



IMMIGRANT LEGAL ADVOCACY PROJECT

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.

The screenshot shows the official website of the Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services (USCIS) homepage. The page has a dark blue header with the USCIS logo and navigation links. Below the header is a main menu with tabs for FORMS, NEWS, CITIZENSHIP, GREEN CARD, TOOLS, and LEGAL RESOURCES. The TOOLS tab is highlighted, and a drop-down menu is visible. A blue arrow points from a text box to the TOOLS tab, and another blue arrow points from a text box to the 'Change My Address' link in the drop-down menu. A third blue arrow points from a text box to the 'Change My Address' link in the drop-down menu.

1. Put your cursor over “TOOLS” to view the drop-down menu.

2. From the options that appear, select “Change My Address” under “Self Service Tools.”

Self Service Tools

- myUSCIS
- [Change My Address](#)
- Case Status On [Change My Address](#)
- Ask About My Case

Locators

- Find a Doctor
- Office Locator
- Forms and Fees
- Class Locator

Online Resources

- Case Processing Times
- E-Verify: Ensure Employment Eligibility of Your Workforce
- Avoid Scams
- Self Check: Verify your Eligibility to Work in the U.S.
- SAVE: Check a Benefit Applicant's Immigration Status

Research Tools

- Electronic Reading Room
- Immigration and Citizenship Data
- Reports and Studies
- Research My Family's Immigration History
- Multilingual Resource Center

Visitors may not enter the facility more than 15 minutes prior to their appointment (30 minutes for naturalization ceremonies).

- Hand sanitizer will be provided for visitors at entry points.
- Members of the public must wear facial coverings that cover both the mouth and nose when entering facilities. If they do not have one, USCIS may provide one or the visitor will be asked to reschedule their appointment.
- There will be markings and physical barriers in the facility; visitors should pay close attention to these signs to ensure they follow social distancing guidelines.
- Individuals may also have to answer health screening questions before entering a facility.
- Individuals are encouraged to bring their own black or blue ink pens.

Appointment notices will include further instructions for visiting USCIS facilities. Please note that USCIS locations are not accepting walk-in visits at this time. You must have a scheduled appointment with USCIS before arriving at a USCIS office. For more information, see our [USCIS Visitor Policy](#) and [USCIS Office Closings](#) pages.

Official Website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

Search our Site

Español | About USCIS | Contact Us

Need Help? Ask Emma

FORMS NEWS CITIZENSHIP GREEN CARD TOOLS LEGAL RESOURCES

USCIS Response to Coronavirus 2019 (COVID-19)

Home > Forms > Change of Address Information

Versión en español Share This Page Print

Forms

Most Popular Forms

- Apply for Citizenship (Form N-400)
- Apply for a Green Card (Form I-485)
- Petition for Alien Relative (Form I-130)
- Apply for Employment Authorization (Form I-765)
- Affidavit of Support (Form I-864)
- Employment Eligibility Verification (Form I-9)
- Apply for a Travel Document (Form I-131)
- Remove Conditions on a Green Card through Marriage (Form I-751)
- Renew or Replace My Green

Change of Address Information

We strongly encourage you to update your address with USCIS to ensure you receive all correspondence and benefits from us in a timely manner and avoid possible delays related to your case.

Changing your address with the U.S. Postal Service will not change your address with USCIS. **Please update your information with both USCIS and USPS.**

Close All Open All

- How to Change Your Address +
- Victims of Domestic Violence, Trafficking, and Other Crimes +
- Form I-751 Abuse Waivers +
- U.S. Citizens +
- Civil Surgeons +
- Attorneys of Record/Registered Representatives +

Close All Open All

Need Help?

- Online Change of Address
- AR-11, Change of Address

Public Service Announcements

- Change of Address 30 second PSA (MP3, 499 KB)
- Change of Address 60 second PSA (MP3, 954 KB)
- Change of Address PSA Scripts (PDF, 38 KB)

3. Click "Online Change of Address" to access 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.

Para tener acceso a este sitio en Español, presione aquí

Print Completed AR-11 Form

Change of Address

Have you moved? Help us ensure that you receive any notices or documents without delay. Most applicants with pending applications or petitions should notify us as soon as possible, no more than 10 days after your move.

Note: If you do not have a receipt number, you cannot update your address online.

If you are entering the United States on an immigrant visa, we will mail your Green Card to the mailing address in the U.S. you provided at the time of your immigrant visa interview or when you were admitted entry into the United States. If you move after you arrive in the U.S., please update your address. The Form Number used for an address change on a USCIS Immigrant Fee payment is "IVF" or "OS155A".

What you'll need

- > Receipt # (only for pending case)
- > Old & New Address
- > Email Address

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

YES NO

ALERT: In order to use this self-serve tool a valid email address is required. If you electronically filed your case and have a myUSCIS account, you should instead visit the [myUSCIS login page](#) to submit an inquiry or address change.

[Not sure what to pick?](#)

5. To begin, click "yes" if you have a pending application, and click "no" if you do not.

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?

YES

NO

6. Select the form number under **Case Information** that corresponds to your pending application from the drop-down menu. Look at the sample receipt notice to find where the form number is located.

ALERT: In order to use this self-serve tool a valid email address is required. If you electronically filed your case and have a myUSCIS account, you should instead visit the [myUSCIS login page](#) to submit an inquiry or address change.

- Select One
EOIR29
I102
I129
I129F
I130
I131
I140
I181
I212
I290A
I290B
I485
I485J
I526
I539
I589
I600
I600A
I601
I601A
I612
I687

Form Sub Type	Receipt Number ?	Zip code used when filed
- Select One		
		REMOVE
		REMOVE
		REMOVE
		REMOVE

7. Enter the receipt number for your application, which should start with three letters and be followed by ten numbers. See our sample receipt notice for where to find the receipt number.

8. Enter the zip code that you listed when you filed your application.

Case Information

Form Number I589	Form Sub Type I589 - Application for Asylum	Receipt Number ? ABC0123456789 Enter a valid receipt number	Zip code used when filed 04101
Select One			REMOVE
Select One			REMOVE
Select One			REMOVE
Select One			REMOVE

ADD

Applicant or Petitioner Information

First Name	Middle Name (optional)	Last Name
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Select One

ADD

REM

10. Enter your last name.

9. Enter your first name.

11. Enter your date of birth (month, day, year).

12. Enter your 9-digit A number if you have one (you can find it on most of your immigration documents. See example receipt notice on p. 8-9).

13. Select the country where you are a citizen from the drop-down menu.

Applicant or Petitioner Information

First Name

Nina

Middle Name (optional)

Nayiri

Last Name

McKay

☐ No First Name

Please check if you do not have a first name

Date of Birth (MM/DD/YYYY)

09/17/1998

A-Number (optional) ?

A- 123456789

☐ Member of the U.S. Military, or recently discharged from service, or spouse of a member of the U.S. Military

Citizenship

Country of current citizenship

- Select One

In the US as a

- Select One

Specify if in the US as Other

14. Select the option that best describes your immigration status in the U.S. If you have a "green card," you should select "permanent resident." Many people will need to select the "Other" option.

15. If you checked "other," be sure to include a description of your status.

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.

Old Address

Street Number and Name

2 Main St

Apartment/Floor/Suite (optional)

Apartment

Unit Number (optional)

312

City

Portland

State

MAINE

Zip Code

04101

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.

New Address

Street Number and Name

123 Commercial St

Apartment/Floor/Suite (optional)

Apartment

Unit Number (optional)

2

City

Portland

State

MAINE

Zip Code

04101

change to

*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.

18a. If you wish to receive mail at your new address, check "new address same as mailing address." If you would like to enter a different mailing address, check the other box.

18b. A box will pop up where you can either confirm that your new address is the same as your mailing address or enter a different mailing address. If you have a P.O. box at which you would like to receive mail, you should enter that here.

The screenshot shows the 'Mailing Address' section of a USCIS form. The 'State' is set to MAINE and the 'Zip Code' is 04101. Below this, there are two radio buttons: 'New address same as mailing address' (which is selected) and 'Enter Mailing Address Where...'. A pop-up box titled 'New address same as mailing address' is displayed, showing the new address details: Street Number and Name (123 Commercial St), Apartment/Floor/Suite (optional) (Apartment), Unit Number (optional) (2), City (Portland), State (MAINE), and Zip Code (04101). A 'Confirm' button is at the bottom right of the pop-up box. In the background, there is a section for 'An email address is required' with a text input field and a dropdown menu.

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

Email Address

mckayn@llapmaine.org

19. If you would like to receive an email confirmation that you submitted the form, you must enter a valid email address. If you complete this step, you should receive an email from USCIS after you submit your form. If you do not have an email address, leave this field blank.

Filed By

This form is completed by the

Applicant or Petitioner

20. If you're filling out your own form, select "applicant or petitioner" from the drop-down menu. Then leave the rest of the fields blank.

My First Name

My Last Name

Firm or Organization Name

Date G-28 Filed (MM/DD/YYYY)

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.



21. In order to submit the form, you must type out the letters and numbers shown in the image above the text box. If you cannot read the letters, you can click "refresh image" to receive a new set of letters or click "audio" to hear them read aloud.

Audio

Refresh Image

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.

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

Form I-797C, Notice of Action

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

The kind of form you filed should be here.

This is the receipt number for your form.

Your A number should appear above your name in these two places.

Your name should appear in one of these

Receipt Number [REDACTED]	Case Type 1791 - PETITION TO REMOVE CONDITIONS ON RESIDENCE
Received Date 04/16/2015	Petitioner [REDACTED]
Notice Date 07/08/2019	Beneficiary [REDACTED]
Notice Type: Receipt Notice Fee: Waived	
IMMIGRANT LEGAL ADVOCACY PROJE PO BOX 17917 PORTLAND ME 04112	

We have mailed an official notice about this case (and any relevant documents) according to the mailing preferences you chose on Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. This is a courtesy copy, not the official notice.

What the Official Notice Said

We have received the petition ("your case") listed above.

Your conditional resident status is extended for 18 months from the expiration date on your Form I-551, Permanent Resident Card (also known as a Green Card). During this extension, you are authorized to work and travel. This notice, presented with your expired Permanent Resident Card, is evidence of your status and work authorization. (The extension and authorization for employment and travel does not apply to you if your conditional resident status has been terminated.)

If you think you will be out of the United States for a year or more, you should apply for a Re-entry Permit before leaving the country by filing Form I-131, Application for a Travel Document. As long as the Re-entry Permit is valid, it allows you to board a vessel or aircraft destined for the United States and/or apply for admission at a U.S. port of entry during the permit's validity without the need to obtain a returning resident visa from a U.S. Embassy or U.S. Consulate.

If you have not already done so, provide supporting documents to help USCIS process your petition and to establish your eligibility to remove the conditions on your permanent residence. Please include a copy of this receipt notice with any supporting documents you submit.

Please save this and any other notices about your case for your records. You should also keep copies of anything you send us, as well as proof of delivery. Have these records available when you contact us about your case.

If any of the above information is incorrect or you have any questions about the status of your case, please call the USCIS Contact Center (UCC) at 1-800-375-5283 (TDD number is 1-800-767-1833) or visit the USCIS website at www.uscis.gov. If you call us, please have your Alien Registration Number (A-Number) and/or the receipt number shown above. The receipt number is a tracking number for your case and will help with inquiries.

Processing time - Processing times vary by case type. Go to www.uscis.gov to see the current processing times listed by case type and office.

- View your case status on our website's Case Status Online page.
- You can also sign up to receive free email updates as we process your case.
- Most of the time your case is pending, the process status will not change. This is because we are working on cases that were filed before your case.
- When we make a decision on your case or if we need something from you, we will notify you by mail and update our systems.
- If you do not receive an initial decision or update from us within our current processing time, contact the UCC at 1-800-375-5283 or visit our website at www.uscis.gov.

Biometrics - We require biometrics (fingerprint, a photo, and a signature) for some types of cases. If we need biometrics from you, we will send you a SEPARATE appointment notice with a specific date, time and place for you to go to a USCIS Application Support Center (ASC) for biometrics processing. You must wait for that separate appointment notice and take it (NOT this receipt notice) to your ASC appointment along with your photo identification.

Acceptable kinds of photo identification are:

- A passport or national photo ID issued by your country,
- A driver's license,
- A military photo ID, or
- A state-issued photo ID card.

Please see the additional information on the back. You will be notified separately about any other cases you filed.

Vermont Service Center
U. S. CITIZENSHIP & IMMIGRATION SVC
75 Lower Welden Street
Saint Albans VT 05479-0001
USCIS Contact Center: www.uscis.gov/contactcenter

Your bar code should be here.