://www.together.gov) or [Juntos.gov](https://www.juntos.gov) before filing a parole request. This guide is not for redistribution. Filing a parole request in accordance with this guide does not guarantee an individual's eligibility for consideration for parole under the FRTF process.

Key Terms:

Self-petitioner: An individual who is outside of the United States and is seeking parole 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 outside the United States who is seeking parole ("beneficiary"). The separated parent or separated child should be the petitioner.

Beneficiary: The individual residing outside the United States who would receive parole, 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 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 parole request is approved, USCIS will mail a decision notice to the address listed in Part 1 of the Form I-131, unless specified otherwise on a properly executed Form G-28. If an executed Form G-28 is included, 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.
- The person applying to be paroled into the United States may be subject to exit requirements by the government of the country they are leaving. For example, if a child will be paroled into the United States and a parent who shares custody will remain in country, obtaining permission from the parent who is remaining in country may be required. If a non-traveling parent provides a statement to USCIS to support a parole request for a minor child, that statement might not satisfy the local government's exit requirements.

IMPORTANT: A **separate** application must be completed for **each** individual eligible to request parole. **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's/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 parole-in-place as non-separated *additional family members* and their relationship to the separated parent or separated child.

IMPORTANT:

If the additional family member requesting parole lives in the same country as the separated parent or separated child, the parole application for the additional family member must be filed at the same time as the parole applications for the separated parent and/or separated child, absent exceptional circumstances, to be determined on a case-by-case basis. If the additional family member's parole application cannot be filed concurrently with the separated parent and/or separated child, the parole application must include a cover letter or statement explaining why concurrent filing is not possible and must include the name and A-Number for the separated parent and/or separated child to which they are connected.

Certain additional family members (see familial relationships specified in Step 6.d.) living in a different country from both the separated parent and the separated child are not required to file their parole applications at the same time as the separated parent or separated child, although concurrent filing is encouraged where possible. For example, if both the separated parent and separated child are in the United States, a parole request for the separated parent's spouse located in the home country may be filed separately. The additional family member's parole application must include a cover letter or statement providing the name and A-number of the separated parent and/or separated child to which they are connected. If the separated parent and the separated child have not requested parole for themselves, the cover letter or statement should also include a brief explanation for why.

Note: A statement from the petitioner's/self-petitioner's attorney or representative may be helpful in providing an overview of the parole 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**” 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 name of the petitioner/self-petitioner should be written **exactly** how it would appear on their passport.
 - The address listed **must** be a complete mailing address. USCIS will mail notices 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 located in the United States 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.
 - If the listed address is not the self-petitioner's local address, please include the local address in the cover letter. If the self-petitioner does not have a complete local address, a relative address (e.g., “2 blocks from the market in Village X, Department Y, Country Z”) should be provided.
 - Part 2 – Check box 1.e. **or** 1.f.
 - If the application is for a self-petitioner, check box 1.e. (even if there is a preparer).
 - If the petitioner is requesting parole for a beneficiary, check box 1.f. and complete Questions 2.a.-2.p. with information about the beneficiary, including their local phone number and complete physical address so that the U.S. Embassy can contact this person, if needed. If the beneficiary does not have a complete physical

address, a relative address (e.g., “2 blocks from the market in Village X, Department Y, Country Z”) should be provided.

- The name of the beneficiary should be written **exactly** how it would appear on their passport.

- Part 3 – Complete Questions 1-4.c.

- For Question 2, enter “999”.

- Part 4 – For Question 1.a., write “Parole under the Family Reunification Task Force EO”.

- Parts 5 through 6 – Skip

- Part 7 - This section is for information about the self-petitioner/beneficiary located outside the United States.

- Complete all questions.

- 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.

- It is important that self-petitioners provide their local phone number so that the U.S. Embassy can contact this person, as needed.
 - If the petitioner/self-petitioner is a separated parent or separated child located abroad, a signature is not required; however, a handwritten signature is recommended.
 - If the petitioner/self-petitioner is an **additional family member** of a separated parent or separated child, a signature is required.
 - 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.
 - If an original or reproduced signature cannot be obtained before mailing the application to USCIS, the application will be accepted without a signature; however, USCIS will require a signature at a later date (such as at the U.S. Embassy or Port of Entry before entry into the United States).

- 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, 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. **If a clear and legible copy of a valid and unexpired passport is not available, processing may take longer and you may be requested to provide one.**

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.

- b. Except as noted below, *if parole is requested for a child under the age of 18* and the child is either: 1) traveling with one parent and the other parent (who also has legal custody) will remain outside the United States, or 2) traveling with neither parent, please submit a statement from the parent(s) remaining in country authorizing the minor child to travel to the United States. If a statement cannot be obtained, please provide an explanation for why, including if the non-traveling parent is currently in the United States. The parent may also provide evidence that he or she has sole legal custody of the child.

Note: If the child is located in a country (such as El Salvador, Guatemala, or Honduras) where government-imposed exit requirements are enforced and include the non-traveling parent's authorization of the child's international travel, then a statement from the non-traveling parent(s) is not required. **Please also see the note on page 1 of this guide regarding exit permissions.**

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

- c. *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 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.
- 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 parent or separated child share the same housing unit or residential address at the time the parole application is concurrently filed.
 - Evidence of a shared housing unit or residential address is not required if the additional family member 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 additional family member must accompany or join the separated parent or separated child in the United States. 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 parole.

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:

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) Deliveries:

USCIS
Attn: FRTF-HP
P.O. Box 660865
Dallas, TX 75266

For FedEx, UPS, or DHL:

USCIS
Attn: FRTF-HP (Box 660865)
2501 S. State Hwy 121, Business
Suite 400
Lewisville, TX 75067

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 parole processing can take 30-60 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” 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 Process (for more details, please visit uscis.gov/humanitarian/humanitarian-or-significant-public-benefit-parole-for-individuals-outside-the-united-states)

- 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 parole process. The separated parent or separated child will receive an email confirmation from the FRTF.
- Step 2: *Filing of Parole Request.* Petitioner/self-petitioner files an application and all required documentation at the correct mailing address.
- Step 3: *USCIS Receives Parole Request.* Upon receipt of a properly completed application, the Lockbox notifies the petitioner (and attorney or representative, if a G-28 is on file) that the filing was accepted. The Lockbox sends the parole request to the USCIS adjudicating office.
- Step 4: *USCIS Provides Notification of the Decision.* USCIS notifies the 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.
- Step 5: *Issuance of Travel Documents. (Approvals Only)*
- Step 6: *U.S. Customs and Border Protection (CBP) Paroles into the United States. (Approvals Only)*