

ILAP SELF-HELP GUIDE: CHANGING YOUR ADDRESS WITH USCIS ONLINE

ILAP has prepared this guide to assist individuals in preparing and submitting their own Change of Address Form with USCIS. This information is not a substitute for legal advice.

With limited exception, non-citizens must report a new address to immigration authorities within 10 days of moving. This guide is designed to help individuals who have immigration applications pending with USCIS file their own USCIS Change of Address Form online. ¹

This guide includes:

- Important Warnings (p. 1)
- Instructions for Completing the Change of Address Form (p. 2-7)
- Example of a USCIS Receipt Notice (p. 8)

Important Warnings

- This guide is NOT intended for people with pending asylum applications. Asylum applicants should see the ILAP guide titled "Changing your address via paper form if you have a pending asylum application."
- Anyone who has previously filed or who has a pending or approved U nonimmigrant status
 petition, T nonimmigrant status petition, VAWA self-petition, or Battered Spouse or Child
 waiver will need to file a paper-based form and follow special instructions for where to send it.
 If you fall into any of these categories, consult the USCIS web site
 (https://www.uscis.gov/addresschange), which provides detailed instructions.
- During the time it takes USCIS to process your Change of Address Form, mail could still be sent to your old address. For this reason, ILAP strongly recommends that in addition to reporting your address to USCIS, that you also visit a local post office to update your address with the U.S. Postal Service.

Note: To obtain updated information about a pending application with USCIS, you can visit the USCIS website (https://egov.uscis.gov/casestatus/landing.do) and enter your receipt number.

Instructions for Completing the Change of Address Form

Before you begin preparing your own Change of Address Form, you will need to know:

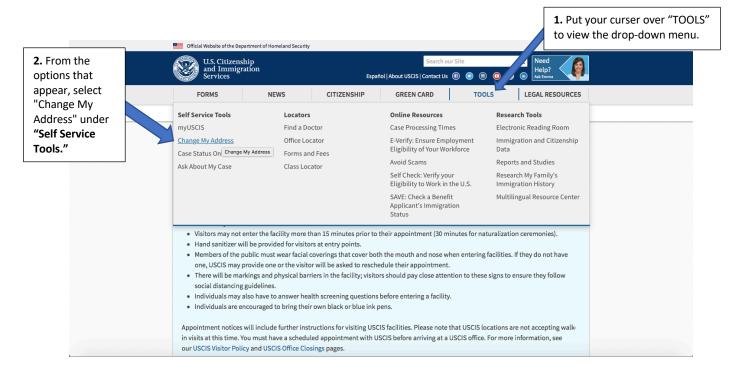
- 1. The receipt number for your pending case. If you don't know where to find your receipt number, see the sample Receipt Notice on **p. 8-9.**
- 2. Your new physical address, and, if you cannot receive mail at this address, a separate address where you can receive mail.

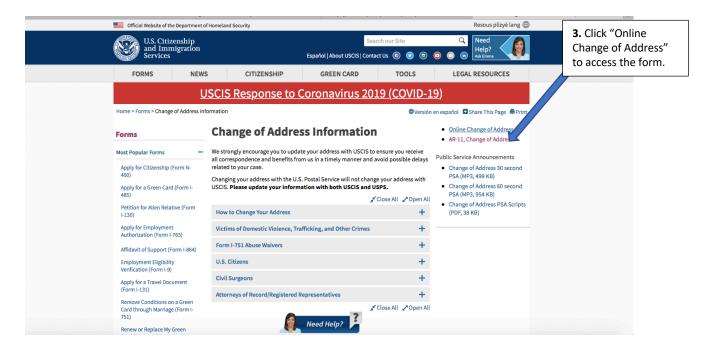
¹ The USCIS Change of Address form can be completed online as well as on paper. This guide explains the online process only.

3. Your A number, which is your identification number in the U.S. immigration system. Your A number is printed on most documents issued to you by USCIS. You can use the sample Receipt Notice on **p. 8-9** to see where the A number appears on a Receipt Notice.

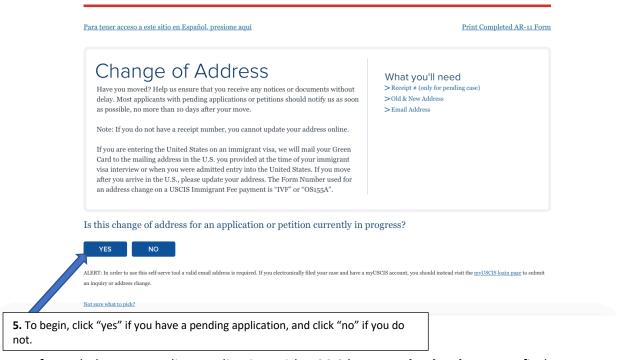
Important! You must fill out a separate form for every member of your family who has moved addresses and has a pending application with USCIS, including babies and children.

Below are screenshots with explanations that will guide you through the process of filling out a Change of Address Form online. To begin, open an Internet browser and go to https://www.uscis.gov. Once you arrive at the homepage, follow the images below to navigate and complete the form.



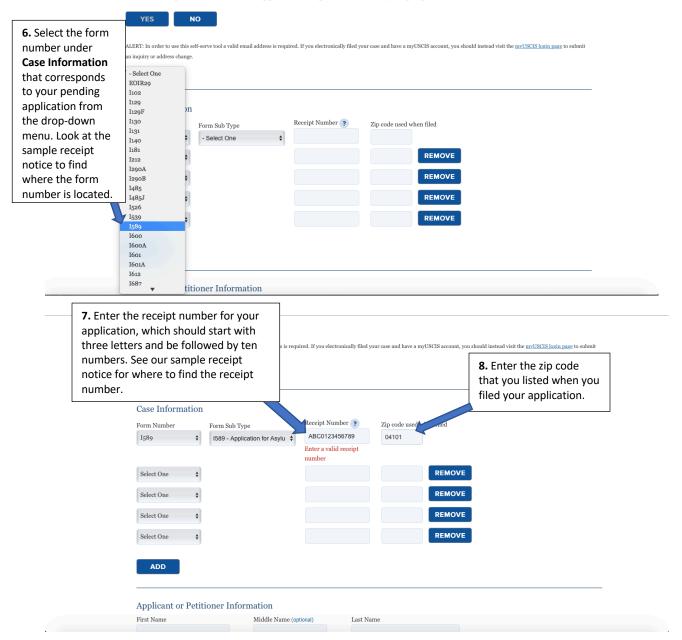


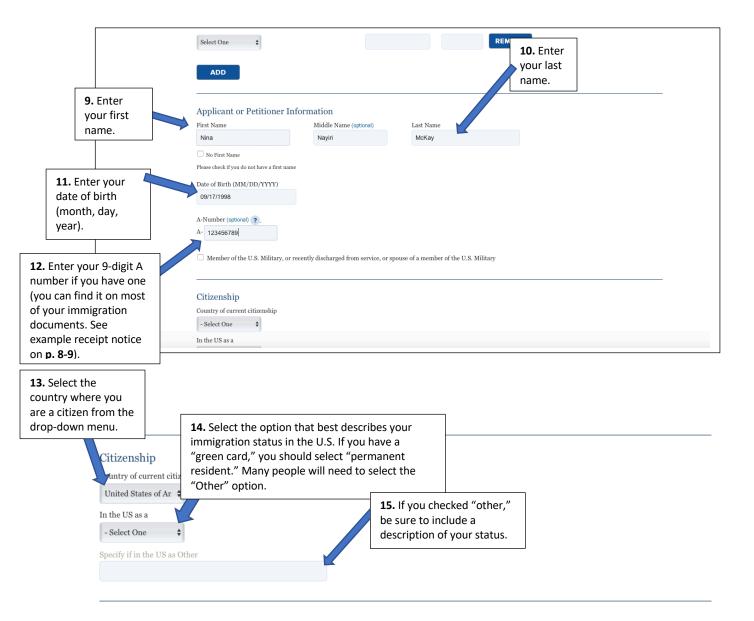
4. Once you've clicked "Online Change of Address," scroll to the bottom of the page and click "continue," and you should arrive at the page shown in the picture below.



Note: If you do have a pending application with USCIS but you **absolutely** cannot find your receipt number, ILAP recommends that you still update your address with USCIS within 10 days of moving. In this case, you can click "no" for step 5.

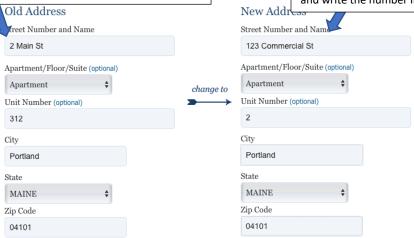
Is this change of address for an application or petition currently in progress?



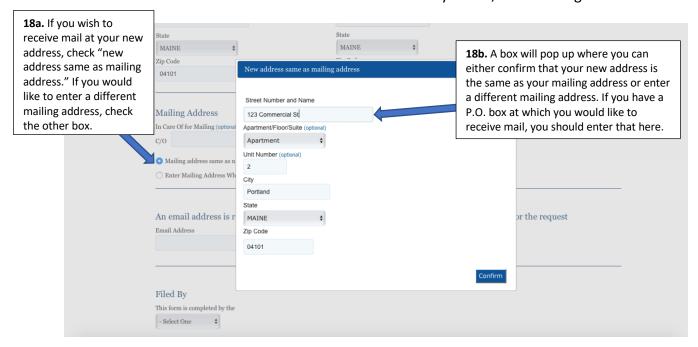


16. Enter the last address that immigration officials know you lived at. If you're not sure, you can type "unsure" or "N/A" under "Street Number and Name," "city," and "Zip Code" and select the last state you lived in from the drop-down menu.

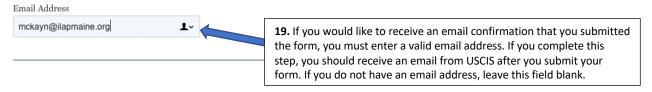
17. Enter your new physical address here. Make sure it is complete and includes a house number, street name, city, state, and zip code. If you live in an apartment, select "Apt" from the drop-down menu and write the number in the "Unit Number" box.

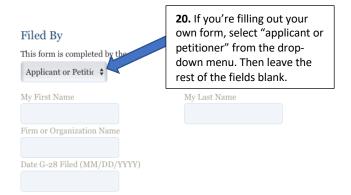


*Please note that USCIS requires you to provide a physical address. If you would prefer to receive mail at a P.O. box or an address other than where you live, see the image below.



An email address is required in order to receive a response from USCIS and the confirmation for the request

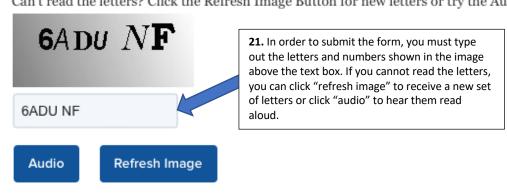




Security Check

Enter the letters shown below into the box. The letters are not case sensitive.

Can't read the letters? Click the Refresh Image Button for new letters or try the Audio Button.



Once you have finished filling out all the fields of the online form, click "submit." ILAP recommends printing out a copy of each completed form to keep for your own records.

Sample USCIS Receipt Notice

This is an example of a USCIS receipt notice. You should have received a receipt notice from USCIS acknowledging that they have received your most recent case or application.

