#### Volume XIII – E-Filing Form I-907

#### Purpose

The purpose of this document is to highlight key aspects of the I-907 E-Filing module for prospective employers wishing to E-File a Request for Premium Processing Service (Form I-907). The following screenshots are a preview of the I-907 On-Line E-Filing Form and can be used as a reference to prepare for E-Filing the I-907 petitions.

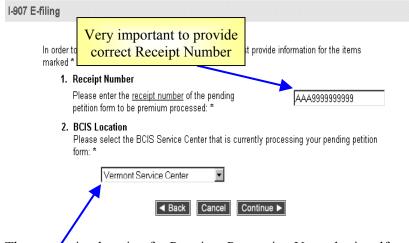
In this document the following topics will be addressed:

- Provide Receipt Number for Upgrades
- <u>Premium Processing E-Filing Eligibility</u>
- I-907 and Concurrent E-Filing
- <u>15-Day Premium Processing Clock</u>
- E-mail Notices
- I-907 Mailing Addresses for Supporting Documentation

## **Provide Receipt Number for Upgrades**

Once you have selected to E-File the I-907, you will be taken to the first webpage of the I-907 form where you will provide prerequisite information.

- When an I-907 is concurrently E-Filed with an I-129, you will NOT view this page and the Premium Processing case is routed based on the I-129 jurisdictional business rules.
- When E-Filing Premium Processing Upgrades it is very important to:
  - Provide the correct receipt number; and
  - Check the Case Status **immediately before** E-Filing the upgrade.



- The processing location for Premium Processing Upgrades is self-selected.
  - If the wrong location is selected processing of the request will be delayed.

# **Premium Processing E-Filing Eligibility**

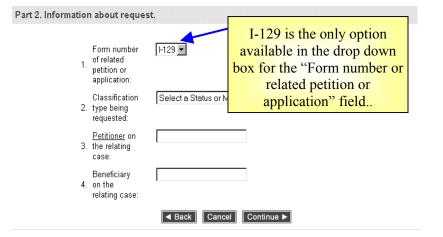
Requests for premium process only apply to I-129 petitions.

- The following I-129 nonimmigrants are not eligible to E-File premium processing requests:
  - $\circ~$  H-2A and H-1C nonimmigrants; and
  - First-time E-1, E-2, and R classification whom are not in valid status in the U.S. and request consular notification are not eligible. They must obtain their visa at the Consulate.

#### U.S. Citizenship and Immigration Services

#### I-907 and Concurrent E-Filing

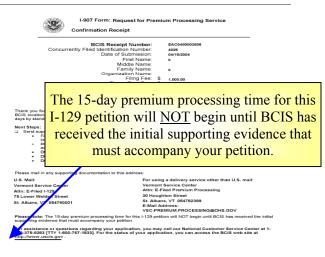
- The I-907 is available for concurrent E-Filing with the I-129.
- When E-Filing concurrently with the I-129, the I-129 must be filled out first.



### **15-Day Premium Processing Clock**

For E-Filed Premium Processing cases the 15-Day Premium Processing Clock is started based on whether the Service Center has the necessary supporting documentation, and therefore are in a position to adjudicate the case.

- In the case of I-907s concurrently E-Filed with an I-129 the 15-Day Premium Processing Clock will **not** start until the Service Center receives the required supporting documentation.
  - This information is stated on the confirmation receipt notice generated after you click on the <FINISH> button.



#### 

The supporting documentation required for E-Filed Premium Processing will be the same as the supporting documentation required in the I-129 OMB form instructions.

- The 15-Day Premium Processing Clock for Upgrades will start on the day you E-Filed application is received by USCIS (see E-Mail Notices) as long as the I-907 is properly submitted to the correct Service Center where your I-129 is located. To properly submit the Premium Processing Upgrade:
  - You must provide the correct receipt number and pending I-129 processing location.
  - When you submit a premium processing upgrade all the supporting documentation for the pending I-129 should have been already submitted to the appropriate Service Center.
    - If you have not submitted all the supporting documentation for the pending I-129 to the appropriate Service Center you should NOT E-File a Premium Processing Upgrade.
  - If these requirements are not met when you E-File a Premium Processing Upgrade for a pending I-129 the 15-day Premium

Processing clock could be paused until the appropriate Service Center receives all required supporting documentation.

#### **E-mail Notices**

If you provide an e-mail address when you file the I-907, you should receive e-mail notices to indicate that the case has been successfully uploaded into the case management system.

- Please note that these e-mail notices are not generated by the E-Filing system.
- Also, you may receive follow up e-mails as a reminder to submit supporting documents.
  - If you receive a follow up e-mail please immediately take appropriate action to address the message.

# I-907 Mailing Addresses for Supporting Documentation

If you have E-Filed your petition, but were unable to save and/or print the PDF version of the petition and confirmation receipt notice, you should:

- Wait to receive the official receipt notice (Form I-797) in the mail;
- Note the receipt number on the I-797; and
- Mail the supporting documentation to one of the addresses below, if the petition is a non-premium processing case.
  - Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed petition.

#### **PDF** Troubleshooting

If the PDF Confirmation Receipt Page did not generate, or you were unable to save and/or print the PDF version of the Confirmation Receipt Page, DO NOT FILE AGAIN. Send an e-mail request to <u>E-Filing.Support@dhs.gov</u> and include your Receipt Number in the e-mail message.

IF	THEN	
	P.O. Box	Express Mail
Your petition receipt number begins with "WAC"	Send supporting documentation to: California Service Center Attn: E-Filed Premium Processing P.O. Box 10825 Laguna Niguel, CA 92677	Send supporting documentation to: California Service Center Attn: E-Filed Premium Processing 24000 Avila Road, 2nd Floor, Room 2302 Laguna Niguel, CA 92677 E-Mail Address: CSC-Premium.Processing@dhs.gov
Your petition receipt number begins with "LIN"	Send supporting documentation to: Nebraska Service Center Attn: E-Filed Premium Processing P.O. Box 87373 Lincoln, NE 68501-7103	Send supporting documentation to: Attn: E-Filed Premium Processing 850 S Street Lincoln, NE 68508 E-Mail Address: NSC-Premium.Processing@dhs.gov
Your petition receipt number begins with "SRC"	Send supporting documentation to: Texas Service Center Attn: E-Filed Premium Processing P.O. Box 279030 Mesquite, TX 75227	Send supporting documentation to: Texas Service Center Attn: E-Filed Premium Processing 4141 North St. Augustine Road Mesquite, TX 75227 E-Mail Address: TSC-Premium.Processing@dhs.gov
Your petition receipt number begins with "EAC"	Send supporting documentation to: N/A	Send supporting documentation VSC Premium Processing Vermont Service Center Attn: E-Filed Premium Processing 30 Houghton Street St. Albans, VT 05478-2399 E-Mail Address: VSC-Premium.Processing@dhs.gov

U.S. Citizenship and Immigration Services