

U.S. CUSTOMS AND BORDER PROTECTION**Department of Homeland Security**One Penn Plaza, 11th Floor, New York, N.Y. 10119**NSEERS Waiver Requirements
Instructions to Applicants**

Pursuant to the Code of Federal Regulations of the United States of America, nationals of certain countries are required to register upon arrival at a port-of-entry, and register upon departure from the United States under the special registration procedures of the National Security Entry Exit Registration System (NSEERS). If you are a national of one of the designated countries or have been required by the Customs & Border Protection or Department of State to register, you must comply with all these requirements to lawfully maintain your status in the United States.

You must apply to the CBP field office director over the port to which the alien most frequently arrives in the United States or the port to which the alien intends to depart. The field office director or his designee will make the determination that the frequency of arrival warrants relief from registration requirements on a case-by-case basis. The alien seeking such relief must establish to the satisfaction of the field office director or his designee that exigent or unusual circumstances exist, and that the alien warrants a favorable exercise of discretion. At the present time, there is no fee for this application. An approval or denial notice will be sent to you upon adjudication of your application. If a waiver is granted, you must present the Special Registration (NSEERS) -- Waiver Authorization Letter upon entry into the United States to the appropriate CBP officer.

If you wish to apply for a waiver of the NSEERS special registration requirements, you must submit:

- A detailed letter addressed to the Department of Homeland Security, Customs and Border Protection appropriate field office describing the relief you are requesting (i.e. a one-entry or multiple entry waiver):
 - 1) Waiver of Arrival/Departure Registration;
 - 2) Waiver of Departure Registration (or departure from an unauthorized port); or
 - 3) Waiver of all registration requirements.

The waiver, if granted, may *not* exceed one year. There is no appeal to a waiver denial.

- Your full name, date of birth, country of citizenship, country of birth, passport number, visa classification, copy of I-94 and Alien File Number, if you have one.
- The purpose and requested length of stay, the frequency of your visits to the United States, the duration of the waiver you are requesting and any prior fingerprint identification (FIN) numbers you have been assigned, as annotated in your passport.
- A photocopy of your entire passport, including front and back covers.
- Two (2) passport type 1"x1" color photographs.

If you are a crewperson on a vessel or aircraft subject to the special registration procedures, you are required to register upon entry into the United States. However, you are not required to register upon departure from the United States. **Ship crewmembers:** You must also submit a letter, *on company letterhead*, from your employer, *signed by an authorized company representative and affixed with a dry seal*, stating the name of the vessel, its country of registration, port and date of arrival, your position on the vessel and the necessity for your entry into the United States at this time. Also, include a copy of your form I-95.

NOTE: The New York Field Office covers both Newark Liberty International Airport and John F. Kennedy International Airport. The letter should be directed to:

U.S. Customs & Border Protection
Director, Field Operations
One Penn Plaza, 11th Floor
New York, N.Y. 10119

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Revised 12/30/03