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# I-94 Retrieval Tips

It is highly recommended that every nonimmigrant find and print his/her record as soon as possible after each entry to (1) make sure the information is correct and (2) have a record of the information if the electronic record changes. The information on the electronic I-94 can affect the ability to get a driver's license, Social Security number, or other government benefits. The information also describes one's visa status in the U.S. Therefore, it is extremely important to fix errors or missing records.

If you cannot find your I-94 electronic record, here are some tips below to help. If you are able to access your I-94 record but information on it is incorrect, please complete our *I-94 Retrieval Errors form*.

## Name

→ The name field on https://i94.cbp.dhs.gov/I94/#/recent-search is not case-sensitive.

→ Try entering the name as listed on your various travel documents, starting with your passport:
  ● Passport Name
  ● U.S. Visa Name
  *(There are two locations for names on passports and U.S. visas: 1) the name field and 2) the machine-readable zone. If the name is different, try both versions.)*

→ If neither of these works, also try the versions of your name as it appears on your:
  ● Airline Ticket
  ● Boarding Pass
  *(This might work because the electronic I-94 system initially receives names from the carrier in an electronic transfer of the flight manifest.)*

→ If you have multiple surnames or given names:
  ● Try entering just one surname or given name
  ● Eliminate the space between the names
  ● Add/remove a hyphen between names
  ● Truncate the last few letters if the names are long (each name field has a 25-character limit)
  ● Try entering just the first and middle initials
  ● *For example*:
    ○ Last/Surname Lopez Garcia: try entering Lopezgarcia or just Lopez
    ○ Last/Surname Fernandes Carvalho de Sousa: try entering Fernandescarvalhodeso
    ○ Last/Surname Al-Hamdi: try entering Alhamdi or just Hamdi

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- ○ For first name Claire and middle name Anne, try entering Claire Anne in the First (Given) Name field
- ○ For Claire Anne, try initials CA or C A

→ If you only have one name:
- Try entering your name in the Last (Family) Name field and FNU (First Name Unknown) in the First (Given) Name field.
- Try entering your name in the First (Given) Name field and LNU (Last Name Unknown) in the Last (Family) Name field.

## Birth Date

→ Try inverting the month and day.
- *Example*: Birth Date July 9, 1980 correctly entered would be 1980 July 09; try instead 1980 September 07

## Passport Number

→ When both letters and numbers appear in the passport number, try entering a space after the letter(s). Example: Passport number LA497327: try entering LA 497327.
→ Also try the passport booklet number - sometimes the booklet number differs from the number on the bio page.
→ If the valid visa is in an expired passport, try entering the old passport number instead of the new one used for entry.
→ For Mexican passport entries, try eliminating the first two digits of the passport number. Also try dropping the last two digits.

## Passport Country of Issuance

→ Enter your country of citizenship (country that issued the passport). This may be different from the country in which you currently live or where you have permanent residency.

**Remember that there may not be a record of your entry if you entered by land from Canada or Mexico. Typically individuals who enter by land are given paper I-94 cards upon entry.

Still can't find your I-94 record? Please complete our *I-94 Retrieval Errors* form.