




Welcome to the Additional Data GUS application page, presented by USDA's Single Family Housing Guaranteed Loan Program!



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Training Objectives

- Additional Data
 - Appraised value, Property information, Mortgage Credit Certificate, Repair escrows, SAM
- Buydown
- Requirements Checks
- Additional Borrower Information
- Immigration/Naturalization Check

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The training objectives will review each section of the GUS Additional Data application page which includes:

- Additional data: this will capture the appraised value, property information, as well as Mortgage Credit Certificate, repair escrow, and SAM info as applicable.
- Buydown,
- Requirements Checks,
- Additional Borrower Information, and
- Immigration/Naturalization Check if one or more of the applicant's is not a U.S. Citizen.



Additional Data

Additional Data

Sales Price

Property Appraised Value ^(F)

Dwelling Type ^(F)

Monthly Mortgage Credit Certificate(MCC)

Project Type

Structure Type ^(F)

Purchase is ^(F)

Is a Repair Escrow Account Established? ^(F) Yes No

Type of Repairs Escrowed ^(F)

Escrow Repairs Completed By ^(F)

Property is less than 12 months old and never occupied

Is any party pertaining to this loan application debarred from doing business with the Federal government in the System for Award Management (SAM)? ^(F) Yes No

Date Checked on System For Award Management ^(F) [System For Award Management\(SAM\)](#)

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This slide displays the Additional Data section. Let's review this page in bite size pieces.

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Additional Data

Additional Data

Sales Price

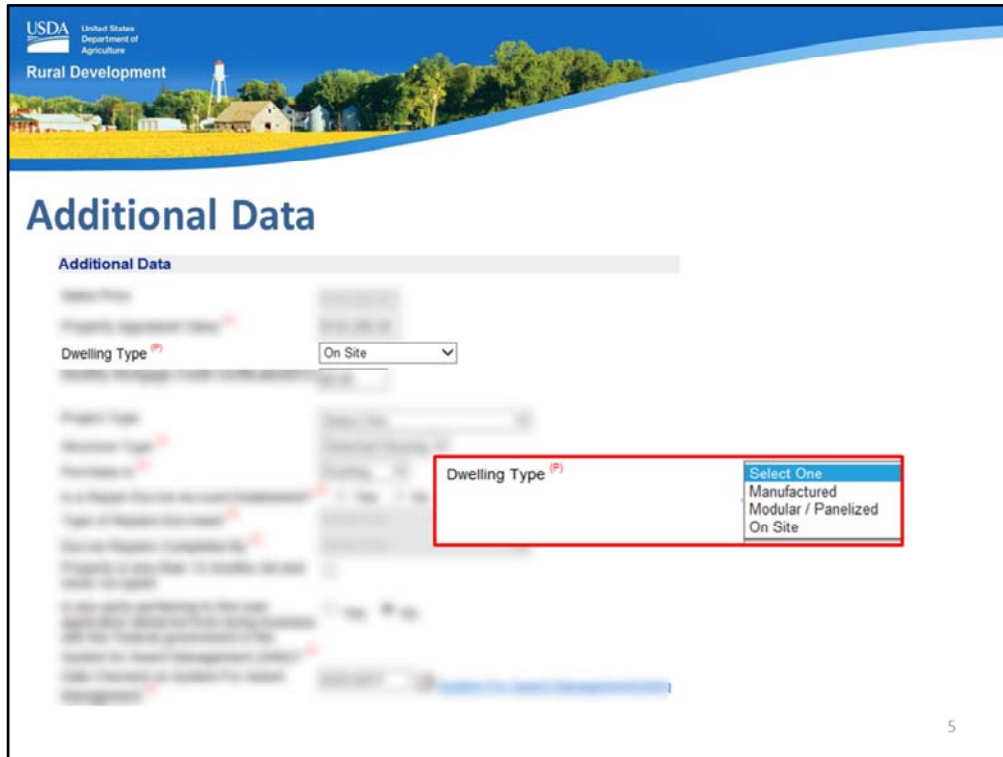
Property Appraised Value ^(P)

(Note: The remaining fields in the form are blurred in the screenshot.)


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At the top of this section the following will display:

- Sales Price: The purchase price completed on the “Transaction Details” application page will display and be unable to be edited from this page. If adjustments are required, go back to the “Transactions Details” application page and revise the “Purchase Price” data field.
- Property Appraised Value: Enter the appraised value reflected on the appraisal report. If an estimate has been entered for a pre-qualification, ensure it is updated with accurate data when an appraisal is obtained. When the transaction is a refinance, this data field will be auto-populated by GUS.



- Dwelling Type: Select the dwelling type, options include: Manufactured, Modular/Panelized, and On Site.



Additional Data

Property Address	
Property Appraised Value	
Monthly Tax	
Monthly Mortgage Credit Certificate(MCC)	\$0.00
Property Type	
Number of Units	
Number of Bedrooms	
Number of Bathrooms	
Year of Construction	
Year of Rehabilitation	
Number of Units in Building	
Number of Units in Building Occupied	
Number of Units in Building Vacant	
Number of Units in Building Under Construction	
Number of Units in Building Being Demolished	
Number of Units in Building Being Relocated	
Number of Units in Building Being Reconstructed	
Number of Units in Building Being Repaired	
Number of Units in Building Being Renovated	
Number of Units in Building Being Restored	
Number of Units in Building Being Reused	
Number of Units in Building Being Relocated	
Number of Units in Building Being Reconstructed	
Number of Units in Building Being Repaired	
Number of Units in Building Being Renovated	
Number of Units in Building Being Restored	
Number of Units in Building Being Reused	

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- Monthly Mortgage Credit Certificate (MCC): Enter the MONTHLY amount of the MCC benefit in this data field. GUS will deduct this monthly amount from the total PITI payment before a ratio analysis is completed.

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Additional Data

Additional Data

Project Type

Structure Type ^(F)

Project Type
Condominium
Cooperative (COOP)
Planned Unit Development (PUD)

Structure Type ^(F)
Attached Housing
Detached Housing

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- Project Type: Select the project type from the drop down box if applicable from the choices of Condominium, Cooperative, or Planned Unit Development.
- Structure Type: Select the structure type option of Attached or Detached housing.

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Additional Data: Existing

Additional Data

Purchase is ^(F) Existing ▾

Is a Repair Escrow Account Established? ^(F) Yes No

Type of Repairs Escrowed ^(F) Select One ▾

Escrow Repairs Completed By ^(F) Select One ▾

Property is less than 12 months old and never occupied

Purchase is ^(F) Select One
Existing
New
Repair

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- Purchase is: Select the appropriate type of purchase or transaction from the drop down box. Options include Existing, New, or Repair.

Depending upon the selection made, additional data fields may become available or unavailable.

This slide is an example of an existing dwelling purchase that does not include any repairs.

When “existing” was selected, all information regarding repair escrow accounts became unavailable to the user.

An existing home is defined as a dwelling that has been previously purchased and occupied, or completed for more than 12 months and never occupied.

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Additional Data: Repair

Additional Data

Purchase is

Is a Repair Escrow Account Established? Yes No

Type of Repairs Escrowed

Escrow Repairs Completed By

Type of Repairs Escrowed (F) Select One
Exterior and Interior Repairs
Exterior Repairs
Interior Repairs


Escrow Repairs Completed By (F) Select One
Construction Contract
Homeowner
Homeowner and Construction Ctr

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“Repair” may be selected when an existing dwelling is to be purchased and planned repairs will be completed. When selected, the additional repair data fields will be accessible to the user.

- Is a Repair Escrow Account Established?: Select the appropriate radio button of “Yes” or “No.” If “Yes” is selected, the following two data fields will be available.
- Type of Repairs Escrowed?: Select the correct type of repairs that will be escrowed from the drop down box. Options include: Exterior and Interior Repairs, Exterior Repairs, or Interior Repairs.
- Escrow Repairs Completed By: Select how the repairs will be completed from the choices of: Construction Contract, Homeowner, or Homeowner and Construction Contract.

GUS will include any applicable messages regarding documentation and submission requirements on the GUS Underwriting Findings Report.



Additional Data: New

Additional Data

[Blurred text fields]

[Blurred text fields]

Purchase is ^(F)

Is a Repair Escrow Account Established? ^(F) Yes No

Type of Repairs Escrowed ^(F)

Escrow Repairs Completed By ^(F)

[Blurred text fields]

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This slide displays the selection of a new construction purchase.

When “New” is selected in the “Purchase is” data field, all repair escrow data fields will be unavailable to the user.

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Additional Data: New

Additional Data

Property is less than 12 months old and never occupied

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- Property is less than 12 months old and never occupied: Check this box if the dwelling is new. New is defined as complete less than 12 months and it has never been purchased or occupied.



Additional Data

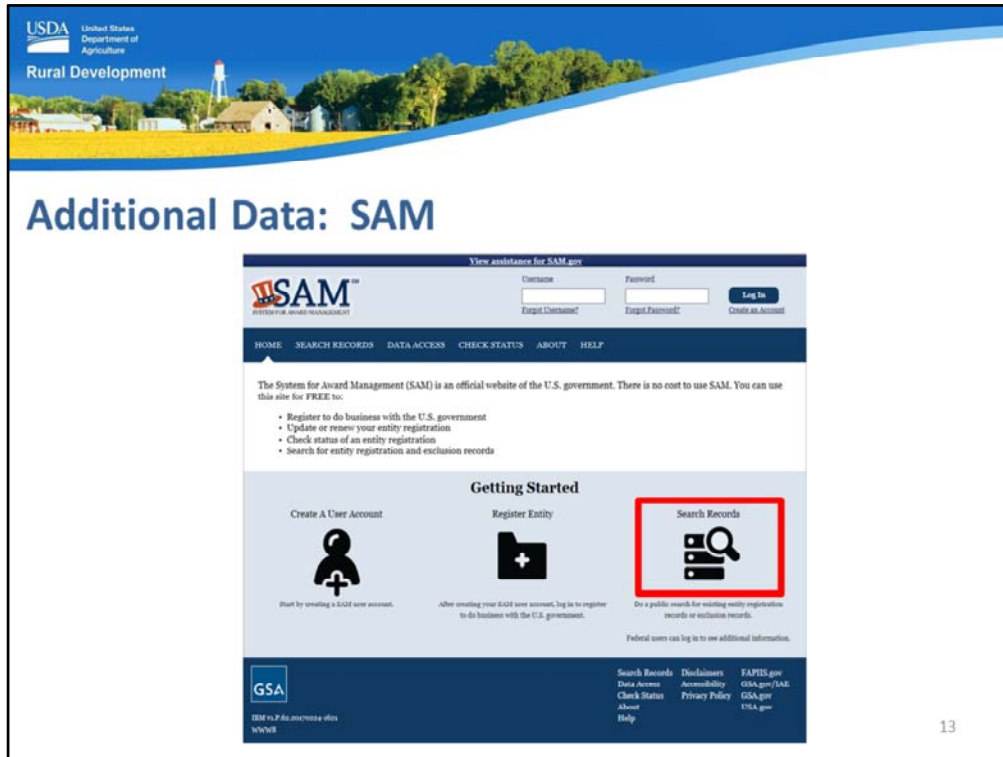
Additional Data

Is any party pertaining to this loan application debarred from doing business with the Federal government in the System for Award Management (SAM)? Yes No

Date Checked on System For Award Management [System For Award Management\(SAM\)](#)

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- Is any party pertaining to this loan application debarred from doing business with the Federal government in the System for Award Management (SAM)?: Select the appropriate radio button based on the research performed on applicable parties under 7 CFR 3555 and HB Chapters 8 and 15.
- Date Checked on System for Award Management: Enter the date the system check was completed. A calendar icon and link to SAM are available to assist.



When the SAM link is selected, GUS will connect the user to the System for Award Management website.

From the home page, users may select "Search Records."

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Additional Data: SAM

Username: Password: [Log In](#)
Forgot Username? Forgot Password? Create an Account

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOIA information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the SBA's **Dynamic Small Business Search** to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Choose Quick Search or Advanced Search

QUICK SEARCH:

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

[SEARCH](#) [Need Help?](#)

ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.

[ADVANCED SEARCH - ENTITY](#)

[ADVANCED SEARCH - EXCLUSION](#)

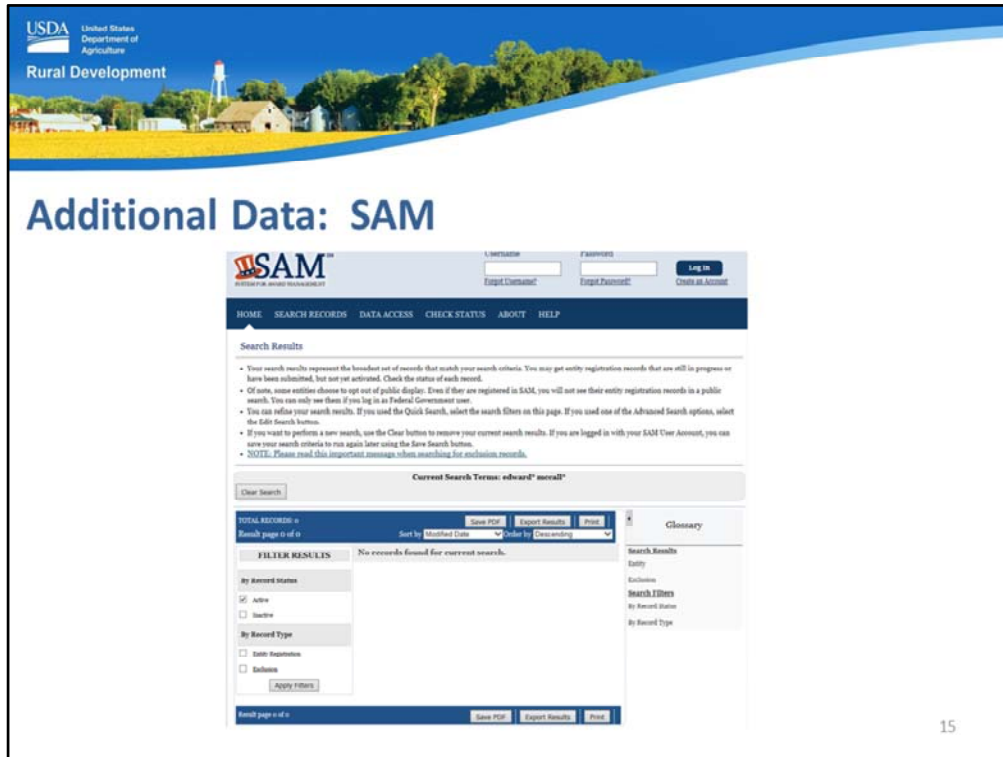
[DISASTER RESPONSE REGISTRY SEARCH](#)

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In the "Quick Search" data field, enter the party name.

For more detailed search results, enter the party name in quotes.

Select "Search."



The preferred response is “No records found for current records.”

If records are returned for any applicable party, more extensive search criteria may be utilized to ensure the correct party has been identified.

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Additional Data

Buydown
(Interest Rate of last year of Buydown must equal Note Rate)

Third Party Contributor

Start Rate Percent (Year 1)

Interest Rate Year 2

Interest Rate Year 3

Duration Months

Buydown Permanent Indicator
(Check if applies)

Third Party Contributor
 Builder
 Lender Premium
 Other
 Seller


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The next section of the Additional Data application page is for Buydowns. There is a red message that states:

“Interest Rate of last year of Buydown must equal Note Rate.”

Users must complete the following data fields:

- Third Party Contributor: Select the party that will fund the buydown account from the drop down box. Options include: Builder, Lender Premium, Other, or Seller.
- Start Rate Percent (Year 1)
- Interest Rate Year 2
- Interest Rate Year 3
- If additional years are required to fully enter the buydown term, the user may select “Insert More Buydown Years”
- Duration Months: Enter the number of months the buydown will be effective
- Buydown Permanent Indicator: Check this box if this is a permanent buydown



Additional Data: Temporary Buydown

Buydown
(Interest Rate of last year of Buydown must equal Note Rate)

Third Party Contributor Seller

Start Rate Percent (Year 1) 2.5000%

Interest Rate Year 2 3.5000%

Interest Rate Year 3 4.5000%

Duration Months 36

Buydown Permanent Indicator
(Check if applies)

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This slide is an example of how to complete the data fields for a temporary buydown.


The Seller will pay for the buydown.

The interest rate will begin at 2.5% for the first year, rise to 3.5% in year two, and then go to 4.5% for year three through thirty of the mortgage loan.

The total duration of the buydown is entered as 36 months.

Because this is a temporary buydown, the permanent indicator box is not checked.

GUS will review the loan request at the full note interest rate.



Additional Data: Permanent Buydown

Buydown
(Interest Rate of last year of Buydown must equal Note Rate)

Third Party Contributor	<input type="text" value="Seller"/>
Start Rate Percent (Year 1)	<input type="text" value="2.5000%"/>
Interest Rate Year 2	<input type="text" value="2.5000%"/>
Interest Rate Year 3	<input type="text" value="2.5000%"/>
<input type="button" value="Insert More Buydown Years"/>	
Duration Months	<input type="text" value="360"/>
Buydown Permanent Indicator <i>(Check if applies)</i>	<input checked="" type="checkbox"/>

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This slide is an example of a permanent buydown data entry.

The third party contributor will be the seller.

A permanent buydown will provide the same interest rate for all 30 years of the mortgage note. Therefore all three data fields provided for years 1 through 3 must have the same interest rate entered.

The duration months will be 360, to represent the life of the loan.

The permanent indicator box will be checked.

Hint: The lender must begin with an eligible interest rate per 3555.104(a) before any buydown is applied.

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Requirements Checks: Existing & Repair

Requirements Checks
(Enter any that apply)

Are all RHS thermal and site standards in compliance? ^(P)

For existing dwellings, are current requirements of HUD Handbook 4000.1 Standards met? ^(P)

For existing dwellings, are current requirements of HUD Handbook 4000.1 Standards met? ^(P)

By Closing
Escrow
No
Yes

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The next section of the “Additional Data” application page is Requirement Checks. The following data fields will be available based on the type of transaction selected.

This slides reflects and example of the available data fields when the selection for “Purchase is” has been “Existing” or “Repair.”

- Are all RHS thermal and site standards in compliance?: This data field will be unavailable for an existing or repair transaction. Only new construction dwellings must certify to the thermal standards.
- For existing dwellings, are current requirements of HUD Handbook 4000.1 Standards met?: This data field will require completion for an existing or repair transaction. Users must select the appropriate response from: By Closing, Escrow, No, or Yes.

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Requirements Checks: New Construction

Purchase is ^(F)

Is a Repair Escrow Account Established? ^(F) Yes No

Type of Repairs Escrowed ^(F)

Escrow Repairs Completed By ^(F)

Property is less than 12 months old and never occupied

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As mentioned, the HUD Handbook 4000.1 minimum property requirements are only applicable to existing dwellings. New construction dwellings must meet the building codes of their destination. In order to have the correct data fields available for completion the user must code the new construction dwelling as:

- Purchase is: New AND
- The Property is less than 12 months old and never occupied checkbox must be selected.

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Requirements Checks: New Construction

Requirements Checks
(Enter any that apply)

Are all RHS thermal and site standards in compliance? ^(P)

For existing dwellings, are current requirements of HUD Handbook 4000.1 Standards met?

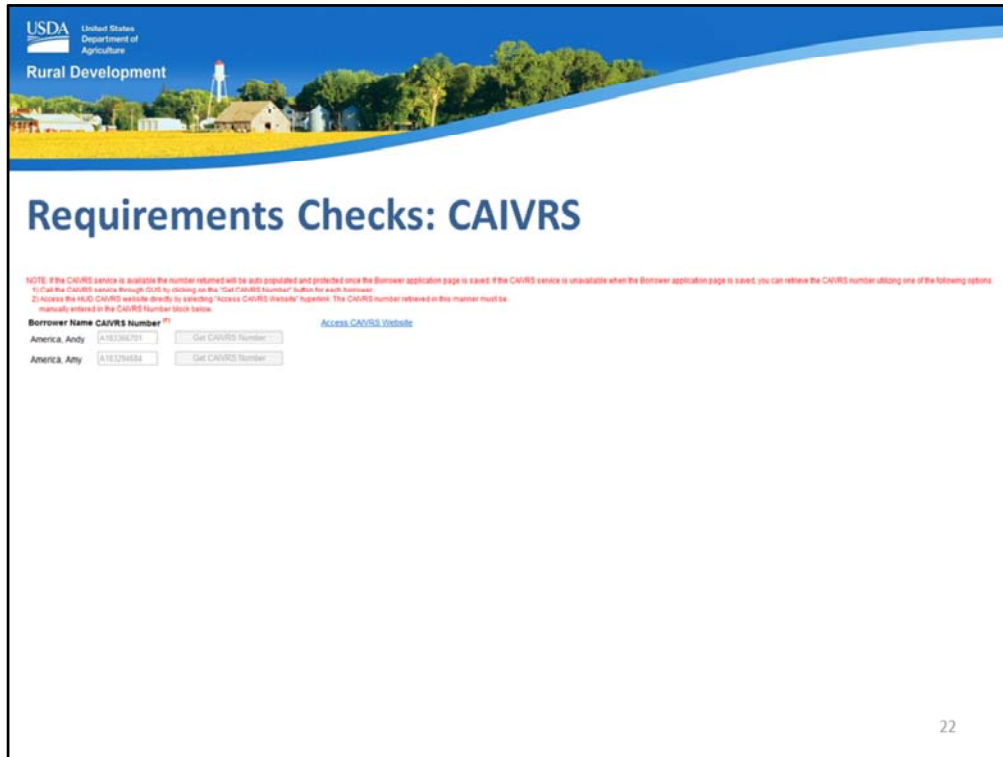
Are all RHS thermal and site standards in compliance? ^(P)

- By Closing
- Escrow
- No
- Yes

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When these data fields are accurately completed then the proper Requirements Checks will be available for completion.

- Are all RHS thermal and site standards in compliance?: Users must select the appropriate response from the drop down box. Options include: By Closing, Escrow, No, and Yes.



Also nestled in the Requirements Checks is the CAIVRS information. CAIVRS is HUD’s Credit Alert Verification Reporting System. The system will report any federal debt currently in default or foreclosure, or if a claim has been paid by the reporting agency within the last three years.

There is a red message: *“Note: If the CAIVRS service is available the number returned will be auto populated and protected once the Borrower application page is saved. If the CAIVRS service is unavailable when the Borrower application page is saved, you can retrieve the CAIVRS number utilizing one of the following options:*

- 1.) *Call the CAIVRS service through GUS by clicking on the “Get CAIVRS Number” button for each borrower.*
- 2.) *Access the HUD CAIVRS website directly by selecting “Access CAIVRS Website” hyperlink. The CAIVRS number retrieved in this manner must be manually entered in the CAIVRS Number block below.*

For a recap: When a user completes and saves the “Borrower” application page, the CAIVRS service is automatically called by GUS. If the service was available the CAIVRS data fields on this “Additional Data” application page will be completed.

If the CAIVRS service was not available, the user may select “Get CAIVRS Number” or access the CAIVRS website directly from the link provided in order to populate the data field for each borrower.

If the CAIVRS number returned to the lender in GUS is ineligible, but the lender has verified the claim is now clear, the lender cannot repull CAIVRS in GUS. The lender must submit the loan file to USDA. USDA can pull a new CAIVRS number when the Agency is processing the loan file.

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Additional Data

Additional Borrower Information
(Check all that apply)

	Applicant's Name	Response
Do you have a relationship with any Rural Development employee? ^(P)	Homeowner, John	No Relationship
	Homeowner, Mary	Member of Family
Are you a veteran? ^(P)	Homeowner, John	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Homeowner, Mary	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you disabled? ^(P)	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Homeowner, Mary	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you debarred from doing business with the federal government? ^(P)	Homeowner, John	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Homeowner, Mary	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select One
Associate
Close Relative
Employee
Member of Family
No Relationship

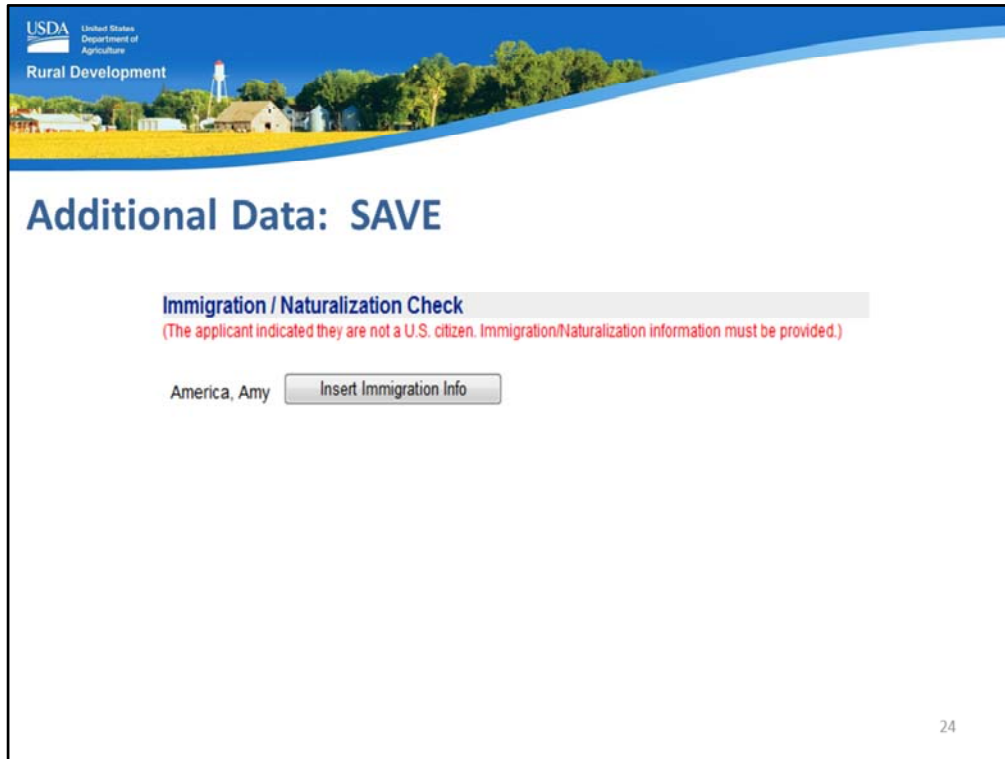
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The next section is “Additional Borrower Information.” Users must review the following questions and select the applicant responses. Data captured in this section will be displayed on Form RD 3555-21 “Request for Single Family Housing Guaranteed Loan” which is available to complete and print out from the “Forms” application page.

- Do you have a relationship with any Rural Development employee?: The Response dropdown box includes the following options: Associate, Close Relative, Employee, Member of Family, and No Relationship. If there is a relationship, the applicant will continue to be eligible. USDA must make arrangements to ensure the application is processed by a neutral party that has no relationship to any applicant.

The final three questions will require a “Yes” or “No” response for each applicant listed.

- Are you a veteran?
- Are you disabled?
- Are you debarred from doing business with the federal government?



If any of the applicants reported that they were not U.S. Citizens on the Transaction Details application page, then the Immigration/Naturalization Check will display at the bottom of this page.

The applicant that is not a U.S. Citizen will display. The user can select "Insert Immigration Info" to enter the required information.

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Additional Data: SAVE

Immigration Forms

The Single Family Housing Guaranteed Loan Program may not permit loans to be guaranteed unless the non-permanent alien is deemed to be a qualified alien. Lenders must secure proof of identity and evidence that non-citizens who apply for a guaranteed loan are qualified aliens. Lenders are required to obtain one of the documents listed below. Once the document is selected (multiple selections are not permitted) users may "SAVE" the page and select "BACK" to return to the Additional Data page in OLS. The Additional Data page will re-display and require additional fields to be completed by the lender in the Immigration/Regularization Check section of the page. These additional fields must be completed by the lender prior to selecting the "Verify Eligibility via SAVE" pushbutton.

Borrower: Homeowner, Mary

Documentation that a Non-Citizen is a Qualified Alien

- CIS Form I-201 "Alien Registration Receipt Card" (for permanent OR conditional resident aliens)
- CIS Form I-766 "Employment Authorization Document," with the annotation A3
- CIS Form I-766 "Employment Authorization Document," with the annotation A5
- CIS Form I-766 "Employment Authorization Document," with the annotation A10
- CIS Form I-271 "Refugee Travel Document"
- CIS Form I-84 Arrival-Departure Record, with the annotation "Admitted as Refugee Pursuant to Section 207"
- CIS Form I-84 Arrival-Departure Record, with the annotation "Section 208" or "Asylum"
- CIS Form I-84 Arrival-Departure Record, with the annotation "Section 243(h)" or "Deportation stayed by Attorney General"
- CIS Form I-84 Arrival-Departure Record, with the annotation "Paroled Pursuant to Section 212(d)(5) of the INA"
- CIS Form I-84 Arrival-Departure Record, with the annotation "Admitted Under Section 203(a)(7) of the INA"
- Form I-94 Arrival-Departure Record, with no annotation, accompanied by a final court decision granting asylum (providing no appeal taken)
- Form I-94 Arrival-Departure Record, with no annotation, accompanied by a letter from a CIS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from a CIS district director granting asylum (if application is filed on or before October 1, 1990)
- Form I-94 Arrival-Departure Record, with no annotation, accompanied by a court decision granting withholding of deportation
- Form I-94 Arrival-Departure Record, with no annotation, accompanied by a letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990)
- Receipt A receipt issued by the CIS indicating that an application for issuance of a replacement document in one of the above listed categories has been made and the applicant's entitlement to the document has been verified
- Jay Treaty Documentation in accordance with HR-1-2055 Chapter 8 2P for Native Americans in the United States under the Jay Treaty
- SAVE Verification (Systematic Alien Verification for Entitlements) has Determined that the applicant is a qualified alien.

Back Save Cancel

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The Immigration Forms page will display. The user must select the appropriate form based on the documentation the applicant has provided to them as evidence they are in the United States legally and permanently.

When the selection has been made the user can "Save" this page and then choose "Back" to return to the Additional Data application page.

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Additional Data: SAVE

Immigration / Naturalization Check

(The applicant indicated they are not a U.S. citizen. Immigration/Naturalization information must be provided.)

America, Amy

Alien Identification Number

Card Number

Document Expiration Date

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GUS will display the appropriate data fields to capture the information the applicant has provided to the lender.

In this example the Alien Identification Number, Card Number, and Document Expiration Date must be entered.

If the user determines they have selected the wrong documentation from the previous “Immigration Forms” page, they may select “Update Immigration Info” to return and make an alternate selection.

When the data fields are complete, the user can select “Verify Eligibility via SAVE.”

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Additional Data: SAVE Eligible

Immigration / Naturalization Check
(The applicant indicated they are not a U.S. citizen. Immigration/Naturalization information must be provided.)

NC

Alien Identification Number 2

Card Number

Document Expiration Date 12/15/2015

SAVE Case Number 20

SAVE Initial Verification Submitted 09/25/2015

Verification Results LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED

Qualification Status ELIGIBLE

Case Status CLOSED

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Upon a successful SAVE determination, the following will display:

- SAVE Case Number
- SAVE Initial Verification: The date submitted to SAVE will display
- Verification Results: The desired result is “Lawful Permanent Resident.” In this example employment is also authorized.
- Qualification Status: The desired result is “Eligible.”
- Case Status: When SAVE has responded to the request, this response should be “Closed.”

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Additional Data: SAVE Incomplete

Immigration / Naturalization Check
(The applicant indicated they are not a U.S. citizen. Immigration/Naturalization information must be provided.)

AR

Alien Identification Number

Card Number

Document Expiration Date 10/18/

SAVE Case Number 20*

SAVE Initial Verification Submitted 02/17/2017

Verification Results INCOMPLETE

Qualification Status UNABLE TO DETERMINE

Case Status FAILED - SEE SAVE ERROR

Name Submitted (First, Middle, Last)

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In the event there was incomplete information submitted to SAVE, the following slide displays the following information:

- Verification Results: Incomplete
- Qualification Status: Unable to Determine
- Case Status: Failed – See SAVE Error
- Name Submitted: GUS will display the name as it was submitted to the SAVE database.

The user will be unable to submit the loan for a final underwriting submission to USDA until the Immigration/Naturalization section is completed successfully. Therefore the next steps would be:

1. Double check the entry of all data fields with the documentation presented by the applicant(s).
2. Select the “Re-verify Eligibility” button.
3. GUS and SAVE update each night. The user must check the application the next day to see if SAVE may have returned an updated determination. It may take a few days to render an update to the application.

Additional Data: SAVE Secondary Check

Immigration / Naturalization Check
 (The applicant indicated they are not a U.S. citizen. Immigration/Naturalization information must be provided.)

CRUZ [REDACTED]

Alien Identification Number: [REDACTED]
 Card Number: [REDACTED]
 Document Expiration Date: 09/30/2019
 Comments for Division of Homeland Security: [REDACTED]
 Point of Contact: [REDACTED]
 POC Phone Number/Extension: [REDACTED]

SAVE Case Number	20
SAVE Initial Verification	Submitted 02/10/2017
Verification Results	INSTITUTE ADDITIONAL VERIFICATION
Qualification Status	UNABLE TO DETERMINE
Case Status	SECONDARY CHECK REQUIRED


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This slide displays an example of when SAVE updates GUS with the need to perform a Secondary Check of the applicant’s information. Users must complete the following displayed data fields:

In addition to the already known data fields of Alien Identification, Card Number, and Document Expiration Date:

- **Comments for Division of Homeland Security:** This is a free text data field where helpful comments may be entered for review, and
- **Point of Contact:** Enter the best point of contact for questions regarding this SAVE request.

When everything is complete, the user may select “Initiate Secondary Check”



Additional Data: SAVE Secondary Check

- Complete the additional data fields
- Select “Initiate Secondary Check”
- 3 – 5 business days: automated system check
- GUS and SAVE update each night
- Log into the GUS application to check for results
- **USDA cannot provide SAVE results outside of GUS**

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A few tips for the Secondary Check:

- Ensure all data is complete and accurate.
- Select the “Initiate Secondary Check” button.
- It may take 3 to 5 business days to receive an updated response from SAVE to display on the GUS application page. The Secondary Check is an automated system check.
- GUS and SAVE update each night.
- There are no messages or indications to the user that will alert them of an updated status on this application page. Therefore users must log in each day to check the Additional Data page for updates.
- Do not contact USDA to run SAVE outside of GUS in hopes of an expedited process. The non U.S. Citizen must be verified through GUS in order to allow a final underwriting submission to occur. USDA will be unable to assist in this process.

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Additional Data: SAVE Third Check

Immigration / Naturalization Check
(The applicant indicated they are not a U.S. citizen. Immigration/Naturalization information must be provided.)

Valencia,

Alien Identification Number

Card Number

Document Expiration Date

Comments for Division of Homeland Security

Point of Contact

POC Phone Number/Extension

POC Street Address

POC City

POC State/Zip

SAVE Case Number 201

SAVE Initial Verification Submitted 01/30/2017

SAVE Third Check

Verification Results RESUBMIT DOC (NEED COPY ORIGINAL)

Qualification Status UNABLE TO DETERMINE

Case Status THIRD CHECK REQUIRED

DOB Submitted Submitted

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The final request may be for the user to perform a Third Check.

If GUS updates the Additional Data application page to include these data fields, the user must complete:


- Alien Identification Number
- Card Number
- Document Expiration Date
- Comments for Division of Homeland Security
- Point of Contact
- Point of Contact Phone Number
- Point of Contact Street Address, City, and State

The SAVE Case Number will appear with initial verifications displayed along with results.

Select “Initiate Third Check.”



Additional Data: SAVE Third Check



Verification Request
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-845
OMB No. 1615-0101
Expires: 05/31/2018

▶ **START HERE** - Type or print in black ink.

Part 1. Information From the Registered Agency

NOTE: Only the Registered Agency should complete this information.

To: U.S. Citizenship and Immigration Services (USCIS)
Attn: USCIS SAVE Program Status Verification Office

Stamp, type, or print the name, address, and ZIP Code of the Registered Agency. (Print clearly since USCIS may use agency address below with a No. 10 window envelope.)

From:

3. Case Verification Number

4. Date of Birth (mm/dd/yyyy)

5. Social Security Number

6. Student and Exchange Visitor Information System (SEVIS) Number

7. Citizenship or Nationality

Documents Attached (Select all that apply)

8.a. Photocopy of most recently issued immigration document attached. Ensure copies are legible and made from an original document. If the immigration document is printed on both sides, attach a copy of the front and back.

8.b. Other Information Attached (Specify Documents)

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A pop up box will display on the GUS application page with a fillable copy of the U.S. Citizenship and Immigration Services form G-845.

This form must be completed, printed, and submitted to the address stated on the form.

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Additional Data: SAVE Third Check

<https://www.uscis.gov/g-845>

Official Website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

FORMS NEWS CITIZENSHIP GREEN CARD TOOLS LAWS

Home > FORMS

FORMS

Most Searched Forms

- Apply for Citizenship (Form N-400)
- Apply for a Green Card (Form I-485)
- Help My Relative Immigrate (Form I-130)
- Apply for Employment Authorization (Form I-765)
- Affidavit of Support (Form I-864)
- Employment Eligibility Verification (Form I-9)

G-845, Verification Request

- Form G-845 (PDF, 346 KB)
- Instructions for Form G-845 (PDF, 241 KB)

Close All Open All

- Purpose of Form


To verify the immigration status of applications for federal state or local public benefits and licenses
- Number of Pages
- Edition Date
- Where to File
- Filing Fee

Direct Filing Addresses for Form G-845 and G-845 Supplement
G-845 Supplement, Verification Request
Systematic Alien Verification for Entitlements (SAVE) Program

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The website displayed on this slide is available outside of GUS to provide additional information regarding the U.S. CIS Form 845 including:

- Instructions
- Filing addresses, and
- Supplement Verification Requests.



Additional Data: SAVE Third Check

- Complete the additional data fields
- Include clear copies of all documentation (front & back)
- Select “Initiate Third Check”
- 20 – 30 business days: manual check
- Point of Contact listed may be called
- Form G-485 is not a USDA form
- USDA does not perform manual check: CIS
- Log into the GUS application to check for results

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A few Third Check tips:

- Complete all of the additional data fields,
- Include clear copies of all required documentation, including the front and back of all documents,
- Select “Initiate Third Check”.
- The third check is not automated. This check is performed by an employee of the U.S. Citizenship and Immigration Services.
- This check will typically take up to 30 days for completion.
- The Point of Contact listed may be called by CIS to confirm information. This is not a given, but it could potentially occur.
- Form G-485 is not a USDA form, therefore USDA is not processing it, nor can USDA offer status reports or assistance to complete.
- USDA does not perform the manual verifications, it is CIS.
- GUS and SAVE update each night. Therefore users must log into the GUS application to check the “Additional Data” page for SAVE updates.

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Additional Data: SAVE Not Eligible

Immigration / Naturalization Check
(The applicant indicated they are not a U.S. citizen. Immigration/Naturalization information must be provided.)

OBERI [View Immigration Info](#)

Alien Identification Number

Card Number

Document Expiration Date

SAVE Case Number 201

SAVE Initial Verification Submitted 02/14/2017

Verification Results TEMPORARY EMPLOYMENT AUTHORIZED

Qualification Status NOT ELIGIBLE

Case Status CLOSED

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If an applicant is not eligible, the “Qualification Status” returned by SAVE will state “Not Eligible.”

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https://public.govdelivery.com/accounts/USDARD/subscriber/new?qsp=USDARD_25

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*Email Address

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Please sign up for GovDelivery messages. USDA sends out origination (including GUS) and servicing messages to alert lenders of new publications, clarifications, and additional program updates.

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Thank you for supporting the USDA Single Family Housing Guaranteed Loan Program!



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Thank you for supporting the USDA Single Family Housing Guaranteed Loan Program! We appreciate the opportunity to help you serve more rural homebuyers!

 United States Department of Agriculture
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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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This will conclude the training module. Thank you and have a great day!