



IMPORTANT DOCUMENTS!!!
PLEASE READ AS FAILURE TO COMPLY WITH THE
INFORMATION IN THIS PACKET COULD RESULT IN ARREST,
REMOVAL FROM THE UNITED STATES, OR PREVENT YOUR RE-
ENTRY INTO THE UNITED STATES ON FUTURE VISITS

SPECIAL REGISTRATION PROCEDURES
FOR VISITORS AND TEMPORARY RESIDENTS

The United States has a proud tradition of welcoming immigrants and visitors. This tradition is renewed and enriched by each and every law-abiding immigrant and visitor. New regulations addressing special registration have been put into effect to help ensure the safety of all persons in the United States -- citizens, residents, and visitors as well. We appreciate your understanding and cooperation in complying with the special registration procedures.

NON-COMPLIANCE

If you do not comply with the special registration requirements or other terms of your admission to the United States during your stay, you will be considered out of status. You may be subject to arrest, detention, fines and/or removal from the United States, and any future application for an immigration benefit from the United States may be denied. Decisions will be made on an individual basis, dependent on the circumstances of each case.

HOW TO COMPLY

Now that you have been registered, there are a few more special registration procedures that you must follow. Please take the time to read these instructions carefully. Keep them with you, as it is your legal responsibility to follow them and no further reminders will be issued.

FOR ALL REGISTRANTS LEAVING THE UNITED STATES

- You must register your departure before you depart. In order to do that, you must appear in person before an inspecting officer at a designated port of departure (a list is attached) and leave from that port on the same day.

REGISTRANTS PRESENT IN THE UNITED STATES

- You may be required, at the discretion of the Department of Homeland Security (DHS), to report in person to a U.S. Immigration and Customs Enforcement (ICE) office and show that you are following your travel plans or the statement of intentions made when you entered. You will receive separate notice to the last address you reported to DHS if you are required to report to an ICE office during your stay in the United States. Again, it is important that you notify DHS of any change in address.

REGISTRANTS WHO CHANGE ADDRESSES, EMPLOYERS, OR SCHOOLS WHILE IN THE UNITED STATES

- You must notify DHS in writing within 10 days of the change, except that you do not have to repeat an address change already reported through the Student and Exchange Visitor System (SEVIS) separately with DHS. Notification must be made by filling out and mailing a change address form for aliens subject to special registration, Form AR-11SR. ;

This document provides additional information and helpful tips to make it easier for you to follow the special registration procedures.

FOR ALL REGISTRANTS LEAVING THE UNITED STATES

If you leave the United States after October 1, 2002, including visits to Mexico, Canada, or adjacent islands, you must register your departure by appearing in person on the date of your departure before an inspecting officer at a designated port of departure (a list is attached). Additionally, you must depart from the United States from the designated port at which your departure was registered. If you do not appear in person on the date of your departure before an inspecting officer, you may be denied admission to the United States at a later date. A list of the designated ports and instructions on where to register your departure is attached for your information. It is also available on the Internet at www.ice.gov and from the National Customer Service Center (1-800-375-5283 or TTY 1-800-767-1833 for the hearing impaired).

If you are just passing through the United States en route to another country and you are intending to depart from a non-designated port on the day of your arrival, your departure information will be collected during the arrival registration.

WAIVERS

A waiver for relief from the departure portion of the special registration requirement or a waiver of future admission registrations may be requested in writing. There is no form to request a waiver; a letter is sufficient. Example of the circumstances that might warrant a waiver includes, but is not limited to the following: a representative of a foreign government who was issued a visitor's visa in lieu of a diplomatic visa, an individual who should be exempt from special registration but was registered in error (such as an individual entering with a diplomat's visa), or an individual who is eligible for the frequent traveler exception to registration. More information about waivers from the special registration requirements can be found at 8 CFR section 264.1(f)(7), and on the website www.ice.gov. If a request for a waiver is not approved in writing before your departure, you must report to the port-of-departure office and comply with the departure requirements set out in these materials. Failure to do so may result in your being denied future admission to the United States.

All waiver requests should be sent to the U.S. Customs and Border Protection (CBP) Field Office Director for the port from which you intend to depart or (for

frequent travelers) the port for which you most frequently arrive in the United States. A list of addresses for the CBP Field Offices is attached, and also can be found at www.uscis.gov. Please provide a detailed description of the relief that you are seeking, your name, date-of-birth, Fingerprint Identification Number (which is reflected on the Form I-94 you are given at the time your registration is completed), a 1'x1' passport style photograph, your alien registration number (A-number), if one has been assigned to you, and any documents that support your application. For example, if you are a crewmember who has been registered on a prior trip and is seeking relief from registration upon arrival, in addition to the items referenced above, please provide a letter from your employer that indicates your need for a waiver, job status, and the frequency of entry. If your waiver is approved you may have to report for an interview before a CBP officer and you may be required to provide your fingerprints.

ADDITIONAL REQUIRED INTERVIEWS

Who must report for an additional interview?

At the discretion of DHS, anyone who has been registered at a United States port of entry on or after September 11, 2002 as part of the special registration procedures and who is in the United States may be required to report for additional interviews. You will be given a specific and individual notice if you are required to report for additional interviews.

Where must I go for an additional interview?

If you are notified that you must report for an additional interview, your notification will advise you as to the time and place of the interview, which will occur at a local ICE office. When you report for your follow-up interview, let an ICE employee or security guard know that you are there for a special registration interview. An ICE officer will request proof of identity, such as your passport, and then direct you to the officer who will conduct the interview.

What will happen at the additional interview?

At the additional interview, your identity will be verified through a fingerprint scan and photograph. You also will be asked questions to verify your compliance with the immigration laws.

What should I bring with me to the interview?

If necessary, you may bring someone to translate for you. You should bring your Form I-94 (Arrival – Departure Record) and any written documents available to show the interviewing officer that you are doing what you said you were going to do when you entered the United States. For example:

- If you are visiting the United States as a tourist, you could bring hotel receipts, ticket stubs from places that you have gone or transportation that you have

used, credit card receipts in your name that indicate a city or state that you have visited, etc.

- If you are staying with friends or relatives, you could bring documents showing their name and address, such as a postmarked envelope or bill.
- If you are in the United States because of a job, you could bring a payroll stub, an employment contract, a letter from your employer, etc.
- If you are in the United States to go to school, you could bring your class schedule, official notification of your grade(s), your class or yearbook picture, student identification card, evidence of participation in extracurricular activities, etc.

For the purpose of the interview, it is in your favor to bring as much documentation as possible.

CHANGE OF ADDRESS OR EMPLOYER

If you change your address or employer, you must notify DHS by mail within 10 days of the change. You should use a Form AR-11 SR (Alien's Change of Address Card – Special Registration). A copy of the form is attached for your convenience. It is also available on the Internet at www.ice.gov and by mail from the Immigration Forms Distribution Center (1-800-870-3979), and at immigration offices.

When completing the form, you should:

- copy the FIN (Fingerprint Identification Number) that was written on your I-94 (Arrival – Departure Record) when you entered the United States or at any other interview on the last line of the form where indicated, and
- mail to the address noted on the form.

While not required, it is to your benefit to keep a copy of your completed form and to request and keep a receipt to document the date on which you mailed the AR-11 SR and the address to which it was mailed.

Some student and exchange visitors are also subject to monitoring under the Student and Exchange Visitor Information System (SEVIS). If you are such an alien and DHS is electronically notified of changes in information through SEVIS, that notification fulfills your obligations for special registration purposes, and you do not also need to fill out a form AR-11. However, if you fail to utilize the SEVIS system to report a change, you must do so using the AR-11.

Customs and Border Protect Field Offices

Arizona/Tucson
4740 North Oracle Road, Suite 310
Tucson, AZ 85705

Puerto Rico/Virgin Islands PR
#1 La Puntilla Street, Room 203
San Juan, PR 00901

East Great Lakes/Buffalo
4455 Genesee Street
Buffalo, NY 14225

East Texas/Houston
2323 S. Shepherd Street, Suite
1200
Houston, TX 77019

Gulf/Mexico
423 Canal Street, Room 337
New Orleans, LA 70130

Mid Atlantic/Baltimore
103 South Gay Street, Suite 208
Baltimore, MD 21202

Mid America/Chicago
610 South Canal Street, Suite 900
Chicago, IL 60607

Mid Pacific/San Francisco
33 New Montgomery Street, Suite
1601
San Francisco, CA 94105

New York/Newark
1 Penn Station
11th Floor
New York, NY 10119

North Florida/Tampa
1624 East 7th Avenue, Suite 301
Tampa, FL 33605

Northwest Great Plains/Seattle
1000 2nd Avenue, Suite 2200
Seattle, WA 98104

South Florida/Miami
909 SE First Avenue, Suite 980
Miami, FL 33131

North Atlantic/Boston
10 Causeway Street, Room 801
Boston, MA 02222

North Pacific/Portland
P.O. Box 55700
Portland, OR 97238

South Atlantic/Atlanta
1691 Phoenix Blvd, Suite 270
College Park, GA 30349

South Texas/Laredo
109 Shiloh, Suite 300
Laredo, TX 78045

Southern California/San Diego
610 W. Ash Street, Suite 1200
San Diego, CA 92101

West Texas/New Mexico
9400 Viscount Blvd. Suite 104
El Paso, TX 79925

West Great Lakes/Detroit
613 Abbott Street, Suite 310
Detroit, MI 48226

South Pacific/Los Angeles
One World Trade Center
Room 705
Long Beach, CA 90831

LIST OF DESIGNATED PORTS OF DEPARTURE (POD) FOR SPECIAL REGISTRATION

(Locations and Exit Information Follows this list)

Alcan Port of Entry	JFK International Airport (New York City)
Amistad Dam	Ketchikan Port of Entry
Anchorage International Airport	Kona Air and Sea ports
Hartsfield International Airport (Atlanta)	Laredo Gateway to the Americas
Baltimore International Airport	Las Vegas (McCarran) International Airport
Bell Harbor Pier 66 Cruise Ship Terminal	Lewiston Bridge, NY
Bridge of the Americas	Logan International Airport
Brownsville/Matamoros International Bridge	Long Beach Seaport
Buffalo Peace Bridge Port of Entry	Los Angeles International Airport
Calais Port of Entry	Madawaska Port of Entry
Calexico Port of Entry	Massena (Seaway International Bridge) Port of Entry
Cape Canaveral Seaport	
Cape Vincent Port of Entry	Miami International Airport
Champlain, New York	Miami Marine Unit
Charlotte/Douglas International Airport	Minneapolis-St. Paul International Airport
Chateaugay Port of Entry	Mooers Port of Entry
Chicago – Midway Airport	
Chicago - O'Hare International Airport	Newark Liberty International Airport
Cleveland Hopkins International Airport	Nogales Port of Entry
Columbus Port of Entry	Ogdensburg Prescott International Bridge Port of Entry
Dallas/Fort Worth International Airport	Orlando International Airport
Del Rio International Bridge	Oroville Port of Entry
Denver International Airport	Otay Mesa Port of Entry
Derby Line Port of Entry	Pacific Highway Port of Entry
Detroit Canada Bridge Port of Entry	Pembina Port of Entry
Detroit Canada Tunnel Port of Entry	Philadelphia International Airport
Detroit Metro International Airport	Phoenix - Sky Harbor International Airport
Douglas Port of Entry	Piegan Port of Entry
Dulles International Airport	Pittsburgh International Airport
Eagle Pass Bridge	Point Roberts, WA
Eastport, Idaho	Port Arthur Seaport
Fort Covington Port of Entry	Port Everglades Seaport
Fort Duncan International Bridge, Eagle Pass, TX	Port Huron Port of Entry
Galveston Seaport	Portal Point of Entry
George Bush Intercontinental Airport	Portland International Airport (POO) PDX
Grand Portage, MN	Progreso International Bridge
Guam International Airport	Rainbow Bridge Port of Entry (Niagara Falls)
Heart Island Port of Entry	Raymond Port of Entry
Hidalgo International Bridge	Roosville Port of Entry
Highgate Springs Port of Entry	Rouses Point Port of Entry
Honolulu International Airport	Rouses Point Amtrak Train
Honolulu Seaport	San Antonio International Airport
Houlton Port of Entry	San Diego International Airport (SND)
Houston Seaport	San Diego Seaport
International Falls Port of Entry	San Francisco International Airport

San Juan - Luis Munoz Marin International Airport	
Sanford International Airport	
Sault Ste Marie Port of Entry	
Seattle Seaport	
Seattle Tacoma International Airport	
St. Louis International Airport - Lambert	
St. Thomas, Virgin Islands - Cyril E. King Airport	
Sweet Grass Port of Entry	
Tampa International Airport and Seaport	
Thousand Islands Bridge Port of Entry	
Trout River Port of Entry	
Whirlpool Amtrak Train	
Ysleta Port of Entry	

LIST OF DESIGNATED PORTS OF DEPARTURE (POD)

FOR SPECIAL REGISTRATION

Locations and Exit Information

Alcan Port of Entry

Alcan port of entry is located at mile 1221.1 Alaska Highway, route 2. The port is approximately 93 miles east of Tok, Alaska and 20 miles west of Beaver Creek, Yukon, Canada.

Address: HC 63 Box 1221
Tok, Alaska 99780
Telephone: (907)774-2242 Office
(907)774-2002 Fax
Hours of Operation: 8:00 am to 10:00 pm.

Amistad Dam

Registrants should park south of the building, then report to Inspector in the Immigration and Naturalization Service (INS) office. This port of departure (POD) is located 12 miles northwest of Del Rio, Texas.

Location: Spur 349 South of Highway 90 West at Amistad Dam
Telephone: (830) 703-2160
Hours of Operation: 10:00AM - 6:00PM

Anchorage International Airport

Registrants arriving at the airport on outbound international flights should report to Gate N-8 in the transit lounge. There is a call box labeled "INS" located at the inspections booth. Use this phone to contact an INS officer. The INS Officer will instruct you to wait at Gate N-8 until an officer arrives to collect your Form I-94.

Address: 4601 Postmark Drive
Anchorage, Alaska 99502
Telephone: (907) 271-6855
Hours of Operation: 12:00AM – 4:00PM

Hartsfield International Airport (Atlanta)

All registrants should report to the information counter located in the center of the departure/boarding level on Concourse E. The INS Office can be contacted from this location.

Address: Atlanta Hartsfield International Airport
6000 North Terminal Parkway
International Concourse E
Departure/Boarding Level
Atlanta, Georgia 30320
Telephone: (404) 763-7816
Hours of Operation: 6:00AM – 11:00PM

Baltimore International Airport

Registrants should proceed to Pier E on the lower level and look for the door in the lobby with the INS seal. Go inside and ring the bell at the second door and an INS inspector will respond.

Address: Baltimore International Airport
Pier E, Lower Level
Baltimore, MD 21240
Telephone: (410) 859-0920
Hours of Operation: NSEERS Operations Mon-Sat 1200 noon-10:00pm

Sun 2:00pm-10:00pm

Bell Harbor Pier 66 Cruise Ship Terminal

From Interstate 5, exit on Madison Street and go west to Alaska Way. Turning right, Pier 66 will be about a mile on the left. The departure processing area is located on the second floor, primary area. This location is only used for processing cruise ship inspections from May through October.

Address: 2225 Alaska Way, Pier 66
Seattle, Washington 98121
Telephone: (206) 553-4775
Hours of Operation: 6:00AM – 1:00PM, Monday-Friday, when cruise ships are in port.

Bridge of the Americas

Registrants should report to the Supervisory Immigration Inspector in the INS Office in Building A.

Address: 3600 E. Paisano Drive
Building A
El Paso, Texas 79905
Telephone: (915) 543-7632
Hours of Operation: 24-hour port

Brownsville/Matamoros International Bridge

Registrants should report to the INS Administration Building.

Address: 1300 Mexico Blvd.
Brownsville, Texas 78520
Telephone: (956) 548-2502
Hours of Operation: 24-hour port

Buffalo Peace Bridge Port of Entry

Registrants should report to the Inspections Building.

Address: Buffalo Peace Bridge
Peace Bridge Plaza
Buffalo, New York 12937
Telephone: (716) 885-3367
Hours of Operation: 24-hour port

Calais Port of Entry

Registrants should report to the Calais Border Inspection Station and park at the rear of the building. They should then report to the INS secondary inspection counter in the building by using the front door or the rear door of the building.

Address: 3 Customs Street
Calais, ME 04619
Telephone: (207) 454-2546
Hours of operation: 24-hour port

Calexico Port of Entry

Follow the sign at the port of entry that reads “To Mexico.” As you pass two (2) sets of turnstiles, take a right to return to the port’s south entrance. The INS office is located to the left of the south entrance doors. It should also be noted that only pedestrians on foot may depart through the Calexico Port of Entry.

Address: 200 E. 1st Street
Calexico, California 92231
Telephone: (760) 357-1143
Hours of Operation: 24-hour port

Cape Canaveral Seaport

Take George King Blvd to Columbia Rd. Go south on Columbia one block to Atlantis Rd. Turn left on Atlantis to 455 which will be 100 yards on the right.

Address: 455 Atlantis Rd.
Port Canaveral, FL 32920
Telephone: (321) 868-7134
Hours of Operation: 0600-1700 Monday-Saturday
0600-1500 Sunday

Cape Vincent Port of Entry

Registrants should report to the Inspections Building.

Address: Hornes Ferry Dock
Cape Vincent, New York 13618
Telephone: (315) 654-2781
Hours of Operation: 8:00AM – 8:00PM, May through October (Seasonal)

Champlain, New York

Registrants should report to the Export Control Building at Champlain. Registrants should then proceed to the Main Lobby to report departure to the INS.

Address: 24 West Service Road (Interstate 87)
Champlain, New York 12919
Telephone: (518) 298-7901
Hours of Operation: 24-hour port

Charlotte/Douglas International Airport

Registrants should report to Concourse D, International Departure Area for departure processing.

Address: 5501 Josh Birmingham Parkway
Concourse D
Charlotte, NC 28217
Telephone: (704) 359-9911
Hours of Operation: 0800-2200

Chateaugay Port of Entry

Registrants should report to the Inspections Building.

Address: Route 374
Chateaugay, New York 12920
Telephone: (518) 497-6772
Hours of Operation: 24-hour port

Chicago – Midway Airport

all persons in need of departure registration need to call the aforementioned number and speak to an officer in order to be escorted to the FIS area. You may report to the information counter at the departure level and they will contact an officer for you. Everyone must clear through security prior to accessing the FIS area.

Address: 5757 S. Cicero Ave.
Chicago, IL 60638
Telephone: 773-948-6220
Hours of Operation Current Shifts begin (subject to change)
Monday through Thursday 0600 to 2100, Fridays- 0500 to 2100
Saturday currently 0600 to 2100 (after 03-2003) 0500 to 2100
Sunday currently 1600 to 2400 (after 03-2003) 0500 to 2100

Chicago - O’Hare International Airport

The Departure Exit Control office is located next to exit door A on the arrivals level of the International Terminal 5.

Address: O’Hare International Airport
Terminal 5 International Building
10000 West O’Hare
Chicago, Illinois 60666
Telephone: (773) 894-2940
Hours of Operation: 24-hour port

Cleveland Hopkins International Airport

Registrants should report to concourse A, International Arrivals gate and go down stairs to the US Customs office. Inform the Customs officer that you need to report in with US Immigration office to depart the US.

CALL IN ADVANCE TO SET-UP A DEPARTURE INTERVIEW DATE AND TIME

Address: Cleveland Hopkins International Airport
International Arrivals Concourse A
5300 Riverside Drive
Cleveland, Ohio 44135
Telephone: (216) 522-4781
Hours of Operation: 0800-1900

Columbus Port of Entry

From Columbus, follow the signs to the port and park in the visitor’s parking lot located at the inspections building. Registrants should then report to the Supervisory Immigration Inspector in the INS office.

Address: State Road 11 & Pershing Road
Columbus, New Mexico 88029
Telephone: (505) 531-2694
Hours of Operation: 24-hour port

Dallas/Fort Worth International Airport

Registrants should report to Terminal A, Section C for departure processing.

Address: D/FW International Airport, Terminal A, Section C
2000 South Service Drive
Dallas/Fort Worth International Airport, Texas 75261
Telephone: (972) 574-2141
Hours of Operation: 6:30AM – 10:00PM

Del Rio International Bridge

Registrants should park on south side of building then report to Inspector in the INS office.

Address: Loop Road
Del Rio, Texas 78840
Telephone: (830) 703-2153
Hours of Operation: 24-hour port

Denver International Airport

Registrants should report to the Main Terminal, International Arrivals for departure processing.

Address: 8500 Pena Blvd.
Denver, Colorado 80249-6340
Telephone: (303) 342-7440, ext. 0
Hours of Operation: 10:00AM – 8:00PM

Derby Line Port of Entry

Registrants should proceed north on Interstate 91 to the Derby Line Inspection Station and park at the rear of the building. They should then report to the INS secondary inspection counter in the lobby by using the front door of the building.

Address: 107, I-91 South
Derby Line, VT 05830
Telephone: (802)873-3316
Hours of Operation: 24-hour port

Detroit Canada Bridge Port of Entry

Registrants departing over the Detroit Canada Bridge should proceed onto the bridge ramp. Stay in the left lane. As you pass the Duty Free Store on your left, park your vehicle and walk over to your left to the large fenced gate near the building. An officer will open the gate and direct you inside.

For Cargo Truck drivers ONLY, proceed to the U.S. Customs Cargo Compound at the base of the bridge on Fort Street. Go to the Cargo desk and ask to see the Immigration Officer.

Address: 3033 Porter Street
Detroit, MI 48216
Telephone: (313) 963-4409
Hours of Operation: 24-hour port

Detroit Canada Tunnel Port of Entry

Registrants departing through the Detroit Canada Tunnel should pull over to the left and park under the canopy in front of the U.S. Customs Office prior to going through the tollbooth. They will then be directed to the INS Office.

Address: 150 E. Jefferson Ave.
Detroit, Michigan 48226
Telephone: (313) 568-6016
Hours of Operation: 24-hour port

Detroit Metro International Airport

Go to the information booth between Gates A-38 and A-40. Use the INS Telephone located on the left rear of the booth to contact INS. Follow posted dialing instructions. If you are unable to get to the Gate level, or cannot locate the information booth, please ask your airline for assistance or call (734) 247-4901.

Address: 2597 World Gateway Place
Detroit, Michigan 48226
Telephone: (734) 247-4901
Hours of Operation: 6:00AM – 10:00PM

Douglas Port of Entry

Using I-10 East from Tucson, AZ, travel on the I-10 East for approximately 40 miles until you reach Benson, AZ. You exit I-10 at exit #303 into Benson. From exit #303, you will now be traveling on Highway 80 East through St. David, Tombstone, and Bisbee.

From Bisbee, continue for approximately 30 miles on Highway 80 East until you reach Douglas, AZ. At the first stoplight, make a right turn onto Pan American Avenue. You will travel on Pan American Avenue for approximately 15 blocks and you will then see the Douglas Port of Entry.

On First Street and Pan American Avenue, there is a stop sign located directly in front of the Douglas Port of Entry. Drive straight from the stop sign into the vehicle inspection area, pull into the inspection area and tell the officer that you need to speak to an Immigration Inspector.

Address: 1 Pan American Avenue
Douglas, Arizona 85607
Telephone: (520) 364-2028
Hours of Operation: 24-hour port

Dulles International Airport

Registrants should proceed to the Main Terminal, lower level, west end. The INS office is located in the International Arrivals building.

Address: Dulles International Airport-Main Terminal
Lower Level, West End
45020 Aviation Drive
Sterling, Virginia 20166
Telephone: (703) 661-5106
Hours of Operation: 24-hour port

Eagle Pass Bridge

Registrants should park in the public parking area on the northeast side of the building. Once inside the building, they should proceed to the INS office located at the last door (# 20) on the left, in front of the pedestrian primary station.

Address: 160 Garrison Street
Eagle Pass, Texas 78852
Telephone: (830) 758-5507 / (830) 758-5508
Hours of Operation: 7:00AM – 11:00PM

Eastport, Idaho

Registrants should report to the INS secondary inspection area in the lobby located in the main building.

Address: Eastport, Idaho, Port of Entry
U.S. Highway 95 North
Eastport, Idaho 83826
Telephone: (208) 267-2183
Hours of Operation: 24-hour port

Fort Covington Port of Entry

From Route 37, turn north onto Water Street. Registrants should report to the Inspections Building.

Address: Water Street
Fort Covington, New York 12937
Telephone: (518) 358-2231
Hours of Operation: 24-hour port

Fort Duncan International Bridge, Eagle Pass, TX

Registrants should park on the north side guest parking lot located in front of the port of entry.

Address: 500 South Adams
Eagle Pass, TX 78852
Telephone: (830) 758-5521
Hours: 24-hour port

Galveston Seaport

Registrants should proceed through security and take the elevator to the 5th floor. Exiting the elevator, turn left and proceed to the INS office, which is the last office on the left.

Address: 601 Rosenberg
Suite 515
Galveston, Texas 77550
Telephone: (409) 766-3585/3583
Hours of Operation: 8:00AM – 4:00PM, Monday-Friday

George Bush Intercontinental Airport

Upon arrival at the airport, registrants should use any internal phone and dial 33-3700 or 33-3718 to arrange for an escort to the INS office. An INS officer will meet you at a designated location.

Address: 3700 N. Terminal Rd, Terminal D
Houston, Texas. 77032
Telephone: 33-3700 or 33-3718
Hours of Operation: 5:30AM – 9:00PM

Grand Portage, MN

Registrants should park in the parking lot south of the Inspections building and enter at the front of the building. Once inside, they should proceed to the secondary inspection counter.

Address: 9403 East Highway 61
Grand Portage, MN 55605
Telephone: (218) 475-2494
Hours: 24-hour port

Guam International Airport

Registrants can contact the INS using any in-house airport phone located throughout the terminal. The inspector will meet the individual at a specific location determined by the inspector.

Address: Guam International Airport
Tamuning, Guam 96911
Telephone: (671) 642-7611
Hours of Operation: 24-hour port

Heart Island Port of Entry

Registrants should report to the Inspections Building.

Address: Heart Island
Alexandria Bay, New York. 13607
Telephone: (315) 482-5901
Hours of Operation: 24-hour port

Hidalgo International Bridge

Registrants should report to the INS Administration Building located at the bridge.

Address: 929 South Bridge Street
Hidalgo, Texas 78557
Telephone: (956) 843-2201
Hours of Operation: 24-hour port

Highgate Springs Port of Entry

Upon entering the port, registrants should pass the Immigration building and make a left U-turn back to the south lane (Route I-89) into the United States. This will bring you to the inspection booth. Proceed to the Immigration building and park under the canopy. Individuals should then report to the INS lobby, Inspections counter.

Address: 482 Welcome Road, Interstate 89
Swanton, Vermont 05488

Telephone: (802) 868-3349
Hours of Operation: 24-hour port

Honolulu International Airport

Inquire at the main entrance for the Secondary inspection area.

Address: 300 Rodgers Blvd.
Departure Level, West End of Ticket Lobby 4
Honolulu, Hawaii 96819
Telephone: (808) 861-8400
Hours of Operation: 24-hour port

Honolulu Seaport

Registrants should report to Room 117. Ask for the Inspections Duty Officer.

Address: 595 Ala Moana Blvd.
Honolulu, Hawaii 96813
Telephone: (808) 532-2707
Hours of Operation: 8:00AM – 3:00PM, Monday – Friday

Houlton Port of Entry

Registrants should proceed north on Interstate 95 until they pass Exit 63. A sign that reads, “Export Declaration Area” is located next to the main port building. Registrants should park in the lot next to the sign and walk back to the main port building.

Address: 27 Customs Loop
Room #101
Houlton, ME 04730
Telephone: (207) 532-2906
Hours of Operations 24-hour port

Houston Seaport

Registrants should park in the rear of the Chase Building. Take elevator to the 2nd floor and turn right. The INS office is located on the left at the end of a short hallway.

Address: 8799 North Loop East
Suite 270
Houston, Texas 77029
Telephone: (713) 675-7982
Hours of Operation: 8:00AM – 4:00PM, Monday - Friday

International Falls Port of Entry

Registrants should proceed to the INS administration building for departure processing.

Address: 2 Second Avenue
International Falls, Minnesota 56649-2328
Telephone: (218) 283-8611
Hours of Operation: 24-hour port

JFK International Airport (New York City)

Registrants will enter Terminal Four and follow the signs for Airline Baggage Services from main arrivals hall and go to room 161 / 011. This room is nearby the Airline Baggage Service area.

Address: Terminal Four
Jamaica, New York 11430
Telephone: (718) 553-1688
Hours of Operation: 24-hour port

Ketchikan Port of Entry

Address: INS Ketchikan
648 Mission St. Suite 110
Ketchikan, AK 99901
Telephone: Phone # (907)225-2380
Fax # (907)225-0554
Hours of operation: M-F, 8am - 4pm, with one Inspector on call during off hours and weekends.

Location is downtown Ketchikan inside the Federal Bldg. There is only one major road in the town, so we are kind of hard to miss. The main road is called Tongass Highway. The road changes names several times as you wind your way down town, until it becomes Mission St., and then back to Tongass Highway. Our building is the only 6 story pinkish building in town. We are located directly across the street from Creek St., which a historic and tourist area.

Kona Air and Sea ports

Address: USINS Kona Airport
73-102 Kupipi St.
Kailua Kona, Hawaii 96740
Telephone: (808) 327-3300
Hours of Operation: 0800-1600 daily

Directions: Inside the Federal Inspections temporary structure at the north end of the Kona Airport. Once at the Airport, call the office for escort into the facility.

Laredo Gateway to the Americas

Registrants may park west of the Port in the River Drive Mall parking lot and proceed to the INS secondary area at the Port. This is a temporary parking area, as the toll plaza will be remodeled in the very near future. While the plaza is under construction, registrants may park on the north end of the Port. Once construction is complete, registrants will then resume parking at the River Drive Mall.

Address: 100 Convent Street
Laredo, Texas 78045
Telephone: (956) 722-2484
Hours of Operation: 24-hour port

Las Vegas (McCarran) International Airport

Registrants arriving for outbound international flights should report to the INS office in the International Terminal (Terminal 2). Signs for Customs, INS and Agriculture on the Federal Inspections Services building are clearly displayed at the south end of the Terminal. Enter the greater lobby for the Federal Inspections Services building (INS, Customs and Agriculture), then dial 3517 or 2225 on the white courtesy phone and ask to speak with an Immigration Officer.

Address: 5757 Wayne Newton Blvd.
Las Vegas, NV 89119
Telephone: (702) 736-2611
Hours of Operation: 8:00 AM - 4:00 PM Daily

Lewiston Bridge, NY

At Lewiston, registrants can pull into the parking lot adjacent to the INS office and proceed into the building for departure processing.

Address: 1 Lewiston-Queenston Bridge
Lewiston, New York 14092
Telephone: (716) 285-1676
Hours of Operation: 24-hour port

Logan International Airport

Registrants should report to the INS office located in Terminal E, second floor. Individuals can use the escalator located near the Northwest ticket counter.

Address: 500 Terminal E
East Boston, Massachusetts 02128-2049
Telephone: (617) 561-5745
Hours of Operation: 7:00AM – 8:00PM

Long Beach Seaport

Departure processing will be conducted onboard vessels.

Address: 501 West Ocean Blvd.
Suite 6300
Long Beach, California 90802
Telephone: (562) 980-3400
Hours of Operation: 5:00AM – 12:00AM, Monday - Saturday

Los Angeles International Airport

Registrants should proceed to the Arrival Level, South End (Tom Bradley International Terminal). The INS office is located next to the Interline Connecting Baggage Area (INSPASS Enrollment Center).

Address: 380 World Way, Arrival Level
Los Angeles, California 90045
Telephone: (310) 568-7500
Hours of Operation: 7:00 AM – 12:00AM

Madawaska Port of Entry

Registrants should report to the Madawaska Border Inspection Station and park at the rear of the building. They should then report to the secondary inspection counter in the lobby by using the front door or the side of the building.

Address: 63 Bridge Avenue,
Suite 101
Madawaska, ME 04756
Telephone: (207) 728-4565
Hours of Operation: 24-hour port

Massena (Seaway International Bridge) Port of Entry

Registrants should report to the Inspections Building.

Address: Seaway International Bridge
Massena, New York 13683
Telephone: (315) 764-0310
Hours of Operation: 24-hour port

Miami International Airport

Registrants should report to the INSPASS office located in Concourse B, on the third floor, outside the U.S. Custom area.

Address: Concourse E, 3rd Floor
4200 N.W. 21st Street
Miami, Florida 33299-7985
Telephone: (305) 874-5453
Hours of Operation: 24-hour port

Miami Marine Unit

Registrants should report to the Main Administrative Office of the Miami Marine Unit and proceed to the INS Office.

Address: 1500 Port Blvd.
Suite 85
Miami, Florida 33132
Telephone: (305) 536-5315
Hours of Operation: 10:00AM – 6:00PM

Minneapolis-St. Paul International Airport

Registrants should pass through airport security and then proceed to the INS office in Room G2210 on the G concourse for departure processing.

Address: 4300 Gluemack Drive
Concourse G, Room G2210
Minneapolis- St. Paul, Minnesota 55111
Telephone: (612) 727-3415
Hours of Operation: 7:00AM – 7:30PM

Mooers Port of Entry

Registrants should report to the Inspections Building

Address: Route 22
Mooers, New York 12958
Telephone: (518) 263-7116
Hours of Operation: 24-hour port

Newark Liberty International Airport

Registrants should go to the International Arrivals Hall in Terminal B and proceed through the security checkpoint. After passing through the checkpoint registrants should follow the signs to the INS INSPASS office (first door on the left)..

Address: Newark International Airport
Terminal B
Newark, New Jersey 07114
Telephone: (973) 645-3239 ext. 374
Hours of Operation: 24-hour port

Nogales Port of Entry

Using Route I-19 south from Tucson, AZ, travel south for approximately 65 miles to Nogales, AZ. Do not take any exits off of I-19, but remain on I-19 south until it terminates on Grand Avenue in Nogales, AZ. Turn right at the stoplight on Grand Avenue, head south and get into the left lane. The port will be directly ahead. Pull into the Vehicle Inspection Area and ask to speak with an Immigration Inspector.

Address: Border Inspection Station
DeConcini Port of Entry
1 North Grand Avenue
Nogales, Arizona 85621
Telephone: (520) 287-3609
Hours of Operation: 24-hour port

Ogdensburg Prescott International Bridge Port of Entry

Registrants should report to the Inspections Building.

Address: Ogdensburg Prescott International Bridge
Ogdensburg, New York 13669
Telephone: (315) 393-0770

Hours of Operation: 24-hour port

Orlando International Airport

Registrants can contact the INS at the airport by calling ext. 4168 from any white phone in the Main Terminal. The INS inspector will arrange to meet the individual at a designated location in the Main Terminal.

Address: 1 Airport Boulevard
Orlando, Florida 32827
Telephone: ext. 4168
Hours of Operation: 8:00AM – 10:00PM

Oroville Port of Entry

The INS Office is located in the last building on the west (left) side of the road before you enter into Canada. There is a general parking area adjacent to the building.

Address: 33643 Highway 97N
Oroville, Washington 98844
Telephone: (509) 476-2454
Hours of Operation: 24-hour port

Otay Mesa Port of Entry

Only pedestrians departing the country on foot may depart through this port of entry. The Otay Mesa port of entry is located at the end of south Highway 905. The INS Office is located in the Pedestrian building, which is on the left side of the port coming from the southbound side of Highway 905. Turn left at Siempr Viva Road and right on Roll Drive and proceed to the end of Roll Drive.

Address: 2500 Paseo International
Otay Mesa, California 92154
Telephone: (619) 661-3249
Hours of Operation: 6:00AM – 10:00PM

Pacific Highway Port of Entry

Registrants should proceed north on Interstate 5 to exit 275, continuing north on State Route 543, and passing through the intersections of Boblet Street, H Street and D Street. As you descend the hill, you will see a paved turn out area between SR 543 and the southbound traffic lanes. Use this area to park and use the crosswalk to enter the building at the public (south) entrance. Individuals should report to the immigration counter located immediately to your right after entering the building.

Address: 9950 Pacific Highway
Blaine, Washington 98230
Telephone: (360) 332-6091
Hours of Operation: 24-hour port

Pembina Port of Entry

Registrants should proceed to the INS administration building for departure processing.

Address: 10980 Route I-29, Suite 1
Pembina, North Dakota 58271
Telephone: (701) 825-6722
Hours of Operation: 24-hour port

Philadelphia International Airport

Upon arrival at Terminal A (departure level) proceed to upper concourse. Proceed to City of Philadelphia International Airport Information Booth and telephone (215) 596-1968. An INS officer will escort you for departure processing.

Address: Philadelphia International Airport

Terminal A
Philadelphia, PA 19153
Telephone: (215) 596-1968
Hours of Operation: 0600-2200

Phoenix - Sky Harbor International Airport

Registrants reporting at Sky Harbor International Airport for an outbound international flight must report to the Barry Goldwater Terminal - Terminal 4, Level 3, Checkpoint B. They must pass through airport security and then proceed to the International Concourse B, Gates 23 or 25 for departure processing. Once at Gates 23 or 25 the registrant is required to call (602) 275-7745 ext 00 and notify the officer that he/she is there for departure registration. An officer will then meet the registrant at the gate and bring them down to the processing area. Registrants must report for registration at least two(2) hours prior to the departure of their flight.

Address: 3300 Sky Harbor Blvd
International Concourse B, Gates 23 or 25
Phoenix, Arizona 85034
Telephone: (602) 275-7745 extension 00
Hours of Operation: 9:30AM - 8:00PM DAILY

Piegan Port of Entry

Registrants can pull into the parking lot located in front of the port to the east, and proceed into the building for departure processing.

Address: End of Highway 89 North
Babb, Montana 59411
Telephone: (406) 732-9297
Hours of Operation: 7:00AM - 11:00PM

Pittsburgh International Airport

Upon arriving at Terminal C (departure level) proceed to airport information booth. At information booth telephone 472-0703. An INS officer will escort your for departure processing.

Address: Pittsburgh International Airport
Terminal C
Pittsburgh, PA 15231
Telephone: (412) 472-0703
Hours of Operation: 7:00am - 9:00pm

Point Roberts, WA

Registrants should report to the public lobby entrance.

Address: Point Roberts Port of Entry
50 Tyee Drive
Point Roberts, WA 98281.
Telephone: (360) 945-5211.
Hours of Operation: 24-hour port

Port Arthur Seaport

Registrants should park in front of the building. Once inside the building, registrants should proceed to the 2nd office on the left.

Address: 4550 Jimmy Johnson Blvd.
Port Arthur, Texas 77642
Telephone: (409) 727-3375
Hours of Operation: 8:00AM – 4:00PM, Monday – Friday

Port Everglades Seaport

From the Turnpike or I-95 take the I-595 East towards Port Everglades. (I-595 turns into Eller Drive). There is a security checkpoint, make sure you have our passport available. The office is on the South East corner of McIntoch and Eller Dr., just pass the security checkpoint. If the glass doors are locked there is a call box. Dial the INS number and you will be let in. We are located on the 4th floor, room 402.

Address: 1800 Eller Drive
Suite 402
Port Everglades, FL 33316
Telephone: (954) 356-7790 ext 0
Hours of Operation: 24-hour port

Port Huron Port of Entry

Passenger vehicles: Registrants departing at the Blue Water Bridge in Port Huron, Michigan should proceed through the toll booths on the U.S. side of the border. Once they have paid the toll, they should pull over to the left side of the plaza and park their car in the designated area. They should proceed to their left following the barricade to the walkway, which will take them in front of the truck lanes. Follow the signs posted directing them to the Administration Building

Commercial vehicles: Registrants departing at the Blue Water Bridge in Port Huron, Michigan should proceed through the toll booths on the U.S. side of the border. Once they have paid the toll, they should pull over to the right side of the plaza and park the vehicle in the designated area. They should proceed to their right, following the signs posted directing them to the Administration Building.

CARE MUST BE TAKEN IN PROCEEDING TO THE ADMINISTRATION BUILDING AS YOU WILL BE CROSSING TRAFFIC ENTERING AND DEPARTING THE UNITED STATES.

Address: 1410 Elmwood Street
Port Huron, MI 48060
Telephone: (810) 982-0133
Hours of Operation: 24-hour port

Portal Point of Entry

Registrants should proceed to the INS administration building for departure processing.

Address: 301 Railway Avenue
Portal, North Dakota 58772
Telephone: (701) 926-4341
Hours of Operation: 24-hour port

Portland International Airport (POO) PDX

Special Registrants should proceed through security to their departure gate. Phone the number listed below. The Immigration Inspector will meet you at the departure gate to complete the process.

Address: 7000 N.E. Airport Way
Portland, OR 97218
Telephone: (503) 326-3409
Hours of Operation: 9:00 AM-3:30 PM Monday through Saturday only

Progreso International Bridge

Registrants should proceed to the INS Administration building for departure processing.

Address: South Farm Road 1015
Progreso, Texas 78579
Telephone: (956) 565-6304
Hours of Operation: 24-hour port

Rainbow Bridge Port of Entry (Niagara Falls)

Registrants should report to the Inspections Building

Address: Rainbow Bridge
Niagara Falls, New York 14302
Telephone: (716) 282-3141 Ext. 329
Hours of Operation: 24-hour port

Raymond Port of Entry

Take Highway 16 at Plentywood and go 16 north to the U.S.-Canadian Border. Registrants should report to the Assistant Port Director, Supervisory Immigration Inspector, Senior Immigration Inspector, or Free Trade Examiner for departure processing.

Address: P.O. Box 158
Raymond, Montana 59256
Telephone: (406) 895-2620
Hours of Operation: 24-hour port

Roosville Port of Entry

Registrants should report to INS secondary inspection inside the building.

Address: 8395 Highway 93 North
Eureka, Montana 59917-9707
Telephone: (406) 889-3737
Hours of Operation: 24-hour port

Rouses Point Port of Entry

Registrants should report to the Inspections Building.

Address: Route 9
Rouses Point, New York 12978
Telephone: (518) 297-7521
Hours of Operation: 24-hour port

Rouses Point Amtrak Train

Registrants should notify train conductor that they must report for departure verification to U.S. Immigration.

Address: Route 9
Rouses Point, New York 12978
Telephone: (518) 297-7521
Hours of Operation: Daily train that departs to Canada

San Antonio International Airport

Upon arrival at the airport, registrants should go to the Federal Inspections Services area and dial #3 on an internal phone to arrange for someone to meet them and escort them to the INS Office.

Address: 9800 Airport Blvd.
Terminal 1
San Antonio, Texas 78216
Telephone: (210) 826-6261
Hours of Operation: 9:00AM – 12:00AM

San Diego International Airport (SND)

Registrants should proceed to the International Arrivals area, Terminal 2, for departure processing.

Address: 3707 N. Harbor Drive
Terminal 2

San Diego, California 92101
Telephone: (619) 230-8178 ext. 211/200
Hours of Operation: 8:00AM - 8:00PM

San Diego Seaport

All departure processing for cargo ships will be conducted on the ship.

Address: B Street Pier
Harbor Drive
San Diego, California 92101
Telephone: (619) 230-8178 (San Diego Airport number, Lindbergh Field. There is no number and no staffed office at seaport.)
Hours of Operation: 8:00AM – 8:00PM

San Francisco International Airport

The INS office is located on the second floor, adjacent to the international arrivals waiting area in the International Terminal. Registrants arriving at the G side of the international parking lot can go to the international terminal by way of the 3rd floor walkway. After proceeding down the long moving walkway, registrants can go down the escalator and proceed to the second floor. They will follow signs directing them to the International Arrivals Area. The office is located just past the information booth on the right.

Address: Terminal G, Second Floor
San Francisco, California 94128
Telephone: (650) 837-2876
Hours of Operation: 8:00AM – 12:00AM

San Juan - Luis Munoz Marin International Airport

Restrainers should report to Terminal C on the third level. There is a sign in Spanish/English on how to contact the INS office.

Address: New American Airlines Terminal
Terminal "C", Third Floor
Carolina, PR 00979
Telephone: (787) 253-4516/4520/4523
Hours of Operation: 0500-12 midnight

Sanford International Airport

From downtown Orlando take I-4 going North, exit on Longwood/Lake Mary Blvd., going east, will take you into the airport. From downtown Orlando on I-417 going North, exit on Lake Mary Blvd going east. This will take you into the airport.

Address: 1 Red Cleveland Blvd.
Suite 101
Sanford, FL 32773
Telephone: (407) 321-1397
Hours of Operation: 1200-2000

Sault Ste Marie Port of Entry

After passing through the northbound I-75 International Bridge TollBooth, registrants will proceed approximately 100 yards north to the port of entry (poe will be directly in front of you). Registrants need to park their vehicle at the south end of the port. After parking your vehicle, proceed north to the main entrance of the port of entry. Beginning March 15, 2003, registrants will notice construction of a new border facility.

Address: I-75 International Bridge Plaza
Sault Ste Marie, MI 49783
Telephone: (906) 632-8822
Hours of Operation: 24-hour port

Seattle Seaport

Seattle Seaport is located south of Seattle, exit 158 on Interstate 5. Take the exit marked “Boeing Field Museum of Flight.” The departure processing area is located on the far south end of the airport.

Address: Boeing Field
7277 Perimeter Road, Suite 203
Seattle, Washington 98108
Telephone: (206) 553-0815
Hours of Operation: 6:00AM – 2:00AM

Seattle Tacoma International Airport

The Immigration office is located in the South Satellite on the mezzanine level. Take the subway train from the Main Terminal to the South Satellite. Exiting the train, go up one flight of escalator stairs to the mezzanine level. From the escalator stairs, turn left and continue to follow the hallway around to the Immigration office.

Address: 178 Pacific Highway South
Seattle, Washington 98158
Telephone: (206) 553-0466
Hours of Operation: 8:00AM – 4:00PM

St. Louis International Airport - Lambert

Registrants must call 24 hours prior to departure to set appointment.

Address: East Terminal, Room E-1245
St. Louis, MO 63145
Telephone: (314) 428-5132/4890
Hours: 10:30 AM - 7:00 PM, Mon-Fri

St. Thomas, Virgin Islands - Cyril E. King Airport

Call the number below, or ask a ticket agent and Customs and Border Protection officers will meet you in front of the Federal Inspection Site.

Telephone: (340) 774-4279
Hours of Operation: 0630 - 2000

Sweet Grass Port of Entry

Registrants should report to the INS/ U.S. Customs building in Sweet Grass. Individuals should report to INS secondary inspection inside the building.

Address: P.O. Box 165
Sweet Grass, Montana 59484
Telephone: (406) 335-2921
Hours of Operation: 24-hour port

Tampa International Airport and Seaport

Proceed to Main Terminal (3rd level) and stop at the Airside F tram. Call the US Immigration Duty Officer at (813) 348-1700 ext. 0 to advise that you are waiting to see him re NSEERS departure. An Immigration Inspector will meet you at the main terminal and escort you to the INS office for processing.

Address: 5503 Spruce St.
Tampa, Florida 33607
Telephone: (813) 348-1700 ext. 0
Hours of Operation: 24-hour port

Thousand Islands Bridge Port of Entry

Registrants should report to the Inspections Building. Registrants should exit at #52, turn left at the first stop sign, at the 2nd stop sign, go straight and continue to the parking lot.

Address: Thousands Islands Bridge
Interstate 81
Alexandria Bay, New York 13607
Telephone: (315) 482-2081
Hours of Operation: 24-hour port

Trout River Port of Entry

Registrants should report to the Inspections Building.

Address: State Route 122
Trout River, New York 12926
Telephone: (518) 483-5021
Hours of Operation: 24-hour port

Whirlpool Amtrak Train

Registrants should notify train conductor or inspector that they must report for departure verification to U.S. Immigration.

Address: Whirlpool Bridge
Niagara Falls, New York 14303
Telephone: (716) 282-5921
Hours of Operation: Daily train that departs to Canada

Ysleta Port of Entry

Registrants should report to the Supervisory Immigration Inspector in the INS office located in Building A.

Address: 797 S. Zaragosa
El Paso, Texas 79907
Telephone: (915) 540-3130
Hours of Operation: 24-hour port

Please check the ICE web page at www.ICE.gov for the most recent information.