

## G-845 Immigration Documentation Process

When workers need to create a Step 3 request, which is to submit an electronic G-845 OR workers need to Submit an electronic G-845 they must follow the processes below (can also be found in the [January 13, 2019 Interim Release Notes](#)).

With the January 13<sup>th</sup>, 2019, NFOCUS Interim Release, the Verify Lawful Presence interface (VLP) was upgraded.

The new version of the Verify Lawful Presence interface eliminated the paper G-845 process and replaced it with an electronic process that includes creating a PDF to send the immigration documentation.

The US Citizenship/Immigration window was updated to allow users to verify whether an applicant is considered a Cuban/Haitian entrant, request confirmation of applicants who attest to being a Violence Against Women Act (VAWA) self-petitioner or Victim of Trafficking, and to send an electronic G-845 with the immigration document to DHS/SAVE.

- **Added Attested Cuban/Haitian Indicator:**
  - To request if an applicant is a Cuban/Haitian entrant, follow these steps:
    - Add supporting documentation (See Create G-845 Immigration Documentation).
    - Select the person from the Medicaid person list.
    - Select the Documented Non-US Citizen radio button.
    - Change the ‘Determine As of Date’, if necessary
    - Check the “Attested Cuban/Haitian” indicator.
    - Select the document type that matches the document provided by the client or that was indicated on the application.
    - Enter the required fields for the selected document.
    - Click Submit to DHS/SAVE Interface button.

**NOTE:** A Cuban/Haitian entrant request requires that supporting documentation be sent with the request. See the Create G-845 Immigration Documentation section of release notes on how to create supporting documentation.

N-FOCUS - US Citizenship/Immigration

File Actions Goto Help

Master Case ID 3144 Name LILLY SMITH ADD

Medicaid Persons

Last Name	First Name	M	Ext	Birth Date	SSN
SMITH	LILLY			10/12/1960	000-11

Attested US Citizen  
 Documented Non-Citizen  
 Undocumented Non-Citizen

Determine As Of Date 10-11-2018

Document Details

Type  Attested Cuban/Haitian

Passport Number	Passport Country of Issuance
Visa Number	SEVIS ID
I-94 Number	Naturalization Number
Alien Number	Certificate of Citizenship Nbr
Card Number	Other Document Description

Response Status Request Completed

Submit to DHS/SAVE Interface Submit for Verification SAVE Request History

- **Attested Status (New) To request information for an applicant who attest to being a VAWA self-petitioner or a Victim of Trafficking, follow these steps:**
  - Select the person from the Medicaid person list.
  - Select the Documented Non-US Citizen radio button.
  - Change the ‘Determine As of Date’, if necessary.
  - Add the “Attested Status” using the dropdown list.
  - Select the document type that matches the document provided by the client or that was indicated on the application.
  - Enter the required fields for the selected document.
  - Click Submit to DHS/SAVE Interface button.

**NOTE:** There were no changes to where the response data can be reviewed.

N-FOCUS - US Citizenship/Immigration

File Actions Goto Help

Master Case ID 3144 Name LILLY SMITH

Medicaid Persons

Last Name	First Name	M	Ext	Birth Date	SSN
SMITH	LILLY			10/12/1960	000-11

Attested US Citizen  
Documented Non-Citizen  
Undocumented Non-Citizen

Determine As Of Date 10-11-2018

Document Details

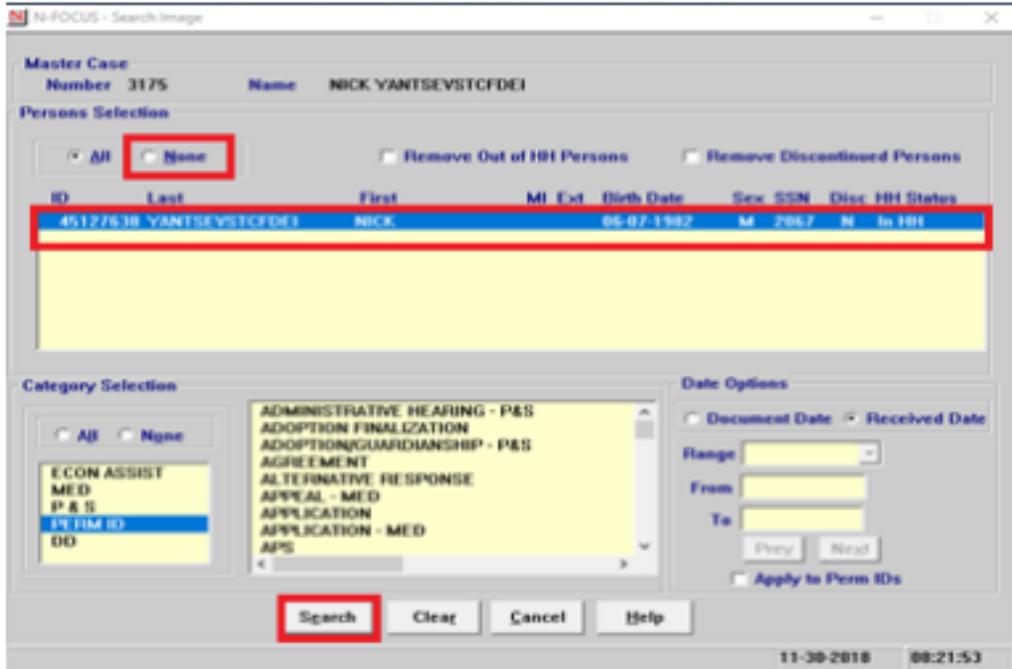
Type	Attested Cuban/Haitian
Expire Date	Attested Status (NONE)
Passport Number	Verify VAWA self-petitioner Verify victim of trafficking
Visa Number	SEVIS ID
I-94 Number	Naturalization Number
Alien Number	Certificate of Citizenship Nbr
Card Number	Other Document Description

Response Status Request Completed

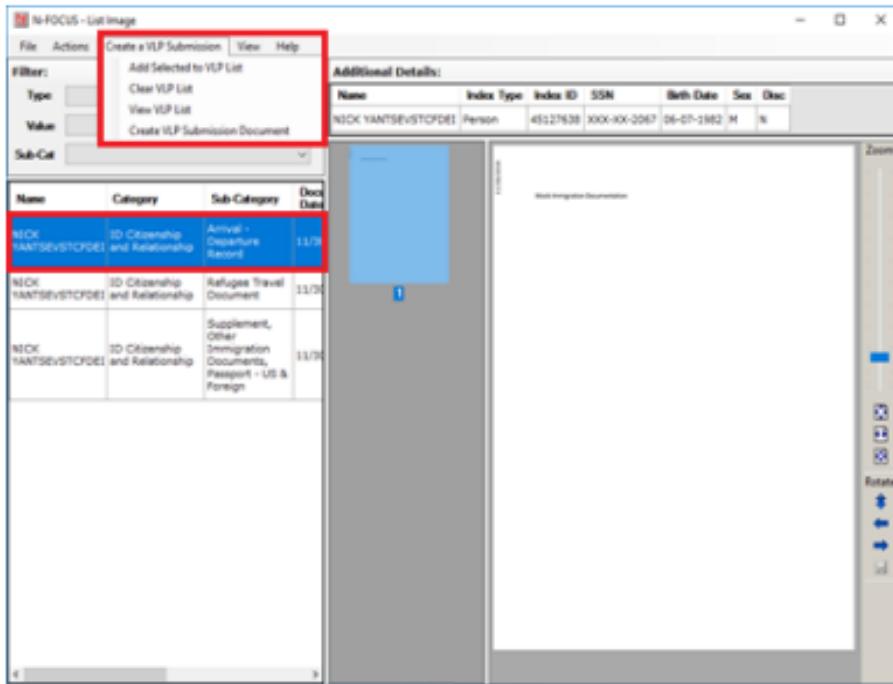
Submit to DHS/SAVE Interface Submit for Verification SAVE Request History

11-29-2018 11:35:02

- Create G-845 Immigration Documentation (New) When sending a Step 3 request (electronic G-845) or a Step 1 request with the Cuban/Haitian indicator, the user must also send the immigration documents. To prepare a PDF to be sent with the request, follow these steps:
  - Go to the Search Image window.
  - Select None, under Persons Selection.
  - Then select person you're sending the request for and the category of Perm ID, click Search.



**NOTE:** The List Image window will display.

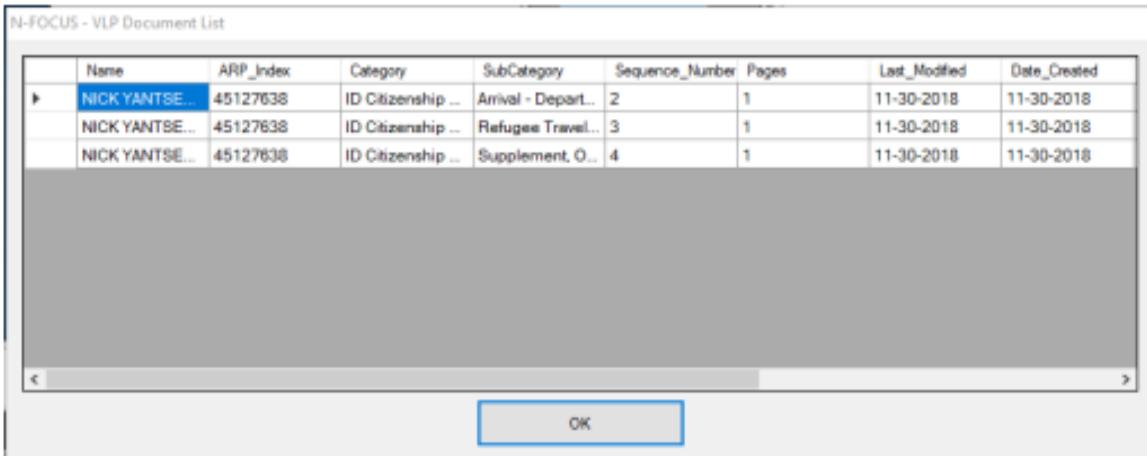


- Select a document to add to the request.
- Select the following menu item - Create a VLP Submission>Add Selected to VLP List.

**NOTE:** Repeat steps 3 & 4 to add additional documents to the request, when finished:

- Select the following menu item – Create VLP Submission>View VLP List to verify the documents added.

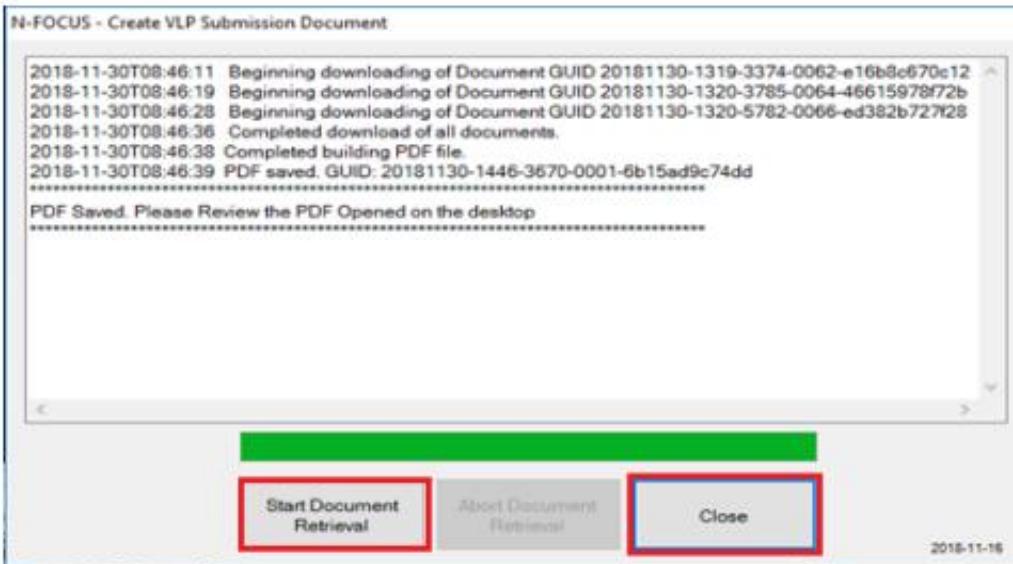
**NOTE:** The VLP Document List window will display all of the documents added. Click OK to close this window.



- If all documents are present, select the List Image menu item – Create VLP Submission>Create VLP Submission Document.

**NOTE:** The Create VLP Submission Document window will display.

- Select the Start Document Retrieval button to create the PDF.



- Once the PDF has been created, it will be displayed for review, if all documents are correct, close the PDF.
- Select Close, on the Create VLP Submission window.
- Return to the US Citizenship/Immigration window to complete the request.

**NOTE:** If the list contains documents the user didn't want to include with the request, they can use the “Clear VLP List”, from the Create VLP Submission menu to clear the existing list and start over at step 4.

- **Submit Electronic G-845 (New):**

- After the PDF has been created for the immigration documentation, follow these steps to submit the G-845 information electronically:

The screenshot shows the N-FOCUS - US Citizenship/Immigration application. At the top, there's a menu bar with File, Actions, Goto, and Help. Below the menu is a toolbar with various icons. The main area displays a 'Master Case ID' of 3175 and a 'Name' of NICK YANTSEVSTCFDEI. A 'UPDATE' button is on the right. Under 'Medicaid Persons', there's a table with columns Last Name, First Name, M, Ext, Birth Date, and SSN. The row for NICK YANTSEVSTCFDEI is selected. To the right of the table are three radio buttons for citizenship status: 'Attested US Citizen' (unchecked), 'Documented Non-Citizen' (checked), and 'Undocumented Non-Citizen' (unchecked). Below these is a 'Determine As Of Date' field set to 11-06-2018. The 'Document Details' section includes fields for Type (set to I-94 [Arrival/Departure Record]), Attested Status (set to [NONE]), and I-94 Number (set to 60060006456). At the bottom, there are buttons for Response Status (set to Response Received), and action buttons: 'Submit to DHS/SAVE Interface' (highlighted with a red box), 'Submit for Verification', and 'SAVE Request History'. The status bar at the bottom shows the date 11-30-2018 and time 07:05:41.

- From the US Citizenship/Immigration window, select the person from the Medicaid person list.
- Click the Submit to DHS/SAVE Interface button.

**NOTE:** If the individual has provided updated documentation, the user will need to close the request and start at Step 1.

- **Verify Lawful Presence Interface window (Change):**
  - All items related to the G-845 PDF and PDF submission have been removed.
  - An Agency Action text box has been added to inform the user if the case was automatically sent to Step 2 or of the next step to take.

N-FOCUS - Verify Lawful Presence Request/Response

File GoTo Help

Case Person  
Name LAYLA SCHWARTZ SSN 000-11-2022 SEX FEMALE Birth Date 04-09-1967

Request Information  
Created On Determine As of Document Type Alien Nbr I-94 Nbr S  
11/20/2018 13:36:13 10/09/2018 Other 738812313

Response Information  
LAYLA SCHWARTZ

Lawful Presence Verified	PENDING	Additional Response Info
Qualified Non Citizen	PENDING	Sponsorship Data
Five Year Bar Applicable	PENDING	
Five Year Bar Met	PENDING	
US Citizen	PENDING	

Response Status Correction Needed - Document ID incorrect

Agency Action MAKE CORRECTIONS AND RESUBMIT REQUEST.

11-30-2018 11:51:30

- **Verified Lawful Presence – Additional Data Window (Change):**
  - A Provision of Law field has been added to the Verified Lawful Presence – Additional Data Window.

N-FOCUS - Verify Lawful Presence - Additional Data

Person SUSAN FOLKESSTCEDE

<b>Entry Date</b>	
<b>Class of Admission (COA)</b>	
<b>Provision of Law</b>	
<b>Admitted Until Date</b>	12/20/2020
<b>Admitted Until</b>	
<b>Birth Date</b>	
<b>Country of Birth</b>	
<b>Eligibility Response</b>	
<b>Country of Citizenship</b>	
<b>Status Granted</b>	01/01/2009
<b>Status Reason</b>	
<b>Emp Auth Doc Expire</b>	
<b>Failure Reason</b>	
<b>Sent to Step 2</b>	
<b>View Step 2 and 3 Response</b>	<b>OK</b>

- **Verify Lawful Presence Step 2 and 3 Response window (Change):**

- The Employment Auth Data button and the Sent to Step 3 line have been removed and the following items have been added:
  - Pending Prima Facie VAWA
  - Deferred Action
  - VAWA Self Petition Approved
  - Deferred Action
  - I-360 Application Filed
  - Class of Admission (COA)

N-FOCUS - Verify Lawful Presence - Step 2 and 3 Response

Name: JAMES PIDDICKSTCEDE

Response Date	01/01/2018	
Major Statement	VAWA SELF-PETITIONER	
Minor Statement	EMPLOYMENT AUTHORIZED - TEMP EMP AUTH	
Latest Doc Expire	01/01/2019	
Status Pending		
Class of Admission (COA)	Pending Prima Facie VAWA	
LPR Status	Deferred Action Expire	
Parole Expire	VAWA Self Petition Approved	TRUE
Document Revocation	Deferred Action	
	I360 Application Filed	
DHS Comments	<input type="text"/>	
DHS Response Description	SUCCESSFUL.	
HUB Response Text	SUCCESSFUL.	

**NOTE:** To view the Admitted Date or Status Granted date sent with the response for a Step 2 or Step 3 request, the worker will need to review the Additional Information window.

N-FOCUS - Verify Lawful Presence - Step 2 and 3 Response

Name: SUSAN FOLKESSTCEDE

Response Date	01/01/2018	
Major Statement	LAWFUL PERMANENT RESIDENT	
Minor Statement	EMPLOYMENT AUTHORIZED - INDEFINITE	
Latest Doc Expire		
Status Pending		
Class of Admission (COA)	CP	Pending Prima Facie VAWA
LPR Status	Deferred Action Expire	
Parole Expire	VAWA Self Petition Approved	
Document Revocation	Deferred Action	
	I360 Application Filed	
DHS Comments	<input type="text"/>	
DHS Response Description	SUCCESSFUL.	
HUB Response Text	SUCCESSFUL.	

- **MLTC - Alert 502 Send Electronic G-845 (Change):**
  - The text has been updated to “Send Electronic G-845”.
  - When this alert is received, it indicates the HUB/DHS is ready to accept the electronic G-845 for the listed person.
  - Go to Document Imaging and prepare the supporting documentation needed for the request.
  - Return to the US Citizenship/Immigration window and update the document details if necessary and submit the request.
  - **Alert Text:** VLP SAVE is ready to receive the electronic G-845 information form. Please prepare the supporting documentation before submitting the request.