



**AGENCY SEARCH TOOL
QUICK REFERENCE GUIDE**



U.S. Citizenship
and Immigration
Services

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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](#)

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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.

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:** A text input field.
- Type of Agency:** A dropdown menu with options: DMV, Federal, Local, State.
- State Code:** A dropdown menu with options: Alaska, Alabama, Arkansas, American Samoa, Arizona.
- ZIP Code:** A text input field.
- Benefit Category:** A dropdown menu with options: Voters Registration, Professional / Commercial Licenses, Badging Agencies / Background Investigation, Driver's Licenses / Identification Cards, Education.
- Items per page:** A dropdown menu with the value 10 selected.
- Buttons:** Filter and Reset buttons.

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

- Federal
- Local
- State

State Code

- Alabama
- Arkansas
- American Samoa
- Arizona

ZIP Code

Benefit Category

- Professional / Commercial Licenses
- Badging Agencies / Background Investigation
- Driver's Licenses / Identification Cards
- Education

Items per page

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.

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.

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	

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Agency Search Tool Caveats

Not all agency locations registered with SAVE may be found.



When an agency registers with SAVE, it is asked to provide a single contact address as well as the address where the users conduct SAVE verifications, regardless of the number of locations participating in SAVE. Therefore, the database does not necessarily include every location at which a registered agency conducts business. The absence of a location does not mean that the agency operations at the unlisted location either is or is not registered with the SAVE Program.

Naming conventions used by agencies 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. For example, an agency may register with SAVE using the legal name, but only a more common name may be used with the public. Also, since there are no required naming conventions, an agency could choose to register with an abbreviation rather than a full name.

The SAVE Agency Search Tool will be updated on a quarterly basis.

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Questions & Answers

What do the different benefit categories mean?

See the Benefit Categories Definitions List in the SAVE Agency Search Tool User Guide for an explanation of the benefit categories.

How often will the SAVE Agency Search Tool be updated to show new agencies registered or changes in names of agencies?

On a quarterly basis the SAVE Agency Search Tool is updated to show newly registered agencies and changes in names of current agencies.

Will only active accounts appear? Or will terminated agency accounts show if usage is still within a certain time period?

Yes, only active agencies are reported. The SAVE Agency Search Tool does not list agencies that are terminated.

Will registered agencies appear on the SAVE Agency Search Tool if they do not use SAVE?

Yes. All SAVE registered agencies are included and will appear in the Search Tool, unless they request to terminate their SAVE registration.

What are the possible reasons why I receive no results after searching?

If the information you provided does not match the information in SAVE's records, the Search Tool will not return any results. Some common reasons the information doesn't match include the name entered in the Search Tool was typed incorrectly, the agency may have used another name when it registered, or the agency changed its name after registering and did not notify SAVE of the new name.

Do associated agencies appear on SAVE Agency Search Tool database?

No. Only agencies that have completed the registration process and have a signed and approved Memorandum of Agreement are listed in the SAVE Agency Search Tool Database.

Can I search by an agency name only without selecting a state?

Yes, you must enter three or more characters into the field to filter by agency name.

Are the searches case sensitive?

No, searches are not case sensitive.

Is there a wildcard feature in searching for agency names (i.e. %)?

Yes, use the percent (%) sign as a wildcard character to substitute for any character or characters in a search phrase. When used at the beginning of a search phrase, such as "%admin" the results will include all agency names that include an "admin", such as "Small Business Administration", "National Aeronautics and Space Administration" and "Transportation Security Administration".

When used in the middle of a search phrase, as in "city%al", the search results will include all agency names that begin "City" and have "al" somewhere in the end, such as "City of Albany", "City of Baldwin", and "City of Bloomingdale". Note that any number of wildcards can be used in a search phrase. For example, the search phrase "%department%health%services" may return: "California Department of Health Care Services" or "Utah Department of Health, Eligibility Services".

Note: The Search Tool lists the Agency name that the Agency provided, either at the time of registration or after registration if the Agency changed its name and updated its record with SAVE.

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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.