



Systematic Alien Verification for Entitlements

August 2015

Agency Search Tool

Quick Reference Guide



AGENCY SEARCH TOOL

1. INTRODUCTION

The Systematic Alien Verification for Entitlements (SAVE) Program is a service of the Department of Homeland Security, U.S. Citizenship and Immigration Services Verification Division. The SAVE Program verifies immigration status, but does not provide determinations regarding an applicant's eligibility for a specific benefit or license. Only the benefit-granting agencies can make eligibility determinations. The SAVE Agency Search Tool Quick Reference Guide contains information and instructions on how to use the search tool.

The SAVE Agency Search Tool provides users with an easy way to the search and view agencies that are currently registered with the SAVE Program. SAVE updates the information in the database on a quarterly basis. The database contains the following information:

- Agency Name used at registration
 - Agencies may use naming conventions that may not be recognizable to the public. When an agency registers with the SAVE Program, it is asked to provide its legal name. In some cases, however, an agency may use an alternate name for public purposes. Accordingly, an agency may register with SAVE using the legal name, but the public may recognize an agency by its more common name. Additionally, an agency could choose to register with an abbreviation.
- Agency City, State and ZIP code used at registration
 - When an agency registers with SAVE, it provides a single contact address. Therefore, the database may not include every location at which a registered agency conducts business. The absence of a specific business location does not mean that the agency is not registered with the SAVE Program.
- Agency Benefit Category/Type used at registration
 - [Please see the Benefit Categories Definitions](#)

2. HOW TO USE THE SAVE AGENCY SEARCH TOOL

The SAVE Agency Search Tool provides users with several options for searching and finding SAVE registered agencies. Users may search by one or all categories. Using the **Items per page** dropdown menu, the user can limit or increase the number of items the search results displays from 10, 20 or 50 items per page.

Searching

To begin your search:

1. Select one or more benefit categories
2. Select Items per page (10, 20, or 50)
3. Click the **Filter** button or hit Enter to view the results **or**
4. Click the **Reset** button to clear all fields

The screenshot shows the search tool interface with the following fields and options:

- Agency Name:** An empty text input field.
- Type of Agency:** A dropdown menu with options: DMV, Federal, Local, and State.
- State Code:** A dropdown menu with options: Alaska, Alabama, Arkansas, American Samoa, and Arizona.
- ZIP Code:** An empty text input field.
- Benefit Category:** A dropdown menu with options: Voters Registration, Professional / Commercial Licenses, Badging Agencies / Background Investigation, Driver's Licenses / Identification Cards, and Education.
- Items per page:** A dropdown menu currently set to 10.
- Buttons:** A blue "Filter" button and a grey "Reset" button.

Search Criteria

Agency Name

To search by Agency Name, you must enter at least the first three (3) characters of the agency's name into the field. The maximum of alpha/numeric or special characters may enter is two hundred and fifty –five (255). This field is not case sensitive.

Type of Agency

To search by Type of Agency select the agency type from the drop-down menu. You can select one or more entries. Hold the **Control** key to add or remove multiple types. Hold the **Shift** key to select a consecutive range of types.

State Code

To search by State Code select the State from the drop-down menu. You can select one or more entries. Hold the **Control** key to add or remove multiple States. Hold the **Shift** key to select a consecutive range of States.

Zip Code

To search by **ZIP Code**, enter between one (1) and five (5) numbers in the first field. As an option, you may enter the last four ZIP code numbers in the second field. *Note that results may not include the last four numbers.

Benefit Category

To search by Benefit Category select the benefit from the drop-down menu. You can select one or more entries. Hold the **Control** key to add or remove multiple benefits. Hold the **Shift** key to select a consecutive range of benefit.

Search Results

Click Filter and based upon the search criteria chosen, the system will return the results on a table containing the Agency Name, Type of Agency, State Code, Zip code and Benefit Category.

Agency Name

Type of Agency DMV Federal Local State

State Code Alaska Alabama Arkansas American Samoa Arizona

ZIP Code

Benefit Category Voters Registration Professional / Commercial Licenses Badging Agencies / Background Investigation Driver's Licenses / Identification Cards Education

Items per page 10

Agency Name ▲	Type of Agency	State Code	ZIP Code	Benefit Category
Department of Education, Student Financial Assistance	Federal	DC	20202	Education

Showing 1 to 1 of 1 entries.

[Return To Top](#)

The minimum number of items per page is 10 and the maximum number of items per page is 50. To sort items on the page, click on the **column heading** or the up/down buttons to display the results in alpha/numerical order.

Agency Name ▲	Type of Agency	State Code	ZIP Code	Benefit Category
Department of Education, Student Financial Assistance	Federal	DC	20202	Education

Showing 1 to 1 of 1 entries.

[Return To Top](#)

To print or save a copy of the results, click **CSV** button located at the bottom of the page and the system automatically downloads the information into to an Excel Spread Sheet.

	A	B	C	D	E	F
1	Agency Name	Type of Agency	State Code	ZIP Code	Benefit Category	
2	DOE, Student Financial Assistance	Federal	DC	20202	Education	

3. BENEFIT CATEGORY DEFINITIONS

Background Investigation/Badging

This category includes agencies that check immigration status as part of their eligibility determination for access to facilities or as part of a comprehensive background investigation.

Commercial /Professional License

This category includes agencies that check immigration status as part of their eligibility determination for licenses to engage in certain professional or commercial activities.

Contracts

This category includes agencies that check immigration status as part of their eligibility determination for contracts with the agency.

Disability

This category includes agencies that check immigration status as part of their eligibility determination for disability benefits.

Driver License/State ID

This category includes agencies that check immigration status as part of their eligibility determination for driver's licenses and identification cards.

Education/Training

This category includes agencies that check immigration status as part of their eligibility determination for government education loans and other education-related benefits.

Health

This category includes agencies that check immigration status as part of their eligibility determination for health related benefits.

Homestead Exemptions

This category includes agencies that check immigration status as part of their eligibility determination for homestead property tax exemptions.

Housing

This category includes agencies that check immigration status as part of their eligibility determination for housing assistance.

Human Services Assistance

This category includes agencies that check immigration status as part of their eligibility determination for a variety of human service benefits.

Loans/Grants

This category includes agencies that check immigration status as part of their eligibility determination for small business or other government loans and grants.

Nutritional Assistance

This category includes agencies that check immigration status as part of their eligibility determination for nutrition related benefits.

Rebates

This category includes agencies that check immigration status as part of their eligibility determination for various rebates.

Retirement

This category includes agencies that check immigration status as part of their eligibility determination for retirement related benefits.

Social Security

This category includes agencies that check immigration status as part of their eligibility determination for Social Security Administration related benefits.

Unemployment Insurance

This category includes agencies that check immigration status as part of their eligibility determination for unemployment compensation and other employment-related benefits.

Voter Registration

This category includes agencies that check citizenship status for voter registration.

Workers Compensation

This category includes agencies that check immigration status as part of their eligibility determination for workers compensation.

Workforce Development

This category includes agencies that check immigration status as part of their eligibility determination for workforce development related benefits.