



Guide for Completing a Form I-131, *Application for Travel Documents, Parole Documents, and Arrival/Departure Records* to Request Initial Parole Under the Family Reunification Task Force (FRTF) Process on behalf of Individuals Outside the United States

Initial Parole

Ms. L. Settlement Class members, and certain qualifying additional family members of a *Ms. L.* Settlement Class member, who are **outside the United States** may file a request for initial parole with USCIS under the process established by the Family Reunification Task Force (FRTF) and the [Ms. L. Settlement Agreement](#). Separated parents and separated children who believe they may qualify as a *Ms. L.* Settlement Class member **must register** on [Together.gov](#) or [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 parole. For more information, please visit [Together.gov](#) or [Juntos.gov](#).

Key Terms:

Ms. L. Settlement Class member: A separated parent or separated child who registers on [Together.gov/Juntos.gov](#) and is confirmed by the FRTF to qualify for class membership under the *Ms. L.* Settlement Agreement.

Qualifying Additional Family Member (QAFM): A qualifying family member of a *Ms. L.* Settlement Class member, as defined in the *Ms. L.* Settlement Agreement. See Step 6.d. below for information on who may be considered a QAFM.

Self-petitioner: An individual who is outside of the United States, who is seeking parole, and who files Form I-131 for themselves. *Ms. L.* Settlement Class members should complete Form I-131 as a self-petitioner when seeking parole for themselves.

Petitioner: The person who files Form I-131 to seek parole on behalf of another individual who is outside the United States (the "beneficiary"). *Ms. L.* Settlement Class members should file as the petitioner when seeking parole for a QAFM.

Beneficiary: The individual outside the United States who would receive parole, if authorized. The QAFM of a *Ms. L.* Settlement Class member should be listed as the beneficiary on Form I-131.

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 accredited 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 about your case.

- Please ensure that **ALL** steps outlined below have been followed. Missing pages of the Form I-131 and/or missing required initial evidence may lead to processing delays, requests for additional evidence, or rejection.
- If the parole request is approved, USCIS will mail a decision notice to the address listed in Part 2 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 seeking parole into the United States may be subject to exit requirements by the government of the country they are leaving. For example, if a child is seeking parole 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 I-131 Initial Parole and Re-Parole Cover Letter dated October 11, 2024.

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 QAFMs who are also requesting parole under the FRTF process and *Ms. L. Settlement Agreement*. Please specify which family members are outside the United States requesting parole or in the United States requesting parole in place as QAFMs and their relationship to the *Ms. L. Settlement Class member*.

IMPORTANT:

If the QAFM requesting parole lives in the same country as the *Ms. L. Settlement Class member*, the parole application for the QAFM must be filed at the same time as the parole application for the *Ms. L. Settlement Class member*, absent exceptional circumstances, to be determined on a case-by-case basis. If the QAFM's parole application cannot be filed concurrently with the *Ms. L. Settlement Class member's*, 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 *Ms. L. Settlement Class member* to whom they are connected.

Certain QAFMs (see familial relationships specified in Step 6.d.) living in a different country from both *Ms. L. Settlement Class members* (both the separated parent and the separated child) are not required to file their parole applications at the same time as the *Ms. L. Settlement Class member*, 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 QAFM's parole application must include a cover letter or statement providing the name and A-number of the *Ms. L. Settlement Class member* to whom they are connected. If the *Ms. L. Settlement Class members* 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 Step 6 below).

5. Complete Form I-131, *Application for Travel Documents, Parole Documents, and Arrival/Departure Records*, available at uscis.gov/i-131, following the instructions below. Make sure you are using the current edition of the form (edition date 06/17/24). If any fields listed below are not applicable to you, print or type N/A.
 - **Part 1. Application Type** – Check **Item 6.D**. Applicants should **NOT** check any other boxes in Part 1.
 - In the field under **Item 6.D**, write **your FRTF Registration Number** that was provided by the FRTF after your registration on together.gov/juntos.gov.
 - **Part 2. Information About You**
 - **Items 1-15**. For items 1-14, enter information about the petitioner/self-petitioner. Complete all items 1-14 that are applicable to you.
 - **Item 1**. The name of the petitioner/self-petitioner should be written **exactly** how it would appear on their passport.
 - **Item 3**. 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 the mail should be

listed in Part 2. Item 3.

- **Item 4.** Include the petitioner/self-petitioner’s current physical address, if different from the mailing address used in Item 3. 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.
 - An item that says “(if any)” can be left blank if it does not apply to you.
 - **Items 12 - 14.** Only fill out these fields if you have a previous I-94 document issued by CBP or USCIS.
 - **Item 15 eMedical U.S. Parolee ID.** This does not need to be completed. Please skip this question.
- **Items 16-27.** In this section, enter information about the beneficiary if the petitioner is someone other than the beneficiary .
- A self-petitioner **does not** have to complete Items 16-27. A self-petitioner can leave blank Items 16-27.
 - An item that says “(if any)” can be left blank if it does not apply to you.
 - The name of the beneficiary should be written **exactly** how it would appear on their passport.
 - Include the beneficiary’s local phone number and complete physical address so that the U.S. Embassy can contact them, 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.
- **Part 3.** Enter the biographic information for the self-petitioner or beneficiary.
- **Part 4.** This section is for information about the self-petitioner or beneficiary. Complete **items 1-3.c**. Skip Items **4 – 9c**.
- Do **NOT** complete **Parts 5 - 7**.
- **Part 8.**
- In **Item 1**, write “Parole under the Family Reunification Task Force EO and Ms. L. Settlement Agreement”.
 - In **Item 2**, write “3 years.”
 - Complete **Items 3a. and 3b**. For 3.b, enter the city and country outside the United States where the self-petitioner/beneficiary wishes to receive their parole document.
- Do **NOT** complete **Part 9**.
- **Part 10 – Applicant’s Statement, Contact Information, Certification, and Signature.**
- The petitioner/self-petitioner (i.e., the person listed in Part 2, Items 1-15.) 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 *Ms. L. Settlement Class* member located outside the United States, a signature is not required at time of filing; however, a handwritten signature is recommended and may be required prior to authorizing travel.
 - If the petitioner/self-petitioner is a QAFM of a *Ms. L. Settlement Class* member, 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 11 - Interpreter’s Contact Information, Certification, and Signature.** If an interpreter was used to read the Instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section and sign and date the application.

- **Part 12 - Contact Information, Certification, and Signature of the Person Preparing this Application, if Other Than the Applicant.** Complete if a preparer assisted with filling out the Form I-131.

6. Include the following required initial 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 always required but may be requested. **Please also see the note on page 1 of this guide regarding exit permissions.**

If the parole application is for a **QAFM** of a *Ms. L.* Settlement Class member, the following additional evidence must be provided, unless otherwise noted, to support the parole application:

c. *Evidence establishing a family relationship with the Ms. L. Settlement Class member.*

- Clear and legible copies of evidence establishing the familial relationship between the QAFM and *Ms. L.* Settlement Class member. Examples of evidence establishing the familial relationship may include, but are not limited to, 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 who are *Ms. L.* Settlement Class members 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 QAFM and the *Ms. L. Settlement Class* member share the same housing unit or residential address at the time the parole application is concurrently filed (or demonstrating that they would share the same housing unit but for the detention of the *Ms. L. Settlement Class* member).
- Evidence of a shared housing unit or residential address is not required if the QAFM shares any of the following familial relationships with the *Ms. L. Settlement Class* member:
 - 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 or legal guardian’s parent who is the primary caregiver for:
 - A minor child of a separated parent; or
 - A separated child

Note: If the family member does not share the same housing unit or residential address with the *Ms. L. Settlement Class* member (or cannot show that they would share the same housing unit but for the detention of the *Ms. L. Settlement Class* member), and also does not share one of the above-listed familial relationships, then the family member does not qualify as a QAFM and may not be considered for parole under the FRTF process.

e. *Evidence demonstrating an urgent humanitarian reason.*

- A statement explaining the circumstances and why the QAFM must accompany or join the *Ms. L. Settlement Class* member in the United States. The statement should either be from the *Ms. L. Settlement Class* 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 parole.

Note: If the QAFM is a spouse/partner or minor child (under 18 years old) of the *Ms. L. Settlement Class* member, 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 unless requested by USCIS through a Request for Evidence or Notice of Intent to Deny.
- 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/self-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 USCIS generally aims to process initial parole requests within 30-60 days from the date of receipt, but parole processing times may vary depending on the circumstances of each request. 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 or Juntos.gov.* The separated parent or separated child registers on Together.gov or Juntos.gov to be confirmed for *Ms. L.* Settlement Class membership. The separated parent or separated child will receive an email confirmation from the FRTF if they are confirmed as a *Ms. L.* Settlement Class member.
- 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)* The decision notice will inform the self-petitioner/beneficiary that they must appear for further processing at a U.S. embassy, consulate, or USCIS field office. If parole is authorized, a document is issued authorizing the self-petitioner/beneficiary's travel to the United States.
- Step 6: *U.S. Customs and Border Protection (CBP) Paroles into the United States.* (If Parole is Authorized). A CBP officer inspects the self-petitioner/beneficiary at a U.S. port of entry (POE). If granted parole at the POE, CBP issues a Form I-94, *Arrival/Departure Record* which specifies the length of the parole period and the class of admission (COA).