Guide to Filing Your Completed Green Card (Form I-90) Application

Application to Replace Permanent Resident Card (Green Card) — PTAP Wizard

After generating the PDF: what comes next

Follow these steps to assemble and mail your application package.

1. Print and review your application — Print the complete Form I-90 PDF on letter-size paper, single-sided. Review every page and make sure the information is complete and correct.

2. Sign and date the application — Sign and date the applicant signature section before mailing. USCIS may reject an application that is not properly signed.

3. Assemble your complete application package

YOUR PERSONALIZED APPLICATION PACKAGE CHECKLIST
PTAP separates your primary USCIS application from your supporting documents. Before mailing your package, confirm each section below.

A. YOUR COMPLETED USCIS APPLICATION
☐ Completed Form I-90 — Print the PDF generated by PTAP. Review every page, then sign and date where required.

B. YOUR REQUIRED SUPPORTING DOCUMENTS
Based on your PTAP Wizard answers, this section will show only the documents that apply to your filing reason and other answers. The actual document names will replace the placeholders below.
☐ [Exact name of required supporting document] — [Why it is required / what to include]
☐ [Exact name of conditional document, if applicable] — [Wizard answer that triggered this requirement]
☐ [Additional specific document, if applicable] — [Applicant-specific instruction]

C. FILING FEE / PAYMENT OR FEE-WAIVER MATERIALS, IF APPLICABLE
☐ Verify the current USCIS filing fee and accepted payment method immediately before filing.
☐ If PTAP identified a potentially applicable fee waiver or reduced-fee path, include the USCIS form and evidence required for that request.

D. FINAL PACKAGE CHECK
☐ Application reviewed, signed and dated where required.
☐ Every personalized document listed in Section B is included.
☐ Certified English translations are included when required.
☐ Applicable payment or fee-waiver/reduced-fee materials are included.
☐ Current USCIS mailing address has been confirmed immediately before mailing.
☐ A complete copy has been made and the package will be mailed with tracking.

Important: Do not add documents from other filing situations unless USCIS instructions or a qualified immigration professional tell you they apply to your case.

4. Add certified English translations, if needed — If any supporting document is in a language other than English, include a complete English translation with the translator's certification.

5. Verify the current USCIS filing fee — Check the current USCIS Form I-90 filing information immediately before filing. If PTAP identified a possible fee-waiver path, review the current USCIS Form I-912 requirements before mailing.

Official USCIS resources: Form I-90 — Filing Fee & Instructions | Form I-912 — Request for Fee Waiver

6. Confirm the current mailing address — Use the USCIS Form I-90 filing instructions to confirm the correct mailing location immediately before sending your package.

Official USCIS resource: I-90 Direct Filing Addresses

7. Make and keep a complete copy — Keep a copy of the signed application, every supporting document, payment documentation, and the complete package you mail.

8. Mail the package with tracking — Use a delivery service with tracking and keep the delivery confirmation.

9. Watch for your USCIS receipt notice — Keep your Form I-797 receipt notice and receipt number when it arrives.

10. Complete biometrics, if USCIS schedules them — Follow the appointment notice and bring the documents USCIS requests.

11. Respond to USCIS notices by the deadline — Respond promptly to any Request for Evidence (RFE), interview notice, or other USCIS correspondence.

12. Track your case and keep your address current — Use your receipt number to monitor the case and update your address with USCIS if you move.

Official USCIS resources: Check Case Status | Change Your Address with USCIS

13. Check your new Green Card when it arrives — Verify your name, date of birth, A-Number, and other printed information immediately.

Most common mistakes

- Mailing an unsigned or undated application.
- Leaving out a document that PTAP identified for your filing reason.
- Using an outdated fee, payment method, or mailing address.
- Using Form I-90 to renew an expiring 2-year conditional Green Card when removal of conditions is required.
- Failing to include a certified English translation when required.
- Missing a biometrics appointment, RFE, or other USCIS deadline.
- Moving without updating your address with USCIS.

Important notice

This checklist is support material generated from the information entered in the PTAP Wizard. It is not legal advice and does not replace official USCIS instructions or advice from a qualified immigration attorney or DOJ-accredited representative. USCIS forms, fees, filing addresses, procedures, and evidence requirements can change. Verify current USCIS requirements immediately before filing.