

**US DEPARTMENT OF HOMELAND SECURITY
EMBASSY OF THE UNITED STATES OF AMERICA
KINGSTON, JAMAICA**

RECORDING DEPARTURE AFTER-THE-FACT

If you returned home with your Form I-94 (white) or Form I-94W (green) Departure Record in your passport, please follow the instructions below. It is possible that your departure was not recorded properly.

Note: If taking short trips (30 days or less) to Canada, Mexico, or the Caribbean Islands during the course of your visit to the U.S., hold on to your I-94 or I-94 (W). It should only be turned in when you leave the U.S. to return home.

Please mail your **I-94/ I-94W Departure Record**, along with **Documentation of Supporting Evidence** that validates your departure from the United States and a **Letter of Explanation** to (see below for further explanation required documents):

DHS - CBP SBU
1084 South Laurel Road
London, KY 40744

Do not mail your Form I-94/ I-94W Departure Record or supporting information to any U.S. Consulate or Embassy, to any other CBP office in the United States, or to any address other than the one above. Only at this location are we able to make the necessary corrections to CBP records to prevent inconvenience to you in the future. The London Kentucky office does not answer correspondence, so please do not ask for confirmation that your record has been updated.

We strongly urge you to keep a copy of what you send to DHS-CBP and carry it with you the next time you come to the United States in case the CBP officer has any questions about your eligibility to enter.

I-94/ I-94W Departure Record

Complete the back of the I-94/I94W card listing:

The Port of departure from the US (ie: Miami) Date of departure from the US, Carrier (ie: American Airlines), and the Flight #.

Documentation of Supporting Evidence

To validate departure, CBP will consider a variety of information, including but not limited to:

- Original boarding passes you used to depart another country, such as Canada, if you flew home from there;
- Photocopies of entry or departure stamps in your passport indicating entry to another country after you departed the United States (you should copy all passport

pages that are not completely blank, and include the biographical page containing your photograph); and

- Photocopies of other supporting evidence, such as:
 - Dated pay slips or vouchers from your employer to indicate you worked in another country after you departed the United States,
 - Dated bank records showing transactions to indicate you were in another country after you left the United States,
 - School records showing attendance at a school outside the United States to indicate you were in another country after you left the United States, and
 - Dated credit card receipts, showing your name, but, the credit card number deleted, for purchases made after you left the United States to indicate you were in another country after leaving the United States.

Letter of Explanation

To assist us in understanding the situation and correct your records quickly, please include an explanation letter in English. Your statement will not be acceptable without supporting evidence such as noted below to validate departure. You must mail legible copies or original materials where possible. If you send original materials, you should retain a copy. CBP cannot return original materials after processing.

Delays beyond the traveler's control, such as cancelled or delayed flights, medical emergencies requiring a doctor's care, etc. are not considered unauthorized overstays, however, you will need to bring proof of the cause of your overstay next time you travel to the U.S. in order for it to be forgiven. For airline delays, ask the airline for a letter affirming the delay or a copy of your cancelled boarding pass.