



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

U.S. Department of Homeland Security
USCIS Rome District Office
U.S. Embassy, Rome

U.S. Address:
DHS/USCIS
9500 Rome Place Box 37
Washington D.C. 20521-9500

Italian Address:
Via Sallustiana 49
00187 Rome ITALY

E-mail: USCIS.Rome@uscis.dhs.gov

CHECKLIST FOR I-131 APPLICATION FOR REFUGEE TRAVEL DOCUMENT

In order to help you prepare your I-131 correctly, use the following checklist.

Print Full Name of Applicant

Phone Number/Fax Number

Email address

I-131 Application for Travel Document

- Ø Ensure you print legibly
- Ø Ensure you complete all blocks. If not applicable, enter “*Not Applicable*” or “*N/A*”.
- Ø Write your full name where required; no initials.
- Ø Use address listed above to submit application.
- Ø Dates must be listed in month/day/year format; March 20, 2007 should be written as **3/20/07**.
- Ø The fee for a Refugee Travel Document for an applicant age 16 or older is \$135, and for a child under the age of 16 years is \$105.
A biometric fee of \$85 is required for a Refugee Travel Document for applicants ages 14-79 inclusive.
- by a cashier’s check or money order in U.S. Dollars, made payable to the U.S. Embassy Rome, issued by any bank with a U.S. affiliation or by a U.S. military Post Office facility, or
- in cash with either U.S. dollars or Euro only if the application is filed in person at the US Embassy in Rome.
- Personal checks are not accepted

Supporting Documentation to submit with your Application

- Ø Evidence that you were admitted to the US as a refugee or were granted US asylee status.
- Ø Evidence of your last date of departure from the US (e.g. airline tickets, boarding passes, etc.)
- Ø Statements:
 - o A statement explaining the purpose of your trip outside the US. Include documentary evidence to support your reasons for departure from the US.
 - o A statement describing the reasons for departing the US without a Refugee Travel Document.
- Ø Two photographs as outlined in the Form I-131 instructions.
- Ø Translations: Supporting documentation you provide in a language other than English must be accompanied by a complete English translation. The translation must be completed by an independent party. The party providing the translation must note that his/her work is accurate and that he/she is competent to translate. The full name of the translator, address and contact information is also required.
- Ø Use the address at the top of this page if you are located outside the United States.