

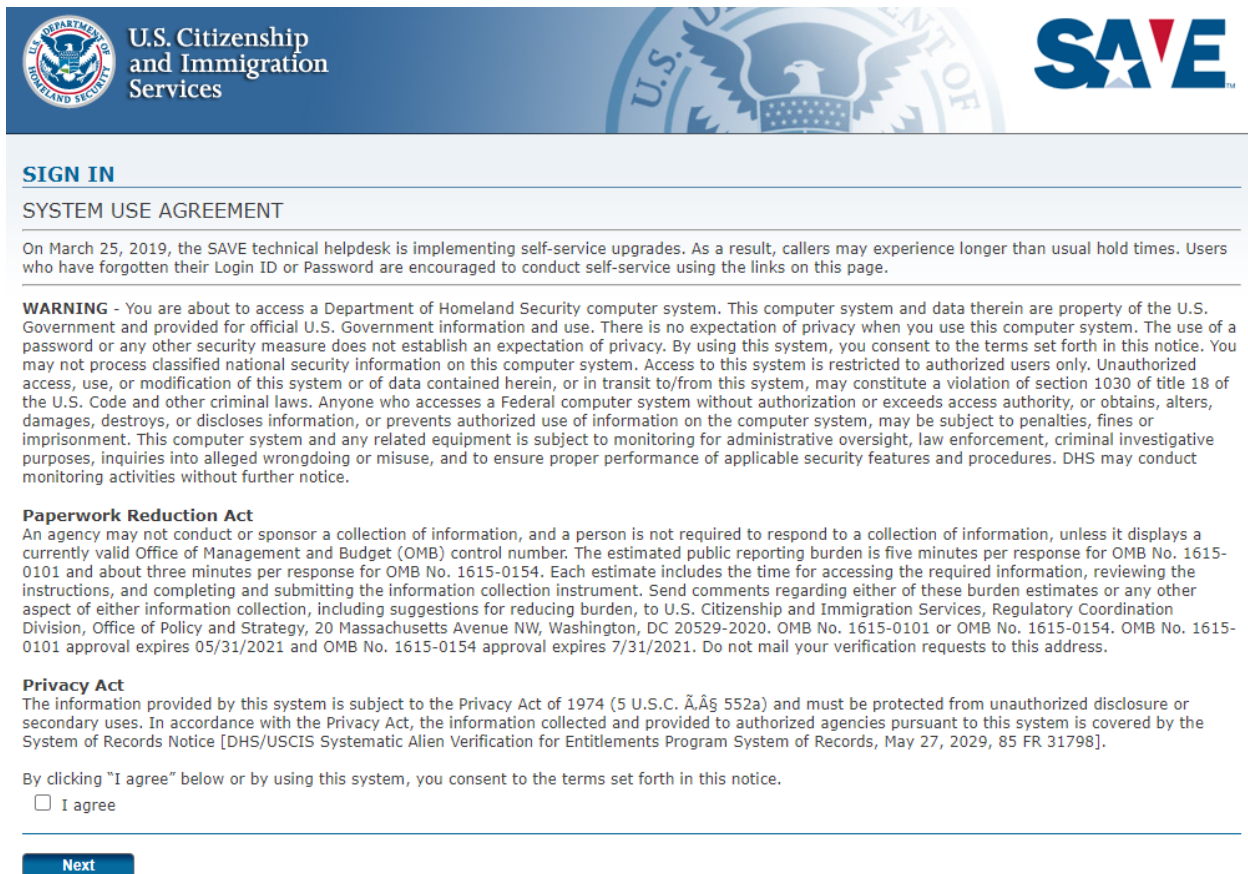
# SAVE Tip Sheet

## Systematic Alien Verification for Entitlements (SAVE)

The SAVE Program provides current immigration status based upon the information provided to the agency by the benefit applicant.

### Logging into SAVE

- 1) From the CBMS home screen click on the SAVE hyperlink (<https://save.uscis.gov/web>)
- 2) Read the System User Agreement, check the “I agree” box and click the “Next” button



**U.S. Citizenship and Immigration Services**

**SAVE**

### SIGN IN

#### SYSTEM USE AGREEMENT

On March 25, 2019, the SAVE technical helpdesk is implementing self-service upgrades. As a result, callers may experience longer than usual hold times. Users who have forgotten their Login ID or Password are encouraged to conduct self-service using the links on this page.

**WARNING** - You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

**Paperwork Reduction Act**  
An agency may not conduct or sponsor a collection of information, 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 estimated public reporting burden is five minutes per response for OMB No. 1615-0101 and about three minutes per response for OMB No. 1615-0154. Each estimate includes the time for accessing the required information, reviewing the instructions, and completing and submitting the information collection instrument. Send comments regarding either of these burden estimates or any other aspect of either information collection, including suggestions for reducing burden, to U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2020. OMB No. 1615-0101 or OMB No. 1615-0154. OMB No. 1615-0101 approval expires 05/31/2021 and OMB No. 1615-0154 approval expires 7/31/2021. Do not mail your verification requests to this address.

**Privacy Act**  
The information provided by this system is subject to the Privacy Act of 1974 (5 U.S.C. § 552a) and must be protected from unauthorized disclosure or secondary uses. In accordance with the Privacy Act, the information collected and provided to authorized agencies pursuant to this system is covered by the System of Records Notice [DHS/USCIS Systematic Alien Verification for Entitlements Program System of Records, May 27, 2020, 85 FR 31798].

By clicking “I agree” below or by using this system, you consent to the terms set forth in this notice.

I agree

**Next**

- 3) Enter your username and password - Assigned to you by your Security Administrator

# SAVE Tip Sheet

## SIGN IN

WELCOME

Enter your username and password. \*Indicates a required field.

On March 25, 2019, the SAVE technical helpdesk is implementing self-service upgrades. As a result, callers may experience longer than usual hold times. Users who have forgotten their Login ID or Password are encouraged to conduct self-service using the links on this page.

Username

Password

[Forgot your Password?](#)

[Forgot your Username?](#)

Submit

On the Main Page, users will be able to:

- 1) Start an Initial Verification inquiry
- 2) Search previously initiated cases:
  - a) **All Open Cases** - All cases requiring action, plus all cases in process
  - b) **Cases Requiring Action Responses** - These are cases with an initial verification status and cases with additional verification responses - These cases have not been closed
  - c) **Cases with Additional Verification Responses** - These are cases with additional verification responses - These cases have not been closed
  - d) **Cases with Third Step Verification Responses** - These received a Third Level verification response - These cases have not been closed
  - e) **Cases in Process** - These cases have not yet received a response
  - f) **Closed Cases** - These cases have been closed
- 3) View resources and training materials

U.S. Citizenship and Immigration Services

SAVE

Initiate Case Search Cases Profile Reports Help Logout

QUICK LINKS

- Initial Verification
- Search Cases
- Resources
- Contact Us

SYSTEM ANNOUNCEMENTS

Tip: Searching Cases 02/22/2019  
Use Case Filters to shorten the amount of time it takes to receive results from the Search Cases.  
[Read more](#) [View All](#)

SAVE Offers FREE Training and Resources!  
View SAVE training materials, guides, and fact sheets under Resources

Agency: Colorado - Department of Human Services (HWC0) | Department: Mesa (12)

PROGRAM ANNOUNCEMENTS

**Elimination of Form N-560B Certificate of Citizenship**  
04/23/2020  
U.S. Citizenship and Immigration Services (USCIS) is no longer issuing Form N-560B, Certificate of Citizenship, effective Friday, April 10, 2020. USCIS is now issuing Form N-560A for all Certificates of Citizenship associated with Forms N-600, N-600K and Child Citizenship Act adopted children.  
[Read more](#)

**SAVE Policy Regarding Expired Documentation**  
04/20/2020 to 04/21/2021  
SAVE reminds user agencies that, as noted in Section 5.1.4.1 of the SAVE Program Guide, the expiration date on a benefit applicant's immigration documentation does not necessarily mean the end of an individual's lawful immigration status. If a benefit applicant has not lost status, SAVE may still [Read more](#)

**Deferred Enforced Departure Wind-Down Period for Eligible Liberians Extended through Jan. 10, 2021**  
04/07/2020 to 01/10/2021  
On March 30, 2020, President Donald Trump issued a [memorandum](#) directing Department of Homeland Security (DHS) Acting Secretary Chad Wolf to extend the deferred enforced departure (DEE) wind-down period for eligible Liberians through Jan. 10, 2021.  
To facilitate uninterrupted employment. [Read more](#) [View All](#)

Enable Permanent Tooltips Accessibility Download Viewers



**COLORADO**

Health Care & Economic Security  
Staff Development Center

Release January 2021


Version 1.0

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# SAVE Tip Sheet

## Items needed to verify in SAVE are:

- 1) Full Name
- 2) Date of Birth
- 3) Document Type
  - a) Examples include but not limited to Certificate of Citizenship, Permanent Resident/Resident Alien Cards, Refugee Travel Document and Employment Authorization Document
- 4) USCIS number/Alien number/Citizenship number (Depending on the Document provided)
  - a) If you do not have the number (or cannot read it) you can enter zeros
- 5) Card number - Found on the back of the card - 3 letters followed by 10 digits
  - a) SDC0123456789
  - b) If you do not have the number (or cannot read it) you can enter 3 letters and 10 zeros
- 6) Benefit or benefits the applicant is seeking

*NOTE: When completing the required fields, users can click on the question mark  for guidance*

## Starting an Initial Verification - First step for all new inquiries:

- 1) SAVE has photo match feature - this ensures the documents provided to the agency for verification matches what was provided to DHS
- 2) Provides Sponsor information (Affidavit of Support)
- 3) Responds with the non-citizens status, expiration, Class of Admission Code
- 4) Will prompt user to Institute Additional Verification (IAV) if necessary

## If the response from your Initial Verification gives you a prompt for Additional Verification:

- 1) Follow the instruction for SAVE to conduct a manual search
- 2) The reason for the Additional Verification should be documented in the comments section of the request
- 3) This step could take 3-5 business days to return to the user
- 4) Will prompt user to “Resubmit Doc” if necessary

# SAVE Tip Sheet

If the response from your Additional Verification gives you a prompt for “Resubmit Doc”:

- 1) Immigrant documents are required to be scanned and uploaded into SAVE
- 2) SAVE will then conduct an additional manual search using the uploaded document

You can find more How-To’s and reference guides in the Resource tab on the SAVE website.

*Do you have any questions or suggestions regarding this process? Please contact the SDC via email [SOC\\_StaffDevelopment@state.co.us](mailto:SOC_StaffDevelopment@state.co.us)*