



# Instructions for Application for Regional Center Designation Under the Immigrant Investor Program

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

USCIS  
**Form I-924**  
OMB No. 1615-0061  
Expires 12/31/2018

## What Is the Purpose of Form I-924?

Form I-924, Application for Regional Center Designation Under the Immigrant Investor Program, is used by any economic unit, public or private, in the United States that is involved with promoting economic growth (including increased export sales, improved regional productivity, job creation, or increased domestic capital investment) to:

1. Ask U.S. Citizenship and Immigration Services (USCIS) to be designated as a regional center under the Immigrant Investor Program; or
2. Request an amendment to a previously approved regional center.
  - A. You must file an amendment to:
    - (1) Seek approval for any changes to the regional center's name, ownership, or organizational structure, or any changes to the regional center's administration that affect its oversight and reporting responsibilities, or to add or remove any of the regional center's principals, immediately following the changed circumstances; or
    - (2) Change the geographic area of a regional center.
  - B. You may also file an amendment to:
    - (1) Change the industries of focus of the regional center;
    - (2) Add a new commercial enterprise associated with the regional center and/or seek a preliminary determination of EB-5 compliance for an exemplar Form I-526, Immigrant Petition by **Alien Investor**, for that new commercial enterprise, before individual **investors** file their petitions; or
    - (3) Notify USCIS of changes in the name, organizational structure or administration, capital investment instruments, or offering memoranda (including changes in the economic analysis and underlying business plan used to estimate job creation) for a previously added new commercial enterprise associated with the regional center.

**NOTE:** An I-924 amendment is not required to report changes of address, contact information, a change of duties among the regional center principals, changes to non-principal managing companies, contracting agents or similar changes, or information described in **Item 2.B.** above. The regional center must notify USCIS within 30 days of such changes. Notification of these changes can be made by sending an email to the EB-5 Program mailbox at: [USCIS.ImmigrantInvestorProgram@dhs.gov](mailto:USCIS.ImmigrantInvestorProgram@dhs.gov). USCIS will review any changes submitted by email and may require or recommend, as appropriate, the regional center to file an I-924 Amendment.

## When Must Form I-924A, Annual Certification of Regional Center, Be Filed?

Each approved regional center must file Form I-924A, Annual Certification of Regional Center, for each Federal fiscal year (October 1 through September 30) on or before December 29 of the calendar year in which the Federal fiscal year ended.

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An Approved Regional Center	
<b>With a designated letter dated:</b>	<b>Must file an initial Form I-924A:</b>
On/before September 30	On/before December 29 of the <b>same</b> calendar year
On/after October 1	On/before December 29 of the <b>following</b> calendar year

Failure to file Form I-924A in a timely manner for each **Federal** fiscal year in which the regional center has been designated to participate in the Immigrant Investor Program will result in the issuance of a notice of intent to terminate the participation of the regional center in the program. Such failure may ultimately result in the termination of the approval and designation of the regional center. USCIS will review each certification and will notify the regional center should the certification be inadequate.

## General Instructions

USCIS provides forms free of charge through the USCIS website. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. If you do not have internet access, you may order USCIS forms by calling the **USCIS Contact Center at 1-800-375-5283**. The **USCIS Contact Center provides information in English and Spanish**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**Signature.** Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature.

**Validity of Signatures.** USCIS will consider a photocopied, faxed, or scanned copy of the original, handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten, ink signature.

**Filing Fee.** Each application must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these Instructions.)

**Evidence.** At the time of filing, you must submit all evidence and supporting documentation listed in the **Specific Instructions** and **What Evidence Must You Submit** sections of these Instructions.

**Biometric Services Appointment.** USCIS may require that you appear for an interview or provide **biometrics (fingerprints, photograph, and/or signature)** at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your **application or petition**. After USCIS receives your application and ensures it is complete, we will inform **you if** you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if you are currently overseas, instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to set up an appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the application;
2. You reviewed and understood all of the information contained in, and submitted with, your application; and
3. All of this information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your application.

**Copies.** You should submit legible **photocopies** of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an **application or petition**. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

**NOTE:** If you submit original documents when not required or requested by USCIS, **your original documents may be immediately destroyed after we receive them.**

**Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. The certification must **also** include the translator's **signature, printed name, the signature date, and** the translator's contact information.

## How To Fill Out Form I-924

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this application, use the space provided in **Part 10. Additional Information** or attach **a separate sheet of paper**. **Type** or print the name of the regional center entity at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each **sheet**. If the Form I-924 you are filing is an amendment, also provide the regional center identification number at the top of each page.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if the regional center has not yet added a new commercial enterprise and the question relates to a new commercial enterprise) type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none, type or print **"None"** unless otherwise directed.

## Specific Instructions

### Part 1. Information About the Regional Center

USCIS requires that regional center names be distinguishable from other previously designated regional centers. USCIS will not approve the application or amendment of any regional center whose name is a duplicate or which too closely resembles the name of an existing regional center or which otherwise falsely implies association with or endorsement of a government entity.

**Item Numbers 1. - 3. Regional Center Name and Identification Number.** Provide the name of the regional center entity. If filing an amendment, provide the name of the previously approved regional center (if different from the regional center entity) and provide the regional center identification number in **Item Numbers 2. - 3.** The regional center entity is the legal entity seeking designation (or previously designated) as a regional center in order to promote economic growth through investment in a limited geographic area.

**Item Numbers 4.a. - 4.f. Regional Center Mailing Address.** Provide the mailing address where the regional center entity can receive a printed notice from USCIS. If the mailing address of the regional center entity is different from its physical address, provide the physical address of the regional center entity in the space provided in **Part 10. Additional Information**.

**Item Numbers 5. - 8. Regional Center Contact Information.** Provide the daytime telephone number, fax number, email address (if any), and website address (if any) for the regional center entity.

### Part 2. Information About the Managing Company or Agency (if different from the regional center entity)

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A “managing company or agency” is any entity, agent, individual, group, or other organization which is not a principal (as that term is defined in **Part 4.** of the **Specific Instructions** section) of the regional center entity that is or will be involved in the management, oversight, or administration of the regional center.

**Item Number 1. Name of the Managing Company or Agency.** Provide the name of the managing company or agency.

**Item Numbers 2.a. - 2.f. Managing Company or Agency Mailing Address.** Provide the mailing address of the managing company or agency.

**Item Numbers 3. - 6. Contact Information for Managing Company or Agency.** Provide the daytime telephone number, fax number, email address (if any), and website address (if any) for the regional center’s managing company or agency.

**NOTE for Multiple Managing Companies or Agencies:** If more than one managing company or agency is associated with the regional center, provide the above information for each additional managing company or agency in **Part 10. Additional Information.**

### **Part 3. Application Type**

**Item Numbers 1.a. - 1.b. Application Type.** Select the appropriate box which indicates whether you are submitting an initial application for designation as a regional center or an amendment to an approved regional center application. If filing an amendment, select the appropriate box to indicate the type of amendment. If you are seeking to add a new commercial enterprise as part of this filing, select the box and provide the name of the new commercial enterprise. If you are seeking to add multiple new commercial enterprises, provide information regarding each new commercial enterprise in **Part 10. Additional Information.**

**Item Number 2. Project Type.** Select the appropriate box to indicate the type of projects that are submitted in support of your application.

### **Part 4. Information About the Organizational Structure, Ownership, and Control of the Regional Center Entity**

**Item Number 1. Organizational Structure of the Regional Center Entity.** Indicate whether the regional center entity is a government entity, a corporation, a partnership (including limited partnerships), a limited liability company, or some other type of entity.

#### **Information About the Principals of the Regional Center Entity**

A “principal” is any person or legal entity or organization (for example, a corporation, limited liability company, partnership, or governmental entity) that is an owner of the regional center entity, that is in a position of executive managerial authority over the regional center entity, or that is otherwise in a position to control, influence, or direct the management or policies of the regional center.

If you are listing multiple principals of the regional center, provide information regarding each additional principal in **Part 10. Additional Information.**

#### **Information About the Principals of the Regional Center Entity - Owners**

**Item Numbers 2.a. - 2.c. Name.** Provide the full legal name of all persons who hold an ownership interest in the regional center entity.

**Item Numbers 3. - 4. Date of Birth and Country of Birth** (for persons). Provide the owner’s date of birth in mm/dd/yyyy format and country of birth.

**Item Number 5. U.S. Social Security Number** (for persons). Provide the owner’s U.S. Social Security Number.

**Item Number 6. Percentage of Ownership in the Regional Center Entity.** Provide the percentage of ownership held in the regional center entity for each owner of the regional center.

**Item Number 7. Position Held Within the Regional Center Entity.** Provide the current title or position held in the regional center entity (if any).

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**Item Number 8. Entity Name** (for an owner of the Regional Center Entity that is an entity or organization). Provide the name of all entities that hold an ownership interest in the regional center entity.

**Item Number 9. Federal Employer Identification Number** (for an owner of the Regional Center Entity that is an entity or organization). Provide the Federal Employer Identification Number for the entity listed in **Part 4., Item Number 8.**

**Item Number 10.a. Persons Having Ownership, Control, or Beneficial Interest In the Entity Listed In Part 4., Item Number 8.** Provide the names of all persons having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 8.**

**Item Number 10.b. Date of Birth.** Provide the dates of birth for all persons having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 8.**

**Item Number 10.c. Country of Birth.** Provide the countries of birth of all persons having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 8.**

**Item Number 10.d. Percentage of Ownership In the Entity Listed In Part 4., Item Number 8.** Provide the percentage of ownership of all persons having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 8.**

**Item Number 10.e. Position Held (if any) In the Entity Listed in Part 4., Item Number 8.** Provide the titles of the positions held (if any) of all persons having an ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 8.**

**Item Numbers 11. - 12. Other Names Used By the Owners of the Regional Center Entity** (if applicable). Provide any other names ever used by the owner of the regional center entity, including aliases or trade names (DBA).

**Item Numbers 13.a. - 13.i. Mailing Address for the Owners of the Regional Center Entity.** Provide the principal's mailing address where the printed notices about the application will be sent.

**Item Numbers 14. - 17. Contact Information for the Owner of the Regional Center Entity.** Provide the principal's current telephone number, business fax number, email address (if any), and website (if any).

#### **Information About Principals of the Regional Center Entity - Non-Owners**

**Item Numbers 18.a. - 18.c. Name.** Provide the full legal name for each person who is a principal of but does not hold an ownership interest in the regional center entity.

**Item Numbers 19. - 20. Date of Birth and Country of Birth.** Provide the non-owner's date of birth in mm/dd/yyyy format and country of birth.

**Item Number 21. U.S. Social Security Number.** Provide the non-owner's U.S. Social Security Number.

**Item Number 22. Position Held Within the Regional Center Entity.** Provide the non-owner's current title or position held in the regional center entity.

**Item Number 23. Entity Name** (for a principal of the Regional Center Entity that is an entity or organization). Provide the name of each entity that does not hold an ownership interest in the regional center but has a position of executive managerial authority over the regional center entity or is otherwise in a position to control, influence, or direct the management or policies of the regional center.

**Item Number 24. Federal Employer Identification Number** (for a principal of the Regional Center Entity that is an entity or organization). Provide the Federal Employer Identification Number of the entity listed in **Part 4., Item Number 23.**

**Item Number 25.a. Persons Having Ownership, Control, or Beneficial Interest in the Entity Listed in Part 4., Item Number 23.** Provide the names of all persons having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 23.**

**Item Number 25.b. Date of Birth.** Provide the date of birth in mm/dd/yyyy format for the person having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 23.**

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**Item Number 25.c. Country of Birth.** Provide the Country of birth for the person having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 23.**

**Item Number 25.d. Percentage of Ownership in the Principal.** Provide the percentage of ownership of all persons having ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 23.**

**Item Number 25.e. Position Held in the Non-Natural Principal.** Provide the titles of the positions held (if any) of all persons having an ownership, control, or beneficial interest in the entity listed in **Part 4., Item Number 23.**

**Item Numbers 26.a. - 27. Other Names Used by the Principal Non-Owner of the Regional Center Entity** (if applicable). For each principal, provide other names and aliases used including DBAs (if applicable).

**Item Numbers 28.a. - 28.i. Mailing Address for the Principal Non-Owner of the Regional Center Entity.** Provide the address where the principal non-owner can receive printed notices about the application.

**Item Numbers 29. - 32. Contact Information for the Principal Non-Owner of the Regional Center Entity.** Provide the principal non-owner's current telephone number, fax number, email address (if any), and website address (if any).

**NOTE:** In addition to U.S. Social Security Numbers, all principals of the regional center are required to provide a copy of a valid government-issued photo identification document. Please do not submit original documents unless specifically requested as they may not be returned.

**Item Number 33. Date Regional Center Entity Established.** Provide the date the regional center entity was established in a mm/dd/yyyy format.

**Item Number 34. State or Territory Where Regional Center Entity Was Formed.** Provide the U.S. state or territory where the regional center entity was established.

**Item Number 35. Geographic Area of the Regional Center.** Confirm that you have provided a listing of the geographic components (states, counties, census tracts) that comprise the limited and contiguous geographic area of the regional center. If filing an amendment to expand the geographic area of the regional center, you must describe both the currently approved geographic area and the area of requested expansion, as well as provide documentation that explains the justifying economic rationale for the expansion.

**Item Number 36. Map or Other Illustration of the Geographical Area of the Regional Center.** Confirm that you have provided a map or other illustration of the geographical area of the regional center.

**Item Numbers 37. - 38. Limited Geographic Area.** Confirm that you have demonstrated that the regional center focuses on a limited, contiguous geographic area, and that the boundaries of the regional center are reasonable based on evidence that the proposed area is contributing significantly to the supply chain and labor pool of the proposed new commercial enterprises.

**Item Number 39. Regional Center Federal Employer Identification Number.** Provide the Federal Employer Identification Number of the regional center entity.

**Item Number 40. Administration, Oversight, and Management Functions.** Confirm that you have submitted a plan that demonstrates that there are (or will be) sufficient management, oversight and administrative functions in place to monitor all capital investment activities and the allocation of the resulting jobs created or maintained under the regional center's sponsorship.

**Item Number 41. Documentary Evidence of the Regional Center's Ownership, Structure, Control and Administration, and Oversight and Management Functions.** Indicate the type of documentation you have submitted to establish the ownership, structure, control and administration, and oversight and management functions of the regional center (including the regional center entity). If there are additional managing companies, agencies, principals, agents, individuals or groups that are or will be involved in the management, oversight and administration of the regional center, provide documentary evidence of those relationships. The examples provided are not exclusive. If you have documentation that is not reflected in the examples listed, describe and explain the nature of the documentation in **Part 10. Additional Information.**

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**Item Number 42. Promotional Activities.** Confirm that you have submitted a description of the promotional efforts taken and planned by the sponsors of the regional center, such as a budget, that details how the regional center has conducted or will conduct promotional activities.

**Item Number 43. Plan of Operation.** Confirm that you have submitted a plan of operation which demonstrates and explains how:

1. The regional center will promote economic growth with respect to increased export sales, improved regional productivity, job creation, or increased domestic capital investment within the geographic area of the regional center;
2. EB-5 investors will be recruited;
3. The capital investment opportunities will be offered;
4. Potential investors will subscribe or commit to the investment;
5. The regional center will conduct its due diligence to ensure, among other things, that only lawful sources of immigrant investor funds are associated with the regional center's new commercial enterprises; and
6. Any and all fees, profits, surcharges, or other remittances that will be paid to the regional center or any of its principals, managing companies or agencies, or agents through the new commercial enterprises into which EB-5 investors will invest capital.

**Item Numbers 44. - 46. USCIS Action on Previously Approved Designation or Request for Designation as a Regional Center.** Indicate whether USCIS has ever terminated the regional center's designation. Also, indicate if USCIS has ever denied a Form I-924, Application For Regional Center Designation Under the Immigrant Investor Program, or Form I-924 amendment submitted by the regional center entity, principal, managing company, or agent involved with this current application. Provide the regional center name and identification number associated with the terminated regional center. Explain the termination as well as the association between the regional center principal, managing company, or owner and the terminated regional center in **Part 10. Additional Information**.

## **Part 5. Information About the Industries That Will Be the Focus of EB-5 Capital Investments Sponsored Through the Regional Center**

### **Type of Industry**

**Item Numbers 1. - 6. Included Industries and Economic Analyses and/or Business Plan.** Identify the industries that will be the focus of EB-5 new commercial enterprises and any job-creating entities in your regional center and provide the North American Industry Classification System (NAICS) codes for all industries. Indicate whether your application is supported by an economic analysis and underlying business plan for determining prospective EB-5 job creation through EB-5 investments for each industry listed. For each additional industry, provide the information in **Part 10. Additional Information**.

## **Part 6. Organizational Structure, Ownership, and Control of All New Commercial Enterprises In Which Investors Have Made or Will Make Their Capital Investments**

**NOTE:** Complete this section if the regional center seeks to add a new commercial enterprise associated with the regional center or where the regional center requests to amend a previously added new commercial enterprise. USCIS will not approve the amendment to add a new commercial enterprise whose name falsely implies association with or endorsement of a government entity. If the regional center seeks to add more than one new commercial enterprise, provide the information below for each additional new commercial enterprise in **Part 10. Additional Information**.

**Item Number 1. Name of the New Commercial Enterprise.** Provide the name of the new commercial enterprise.

**Item Number 2. New Commercial Enterprise Federal Employer Identification Number.** Provide the Federal Employer Identification Number of the new commercial enterprise.

**Item Number 3. Organizational Structure of the New Commercial Enterprises.** Indicate whether the new commercial enterprise listed in **Part 6., Item Number 1.** is a corporation, a partnership (including limited partnerships), a limited liability company, or another type of entity. If the organizational structure is different from the examples listed on the application, select “Other” and describe the nature of the organizational structure in **Part 10. Additional Information.** Also, use **Part 10.** if you need additional space to provide information about new commercial enterprises that are established.

**Item Numbers 4. - 11.e. Information About the Owner of the New Commercial Enterprise.** List all persons or entities or organizations that own or have a percentage of ownership in the new commercial enterprise and indicate the percentage of ownership of each. For persons that hold an ownership interest in the new commercial enterprise, provide each person’s full legal name, date of birth, country of birth, and the position held within the new commercial enterprise (if any). For entities or organizations that hold an ownership interest in the new commercial enterprise, also provide the entity’s legal name, Federal Employer Identification Number, and the name of all persons having ownership, control, or beneficial interest in that entity or organization. Also, provide the date of birth, country of birth, percentage of ownership, and the position held (if any) of all persons having ownership, control, or beneficial interest in that entity or organization.

**Item Number 12. Date the New Commercial Enterprise Was Established.** If the new commercial enterprise has already been established, provide the date when it was established in mm/dd/yyyy format.

**Item Number 13. State or Territory Where the New Commercial Enterprise Was Formed.** Indicate the U.S. state or territory where the new commercial enterprise was formed.

**Item Number 14. Documentary Evidence of the New Commercial Enterprise Ownership, Structure, Control and Administration, and Oversight and Management Functions.** Indicate the type of documentation you have submitted to establish the new commercial enterprise ownership, structure, control and administration, and oversight and management functions. If there are additional companies, agencies, agents, individuals, or groups that are or will be involved in the management, oversight and administration of the new commercial enterprise, provide documentary evidence of such relationships. The list of examples are not exclusive. If you have documentation that is not reflected in the examples listed, describe and explain the nature of the documentation in **Part 10. Additional Information.**

**Item Number 15. Equity Stake in the New Commercial Enterprise.** Indicate whether the regional center or any of its principals or agents will have an equity stake in the new commercial enterprise. You must submit documentation that details such equity ownership.

**Item Number 16. Fees, Profits, Surcharges and/or Other Remittances.** Indicate whether the regional center or any of its principals, managing companies or agencies, or agents have or will receive fees, profits, surcharges, or other remittances through EB-5 capital investment activities from the new commercial enterprise or any current or prospective EB-5 investors. You must submit documentation that describes the remittances and details when and under what circumstances the remittances will be paid.

## **Part 7. Statement, Contact Information, Certification, and Signature of the Authorized Individual**

**Item Numbers 1.a. - 8.b.** This application must be signed and filed by an authorized individual of the regional center. An “authorized individual” of the regional center is a principal of the regional center entity with the executive managerial authority to seek the regional center designation, or amended designation, on behalf of a state or local governmental agency, or any other existing entity established in the United States and its territories.

Select the appropriate box to indicate whether you read this application yourself or whether you had an interpreter assist you. If someone assisted you in completing the application, select the box indicating that you used a preparer. Further, you must sign and date your application and provide your title or position held within the regional center, daytime telephone number, mobile telephone number (if any), and email address (if any). Every application **MUST** contain the signature of the authorized individual. A stamped or typewritten name in place of a signature is not acceptable.

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## Part 8. Interpreter's Contact Information, Certification, and Signature

**Item Numbers 1.a. - 7.b.** If you used anyone as an interpreter to read the Instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out **this section; provide** his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the application.

## Part 9. Contact Information, Declaration, and Signature of the Person Preparing this Application, if Other Than the Authorized Individual

**Item Numbers 1.a. - 8.b.** This section must contain the signature of the person who completed your application, if other than you, the authorized individual of the regional center. If the same individual acted as your interpreter **and** your preparer, that person should complete both **Part 8.** and **Part 9.** If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this application **MUST** sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your application is an attorney or accredited **representative, he** or she also may **also need to submit** a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your application.

## Part 10. Additional Information

**Item Numbers 1. - 7.d.** If you need extra space to provide any additional information within this application, use the space provided in **Part 10. Additional Information.** If you need more space than what is provided in **Part 10.,** you may make copies of **Part 10.** to complete and file with your **application, or** attach a separate sheet of paper. Type or print the regional center entity's name at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.

**We recommend that you print or save a copy of your completed application to review in the future and for your records.**

## What Evidence Must You Submit?

You must submit all evidence requested in these Instructions with your application, including the items listed below.

**In accordance with 8 CFR section 103.2(b)(1) and these Instructions, USCIS may reject or deny your application if you fail to submit requested evidence or supporting documents.**

**Provide the following evidence for applications filed to request initial designation of a regional center and/or to make amendments to the name, organizational structure, ownership, geographic area, or administration of a previously designated regional center.**

- 1. Map or Illustration of Geographic Area of Regional Center.** You must list and provide a map or other illustration of the geographic components that comprise the limited and contiguous geographic area of the regional center as further described in **Part 4.** of the Specific Instructions section.
- 2. Plan of Operation.** You must submit a plan of operation as further described in **Part 4.** of the Specific Instructions section.
- 3. North American Industry Classification System (NAICS).** Provide the industry category title and the NAICS code for each industrial category related to the regional center. You can obtain the NAICS codes at [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics). The NAICS Code provided should accurately reflect the industry category or subcategory related to the regional center.

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- 4. Prediction of Capital Investment Impact Through New Commercial Enterprises.** Provide a general prediction which addresses the prospective economic impact, regionally or nationally, of the proposed new commercial enterprises sponsored by the regional center. Address the prospect for increases in household earnings; demand for business services, utilities, and maintenance and repair; and construction both inside and outside the regional center. Also, using the NAICS codes, present an economic analysis that relies on economically or statistically valid forecasting tools to show how jobs will be created for each industrial category of economic activity (for example, manufacturing, food production/processing, warehousing, tourism and hospitality, transportation, power generation, and agriculture.)
- 5. Methodology to Track Capital Investment.** The application must be supported by a statement from the principal of the regional center that explains the methodologies that the regional center will use to track the infusion of each EB-5 investor's capital into each new commercial enterprise and any related job creating entities. The statement must also explain how the regional center will allocate the jobs created through the EB-5 investments in the new commercial enterprise and/or job-creating entities to each associated EB-5 investor.
- 6. Promotional Activities.** Provide a detailed description of the past, present, and future promotional activities for the regional center. Include a description of the promotional efforts taken and planned by the sponsors of the regional center, such as a budget for these activities, along with evidence of the funds committed to the regional center for promotional activities.
- 7. Organizational Structure and Compliance With EB-5 Requirements.** The application must fully describe and document the organizational structure of the regional center entity. Provide evidence such as:
- A.** A description and documentation of the business structure of the regional center entity, such as articles or certificates of formation, bylaws, partnership or LLC agreements, or other formation and governing documents for the regional center entity; and
  - B.** Draft memorandum of understanding, interagency agreement, contract, letter of intent, or similar agreement to be entered into for any other party, agency, or organization to engage in activities on behalf of, or in the name of, the regional center.

For applications filed to request the addition of a new commercial enterprise associated with the regional center (whether as part of the initial designation or as an amendment), or to amend a previously added new commercial enterprise, provide any of the evidence listed above that has not already been provided along with the evidence listed below.

- 1. Job Creation. Each regional center must:**
- A.** Fully explain how the new commercial enterprise will create at least 10 new full-time jobs for qualifying employees associated with each immigrant investor either directly or indirectly.
  - B.** Identify the form of the EB-5 investment (for example, equity stake, loan, or some other financial arrangement) from the new commercial enterprise into the job creating entity.
  - C.** Identify any and all fees, profits, surcharges, or other remittances that will be paid to the regional center or any of its principals, managing companies or agencies, or agents through the new commercial enterprise.
  - D.** Provide a detailed, comprehensive, and credible business plan for the new commercial enterprise that:
    - (1)** Shows that the proposed plan of operations of the new commercial enterprise is feasible under current market and economic conditions.
    - (2)** Includes an economic analysis using economically or statistically valid tools to forecast how the new commercial enterprise's activities will create qualifying jobs.
- 2. Minimum Capital Investment.** The regional center must identify the anticipated minimum capital investment threshold (either **\$1.8 million or \$900,000**) into the new commercial enterprise, for each immigrant investor.

**3. Organizational Structure and Compliance With EB-5 Requirements.** The application must show that the capital investment offering instruments, business structure, and operating agreements of the new commercial enterprise that will be associated with the regional center comply with the EB-5 statutory and regulatory requirements and binding precedent decisions. Submit evidence such as:

- A. A description and documentation of the business structure of the new commercial enterprise that will be associated with the regional center, such as articles or certificates of formation, bylaws, partnership or LLC agreements, or other formation and governing documents for the new commercial enterprise;
- B. A draft subscription agreement for investment into the new commercial enterprise;
- C. Draft escrow agreement and instructions, if any;
- D. A list of proposed financial institutions that will serve as the escrow agent, if any;
- E. A draft offering letter, private placement memorandum, or similar offering document to be provided to an immigrant investor relating to capital investments through the regional center and in the associated new commercial enterprise; and
- F. A draft memorandum of understanding, interagency agreement, contract, letter of intent, or similar agreement to be entered into for any other party, agency, or organization to engage in activities on behalf of, or in the name of, the new commercial enterprise.

### What Is the Filing Fee?

The filing fee for Form I-924 is **\$17,795**.

**NOTE:** The filing fee is not refundable, regardless of any action USCIS takes on this application. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

### Payments by Check or Money Order

Use the following guidelines when you prepare your check or money order for the Form I-924 filing fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; **and**
2. Make the check or money order payable to **U.S. Department of Homeland Security**.

**NOTE:** Spell out U.S. Department of Homeland Security; do not use the initials “USDHS” or “DHS.”

**Notice to Those Paying by Check.** If you send **USCIS** a check, **we** will convert it into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If your check is returned as unpayable, **we** will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your application and charge you a returned check fee.

### How To Check If the Fees Are Correct

Form I-924's filing fee is current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fee is correct by following one of the steps below.

1. Visit the USCIS website at [www.uscis.gov](http://www.uscis.gov), select “FORMS,” and check the appropriate fee; or

2. Visit the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) to get answers to your questions and connect with a live USCIS representative. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: 1-800-767-1833.

USCIS will reject your Form I-924 if you submit the incorrect fee or if you attach payment for more than what you are required to pay. In such a case, USCIS will return any filing fees you submitted with your Form I-924. Form I-924 is not eligible for a fee waiver under 8 CFR 103.7(c).

## Where To File?

Please see our website at [www.uscis.gov/I-924](http://www.uscis.gov/I-924) or visit the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) to connect with a USCIS representative for the most current information about where to file this application. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: 1-800-767-1833.

## Address Change

You must notify USCIS of any change to the mailing address of the regional center entity. For information on filing a change of address, go to the USCIS website at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) or reach out to the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) for help. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: 1-800-767-1833.

**NOTE:** Do not submit a change of address request to the USCIS Lockbox facilities because the Lockbox does not process change of address requests. If you send notification of an address change to the EB-5 Program mailbox at: [USCIS.ImmigrantInvestorProgram@dhs.gov](mailto:USCIS.ImmigrantInvestorProgram@dhs.gov) you must still notify USCIS as explained at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange).

## Processing Information

**Initial Processing.** Once USCIS accepts your application, we will check it for completeness. If you do not completely fill out this application, you will not establish a basis for your eligibility and USCIS may reject or deny your application.

**Requests for More Information.** USCIS may request that you provide more information or evidence to support your application. We may also request that you provide the originals of any copies you submit. If we request an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

**Requests for Interview.** We may request that you appear at a USCIS office for an interview based on your application. At the time of any interview or other appearance at a USCIS office, we may require that you provide your biometrics to verify your identity and/or update background and security checks.

**Decision.** The decision on Form I-924 involves a determination of whether you have established eligibility for the requested designation, or an amendment to a previously approved designation. USCIS will notify you of the decision in writing.

**Approval.** If you have established that you qualify for the benefit sought, USCIS will approve your application. The approval notice will provide information about the responsibilities and obligations of your USCIS designated regional center. It will also list the evidence to submit in support of regional center-associated individual EB-5 petitions, as well as details on the reporting and oversight requirements for regional centers.

**Denial.** If you have not established eligibility for the benefit sought, USCIS will deny this application. The denial notice will describe the reasons for the denial, and the regional center's right to appeal to the Administrative Appeals Office as specified in 8 CFR **Part 103.3**.

## USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS website at [www.uscis.gov](http://www.uscis.gov) where you can obtain the latest USCIS forms and immigration-related information. If you do not have internet access, you may order USCIS forms by calling the **USCIS Contact Center at 1-800-375-5283**. **The USCIS Contact Center provides information in English and Spanish.** For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can schedule an appointment online at [www.uscis.gov](http://www.uscis.gov). Select **"Tools,"** then under **"Self Service Tools,"** select **"Appointments"** and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.

## Penalties

If you knowingly and willfully falsify or conceal a material **fact** or submit a false document with your Form I-924, we will deny your Form I-924 and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

## USCIS Compliance Review and Monitoring

By signing this application, you have stated under penalty of perjury (28 **U.S.C.** section 1746) that all information and documentation submitted with this application are complete, **true**, and correct. **You also authorize** the release of any information from the records associated with the regional center, that USCIS may need to determine the regional center's eligibility for designation, and you have consented to USCIS verifying such information.

DHS has the authority to verify any information you submit to establish eligibility for regional center designation at any time. USCIS' legal authority to verify this information is in 8 **U.S.C.** sections 1103, 1155, and 1357; the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act, 1993 Pub. L. No. 102-395, section 610, 106 Stat 1828, 1874 (1992) (as amended); and 8 CFR Parts 103, 204, 205, and 287. To ensure compliance with applicable laws and authorities, USCIS may verify information before or after this application is decided.

Agency verification methods may include, but are not limited to: review of public records and information; contact **through** written correspondence, the Internet, facsimile, other electronic transmission, or telephone; unannounced physical site inspections of residences and locations of employment; and interviews. USCIS will use information obtained through verification to assess your compliance with the laws and to determine eligibility for regional center designation.

Subject to the restrictions under 8 CFR 103.2(b)(16) and/or 8 CFR 204.6(m)(6), USCIS will provide you with an opportunity to address any adverse or derogatory information that may result from a USCIS compliance review, verification, or site visit after a formal decision is made on this application or after the agency has initiated an adverse action **which** may result in revocation or termination of an approval.

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## DHS Privacy Notice

**AUTHORITIES:** The information requested on this application, and the associated evidence, is collected **under Immigration and Nationality Act**, sections 101, 103, and 203 (as amended) and the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriation Act, 1993 Pub. L. No. 102-395, section 610, 106 Stat 1828, 1874 (1992) (as amended).

**PURPOSE:** The primary purpose for **providing** the requested information on this application is to determine if the regional center has established eligibility for regional center designation or amended designation. **DHS uses the information you provide to grant or deny the immigration benefit you are seeking.**

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, **including your Social Security number (if applicable)**, and any requested evidence, may delay a final **decision** or result in denial of your application.

**ROUTINE USES:** DHS may share the information you provide on this application **and any additional requested evidence with** other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS/USCIS-001 - Alien File, Index, and National File Tracking System and DHS/USCIS-007 - Benefits Information System] **and the published privacy impact assessments, which** you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share **this** information, as appropriate, for law enforcement purposes or in the interest of national security.

## Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at **51** hours per response, including the time for reviewing instructions, gathering the required documentation and information, **completing the application**, preparing **statements**, **attaching necessary documentation**, and **submitting the application**. **The time burden for participating in compliance reviews, when required, is 24 hours for the review and 16 hours for the site visit.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0061. **Do not mail your completed Form I-924 to this address.**