



# 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 04/30/2020

## What Is the Purpose of Form I-907?

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 website at [www.uscis.gov/forms/how-do-i-use-premium-processing-service](http://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 Accredited Representative, or Form G-28I, Notice of Entry of Appearance as Attorney In Matters Outside the Geographical Confines of the United States, unless the attorney or accredited representative has already filed Form G-28 or Form G-28I in the case. The Form G-28 or Form G-28I filed with Form I-907 by a new attorney or accredited representative will replace Form G-28 or Form G-28I 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 website. 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/>. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

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**Signature.** Each request must be properly signed and filed. For all signatures on this request, 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 may also 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.

**Validity of Signatures.** USCIS will consider a photocopied, faxed, or scanned copy of the original, handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten, ink signature.

**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 listed in the **Specific Instructions** section of these Instructions.

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

**Biometric Services Appointment.** USCIS may require that you appear for an interview or provide biometrics (for example, fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your request and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if you are currently overseas, instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to set up an appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the request;
2. You reviewed and understood all of the information contained in, and submitted with, your request; and
3. All of this information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your request.

**Copies.** You should submit legible photocopies 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 or petition. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

**NOTE:** If you submit original documents when not required or requested by USCIS, **your original documents may be immediately destroyed after we receive them.**

**Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. The certification must include the translator's signature. The Department of Homeland Security (DHS) recommends the certification contain the translator's printed name, the signature date, and the translator's contact information.

**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.

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## 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, use the space provided in **Part 6. Additional Information** or 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 a question does not apply to you (for example, if you have never been married and the question asks, “Provide the name of your current spouse”), type or print “N/A” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “None” unless otherwise directed.

### Specific Instructions

#### Part 1. Information about the Person Filing This Request

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

**Item Number 2. USCIS Online Account Number** (if any). If you have previously filed an application or petition using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications or petitions on a paper form through a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. You may find your USCIS Online Account Number at the top of the notice. If you were issued a USCIS Online Account Number, enter it in the space provided. The USCIS Online Account Number is not the same as an A-Number.

**Item Number 3. Your Full Name.** Provide the full name of the person filing this request.

**Item Number 4. 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 Numbers 5. - 6. Mailing Address.** Provide the mailing addresses of the person filing this request. Select the box to indicate if the mailing address is the same as the physical address of the person filing this request.

**Item Number 7. Physical Address.** Provide the physical address of the person filing this request.

**Item Number 8. Request for Premium Processing Service.** Select the appropriate Premium Processing Service Request.

#### Part 2. Information About The Request

**Item Numbers 1. - 8.** 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. - 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.)

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

**Item Numbers 1. - 7.** Select the appropriate box to indicate whether you read this request yourself or whether you had an interpreter assist you. If someone assisted you in completing the request, select the box indicating that you used a preparer. Further, you must sign and date your request and provide your daytime telephone number, mobile telephone number (if any), email address (if any), and fax number (if any). Every request **MUST** contain the signature of the requestor (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

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

**Item Numbers 1. - 7.** 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 his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, his or her mobile telephone number (if any), and his or her email 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**

**Item Numbers 1. - 8.** 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 information. Anyone who helped you complete this request **MUST** sign and date the request. 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 may also need to 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 In Matters Outside the Geographical Confines of the United States, along with your request.

### **Part 6. Additional Information**

**Item Numbers 1. - 5.** If you need extra space to provide any additional information within this request, use the space provided in **Part 6. Additional Information.** If you need more space than what is provided in **Part 6.,** you may make copies of **Part 6.** to complete and file with your request, or attach a separate sheet of paper. Type or print your name and 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.

**We recommend that you print or save a copy of your completed request to review in the future and for your records.**

### **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. (For example, one check or money order attached to the relating petition or application, and one check or money order attached to Form I-907).

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**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 amounts.

**Use the following guidelines when you prepare your check or money order for the Form I-907 filing fee:**

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 **U.S. Department of Homeland Security**.

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

**Notice to Those Paying by Check.** If you send USCIS a check, we will convert it into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If your check is returned as unpayable, we will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your request and charge you a returned check fee.

**How to Check If the Fees Are Correct**

Form I-907’s 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 the USCIS website at [www.uscis.gov](http://www.uscis.gov), select “FORMS,” and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**Where To File?**

Please see our website at [www.uscis.gov/i-907](http://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 request. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**Address Change**

A requestor who is not a U.S. citizen must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address, go to the USCIS website at [www.uscis.gov/addresschange](http://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**.

**NOTE:** Do not submit a change of address request to the USCIS Lockbox facilities because the Lockbox does 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 reject or deny your request.



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**Requests for More Information.** USCIS may request that you provide more information or evidence to support your request. We may also request that you provide the originals of any copies you submit. If we request an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

**Requests for Interview.** We may request that you appear at a USCIS office for an interview based on your request. At the time of any interview or other appearance at a USCIS office, we may require that you provide your biometrics to verify your identity and/or update background and security checks.

**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 request, visit the USCIS website at [www.uscis.gov](http://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 the Forms Request Line 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 schedule an appointment online at [www.uscis.gov](http://www.uscis.gov). Select “Make an Appointment” and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.

## 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.

## DHS Privacy Notice

**AUTHORITIES:** The information requested on this request, and the associated evidence, is collected under the Immigration and Nationality Act section 286(u) and 8 U.S.C. section 1356(u), which authorizes USCIS to collect a “premium processing” fee to provide premium-processing services to certain employment-based requests.

**PURPOSE:** The primary purpose for providing the requested information on this request is to request Premium Processing Service on certain petitions or applications designated as eligible for premium processing. The information you provide will be used to grant or deny the immigration benefit you are seeking.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number (if applicable), and any requested evidence, may delay or result in denial of your request for premium processing.

**ROUTINE USES:** DHS may share the information you provide with other Federal, state, local, and foreign government agencies and authorized organizations in accordance with approved routine uses described in the associated published system of records notices [DHS/USCIS-001-Alien File and National File Tracking System, DHS/USCIS-007-Benefits Information System] and the privacy impact assessment [DHS/USCIS/PIA-016(a) CLAIMS 3 and Associated Systems] which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.

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## 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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the request, preparing statements, attaching necessary documentation, and submitting the request. 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 Ave NW, Washington, DC 20529-2140; OMB No. 1615-0048. **Do not mail your completed Form I-907 to this address.**

## Form I-907 Checklist

- Did you completely fill out and sign the request?
- 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.