



## Guide for Completing a Form I-131, *Application for Travel Documents, Parole Documents, and Arrival/Departure Records* to Request Initial Parole in Place (PIP) Under the Family Reunification Task Force (FRTF) Process

### Initial Parole in Place

*Ms. L. Settlement Class* members, and certain qualifying additional family members of a *Ms. L. Settlement Class* member, who are **in the United States** may file a request for initial parole in place (PIP) with USCIS under the process established by the Family Reunification Task Force (FRTF) and [Ms. L. Settlement Agreement](#). Only noncitizens who have not previously been “admitted” to the United States may apply for parole in place. 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 request for PIP. This guide is not for redistribution. Filing a PIP request in accordance with this guide does not guarantee an individual’s eligibility for PIP. For more information, please visit [Together.gov](#) or [Juntos.gov](#).

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#### 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 currently physically present in the United States, is seeking parole in place, 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 in place on behalf of another individual who is currently physically present in the United States (the “beneficiary”). *Ms. L. Settlement Class* members should file as the petitioner when seeking parole in place for a QAFM.

**Beneficiary:** The individual currently physically present in the United States who would receive parole in place, if authorized. A 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.

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- 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 PIP request is approved, USCIS will mail a decision notice and Form I-94 to the address listed in Part 2 of the Form I-131, unless specified otherwise on a properly executed Form G-28. If applicable, 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.

**IMPORTANT:** A **separate** application must be completed for **each** individual eligible to request PIP.

**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/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](https://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 PIP as QAFMs and their relationship to the *Ms. L. Settlement Class* member.

**IMPORTANT:**

- A *Ms. L. Settlement Class* member who intends to request parole for themselves should file their application either before or at the same time as the QAFM who is requesting PIP. Concurrent filings are required absent exceptional circumstances if the QAFM lives in the same country as the *Ms. L. Settlement Class* member. The *Ms. L. Settlement Class* member is also encouraged to file for PIP on behalf of the QAFM.
- All PIP filings must include a cover letter listing the *Ms. L. Settlement Class* members' (both the separated parent and separated child) names and A- numbers, and the names, and A-numbers (if applicable) of all QAFMs who are either requesting parole at the same time or who will request parole at a later date.
  - Note: If the *Ms. L. Settlement Class* member is not requesting parole for themselves, the cover letter should include a brief explanation for why (e.g., PIP was already requested, separated family member has immigration status or parole).
- If USCIS receives a PIP filing for a QAFM *before* the *Ms. L. Settlement Class* member (and the cover letter indicates the *Ms. L. Settlement Class* member intends to request PIP for him/herself), USCIS will hold the QAFM's PIP request in abeyance for 60 days to provide time for the receipt of the *Ms. L. Settlement Class* member's parole request. If the *Ms. L. Settlement Class* member's parole request is not received within 60 days, USCIS will administratively close the QAFM's PIP application.

Note: A statement from the petitioner's/self-petitioner's attorney or representative may be helpful in providing an overview of the PIP 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](https://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 8.B.** Applicants should **NOT** check any other boxes in Part 1.
    - In the text field under **Item 8.B.**, write **your FRTF Registration Number** that was provided by the FRTF after your registration on [together.gov/juntos.gov](https://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 3.** The address listed **must** be a complete U.S. mailing address. **If biometrics services are required for the self-petitioner, USCIS will schedule a biometrics services appointment at a local USCIS Application Support Center (ASC) based on the address listed here.** USCIS will mail notices and official documents to the listed address. 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 original notices and documents mail on behalf of the petitioner/self-petitioner should be listed in Part 2, Item 3 unless the petitioner/self-petitioner requests original notices and documents be mailed to the attorney or accredited representative listed on a properly executed Form G-28.
- **Item 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.** For these items, 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 should leave blank **Items 16-27.**
  - Enter information about the beneficiary, including their U.S. phone number and complete physical address.
  - An item that says “(if any)” can be left blank if it does not apply to you.
- **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 “PIP under the Family Reunification Task Force EO and Ms. L. Settlement Agreement”.
  - In **Item 2,** write “3 years.”
- Do **NOT** complete **Items 3a. and 3b.** 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.
  - 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.
- **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, they must provide any available primary and/or secondary proof of identity and citizenship, including, but not limited to:

- Birth certificate
- Government-issued identification card
- School or medical records

If the identity document does not include a photograph, a passport style photograph of the self-petitioner/beneficiary must be included.

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.

If the PIP 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 PIP application:

**b. 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.

**c. Statement and evidence demonstrating the QAFM’s most recent date and manner of entry into the United States.** Any additional statements or documentation that supports the QAFM’s most recent date and manner of entry. QAFMs who entered the United States without inspection after December 11, 2023 will not be considered for PIP under this process. For QAFMs who entered without inspection, petitioners must submit evidence demonstrating the beneficiary’s physical presence in the United States on or before December 11, 2023.

**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 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 needs PIP. 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 PIP.

**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), FedEx, UPS, and DHL deliveries:**

USCIS  
Attn: FRTF PIP-HP  
2108 E. Elliot Rd.  
Tempe, AZ 85284-1806

**Where to Send Your Questions:**

- Petitioners/self-petitioners may check the status of the parole application through their myUSCIS account at [my.uscis.gov](https://my.uscis.gov) or through our website at [uscis.gov/contactcenter](https://uscis.gov/contactcenter).
- If you received a “Receipt of Request for Parole” from USCIS, please note that USCIS generally aims to process PIP requests within 90 days from the date of receipt, but PIP 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](mailto:HumanitarianParole@uscis.dhs.gov).
  - It is important that you include “FRTF PIP” 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-in-Place (PIP) Process**

- Step 1: *Register on [Together.gov](https://www.together.gov) or [Juntos.gov](https://www.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 PIP Request.* Petitioner/self-petitioner files Form I-131 and all required documentation at the correct mailing address.
- Step 3: *USCIS Receives PIP Request.* Upon receipt of a properly completed application, the Lockbox notifies the petitioner/self-petitioner (and attorney or representative, if a G-28 is on file) that the filing was accepted. The Lockbox sends the PIP request to the USCIS adjudicating office.
- Step 4: *Biometrics Collected.* The self-petitioner/beneficiary will receive an appointment notice for biometrics collection at a USCIS Application Support Center.
- Step 5: *USCIS Provides Notification of the Decision.* USCIS notifies the petitioner/self-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. For approvals, a Form I-94, *Arrival/Departure Record* is enclosed with the Notice of Approval which specifies the length of the parole period and the class of admission (COA).