



Instructions for Request for Premium Processing Service

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-907
OMB No. 1615-0048
Expires 01/31/2018

What Is the Purpose of This Form?

Use Form I-907 to request Premium Processing Service on certain petitions or applications designated as eligible for this service.

When Should I Use Form I-907?

You should use Form I-907 to request Premium Processing Service for the petitions or applications that U.S. Citizenship and Immigration Services (USCIS) has designated as eligible for Premium Processing Service. Visit our Web site at www.uscis.gov/forms/how-do-i-use-premium-processing-service for details about which petitions or applications are eligible for this service.

You may file your request for Premium Processing Service with the eligible petition or application. You may also file the request for Premium Processing Service after you file the eligible petition or application, as long as USCIS has not made a final decision on the eligible petition or application. You cannot request Premium Processing Service for a petition or application that is reopened after an initial decision was made on the petition or application.

You, or your attorney or accredited representative, may request Premium Processing Service **only if you** filed the corresponding petition or application (for example, Form I-129, Petition for a Nonimmigrant Worker). Any attorney or accredited representative who makes the request must also file a properly completed Form G-28, Notice of Entry of Appearance as Attorney or Representative, unless the attorney or accredited representative has already filed Form G-28 in the case. The Form G-28 filed with Form I-907 by a new attorney or accredited representative will replace Form G-28 filed with the underlying petition or application, and USCIS will recognize the new attorney as the attorney of record in the case.

Premium Processing Service guarantees 15-calendar-day processing of certain employment-based petitions or applications. USCIS will refund the Premium Processing Service fee (but continue to process the case) if we do not take action on the related case within 15 calendar days of receiving a properly filed Form I-907. USCIS has taken action on a case if we issue an approval notice or, where appropriate, issue a request for evidence, notice of intent to deny, or a denial notice, or open an investigation for suspected fraud or misrepresentation on the related petition or application.

The processing time is met if USCIS issues an approval, a request for evidence, notice of intent to deny, or a denial notice within 15 calendar days of receipt or if the case is referred for investigation of suspected fraud or misrepresentation. Once USCIS receives a response to the request for evidence or notice of intent to deny, USCIS will guarantee 15-calendar-day processing from the date the response was received.

General Instructions

USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>.

Signature. Each request must be properly signed and filed. USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the request on your behalf. A legal guardian also may sign for a mentally incompetent person.

NOTE: If Form I-907 does not contain a handwritten signature, we will return the request for Premium Processing Service (along with the \$1,225 Premium Processing Service fee) to the requestor.

Filing Fee. Each request must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these instructions.)

Evidence. At the time of filing, you must submit all evidence and supporting documentation.

NOTE: Upon receiving your request, USCIS may ask for more evidence or an interview. We also may conduct an investigation.

Copies. You may submit a legible photocopy of documents requested, unless the instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

Translations. If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must certify that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English.

NOTE: You must fill out a separate Form I-907 for each petition or application submitted. Follow the steps below to complete your request process.

How To Fill Out Form I-907

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this request, attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If an item is not applicable or the answer is “none,” type or print “N/A,” unless otherwise directed.

NOTE: You must include the following items with your request:

1. Your signed and completed Form I-907, along with the correct fee; and
2. Your signed and completed petition or application, unless you previously filed the petition or application and it is still pending. If this is the case, you must submit a copy of the filing receipt or a copy of the transfer notice, if applicable.

Specific Instructions

Part 1. Information about the Person Filing this Request

Item Number 1. Alien Registration Number (A-Number). Provide the Alien Registration Number (A-Number) (if any) of the person filing this request.

Item Number 2. Your Full Name. Provide the full name of the person filing this request.

Item Number 3. Company or Organization Named in the Related Case. If filed on behalf of a company, enter the name of the company or organization named in the related case.

Item Number 4. Mailing Address. Provide the mailing addresses of the person filing this request.

Item Numbers 5. Address Check box. Select the box to indicate if the mailing address is the same as the physical address of the person filing this request.

Item Number 6. Physical Address. Provide the physical address of the person filing this request.

Item Number 7. Request for Premium Processing Service. Select the appropriate Premium Processing Service Request.

Part 2. Information About The Request

Provide the requested information about the related petition or application for which you are requesting Premium Processing Service. USCIS must have this information in order to match your Form I-907 with the related form for which you are requesting Premium Processing Service.

If you are requesting an upgrade of the pending related form to Premium Processing Service, you must complete **Item Numbers 1 through 8 in Part 2** of Form I-907 or we will reject your Form I-907 and return the filing fee.

If you are filing Form I-907 together with the related form for which you are requesting Premium Processing Service, you must complete **Item Numbers 1, 3, 4, and 5 in Part 2** or we will reject your Form I-907 and return the fee. (You do not have to complete **Item Number 2** because, if you are filing Form I-907 together with the related form, you will not know the receipt number of the underlying form at the time you file.)

Part 3. Requestor's Certification, Statement, Signature, and Contact Information

Select the appropriate box to indicate you either read this request yourself or someone interpreted this request for you from English to a language in which you are fluent. If applicable, select the box to indicate if someone prepared this request for you. Further, you must sign and date the request and provide your daytime telephone number, fax number, mobile telephone number, and email address.

Part 4. Interpreter's Name, Contact Information, Certification, and Signature

If you used anyone as an interpreter to read the instructions and questions on this request to you in a language in which you are fluent, the interpreter must fill out this section, provide the name and address of his or her business or organization (if any), his or her daytime telephone number, and his or her e-mail address (if any). The interpreter must sign and date the request.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Request, If Other Than the Requestor

This section must contain the signature of the person who completed your request, if other than you, the requestor. If the same individual acted as your interpreter **AND** your preparer, that person should complete both **Part 4.** and **Part 5.** If the person who completed this request is associated with a business or organization, that person should complete the business or organization name and address sections. Anyone who helped you prepare this request **MUST** sign and date the form. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your request is an attorney or accredited representative, he or she also must submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative or Form G-28I, Notice of Entry of Appearance as Attorney or Accredited Representative for Matters Outside the Geographical Confines of the United States, along with your request.

Where To File?

Please see our Web site at www.uscis.gov/I-907 or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this benefit request. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

What is the Filing Fee?

The filing fee for Form I-907 is **\$1,225**.

The \$1,225 Premium Processing fee is in addition to all other applicable filing fees. The petitioner, applicant, attorney or accredited representative, or beneficiary may pay the \$1,225 fee, but the beneficiary cannot sign Form I-907. You must pay for Premium Processing Service with a separate check or money order. (Example: One check or money order attached to the relating petition or application, and one check or money order attached to Form I-907).

NOTE: USCIS will only refund the filing fee if we do not take action on the related case within 15 calendar days of receiving your Form I-907. Otherwise, the filing fee is not refundable, regardless of any action USCIS takes on this request. DO NOT MAIL CASH. You must submit all fees in the exact amount.

Use the following guidelines when you prepare your check or money order:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to the **U.S. Department of Homeland Security**.

NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

3. Your check or money order must be honored by the bank or financial institution. If it is not, we will charge you a fee for a returned/bounced check, and your request for Premium Processing Service will be terminated.

How to Check If the Fees Are Correct?

Form I-907 filing fee is current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fee is correct by following one of the steps below:

1. Visit our Web site at www.uscis.gov, select "FORMS," and check the appropriate fee;

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2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for the fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Address Change

You must inform USCIS if you change your address. For information on filing a change of address go to the USCIS Web site at www.uscis.gov/addresschange or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

If you have an online account in USCIS ELIS, you may also change your address in USCIS ELIS by logging into your user account and updating your Account Profile.

NOTE: Do not submit a change of address request to USCIS Lockbox facilities because these facilities do not process change of address requests.

Processing Information

Initial Processing. Once USCIS accepts your request, we will check it for completeness. If you do not completely fill out this request, you will not establish a basis for your eligibility, and USCIS may deny your request.

Requests for More Information or Interview. We may request that you provide more information or evidence to support your request. We also may request that you provide the originals of any copies you submit. USCIS will return any originals when they are no longer needed.

Decision. The decision on Form I-907 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.

USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS Web site at www.uscis.gov where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can now schedule an appointment through the USCIS Internet-based system, **InfoPass**, at infopass.uscis.gov. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-907, we will deny your Form I-907 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

USCIS Privacy Act Notice

AUTHORITIES: 8 U.S.C. sections 1103, 1158, 1225, 1228, and Title II of Public Law 105-100 authorizes USCIS to collect the information and the associated evidence for this benefit application.

PURPOSE: The primary purpose of this form is to request Premium Processing Service on certain petitions or applications designated as eligible for premium processing.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your request for premium processing.

ROUTINE USES: The information you provide on this request may be disclosed to other Federal, state, local, and foreign government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices, [DHS-USCIS-001 - Alien File and DHS-USCIS-007 - Benefits Information System, and DHS-USCIS-015 Electronic Immigration System-2] which can be found at www.dhs.gov/privacy. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 30 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0048. **Do not mail your completed Form I-907 to this address.**

Form I-907 Check List

- ☐ Did you completely fill out and sign the form?
- ☐ Did you attach a check or money order for \$1,225 and a check for the relating petition or application, if applicable? (See the **What Is The Filing Fee** section of these instructions for fee information.)
- ☐ If you wish to have the notice mailed to you rather than wait for the batch-printed notice, submit a pre-paid express mail label and an envelope for mailing.
- ☐ For your records, you should keep copies of your request packet.