

SELF HELP ASYLUM GUIDE: SEEKING PROTECTION IN THE UNITED STATES

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Center for Immigrants' Rights Clinic

GUIDE TO SEEKING ASYLUM, WITHHOLDING OF REMOVAL, AND CONVENTION AGAINST TORTURE PROTECTION

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INTRODUCTION

This Guide was created for the purpose of providing step-by-step instructions to assist individuals seeking asylum, withholding of removal, or Convention Against Torture (“CAT”) protection without the assistance of an attorney in the United States.

This Guide is not a substitute for a lawyer’s advice. Asylum laws are complex. They change often. This information was updated on 12/10/20 and cannot be guaranteed to be accurate after this date. If possible, it is best to seek the help of an experienced immigration lawyer before you apply for asylum.

For many reasons it is difficult to find and hire a lawyer. Many people will have to go through the asylum process without the help of a lawyer. This guide is for people who face the asylum process without the help or advice of an experienced immigration lawyer.

If you are thinking of applying for asylum, **please carefully review the *entire* guide before you start your application.** The Form I-589 acts as the application for asylum, withholding of removal, and CAT. Applying for asylum is a lot of work. Sometimes it takes the U.S. government a long time to fully process applications. **Do not get discouraged!** Asylum exists for people who need protection. If the U.S. government finds that you qualify, it will allow you to remain in the United States and pursue legal permanent residence and eventually U.S. citizenship.

Section I provides step-by-step instructions on how to apply for asylum with the Asylum Office. Applying for asylum with the Asylum Office is usually for people who do not yet have a case in Immigration Court; that is, they have not been arrested by Immigration and/or are not required to attend any court hearings before an Immigration Judge in court.

Section II provides step-by-step instructions on how to apply for asylum when you have a case in front of an immigration judge.

Section III provides step-by-step instructions on how to qualify for other options for protection when you may not qualify for asylum.

Section IV provides step-by-step instructions on how to apply for asylum, withholding of removal, and CAT for individuals who have been picked up by Customs & Border Patrol (“CBP”) or Immigration & Customs Enforcement (“ICE”), are now in removal proceedings, or are being held in detention.

ACKNOWLEDGEMENTS

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TABLE OF CONTENTS

Section I. Applying for Asylum Affirmatively with the Asylum Office 1

Part 1. INTRODUCTION 2

Part 2. THINGS YOU SHOULD KNOW BEFORE YOU APPLY FOR ASYLUM

- A. What is Asylum? 3
- B. How Do You Apply for Asylum? 4
- C. Who Is Eligible for Asylum? 5
- D. Important: The One-Year Deadline 7
- E. Am I Eligible for Asylum? Checklist 8
- F. Questions and Answers 11

Part 3: THE APPLICATION PROCESS

- A. The Steps to a Complete Asylum Application: 15
- B. Questions and Answers 27

Part 4: AFTER YOU FILE YOUR ASYLUM APPLICATION

- A. Asylum Receipt Notice 29
- B. Biometrics Notice 30
- C. Asylum Interview Notice 31

Part 5. THE ASYLUM INTERVIEW

- A. Before the Interview: Things to Know 32
- B. Preparing for the Interview 33
- C. What to Bring to the Interview 35
- D. What to Expect at the Interview 35
- E. Required Questions You Must Answer at the Interview 38

Part 6. NEXT STEPS AFTER THE INTERVIEW

- A. Decision on Your Asylum Application 39
- B. If Your Asylum Application is granted 40
- C. If You Receive a Referral Letter 42
- D. If You Receive a Denial 43

Section II. Applying for Asylum Defensively in Immigration Court 44

Part 1. OVERVIEW OF THE LAW OF ASYLUM 45

Part 2. GOING TO COURT HEARINGS	48
Part 3. APPLYING FOR ASYLUM (FORM I-589)	51
Part 4. TURNING IN YOUR ASYLUM APPLICATION	52
Part 5. AFTER FILING YOUR ASYLUM APPLICATION	55
Part 6. PREPARING FOR YOUR INDIVIDUAL HEARING	56
Part 7. GOING TO YOUR INDIVIDUAL HEARING	59
Part 8. NEXT STEPS	62

Section III. Withholding of Removal and Convention Against Torture (CAT) Protection

63

Part 1. WHAT ARE WITHHOLDING OF REMOVAL AND CONVENTION AGAINST TORTURE?	64
Part 2. WHAT MUST YOU PROVE?	66
Part 3. REASONABLE FEAR INTERVIEW	68
Part 4. NEXT STEPS	70

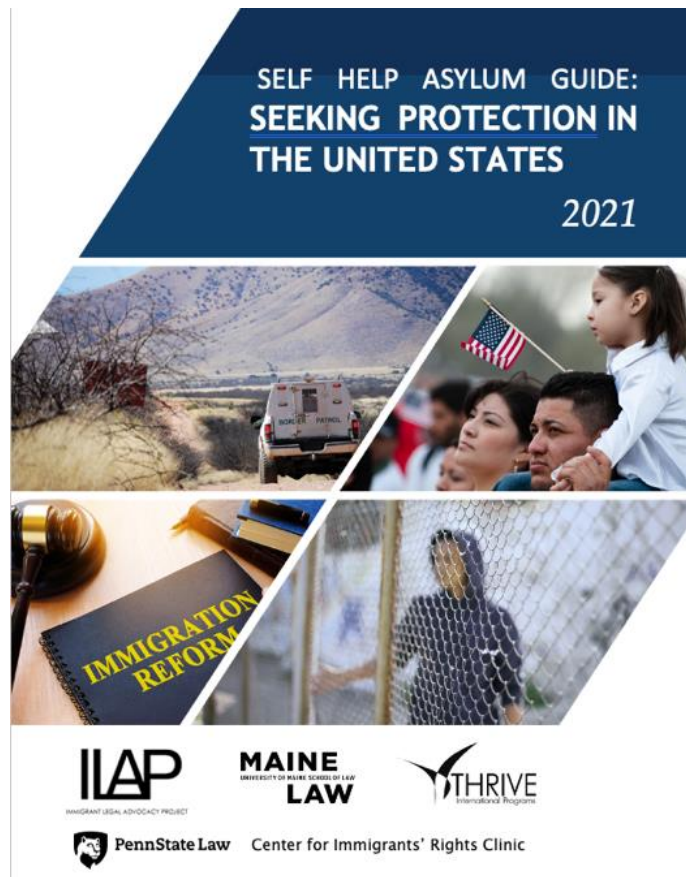
Section IV. Asylum and Withholding of Removal Applications in Removal Proceedings for Detained Immigrants

73

Part 1. INTRODUCTION	74
Part 2. DEFINING ASYLUM	75
Part 3. STEPS IN THE PROCESS	78
Part 4. OPTIONS FOR GETTING OUT OF DETENTION – SEEKING BOND OR PAROLE	83

APPENDIX

A. How to Get Information on Your Case when You Have a Case in Immigration Court	85
B. Certificates of Translation and Interpretation	89
C. Country Conditions Research Resources	93
D. How to Change Your Address	95
E. Work Permit Instructions	117
F. Filling out the Asylum Application	129
G. Writing Your Declaration	144
H. Proof of Service	148



Section I: Applying for Asylum Affirmatively with the Asylum Office

Part 1. INTRODUCTION

Section I provides step-by-step instructions on how to apply for asylum affirmatively. An affirmative asylum application is for people who are **not** in removal (deportation) proceedings; that is, they have not been arrested by Immigration and/or are not required to attend any court hearings before an Immigration Judge in Court.

Part 2. THINGS YOU SHOULD KNOW BEFORE YOU APPLY FOR ASYLUM

A. What is Asylum?

Asylum is a form of protection the US grants for people who are afraid to return to their home countries, maybe because they have been hurt in the past or are afraid they will be hurt or tortured in the future.

You might qualify for asylum if:

- 1.) You are **in the United States and not a U.S. citizen.**
- 2.) You cannot return to your home country because either you have been **harmed in the past, or fear you will be harmed in the future:**

The harm can be **threats, physical injuries, or other problems** that put you at risk in your country.

- 3.) You were harmed or will be harmed because of one or more of the following reasons:

- **Race or your perceived race**
- **Your religion or perceived religious beliefs or lack of religious beliefs**
- **Nationality or a perceived nationality**
- **Political opinion or a perceived political opinion**
- **Membership or a perceived membership in a unique group - a particular social group**

- 4.) You were harmed or will be harmed by the **government** in your home country OR by a **person or group** that your government will not or cannot protect you from.

- 5.) There is no safe place in your home country where you can live.

- 6.) Conditions have not changed in your home country since you left and you would still be in danger.

If you are granted asylum, you may remain legally in the United States, although those with asylum can still lose their asylum status if they commit certain acts, including certain criminal offenses.

B. How Do You Apply for Asylum?

The asylum application process has many steps. On page 11 of this Guide, you will find detailed instructions for each of these steps, but first, find an overview below:

Step 1: Determine if you meet the requirements for asylum in the United States

Before you begin the asylum application process, first carefully make sure that you meet the basic requirements outlined on page 3.

Step 2: Complete the Asylum Application; Write Your Personal Declaration. If you can do so safely, Collect Documents to Support Your Application

In this step, complete the asylum application, Form I-589 "Application for Asylum and Withholding of Removal," write a Declaration and, if possible, gather any documents you may have to support your case.

Step 3: Mail Your Complete Asylum Application to the U.S. Government

Keep a copy for yourself. Once the U.S. Government receives your application, they will mail you a receipt Notice. You will get an "A" number, which is your immigration number. Each person included in your application living in the United States with you will get their own "A" number and a separate receipt. See page 29 for more information.

Step 4: Attend a Biometrics (Fingerprinting) Appointment

All asylum applicants must be fingerprinted and photographed at their local immigration office as a part of the application process. See page 30 for more information.

Step 5: Attend an Interview with an Asylum Officer

Everyone who applies for asylum with the Asylum Office must meet with an Asylum Officer for an Asylum Interview. Sometimes it takes only weeks and sometimes much longer for the U.S. government to schedule your Asylum Interview. Once it has been scheduled, the U.S. government will mail you a letter with the date, time and location of your Asylum Interview. See page 31 for more information.

Step 6: Apply for a Work Permit 150 Days (or Possibly Longer) After You Apply for Asylum

See Appendix E on page 117 for more information.

Step 7: Receive a Decision on Your Asylum Application

See pages 39-43 for more information about each of the possible decisions.

WARNING:

There are people in the community who are not lawyers who may call themselves “notaries” or “legal advisors” and who charge money to help asylum seekers fill out their asylum applications and prepare their cases. These people may even encourage people to lie on their applications. **You should never give money to someone who is not a licensed U.S. attorney, or an accredited representative and you should never lie on your asylum application.** It is important to use this Guide to make sure that you are not paying someone to mislead you throughout the asylum process.

c. Who Is Eligible for Asylum?

Why you might not be eligible for asylum, even if you can demonstrate that you will be harmed if you return to your home country.

Even if you will be harmed, you may be ineligible to apply for or receive asylum. Those reasons may include:

- 1. You are applying for asylum more than one year after you last entered the U.S.**
- 2. You have already filed for asylum before in the United States and were denied.**
- 3. You received permanent lawful status (such as permanent residence) in another country.**
- 4. You went to Canada directly before entering the United States at an official port of entry.**
- 5. You have committed a serious crime in the United States or elsewhere.**
- 6. You have harmed or caused harm to others because of their race, religion, nationality, political opinion, or membership in a particular social group.**
- 7. You participated in terrorism or are dangerous to the United States.**

NOTE: If any of these factors applies to you, consult an immigration attorney before filing your asylum application. Even though some of these things may apply to you, you may still be able to apply for or qualify for asylum. It is important to talk to an attorney to see if you may still qualify.

Please remember there are other ways to be protected from harm. Asylum is just one way.

In addition to asylum, if your life or freedom would be threatened or if you are afraid of being tortured by a government official in your country or if you can prove that your government would allow you to be tortured, you may be eligible to stay in the U.S. based on laws that are designed to protect people who face harm or torture. Please refer to the other sections of this guide such as the section on Withholding of Removal and the Convention Against Torture (CAT). These are two other ways that may protect you from being forced to return to your home country.

D. Important: The One-Year Deadline

A very important rule in asylum is that the U.S. government **MUST** receive your asylum application within one year of your last arrival in the United States. This rule applies to all asylum applications.



To find out your deadline, you need to know the exact date you entered the United States. Add one year to the date you entered the United States and that is your asylum filing deadline.

For example, if you entered the U.S. on the date pictured, January 5, 2018, your application must be received by the U.S. government no later than January 5, 2019.



You might still be eligible for asylum, even if you did not apply within one year if you can prove one of the following:

- Changed Circumstances
 - If you can prove that conditions have changed in your life, your home country, or U.S. law and those changes affect your case or your situation, you might still be able to apply for asylum after the one-year deadline.
- Extraordinary Circumstances
 - If you can prove specific events or factors caused you to miss the one-year deadline such as a serious illness, physical or mental disability, a change in your immigration status, death or illness of your lawyer or a family member, or other reasons, you might still be able to apply for asylum after the one-year deadline.

NOTE: If you can prove one of these exceptions you still need to apply for asylum within a REASONABLE AMOUNT OF TIME. Generally, six months is considered a reasonable amount of time.

E. Am I Eligible for Asylum? Checklist

Requirement	Have I...	Yes	No
1	Fled my home country and entered the U.S.?		
2	Suffered serious physical or psychological harm in my home country, and/or received threats of harm, or have a genuine fear of future harm?		
3	Suffered harm or fear harm because of my political opinion or religion or race or nationality or membership in a particular social group?		
4	Suffered harm or fear harm caused by the government in my home country or by a person or group the government would or could not control?		

- If you have answered YES to all the questions above, you are likely eligible to apply for asylum within one-year of entering the U.S.
- If you answered NO to ANY of the questions, then you may not meet the requirements for asylum.
- If you answered NO to any of the questions but you genuinely fear returning to your home country, talk to an experienced immigration lawyer to discuss what options might be possible for you.

NEXT: Even if you answered YES to all of the above questions, it is important to be sure nothing else makes you ineligible for asylum.

Complete the checklist below before continuing.

POSSIBLE FACTORS THAT MIGHT MAKE YOU INELIGIBLE FOR ASYLUM:

Factor	Have I...	Yes	No
1	Been in the United States for more than one year after my last entry into the United States and have not yet applied for asylum?		
2	Previously been denied asylum by the U.S. government?		
3	Lived safely and permanently somewhere other than my home country before I entered the United States?		
4	Arrived in the United States by land from Canada at an official entry point?		
5	Committed or been convicted of a crime inside or outside of the United States?		
6	Harmed or participated in harming others?		
7	Engaged in a terrorist activity or something that could be considered a terrorist activity or done anything that would make me a danger to the security of the United States?		

If any of the factors 1-7 apply to you, talk to an experienced immigration lawyer BEFORE you apply for asylum. Even if you answered yes to one of the above factors, you may still be eligible to remain in the U.S.

DISCRETION

Focus on submitting documents that help an Asylum Officer choose to give you asylum. Even if you meet all of the requirements for asylum discussed above, an Asylum Officer can make the choice to ***not*** give you asylum. This is called discretion.

Factors that help an Asylum Officer use discretion to approve your case include:

- Family, business, community, and employment ties to the United States.
- That it would be difficult for you to live or be reunited with your family if you were deported from the US.
- Proof of good character, value, or service to the community, including rehabilitation if a criminal record is present.
- Your age or health.

Factors that may affect an Asylum Officer's decision not to approve your case include:

- Significant violation of U.S. immigration laws.
- Presence of a criminal record, and the type and seriousness of your criminal record.
- Lack of honest answering of questions with the Asylum Officer that may lead to an Asylum Officer not believing you are telling the truth.

F. Questions and Answers

Do I need a lawyer?

No, you do not need a lawyer to apply for asylum, although a lawyer can be helpful as you prepare your case. This guide exists to help you if you cannot get a lawyer to prepare your asylum case. But it is not a substitute for legal advice. If you answered yes to any of the “Possible factors that might make you ineligible for asylum,” you should seek the help of an experienced immigration lawyer. Check the following websites for legal help in your area:

- <https://www.immigrationadvocates.org/nonprofit/legaldirectory/>
- <https://www.justice.gov/eoir/file/probonofulllist/download>

I heard that the only way I can get asylum is if I were physically harmed in some way (like tortured or raped) in my home country. Is this true?

No. There are many ways to get asylum; everyone’s story is different. While physical harm *can* be the basis for someone’s asylum application, it is not *required*. If you have suffered severe emotional or psychological harm in your home country, have been threatened, or you genuinely fear future harm, then you may qualify for asylum.

Can I apply for asylum even though I never had permission to enter the United States or my visa has expired?

Yes. No matter how you entered the United States or your legal status now, you may apply for asylum. You may apply for asylum after the expiration of your I-94 card and even after the expiration of your visa. In most cases you must apply for asylum within one year of entering the United States. For more information, see page 7 of this Guide.

Can the government deport me while my asylum application is pending?

Once the U.S. government has received your asylum application, you will get an appointment to present your asylum case in front of an Asylum Officer. You can have your appointment as early as 21 days after you file for asylum or it can take many months or years. The U.S. government allows asylum seekers to stay in the United States until they have a chance to present their case. However, it is important that while you wait, you avoid committing any crimes or getting involved in illegal activities. People can be detained and put into removal (deportation) proceedings for committing crimes or for other reasons, even with a pending asylum application.

Will my application be shared with my home country?

No. The U.S. government will not share the information in your asylum application with others, especially those in your home country, except in exceptional circumstances.

How much does it cost to apply for asylum?

Currently, applying for asylum is free. Be sure to check the instructions to the Form I-589 found at www.uscis.gov before filing to confirm whether there will be a fee. There also may be costs to you for postage, pictures, making copies or other things.

What if I do not write or speak English?

You may apply for asylum even if you do not speak English. But your asylum application must be written in English and all documents that you send with your application that are not in English must be translated. A translator should read all translated documents back to you in your language, so you are sure that each word is correct and true. The translator should sign a document promising that he or she has translated the document correctly. See Appendix B for the document, a “Certificate of Translation.”

You do not need to hire a professional translator although you can if you want to. Your translator cannot be your wife, husband, or any of your children included on your asylum application or who will be a witness in your case. They must be able to read and write fluently in your language and in English.

If you do not speak English, you must bring an interpreter to your Asylum Interview. See pages 32-38 for more information about the Asylum Interview. Your interpreter must be able to translate word for word everything you say, and everything the Asylum Officer says to you.

I heard that if I list on my asylum application a different address in the United States than where I actually live, my asylum application might be processed faster. Is this true?

Your address must be the address where you actually live. You should never list an incorrect address on your asylum application. The Asylum Office will find out and it might cause you to lose your case because you have not been honest. You should always be truthful when filling out your asylum application. If you want to try to get a faster Asylum Interview, you might want to talk to an experienced immigration lawyer.

What happens if I move after submitting or mailing my asylum application to the Asylum Office?

If you move or change your address you must notify the US government within 10 days of the move or change of address. Notifying the Post Office of your new address is not enough. If you move to a different state, your asylum case may be moved to a new, different Asylum Office. See Appendix D for information on how to update your address with the U.S. government.

If my spouse and children are in the United States with me, should they file separate asylum applications?

Spouses and unmarried children under the age of 21 who are with you in the United States do not need to file separate asylum applications and you can include them in your own asylum application. However, if they have their own claims for asylum, they can also submit their own applications as well. If each spouse qualifies for asylum, there may be an advantage to having both spouses each submit an application for asylum as it may increase the chances of the family gaining asylum.

To be included in your application, you and your spouse must be married according to the laws of your country at the time you apply for asylum. This can mean you have a certificate or marriage license, or it can mean you were married in a traditional ceremony. If you were married in a traditional ceremony and do not have a certificate or marriage license to prove you were married, you may want to consult with a lawyer about how to show the Asylum Office that you have been officially married. You can also get married in the United States.

To include your children in your asylum application, they must be under age 21 and not married, at the time you submit your asylum application. As long as you filed before they turned 21 and they remain unmarried they will still be able to be included in your application, even if they turn 21 later on.

If you have adopted children, they must have been legally adopted in the country where the adoption took place before they turned 16 years old. You must also be able to prove that you had legal and physical custody over your adopted children for at least two years before you submit your asylum application to the U.S. government.

Children or others who do not meet the requirements above will not be able to get asylum through you. They must apply for asylum on their own. For example, if your children in the United States are married or 21 or older, they would need to file their own asylum applications.

If my asylum is granted, can I bring family members to the United States?

If your asylum application is granted, you may bring your spouse and unmarried children to the United States who were under age 21 at the time you applied for asylum. You must apply for them within two years from the date you are granted asylum.

In order to bring immediate family to the U.S. you must submit a Form I-730 “Asylee Relative Petition.” More information on the I-730 process can be found at <http://www.uscis.gov/i-730>. Check the following websites for legal help in your area:

- <https://www.immigrationadvocates.org/nonprofit/legaldirectory/>
- <https://www.justice.gov/eoir/file/probonofulllist/download>

When can I begin to work in the United States?

You usually have to wait a certain amount of time after applying for asylum before you can apply for your work permit. The period of time you are required to wait can range from 150 days to 365 days. Please see Appendix E for more information on applying for a work permit and the amount of time you may have to wait until you can apply.

When can I travel outside the United States?

You should not travel outside of the United States while your asylum application is pending, otherwise the U.S. government will assume that you have abandoned your application. If you MUST travel abroad while your application is pending, consult an experienced immigration lawyer BEFORE you travel.

Even if you are granted asylum, you should not travel to your home country until you become a U.S. citizen. If you do, the U.S. government can terminate your asylum status.

Part 3: THE APPLICATION PROCESS

This section is intended to help you prepare your asylum application on your own.

A. The Steps to Complete an Asylum Application

There are several steps to prepare and mail your asylum application to the U.S. government:

- STEP 1: Determine If You Qualify. See page 3.
- STEP 2: Complete the Asylum Application (Form I-589)
Form I-589 is the “Application for Asylum and Withholding of Removal”. See Appendix F.
- STEP 3: Get Passport-Style Photographs.
- STEP 4: Write Your Declaration
- STEP 5: Gather Evidence
- STEP 6: Assemble & Make Copies
- STEP 7: Review Your Application
- Step 8: Send by Certified Mail & Keep Receipt
*Mail everything to the U.S. government via **certified** U.S. postal service or by a private carrier such as Federal Express or UPS and make sure you keep the receipt to prove that you mailed your application.*

NOTE: You do not need to mail your Declaration or all your additional evidence at the same time as your asylum application. Your Declaration and other documents can be sent later but the U.S. government must receive them no later than 14 days before the date of your Asylum Interview. Failure to submit your additional evidence 14 days before the asylum interview could result in a delay in receiving your work permit if you have not already received it after applying for asylum. For more information on where you should send your additional documents and evidence, please check the following website to find your asylum office: <https://egov.uscis.gov/office-locator/#/asy>.

Step 1: Determine If You Qualify

Before you begin filling out your asylum application, first make sure you meet the basic requirements for asylum. See page 3 for an overview of the requirements for asylum.

Step 2: Complete the Asylum Application (Form I-589)

Importance of Honesty

You must be completely honest throughout your entire asylum process. Any information in your asylum application, including all documents and everything you say in your interview, must be the truth. If the U.S. government thinks you are lying you will *not* be granted asylum. Criminal penalties may be applied, and you may be prevented from submitting any other immigration applications.

You may have given false information about yourself to get your U.S. visa. Many people do. However, now that you are applying for asylum in the United States it is absolutely critical that you tell the truth on any paperwork you give to the government and at your Asylum Interview. Some people in the community may be telling people to lie on their applications or submit fake documents. This is illegal. Please be careful of anyone who tells you to lie and do not pay anyone but a licensed U.S. lawyer for legal advice.

Filling out the Form I-589

The Asylum Application:

Form I-589 “Application for Asylum and Withholding of Removal”

The Form I-589 called “Application for Asylum and Withholding of Removal” is one of the most important documents that asylum applicants must give to the U.S. government. You can find a Form I-589 online at: <https://www.uscis.gov/sites/default/files/document/forms/i-589.pdf> .

You can also go to the USCIS website, found here, <https://www.uscis.gov/i-589>, to access the most recent version of the form I-589 to download the most recent version of the form.

Please read the instructions to learn more about how to complete the Form I-589. Read them here: <https://www.uscis.gov/sites/default/files/document/forms/i-589instr.pdf>.

Please see Appendix F for detailed instructions on how to fill out the Form I-589. Note that the same form is also used to apply for asylum and for withholding of removal and Convention Against Torture. For more information on these other forms of protection, see Section III of this Guide.

Before You Start: Tips on completing the Form I-589

- You may find it helpful to complete Step 4: “Writing your Declaration” before answering the questions asked in Part B of the Form I-589. See Appendix G for more information on writing your Declaration.
- Read each question very carefully. Make sure you understand the question before you answer it.
- Make sure all answers are complete, accurate and truthful.
- The application must be in English: If you do not write or speak English you will need the help of a good translator to translate your application. The translator or interpreter does not need to be a professional but avoid using online translation services like Google Translate, as they are not always accurate and can cause errors.
- Type your answers on a computer or write them by hand using a BLACK PEN, not pencil. Sign your name with a BLUE PEN.
- Write in capital letters if your handwriting is hard to read.
- To check off a box use: An X.

- If you do not know the answer to a question, write “Unknown” or “I do not know.” Do not guess.
 - Do not leave any questions blank. If a question does not apply to you, write “N/A” which means “not applicable.”
 - Use Supplement A or B of the Form I-589 when you do not have enough room to answer a question. If you do use Supplement A or B, write the number of the question you are answering, and, at the top of the page, type or write in BLACK INK your Alien Registration Number (“A Number”), if you have one, your name and the date, and sign the page in BLUE INK. If you do not use Supplement A or B, still fill out the top part as if you were using it, by signing it and filling out your name, Alien Registration Number, and the date, but in the spaces below, simply put “N/A” to indicate you have no response.
-

Step 3: Get Passport-Style Photographs

- You must include a passport style photograph with your Form I-589. It must be stapled to page 9, part D of Form I-589. The photo must be taken within the last 30 days prior to mailing the application. Please follow the instructions at <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to be sure that your picture meets the U.S. government’s requirements.
 - Write your full name in pencil on the back of your photo. Most drug stores, such as Walgreens, CVS, Rite Aid, and post offices will provide passport-style photographs.
-

Step 4: Write Your Declaration

Writing a Declaration or statement is not required to apply for asylum. However, you may decide to write one because it will help explain your case to the Asylum Officer. A Declaration is your opportunity to explain to the Asylum Officer your story and why you qualify for asylum.

Please see Appendix G for more information on how to write your Declaration.

Step 5: Gather Evidence

What types of evidence will help support my asylum case?

The following are only examples of what types of evidence you can include. Every case is different, and it is rare for one person to have all of these documents or evidence.

Documents that prove you or your family members' identity

- **Passport**
- **Birth certificates**
- **Marriage Certificates**
- **Identification Cards**
- **Membership Cards** (proving membership in a religious, political, or other organization if it relates to your claim for asylum)
- **Other documents or photos that show you belong to a certain religion or show that you participated in a certain group or protest if it is relevant to your case. These documents or photos could include baptism certificates or photos of you participating in a special religious event.**

Documents that may support the facts in your Declaration and application:

These are documents that can help prove that the details of your story are true.

- **Letters or statements from witnesses:**
 - Witnesses are people who know what happened to you or know why you cannot go back to your home country. These people may have actually seen the harm you suffered or know about it in other ways. Witnesses can be family members and friends who are still in danger, or people who have experienced similar harm or who understand the harm you would face if you return to your home country. Witnesses might be able to tell just one part of your story. **They do not need to know your entire story.**
- **Written threats**
- **Medical reports**
- **Summons, Police reports and records**
- **Photographs, What's App messages, You Tube videos, Facebook posts, and/or similar documentation**

- **Character evidence:** These can be documents that show you are following the laws of the United States and you are doing good things to make your life in the United States better.
 - For example: Letters from an employer or teacher, letters from a religious leader, proof of volunteer work, significant awards, letters from mental health or social service providers, etc.
- **Country conditions and human rights reports:** See Appendix C for a list of organizations that may have written reports on conditions in your home country.
- **Newspaper & Magazine Articles (these can be from anywhere in the world including from your own country or region that prove that what you say happened or is happening is true)**

NOTE: If you mail any documents other than your asylum application, **do NOT submit the original documents**. Instead, make a copy and submit that. Make sure you bring the original versions with you to your Asylum Interview, as the Asylum Officer may want to see them.

WARNING: NEVER SUBMIT A FALSE DOCUMENT

Original documents are often tested to see if they are true documents. **If you submit a false document to support your case, the U.S. government will likely discover this, and you will be denied asylum.** There can be penalties for submitting false documents. It is always better to explain why you could not get a certain document than to make up a false document.

ALL documents that are not in English MUST BE TRANSLATED INTO ENGLISH before they are mailed, and they must have a Certificate of Translation signed by the person who translated the document. See Appendix B for a sample Certificate of Translation.

Always review translated documents carefully to be sure they are accurate! To review, have the translator read the translated document back to you in your native language so you can check it for errors.

When you mail any document you have translated, you must include:

1. A copy of the document; and
2. The English translation; and
3. A Certificate of Translation. See Appendix B for a Certificate of Translation.

REMEMBER:

- Do NOT put yourself or others in danger in order to get evidence for your case.
- NEVER submit a false document.
- Make sure your documents are translated into English accurately
- Compare dates and facts in different documents, such as birth certificates, marriage certificates, witness statements, police reports, medical reports, etc., to make sure that they are the same throughout the application. If they are not, be prepared to explain this to the Asylum Officer.
- Save all originals.
 - You should **save the originals** of every document that you mail with your application, including any original stamped envelopes sent to you with the document(s).

Why?

- You need to bring the originals with you to your Asylum Interview or Court.
- Saving originals and the envelopes in which they were mailed will help you prove where a document came from and from where it was sent. If you mail a letter from a witness still living in your home country, the Asylum Officer may need proof that the letter is real. One way to show this is to show the Asylum Officer during your Asylum Interview the original letter in the original stamped envelope.

Evidence for your asylum case can be documents or items that help convince the Asylum Officer that the facts in your Declaration are true. Providing supporting documents may help your case, but it is not required. **You should never use fake or forged documents.** If you cannot get certain evidence or getting it will put you or someone else in danger, then you should explain to the Asylum Officer why it was impossible or difficult for you to get that evidence.

Step 6: Assemble & Copy Documents

Once you complete your application, write your Declaration, gather evidence, and make any translations necessary, you are ready to assemble everything in your asylum application and make copies.

Put Everything Together

Put all documents that you have for your asylum application in the following order:

1. Form I-589 including your passport-style photograph stapled to page 9 of the Form I-589
2. Copy of your U.S. visa, I-94 document and passport, if you have them. If you have a passport include a complete copy of the entire passport (front and back cover and ALL pages in between)
3. Your Declaration*
4. Copies of any evidence* you have (see pages 19-21)

**Remember, your declaration can be sent at a later time, if the Asylum Office receives them no later than 14 days before your interview date. For information on where to send this additional information, please check the following website for your asylum office:*
<https://egov.uscis.gov/office-locator/#/asy>.

Make 2 Copies

Next, now make two copies of this entire packet. You will need to send this entire packet and a copy to the Asylum Office. You should also keep a copy for your own records.

Applications for Family Members

If you have a wife or husband or any unmarried children under 21 with you in the United States who you want to include on your asylum application, then you must also gather and mail the following for **each** family member:

1. One additional copy of your Form I-589 for each family member
2. One passport-style photograph of that family member (stapled to page 9 of one of the copies of your Form I-589)
3. Copy of the family member's U.S. visa, I-94 document and passport, if any. Include a complete copy of their entire passport if they have one (front, back and pages in between)
4. Documentation that shows their relationship to you (for example, a marriage certificate that shows that they are married to you or a birth certificate that shows that you are their parent.)
 - If you do not have and cannot get a marriage certificate or birth certificate, you may

submit other supporting documents to prove your relationship to them such as medical records, school records, photos of ceremonies, religious documents, or the results of DNA tests that prove your relationship.

Step 7: Review Your Application

REVIEW THE ENTIRE APPLICATION FOR COMPLETENESS

Ensure all documents are in English and translations are accurate and with signed Certificates of Translation!

Although we suggest you gather and prepare as much evidence described above as possible, at minimum you **must** submit the following with your asylum application:

1. Original, signed Form I-589 Application for Asylum and Withholding of Removal with a passport-style photo of yourself stapled to page 9 of your application.
2. One additional copy of the above.
3. An additional copy of your asylum application for each family member in the US who is included in your application along with the family member's passport style photo stapled to page 9 of the relevant copy.
4. Copies of your U.S. Visa, I-94 Document and passport, if any.
5. Copies of birth certificates, marriage certificates or any documents that confirm the relationship between you and your family members who are in the US and included in your asylum application.

It is encouraged that you send a copy of your Declaration. See Appendix G for more information. This can also be sent at a later date, and it is suggested that it be sent at least 14 days before the interview.

NOTE: Once you have assembled everything you are mailing to the Asylum Office or Immigration Court, make sure you have saved a copy for your records. Keep this copy with the mailing receipt you use to send your application out.

BEFORE sending your application ask yourself:

- ☐ Did I fill out **every box and question** on the Form I-589 and **sign** it in BLUE PEN? In boxes where the answer is none, did I write “None” or “Not Applicable” so that no boxes are blank?
- ☐ Did I staple my **passport-style photograph** to Page 9 of the Form I-589?
- ☐ If I am including my Declaration (not required) at this time, did I **sign my Declaration** and, if possible, get it notarized?
- ☐ Do I have **English translations** of each document that is not in English?
- ☐ Do I have **signed Certificates of Translation** for each of my translated documents?
- ☐ Did I **keep the originals** of my supporting documents so I can bring them to the interview?
- ☐ Did I **save the envelopes** my original evidence and supporting documents came in?
- ☐ Did I **review my ENTIRE application package** to make sure the information I am submitting is consistent with the information in my asylum application and Declaration?
- ☐ Am I sending **enough copies** of my asylum application? See pages 22-23 for the exact number of copies that you should send.
- ☐ Have I included copies of the asylum application for each family member included on my application with a passport-style photograph of the particular family member on page 9 of the copy? Most drug stores, such as Walgreens, CVS, Rite Aid, and post offices will take passport-style photographs.
- ☐ Did I make a copy of everything for myself to keep?
- ☐ After mailing my asylum application, did I make sure to keep a copy of the certified mail, FedEx or post office receipt?

Once you have checked off ALL of the boxes you are ready to send your asylum application to the U.S. government.

Step 8: Send by Certified Mail & Keep Receipt

Put everything you have prepared to submit in one envelope and mail to the U.S. government, specifically to U.S. Citizenship and Immigration Services (“USCIS”).

A. IF YOU LIVE IN MAINE AT THE TIME YOU APPLY FOR ASYLUM AND YOU ARE APPLYING FOR ASYLUM WITH THE ASYLUM OFFICE BECAUSE YOU DO NOT HAVE A CASE IN IMMIGRATION COURT:

1. You will want to send your initial asylum application to the following address:

USCIS Vermont Service Center
Attn: Asylum
75 Lower Welden St.
St. Albans, VT 05479-0589

Note: If you have a court case in Immigration Court and have a judge, date, and time scheduled when you will be going to Immigration Court, you should not be applying for asylum with the Asylum Office and you should NOT mail your asylum application to the address above unless you have consulted with an attorney. You should read Section II of this guide to learn more about where you should mail your asylum application when you are in Immigration Court.

If you have received documents indicating that you have a case in Immigration Court but you do not yet have or know the judge, date, and time when you will be going to Immigration Court, you should consult an attorney to find out where you should mail your asylum application and ensure that you mail your application within one-year of entering the US. Failing to mail your application to the correct location can result in your application not being accepted and can cause delays in receiving your work permit.

2. If you did not send your declaration and all your evidence with your initial asylum application or if, after you receive your asylum receipt notice you have additional evidence that you want to send at a later date to the asylum office, you’ll want to mail it here:

USCIS
Boston Asylum Office
John W. McCormack Federal Building
5 Post Office Square, Ste. 1462
Boston, MA 02109

You'll want to ensure the Asylum Office receives all evidence no later than 14 business days before your scheduled asylum interview. If that is not possible, you must bring the declaration and additional evidence to your asylum interview to file that day. However, failing to ensure the Asylum Office has the evidence 14 days before the scheduled interview may result in delays in receiving a work permit if you have not yet received one after you applied for asylum.

B. IF YOU LIVE IN ANOTHER LOCATION BESIDES MAINE AT THE TIME YOU APPLY FOR ASYLUM AND YOU ARE APPLYING FOR ASYLUM WITH THE ASYLUM OFFICE:

1. Visit the following website: <https://www.uscis.gov/i-589> or call 1-800-375-5283 to see where to send your asylum application and where to send any additional documents you want to submit after sending in your application.

Mail everything to the U.S. government via *certified* U.S. postal service or by a private carrier such as Federal Express or UPS and make sure you keep the receipt as proof that you mailed your application.

B. Questions and Answers

What if I do not remember important details when I am writing my Declaration or at my interview?

Details matter in your Declaration. However, there is no one detail that will guarantee that you are approved for asylum. If you cannot remember something, such as a date or a name, do not guess or make something up. Follow this rule: if you cannot remember and you cannot find out, do not guess. If you cannot remember something because it was a traumatic experience, explain that.

What if the facts that I remember, such as dates and times, are different from facts in the official documents that I provide, such as a passport or a marriage certificate?

Before submitting your asylum application, you should review everything you are submitting to make sure that it is consistent with the information you provide in your Declaration and your asylum application. If there are differences, you should prepare yourself to explain to the Asylum Officer why there are differences.

I do not want to talk about certain events that are painful to remember. Do I have to share them?

Many people have a hard time talking or writing about events that caused them physical or emotional harm. For example, if you witnessed the death of someone you loved, you might have a difficult time talking about it with someone else, especially a stranger. Similarly, if you were physically abused or tortured it is normal not to want to talk about it. However, to win your asylum case, **you will need to explain to the Asylum Officer what happened, when it happened, how it happened, why it happened, who did it, why they did it, what happened afterwards, why you are afraid it will happen again**, and all of the other details discussed above. You should not make things up or exaggerate, just be accurate and tell the truth.

What if I did not leave my country right away after I was harmed or it is hard for me to explain?

Everyone's story is different. As you tell your story, be aware of the parts that may be hard for the Asylum Officer to understand or believe. For example, if you say that you were harmed in August 2016, but you did not leave your country until August 2017, the Asylum Officer might wonder why you did not leave your country sooner. The Asylum Officer may wonder if you were really in danger in your home country. In this example, you would explain to the Asylum Officer why you waited a year before you left.

How can I convince the Asylum Officer that I will be harmed in my country if I return?

You will have to explain to the Asylum Officer what makes your situation unique, and why it is unsafe for you to return. If you state that you fear harm in your home country but other people like you continue to live in your home country without problems, the Asylum Officer might think that you could live there safely, too. Use your Declaration to explain why this is not true. If others like you continue to be targeted in your home country, explain that in your Declaration. You can also use reports like country reports, human rights reports, and news reports that show that it is dangerous for people like you to live in your country. See Appendix C for more information on how to get this information.

Can I use my family member or a close friend who is fluent in English as an interpreter at my interview?

You should not use a family member to interpret for you. An interpreter must be objective – they cannot be a member of your family. Family may appear biased to the Asylum Officer.

Can I translate my own documents?

You are not allowed to translate your own documents. You must have another person who has not been included on your asylum application translate them. That person must be willing to sign a “Certificate of Translation” to include with the translated documents in the application. A sample “Certificate of Translation” is at Appendix B.

Part 4: AFTER YOU FILE YOUR ASYLUM APPLICATION

After you file your application, you can expect to get 3 notices:

- **A. Asylum Receipt Notice**
- **B. Biometrics Notice**
- **C. Asylum Interview Notice**

A. Asylum Receipt Notice

Once the U.S. government receives your application, the Asylum Office will check to make sure your Form I-589 is complete. If your application/Form I-589 is complete they will mail you a **“Receipt Notice.”** This notice is proof that your asylum application was submitted and received by the U.S. government.

Your **Receipt Notice contains your “A Number.”** This stands for your “Alien Registration Number” and will be on all immigration-related documents you receive from the U.S. government in the future. Know your “A” Number because you may need to use it when asking for the status of your asylum case or for applying for your permanent residence (also known as a Green Card) if you are granted asylum. Every family member included in your asylum application is assigned their own individual “A” Number.

You might not receive your Receipt Notice for several weeks. If you do not receive anything from the U.S. government after 30 days of mailing your Form I-589, you should contact the Asylum Office where your application was sent. You may also contact USCIS Customer Service. It can tell you if a notice was mailed out and can resend the notice if you did not receive it. USCIS Customer Service number is 1 (800) 375-5283.

If your Form I-589 is not complete or you did not send the required numbers of copies, it will likely be sent back to you. If it is sent back to you, the U.S. government will include a notice explaining why it was returned. If your application is returned, do not panic. A returned application does not mean that your asylum application was denied. You will need to resubmit your application. Be sure to keep proof (such as your certified mail receipt) that you originally mailed your asylum application within the one-year deadline.

To re-submit your application, review the notice from the U.S. government and correct any problems or missing information in your application. Make sure to correct *the original* (signed) *application*. Then make copies of the updated, corrected application. Once you have fixed the mistakes, re-send everything to the U.S. government via **certified** U.S. postal service or by a private carrier such as Federal Express or UPS so it has a tracking number to prove it was delivered to the

U.S. government.

Do not forget to keep a copy of the corrected application for yourself!

If you are unsure what the problem or missing information is, you can seek the help of a qualified immigration lawyer.

B. Biometrics Notice

When you apply for asylum, the U.S. government researches your background. Part of the background check is called “biometrics.” **“Biometrics” involves taking your fingerprints and photograph.**

After the U.S. government receives your asylum application, they send you (and any family members who are in the United States and included in your application) a Notice, which tells you when and where you will have your fingerprints and a photo taken. The biometrics appointment is a standard process, which all asylum applicants must complete.

You (and any family members with you in the United States who received a notice) must go to your biometrics appointment at the place and time on the notice. When you go to your biometrics appointment, you should bring your biometrics notice, your asylum application receipt, and a photo identification (if you have one).

Missing your biometrics appointment may cause you problems.

If you do not go it may affect your ability to get a work permit. If you must reschedule your biometrics appointment or if you have a disability that makes you unable to go, call the telephone number on the biometrics notice for more information.

C. Asylum Interview Notice

After your biometrics appointment, the U.S. government will schedule you for an interview with an Asylum Officer. It can take weeks, months, and sometimes years for the U.S. government to schedule your interview, with interviews sometimes taking place as fast as 3 weeks after you mail in your asylum application or as long as many years later.

Because it is impossible to know when you will be scheduled for an interview, make sure that you are ready for your interview before you send in your asylum application. After filing an asylum application, you should be ready to be called for an Asylum Interview within three weeks, although it may take longer. However, you must file your asylum application within one year of entering the U.S.

IMPORTANT

Because you will receive important notices from the U.S. government by mail, you **MUST MAKE CERTAIN THAT THE ASYLUM OFFICE KNOWS YOUR MAILING ADDRESS.**

Let the Asylum Office know your new address within 10 days after moving. See Appendix D for instructions on how to change your address.

It is not enough to change your address with the Post Office only!

Part 5. THE ASYLUM INTERVIEW

A. Before the Interview: Things to Know

B. Preparing for the Interview

C. What to Bring to the Interview

D. What to Expect at the Interview

E. Required Questions You Must Answer at the Interview

A. Before the Interview: Things to Know

- **General Information:**

Your Asylum Interview may last anywhere from 1- 4 hours. It is conducted by an Asylum Officer. An Asylum Officer is a person who learns about your country and talks with you about your situation. The Asylum Officer then makes a decision about whether or not to approve your asylum application.

- **Changing or Rescheduling:**

You must go to the interview. If you cannot go to your interview at the scheduled time, you must ask, in writing, that your interview be rescheduled. There is no guarantee that you will be able to reschedule your interview, and you should make every effort to attend the interview as originally scheduled.

If you must reschedule your Asylum Interview due to an emergency, you may ask for a new interview date by writing to the Asylum Office where your application is pending. See <https://www.uscis.gov/about-us/find-uscis-office/field-offices> for your Asylum Office contact information.

Be sure to contact the Asylum Office as soon as possible about rescheduling your interview if an emergency prevents you from going. **Rescheduling your interview can cause a delay in receiving your work permit.** See Appendix E for information on work permits and issues that can arise.

- **Getting to the Interview:**

The U.S. government will not help you with transportation; you must arrange your own transportation to the Asylum Interview. The exact address of your Asylum Interview will be included on your Interview Notice.

B. Preparing for the Interview

1. Be sure you know the **date, time and location** of your interview.
2. If you do not speak English fluently, you must find and bring a competent interpreter who is fluent in both English and your language to attend the interview with you. The interviews are conducted in English only, and usually **the government will not provide an interpreter for you.**¹ Interpreters who have also submitted an asylum application that has not yet been decided are not allowed to interpret for you.

It is critical that your interpreter **interpret everything you say word-for-word**. He or she may not add any information to what you say, and they may not speak for you.

RECOMMENDATION

Practice speaking with your interpreter before your Asylum Interview.

It might be helpful to share with your interpreter some information about your story so that they will be familiar with any specific words that you may use.

3. **Find childcare** to go with you to the interview. You should bring your children with you to the interview if they are included on your asylum application. However, most of the time children must wait in the waiting room during the interview. Children cannot sit in the waiting room alone and will need someone to sit with them. If you do not bring childcare with you, you will not be allowed to interview that day. This can cause many complications and issues for your asylum case.
4. Before your interview, carefully **review all of your documents** including:
 - a. **Your Form I-589 and Declaration** several times to remember all of the details in your application.
 - b. **Any country conditions reports** that you mailed with your application. See Appendix C.

¹ Usually asylum seekers are required to provide their own interpreters at asylum interviews. However, in special circumstances, such as the COVID crisis, the Asylum Office may announce that they are temporarily providing interpreters for asylum interviews. You may want to call the Asylum Office where your asylum interview is scheduled beforehand to confirm whether you need to bring your own interpreter for your interview. Contact information for each asylum office can be located here: <https://egov.uscis.gov/office-locator/#/asy>

- c. **Any Supporting documents** that you mailed with your application (see pages 19-21 of the Guide).
 - d. **Your passport** (if you have one). Pay attention to any notations, dates, and any trips you have taken because the Asylum Officer may ask you questions about them. If you traveled a lot and there are many points of travel in your passport, you should write down the different places you traveled to, and the dates and the reasons you travelled so you are ready for any questions posed by the Asylum Officer about your previous travels.
5. **Collect the originals of all copied documents** that you sent with your asylum application to take with you to the Asylum Interview. Organize the documents in a manner that will help you find them more easily during the interview, such as by grouping similar items together, organizing them in the same order in which you submitted them with your application, or putting tabs that protrude from the document. That way, if an Asylum Officer asks to see the original of any of the documents you submitted, you will be able to quickly and easily find it.

NOTE: If you entered the United States on a visa, think about what you said during your visa interview and if you have a copy of your visa application, review the information carefully so that you are familiar with what it says. Be prepared to talk about this with the Asylum Officer.

Sometimes those seeking asylum have used false information on their visa application in order to help them escape from their country. The Asylum Officer will ask you questions about your visa application and interview. It is important that you are prepared to tell the Officer if there are any things in your visa application or interview that were incorrect. If you are not honest and upfront about any incorrect statements you previously made, the Asylum Officer might distrust other parts of your asylum application.

C. What to Bring to the Interview

Who should I bring to my Asylum Interview?

- Family members that you included in your asylum application who are here in the United States
- Your interpreter (if you do not speak English fluently)
- Childcare

If you have relatives who are listed on your Form I-589 who are not living in the United States, they do not have to be at the interview.

What should I bring to my Asylum Interview?

- Your passport
- Originals of the documents you mailed with your application.
- Any new evidence that hasn't yet been submitted that you have collected since you filed your application. See pages 18-21 of the Guide for examples of documents you might include if you have them or if it is safe to get them. Please note that it is always best to submit everything you want the Asylum Officer to see at least fourteen (calendar) days before the interview to prevent any delays in obtaining your initial work permit based on your asylum application if you haven't already received it. Submitting evidence on the day of the interview can cause a delay in your receiving your work permit if you haven't yet received it.
- Drinks and snacks, especially for young children, because you may wait a long time to be at the Asylum Office.

D. What to Expect at the Interview

How the interview is structured

When you arrive at the Asylum Office, you and every member of your family who is part of your asylum application and is here in the United States will have a photograph and fingerprints taken. Then, you will be given a document to read (or that your interpreter will read to you) that explains important things about the interview, such as the importance of telling the truth.

Then, after the Asylum Officer has taken you back to his or her office, he or she will introduce himself or herself, and will explain to you the purpose of the Asylum Interview.

Then, **you and your interpreter, if one is present, will take an oath, where you will promise to tell the truth** during the Asylum Interview and your interpreter will promise to interpret accurately. If an interpreter is used, the Asylum Officer will call an interpreter monitor on the phone, who will monitor to ensure that the interpreter you have chosen is accurately interpreting what is being said by you and the Asylum Officer. The interpreter monitor must keep confidential

everything that they hear during the interview and cannot repeat what they hear to anyone just as your interpreter must do as well. After the oath is taken, the Asylum Officer will begin the Asylum Interview.

IMPORTANT

If you discover any mistakes in your asylum application or declaration, bring them to the attention of the Asylum Officer at the beginning of your interview.

The Asylum Officer will first review your asylum application with you, to be sure everything is correct.

Next, the Asylum Officer will ask you questions about why you applied for asylum and why you are afraid to return to your home country. The Asylum Officer may ask you questions that may appear difficult or challenging. **Remember, the Asylum Officer is not trying to fight with you or make the process harder on you.** The Asylum Officer must ask you these questions to confirm that you qualify for asylum and to be sure you are telling the truth.

Questions the Asylum Officer will ask:

Every Asylum Officer has his or her own approach to Asylum Interviews and every case is different. However, there are some common subjects that most Asylum Officers will ask about:

6. A review of your personal information. The Asylum Officer is likely to go through the first four pages of your asylum application and ask you to confirm the information on the form. For this reason, it is important to be very familiar with your Form I-589 and Declaration. The Asylum Officer will correct any changes or mistakes that may be on your asylum application.

7. Why are you applying for asylum? Next the Asylum Officer will probably ask you a broad question, such as Why are you applying for asylum? Why did you leave your home country? Why are you afraid to return to your home country? You should focus on the most important reasons as to why you left your home country and let the Asylum Officer know about them, including any ways that you were harmed in your home country. Give specific answers rather than general answers such as “My country is not a safe place.”

8. What would happen if you were returned to your home country? The Asylum Officer will want to know what kind of danger exists for you if you were made to return home as well as who is the person or group that would harm you.

9. Questions about your specific story. For example, if you said that you were harmed in your home country by an arrest or detention, the Asylum Officer may ask you detailed questions about it such as when you were arrested, where, who arrested you, and why you believe you were arrested. You will be expected to know details about your experience, but never make up an answer. If you do not know the details the Asylum Officer is asking you about, tell the Asylum Officer “I don’t know.” If you do not understand a question, ask them to please repeat the question.

10. What else would you like me to know about your application? The Asylum Officer might end the interview by giving you a chance to explain anything about your case that you did not cover in the interview, or in your application. Take this opportunity to explain or emphasize anything that is important to your case that you would like the Asylum Officer to know.

Helpful interview tips:

- Try not to be upset if the Asylum Officer asks questions in a difficult way.
 - You are the expert on your country and the facts of your case. Your job is to educate the Asylum Officer about the situation in your home country and the danger you face.
 - Try to memorize or be familiar with the details of your Declaration. It is good to be really familiar with the facts and dates you wrote in your Declaration because the Asylum Officer will expect you to know them.
 - It is always OKAY to say you do not know something if you truly do not know.
 - Let the Asylum Officer know if you need to use the bathroom. You can also bring a bottle of water with you. Do not rush through the interview because you are physically uncomfortable.
 - The Asylum Officer may be typing during the interview, but these notes will not usually be shared with anyone else outside the U.S. government.
 - If you do not understand a question, tell the Asylum Officer. They can repeat or re-word the question to make sure you understand it.
-

E. Required Questions You Must Answer at the Interview

There are several questions that an Asylum Officer must ask everyone. Some of them you have answered on your Form I-589. These questions include the following:

- Are you a citizen of any other country or has any other country offered you citizenship?
- Have you ever applied for asylum or to be a refugee in any other country besides the United States?
- Have you ever served in the military or received military or police training? If yes, what branch of the military?
- Have you ever been a member of a terrorist organization, a gang, cartel, or an organization that uses violence?
- Have you ever provided support to any organization that uses violence?
- Have you ever harmed someone or helped harm someone else?
- Have you ever committed any crime or been involved in any crime or been arrested or detained in any country?
- Have you ever been charged with or found guilty of any crime?

You should be prepared to answer these questions at your interview. It is important to be honest when you answer these questions.

Part 6. NEXT STEPS AFTER THE INTERVIEW

A. Decision on Your Asylum Application

B. If Your Asylum Application is Granted

C. If You Receive a Referral Letter

D. If You Receive a Denial

A. Decision on Your Asylum Application

After the interview, you will receive a decision later in the mail or you will be asked to appear in person at a future date to receive the decision. You will not be given a decision on the day of the interview. The amount of time it takes to get a decision on your Asylum Application varies and does not have to do with whether you will get asylum or not. It may take a long time, but that does not mean your application will be denied. There are hundreds of people that apply for asylum every day and Asylum Officers are very busy.

After the Asylum Officer makes a decision, you will receive *one* of the four possible outcomes below:

- **Positive decisions**

- **Approval Letter**

- This means that you received asylum. See pages 40-41 for more details about the benefits you can receive after being granted asylum.

- **Recommended Approval Letter**

- This means that the Asylum Officer recommends that you receive asylum but that the Asylum Office needs to finish completing your or your family's background and security investigation.

- **Negative Decisions**

- **Referral Letter**

- If you no longer have valid, legal status (for example, if your visa has expired) and the asylum office does not believe you qualify for asylum, the Asylum Office will send your case to court where you will have another

chance to apply for asylum in front of an Immigration Judge. Please see pages 42-43 below for more information about Referrals.

- **Denial**

- If the Asylum Office intends to deny your request for asylum but you are still in legal status (for example, your visa is still valid and unexpired), the office will send you a letter explaining why it intends to deny your application and give you a chance to respond. Please see pages 43 below for more information on Denials.
-

B. If Your Asylum Application is Granted

If you have received an approval notice, congratulations! You now have asylum and you may work and remain in the U.S. indefinitely. **You are an asylee.**

After you receive the approval notice, you will get **a new Form I-94 and a new Employment Authorization Document (EAD or “work permit”) automatically**. The new I-94 card will be included in your approval notice and the new work permit should come to you by mail shortly after your approval notice. If you do not receive these documents within two weeks of your approval notice, you should call the number provided on your Approval Notice.

Once you have asylum you may be able to:

Bring your immediate family members to the United States.

- You can apply for your husband or wife to come to the United States if you were married at the time your asylum was approved. You can apply for your unmarried children who were under 21 at the time you submitted your application, including legally adopted children, to come to the United States. You must apply for these qualifying family members within two years after your asylum is approved.

How? In order to bring immediate family to the United States, you must submit a Form I-730 “Asylee Relative Petition.” More information on the I-730 process can be found at <http://www.uscis.gov/i-730>. Check the following websites for legal help in your area:

- <https://www.immigrationadvocates.org/nonprofit/legaldirectory/>
- <https://www.justice.gov/eoir/file/probonofulllist/download>

Receive Federal and State Benefits

- Once your asylum has been granted, you may qualify for some federal and state benefits. To find out more about these benefits go to your local refugee services office. Please visit this website to find your local refugee services office: <https://www.acf.hhs.gov/orr/state-programs-annual-overview>

Travel Outside the United States

- Once asylum is granted, you can travel outside the United States. You must first get a “Refugee Travel Document” **BEFORE** you leave the United States. You should **NOT** return to your home country until you become a U.S. citizen. Also, you should **NOT** use a passport from your home country, even for identification purposes.
- A Refugee Travel Document looks like a passport, but it is not. Before you travel, confirm the laws of the country you would like to visit and see if they accept a Refugee Travel Document as a valid travel document. You may also need to get a visa from that country. Contact that country’s Embassy in the United States for more information on what documents you need, and how to apply for a visa.

How to get a Refugee Travel Document: You need to file Form I-131 with the U.S. government with copies of the required documentation and a filing fee. More information on Form I-131 can be found at <https://www.uscis.gov/i-131>. Check the following websites for legal help in your area:

- <https://www.immigrationadvocates.org/nonprofit/legaldirectory/>
- <https://www.justice.gov/eoir/file/probonofulllist/download>

You do not need an Employment Authorization Document (EAD) to work once you are granted asylum.

You can apply for U.S. Lawful Permanent Residence (“Green Card”) One Year from the Date of your Asylum Approval

One year after you receive asylum, you may apply to become a lawful permanent resident (“Green Card” holder) of the U.S. To be eligible to apply for your “Green Card” you must have been physically present in the U.S. for one year since the date printed on your asylum approval notice.

You can apply for U.S. Citizenship Four Years After Receiving Lawful Permanent Residence

- After you have been a lawful permanent resident for four years or more, you are able to apply to become a citizen of the U.S if you choose.
- You should consult with a lawyer before you apply for U.S. citizenship to be sure you can and should apply.

C. If You Receive a Referral Letter

If an Asylum Officer does not approve your asylum application and you no longer have permission to legally stay in the United States (perhaps because your visa expired), your case will be sent to Immigration Court. This means you will get a second chance to apply for asylum in front of an Immigration Judge.

If your case is sent to Immigration Court you will receive a Referral Notice in the mail, which will inform you why your application has not been approved. You will also receive a “Notice to Appear,” which will tell you that you must appear in court. Sometimes it will give you a specific date, time, and location for you to appear. Sometimes, the date and time of the hearing is not included. If that is the case, you will receive a notice later in the mail telling you of the date and time of your hearing.

To find out the date, time and place of your hearing, you can always **call 1-800-898-7180**. (See Appendix A for more details on how to do this.)

Note: When calling 1-800-898-7180, you will be asked to enter your A-number, which is a 9-digit ID number that you can find on your Notice to Appear or most other immigration documents. Press “1” to listen to the instructions in English; Press “2” to listen to the instructions in Spanish. The instructions will give you information on when you have Immigration Court. If there is no information on your court date at the time that you call, you must keep calling the number several times a week for every member in your family here in the US that was included in your application until you get that information. Because there are so many individuals right now that need to see an immigration judge, it can sometimes take the US government weeks or months before they are able to provide that information, so make sure you call the telephone number listed above several times a week to ensure you learn about your court date.

If you get sent to Immigration Court, you must attend ALL court hearings (even if you do not have a lawyer) or you risk being deported. You have the right to ask the Immigration Judge for more time to find a lawyer. However, your request for more time may delay your ability to get a work permit. Please see Appendix E for detailed information on obtaining a work permit and issues that may arise.

You will not be given a lawyer for your appearances in court. You must find and bring a lawyer yourself or handle your case on your own.

The referral notice does NOT mean that your asylum case was denied or that you will be deported! You are being sent on to court where you will be able to present your asylum case again, this time to an Immigration Judge. The Immigration Judge will make a decision about whether to grant you asylum.

Defending your case in Immigration Court is complicated and you should seek the help of an experienced immigration lawyer as soon as you learn your case has been sent to Immigration Court. Also please see Section II of this Guide for more information about presenting a case in Immigration Court.

D. If You Receive a Denial

If you are still in status (for example your visa has not yet expired) but the Asylum Officer does not believe that you qualify for asylum, he or she will issue you a letter called **Notice of Intent to Deny (NOID)**, explaining that the Officer intends to deny you asylum and the reasons why.

The Asylum Officer will give you the opportunity to respond to this letter. In your response, you can explain why you believe you qualify for asylum and you can address the Officer's concerns about your application.

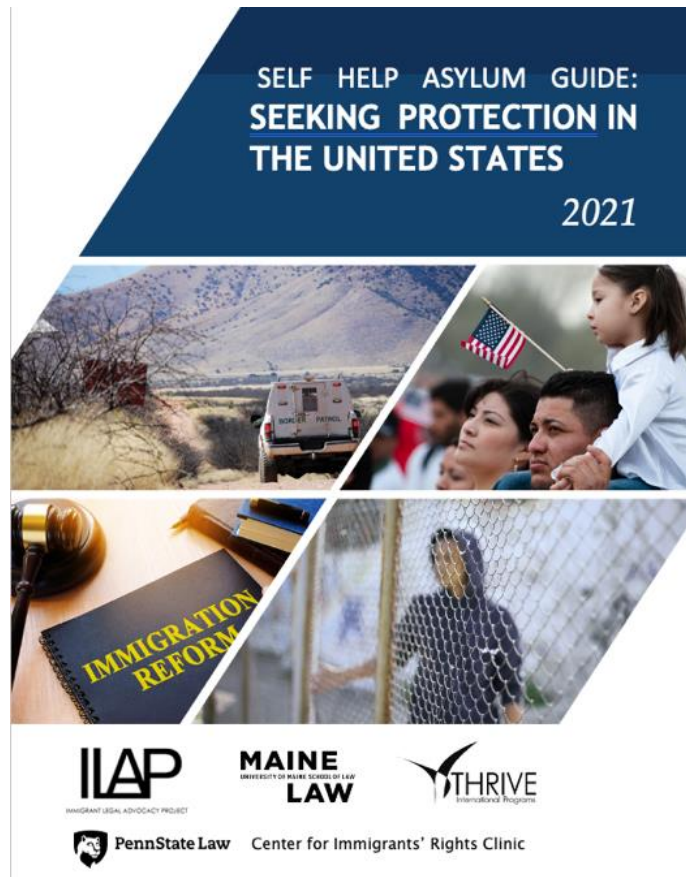
You should seek the help of an experienced immigration lawyer for help answering this letter. You must respond to the letter within the time period listed on the Notice or your asylum application will be denied.

- If the Asylum Officer agrees with your response, he or she will grant you asylum at that time. However, if the officer still does not think you qualify, he or she will deny your application.

If you receive a denial notice, you may reapply for asylum. To reapply you must go through the same process you followed the first time and apply for asylum again with the Asylum Office. You may add to your application more information or evidence that address the Asylum Officer's concerns. Remember you still need to apply for asylum within one year of entering the United States. See page 7 for more on the one-year deadline.

Can I legally stay in the United States while I wait for a decision from the Asylum Office on my case?

Yes, you will be allowed to stay in the United States while your case is pending.



Section II: Applying for Asylum in Immigration Court

Part 1. OVERVIEW OF THE LAW OF ASYLUM

Asylum is a form of protection the US grants for people who are afraid to return to their home countries, maybe because they have been hurt in the past or afraid they will be hurt or tortured in the future.

You might qualify for asylum if you are:

- 1.) **In the United States and not a U.S. citizen.**
- 2.) You cannot return to your home country because either you have been **harmed in the past, or you fear you will be harmed in the future.**

The harm can be **threats, physical injuries, or other problems** that put you at risk in your country.

- 3.) You were harmed or will be harmed because of one or more of the following reasons:

- **Race or perceived race**
- **Religious or perceived religious beliefs or lack of religious beliefs**
- **Nationality or a perceived nationality**
- **Political opinion or a perceived political opinion**
- **Membership or perceived membership in a unique group - a particular social group**

- 4.) You were harmed or will be harmed by the **government** in your home country OR by a **person or group** that your government will not or cannot protect you from

- 5.) There is no safe place in your home country where you can live; and

- 6.) Conditions have not changed in your home country since you left and you would still be in danger.

If you are granted asylum, you may remain legally in the United States, although those with asylum can still lose their asylum status if they commit certain acts, such as certain criminal offenses.

Note: You must submit your asylum application within one year of arriving in the United States. If it has been more than a year since you arrived in the United States, consult an immigration lawyer.

Note: If you are seeking asylum based on harm that one of your family members suffered or based on being abused by your partner, you may want to seek assistance from an experienced immigration lawyer in preparing your application as these cases can be difficult and complex.

Applying for asylum with the Asylum Office (known as ‘Affirmative asylum’) is for people who the U.S. government is not currently trying to deport, usually because they already had a visa that allowed them to enter the US when they arrived here. See Section I of this Guide for more information on applying affirmatively. Defensive asylum is for people who have to go to Immigration Court to request that an Immigration Judge allow them to stay in the US. (This is usually for people who did not enter the US with documents that allowed them to enter the US or for people who did not win asylum at the Asylum Office.) Asylum is a **defense** to being sent back to one’s home country.

You must apply for asylum in Immigration Court if:

- The U.S. government has placed you in **removal proceedings**, which means you have to go to Immigration court. Again, this may happen if you crossed the border into the United States without lawful permission or did not win asylum at the Asylum Office.

If you have a case in Immigration Court, the U.S. government should have given you a document called a **Notice to Appear (NTA) that is sent to Immigration Court**. (See below for a sample Notice to Appear.) This begins your court process.

Helpful Hint: If you do not know if your Notice to Appear has been filed with the Court, you can call this telephone number: 1-800-898-7180. (See Appendix A for more information on how to call this number to get more information about your immigration court case.) You will be asked to enter your A-number or Immigration number, which begins with an ‘A’ and has 9 numbers. You can find this number on most of your immigration documents, including your Notice to Appear. It usually appears at the top of the page on many of your Immigration documents. When calling this number, press “1” to listen to the instructions in English or press “2” to listen to the instructions in Spanish. If you were given court papers saying you were sent to Immigration Court but are unable to get information on your court case when calling this telephone number, you should talk to an attorney about how you can apply for asylum and when you should apply.

Sample Notice to Appear:

U. S. Department of Justice
Immigration and Naturalization Service

Notice to Appear

In removal proceedings under section 240 of the Immigration and Nationality Act

File No. _____
Case No. _____
FIN #: _____

In the Matter of:

Respondent: _____ currently residing at: _____

(Number, street, city state and ZIP code) (Area code and phone number)

☐ 1. You are an arriving alien.
☐ 2. You are an alien present in the United States who has not been admitted or paroled.
☐ 3. You have been admitted to the United States, but are deportable for the reasons stated below.

Consult an immigration lawyer to see if you qualify for asylum if any of the following circumstances apply to you:

- It has been one year or more since you arrived in the United States.
 - You have applied for asylum before.
 - You lived in another country before coming to the United States and that country offered or gave you permanent immigration status or permission to permanently live in that country.
 - You traveled through another country before reaching the United States.
 - You have committed a crime.
 - You have harmed others.
-

Part 2. GOING TO COURT HEARINGS

When you attend court, it is called a hearing. There are two types of hearings in Immigration Court: (1) a Master Calendar Hearing, and (2) an Individual or Asylum Hearing. (See page 56 for more information on the Individual or Asylum Hearing.)

The first time you go to Court, you will attend your **Master Calendar Hearing**. Here, the U.S. government will explain why they are trying to send you back to your country to remove you from the US; for example, because your US visa expired, or you crossed the border without permission and documents to enter. You can request asylum as a defense to these charges, meaning that if you are granted asylum by the Immigration Judge, you will not be returned home or deported. At this hearing you will also be asked if you need an interpreter for this and other hearings and in what language. You may also be asked to confirm your name, what country you come from, and the date you entered the US. The Judge will then give you a date for future hearings with Immigration Court, at which you will be able to present your asylum case. It is a requirement that you **attend all your Court hearings** in order to be able to apply for asylum. If you do not show up, the judge will mostly likely order you deported or sent back to your country.

Reminder: If you are not sure when or where your next Court date is, you can call 1-800-898-7180. (See Appendix A.) You will be asked to enter your A-number, which is a 9-digit number that begins with an ‘A’ that you can find on your Notice to Appear or most other immigration documents. Press “2” to listen to the instructions in Spanish.

Filing for Asylum in Immigration Court

There are two ways to file for asylum when you are in Immigration Court: you can hand it in to the Immigration Court or you can mail it. Remember, it’s important to submit your asylum application within one year of your last entry into the US. If you do not have an Immigration Court hearing before that date, it’s important that you still make sure that you apply for asylum before the one-year anniversary of your entry date and you can usually do this by mailing it. Please see page 52 for more information on how to mail in and submit your asylum application.

If you already filed for asylum with a USCIS asylum office you may still be required to apply for asylum with Immigration Court as well. Usually, if you have already had an asylum interview at the Asylum Office and lost your case and was told it would be sent to Immigration Court, you are not required to submit your asylum application again with Immigration Court although you should review your first application to make sure that none of your information has changed.

However, there are times when you still have to apply for asylum with Immigration Court even when you already submitted an application to the Asylum Office. For example, if you entered the US without documents and permission and were given papers sending you to Immigration Court, even if you send your application to the Asylum Office, you may still need to apply for asylum with Immigration Court, unless you received a final decision from the Asylum Office or are

excused from doing so. It's important that you correctly apply for asylum with Immigration Court if you're required to do so and that you make sure that you apply within one-year of entering the US. If you have already applied for asylum at the Asylum Office, you should talk to an attorney about whether you also need to apply for asylum with Immigration Court.

What to Expect at Your Master Calendar Hearing

At your first Master Calendar Hearing, which is very short, you will meet with an Immigration Judge. An attorney for the US government will also be there. You will tell the Immigration Judge and the government's attorney about your intent to apply for asylum (and anything else you want to apply for) and **answer their questions**. The government's attorney will argue that you should be sent back to your country. You should not answer questions that you do not understand or agree to anything on any immigration documents that you do not believe to be true. For example, the Notice to Appear that you received from the US government may have errors on it, such as incorrectly reporting the day you entered the US or the country you are from, or misspelling your name. You should review everything and check for any errors before agreeing in Court that something is correct.

You will talk more about why you are afraid to return to your home country at a later date, at your individual or asylum hearing. (See page 56 for more information.)

If you are asked a question and do not know the answer at the Master Calendar Hearing, it is fine to say that you do not know. Do not guess.

You will likely only have a short time to speak to the Immigration Judge at your first hearing as the first hearing is usually very short. Many other immigrants will likely be present in the courtroom during your conversation with the judge.

You should ask for an interpreter to be present during your hearing if you do not speak perfect English. If you cannot understand the interpreter from the Court, it is important that you let the Immigration Judge know as soon as possible. The immigration court should provide an interpreter that you can understand.

Finding a Lawyer

At your first hearing, the Master Calendar hearing, the judge will probably recommend that you find a lawyer.

After your hearing, if you do not already have a lawyer, you should try to find one. The Immigration Judge may provide you with a list of free attorneys. You can also check the following websites for more information:

- <https://www.immigrationadvocates.org/nonprofit/legaldirectory/>
- <https://www.justice.gov/eoir/file/probonofulllist/download>

Even if you are not able to find an attorney, you can still apply for asylum without one. You can ask the Immigration Judge for extra time to find an attorney, but this could make your case take longer, which, if you have not yet received your work permit, would mean a longer wait before you can obtain it. See Appendix E.

Next, the judge will schedule what is called an Individual or Asylum Hearing for a later date and set a deadline for you to submit your application (if you haven't already done so) and any other documents or evidence. This is the hearing where you have a chance to explain your story and provide witness testimony and other evidence and documents that can help convince the judge what you are saying is true and that you qualify for asylum. You will also have an interpreter provided by the court at this hearing. See page 56 for more information on this hearing.

Part 3. APPLYING FOR ASYLUM (FORM I-589)

The asylum application is called a **Form I-589**, Application for Asylum and Withholding of Removal. You can also use this same application to apply for protection against torture by checking the box at the top of the page to apply for ‘withholding of removal under the Convention Against Torture.’ (See Section III for more information about this.)

Note: Go to <https://www.uscis.gov/i-589> to download the most recent version of the asylum application.

Read each question on the form carefully, and make sure your answers are **complete, accurate, and truthful**.

It is important to fill the form out **completely**. Include any **additional documents** you reference with the form. If a section of the form does not pertain to you, write either “**unknown**” or “**not applicable**”. If you want to check a box, mark it with an “X”. **Do not leave ANY boxes or sections of the form blank.**

See Appendix F for question-by-question instructions on filling out the Form I-589.

Part 4. TURNING IN YOUR ASYLUM APPLICATION

It's important to make the correct number of copies for your asylum application. Please see Appendix F for information on filling out your application and how many copies you need to make.

NOTE: It is possible that you have received a Notice to Appear but are not yet scheduled for a hearing or in formal removal proceedings. You can call **1-800-898-7180** to find out if you are scheduled for a hearing. (See Appendix A for more information on how to do this.) If you are not yet scheduled to go to court, and you are nearing the date when you will have been in the United States for one year, you may want to send your asylum application to USCIS/the Asylum Office. See Section I of the Guide discussing how to file for asylum with the Asylum Office or talk to an experienced immigration lawyer for help.

If you have a case that is in Immigration Court and you file an asylum application with the Asylum Office, it may get rejected. However, filing your application with the Asylum Office before the one-year deadline when you do not yet have a date scheduled with Immigration Court and are not yet scheduled in the system should ensure you meet the one-year deadline filing requirement. **However, many people that do this may still need to file for asylum with the immigration court where their case is scheduled once they receive a date and time for their court hearing. If you choose this option, it is suggested you consult with an experienced immigration attorney to ensure you submit your application correctly .** You should also continue to call the number above (**1-800-898-7180**) at least once a week for every member in your family here in the US to find out if you and your family have been scheduled for a hearing with Immigration Court. As always, make sure you keep all receipts showing when and where you mailed your application as you may need that as proof that you submitted your application within the one-year deadline for applying.

Making sure the court receives your Form I-589

If you are scheduled for a hearing in court, you can mail in your asylum application or submit it at the clerk's window in the courthouse. You can also submit it in Immigration court if you have a court hearing before your one-year deadline, by giving your application to the Immigration Judge and giving a copy of your application to the attorney for the government who is also in Court. (Make sure you also keep a copy of your application for yourself!) The Judge will then give you a date by which you need to submit any additional materials for your case.

However, if you do not have a court hearing before your one-year deadline for submitting your asylum application, you should mail in your asylum application or submit it at the window in the courthouse to ensure you apply for asylum on time.

A. For most people, the easiest way is to mail in their asylum application. If you have immigration court in **Boston, Massachusetts**, you can mail the original of your application and any necessary copies to the following address (See Appendix F for the number of copies and anything else you need to include with your application):

Boston Immigration Court
JFK Federal Building
15 New Sudbury Street, Room 320
Boston, MA 02203

You should also mail a complete copy of everything that you mailed to:

Office of Chief Counsel
JFK Federal Building
15 New Sudbury Street, Room 425
Boston, MA 02203

You will also want to let the Immigration Court know that you have mailed a copy of your asylum application to the Office of Chief Counsel at the address above. To do so, fill out the ‘Proof of Service’ form included in Appendix H of this manual and attach it as the last page of your asylum application. See Appendix H for more information on this requirement.

If you are scheduled for a court hearing in a different court other than the Boston, Massachusetts Immigration Court please see section C on page 54 to find out where to mail in your asylum application. Make sure you keep a copy for yourself of everything you submit and keep all mailing receipts!

Note: If you are not sure where you are scheduled for court, you can call 1-800-898-7180. (Please see Appendix A for more information on how to do this.) You will be asked to enter your A-number, which is a 9-digit number that you can find on your Notice to Appear or most other immigration documents. Press “1” to listen to instructions in English and “2” to listen to the instructions in Spanish. After entering your A number when requested and confirming that the case concerns you, press “1” to get information on where your case is scheduled. If you do not yet have a case scheduled or, when you call, a message indicates that the number you entered is not yet in the system, you may want to contact an attorney about where you should apply for asylum. (See page 52, above for more information on this.)

B. If you are in **Boston Immigration Court** (see address above) and want to **apply for asylum at the Court window**:

- Hand in one copy to the clerk at the **window** of the court where you are scheduled for a hearing. The clerk will stamp this copy and give it back to you. Make sure you keep this copy for your own records.
- Take one copy to the **Office of Chief Counsel** at the courthouse, which is located on the fourth floor of the Boston Immigration Court building. (See above for the address of the

Office of Chief Counsel for Boston.) You can leave your application at the window even if no one is there. It's important to let the Immigration Court know that you left a copy of your asylum application with the Office of Chief Counsel. To do this, you can fill out the 'Proof of Service' form included in Appendix H of this manual and attach it as the last page of your asylum application. See Appendix H for more information on how to do this.

C. If you are scheduled for Immigration Court in a Court other than Boston, call 1-800-898-7180 to get the court address, where you will send in your original asylum application. You will also want to send a copy of your asylum application to the US government attorney on your immigration case. A list of government attorneys for each immigration court can be found at the following link. Simply locate the state and then the city in which your immigration court is located and find the matching address for the appropriate Office of the Principal Legal Advisor:

<https://www.ice.gov/contact/legal>

It's important to let the Immigration Court know that you submitted a copy of your asylum application to the Office of Chief Counsel. To do this, you can fill out the 'Proof of Service' form included in Appendix H of this manual and attach it as the last page of your asylum application. See Appendix H for more information on how to do this.

Note: Once you have applied for asylum with the immigration court, you will want to ensure that you request an appointment to have your photo and fingerprints taken. (This is required for everyone who is a part of an asylum application.) To request this appointment, send a copy of the first three pages of your asylum application (plus copies of any 'Supplement A' pages in your application if you have more than 4 children) to:

USCIS Nebraska Service Center
Defensive Asylum Application With Immigration Court
P.O. Box 87589
Lincoln, NE 68501-7589

In addition, you should print out the following letter and include it, with your submission:

<https://www.uscis.gov/sites/default/files/document/forms/PreOrderInstr.pdf>

Reminder: It is very important that you apply for asylum within one year of entering the United States. Submit your asylum application before the one-year deadline of your entry date into the US, rather than waiting for your next Court date. If it has been more than a year since you entered the United States, consult an experienced immigration lawyer before filing your application for asylum.

Part 5. AFTER FILING YOUR ASYLUM APPLICATION

You should receive an appointment with a **date** for you to go in and get your **fingerprints and photo** taken after having submitted your request for such an appointment. (See page 54 above for how to request this appointment.) This is called your “biometrics appointment.”

It is very important that you attend this appointment.

If you do not receive these notices, **call 1-800-898-7180** to make sure that your application has been received. (See Appendix A for more information on how to do this.) **You will be asked to enter your A-number, which is a 9-digit immigration number that begins with an ‘A’ and that you can find on your Notice to Appear or most other immigration documents. Press “2” to listen to the instructions in Spanish.**

Part 6. PREPARING FOR YOUR INDIVIDUAL OR ASYLUM HEARING

As mentioned previously, there are two types of immigration court hearings that you will be required to attend: (1) Master Calendar Hearings (see page 48 for more information) and (2) Individual or Asylum Hearings, where you present your actual asylum case. You will usually attend Master Calendar Hearings first and at those hearings, receive a notice with the future date of your Individual Hearing. You can also get this information by calling **1-800-898-7180**. (See Appendix A for more information on how to do this.) Because the Court has many cases to hear, you may have to wait up to **several years** between your final Master Calendar Hearing and your Individual Hearing to present your asylum case.

Because of how complex an immigration court case can be in front of an immigration judge, it is recommended that you have an attorney to help you with your case for your individual hearing and that you consult with this attorney several months before your hearing is scheduled to take place so that the attorney can have time to assist you.

What to Expect at Your Hearing:

Your individual hearing will be a full hearing about your asylum claim. See page 59 for more information about this hearing. You can expect to talk about your asylum case and invite witnesses who have knowledge about your case and be asked questions by the Immigration Judge and the government's lawyer.

How to Prepare:

It is a good idea to **write down** your story. See Appendix G for instructions on how to write your Declaration.

You should also find **people** and **documents** who can support your story. The judge will give you the opportunity to submit evidence and documents to support your case before your individual or final hearing.

Write down a list of **people who know about your story**. Ask those people if they would be comfortable **writing a letter** to support your story. For example, if a family member or friend witnessed harm you faced in your home country or comes from the same place where you face harm, they may explain what they witnessed or describe the conditions in your home country. If so, make sure that they **sign** and **date** the letter. They should also get the letter **notarized by a notary** and include a **copy of their ID** with the letter, if possible.

Examples of documents you could use to support your story include:

- Police reports
- Medical records

- Text messages, emails, or social media messages
- Letters
- Newspaper and Internet articles
- Photos
- Statements from witnesses who know about your case

See page 19-21 of Section I of this Guide for more information about gathering and submitting evidence.

If you have any of these documents, start collecting them **as soon as possible** so that you can submit them to the Immigration Judge on the date the Immigration Judge orders you to submit all supporting documents (typically **15 days** before your Individual or Asylum Hearing). **It's typical to submit copies but bring the originals of the documents with you on the day of your hearing in case the Judge wants to see them.**

Even if you do not have any people or documents to support your asylum claim, **your own story, by itself, may be sufficient**, especially if you can show through research on your country that what you experienced really does happen in your country. (See Appendix C for more information on this research.)

Think about whether any of the **people** who can support your story can **come to Court to testify** on your behalf. Make sure that you trust these people to tell the truth, that they can physically come to Court with you, and that they do not have their own immigration cases.

NOTE: If any of the people who you want to bring to Court to testify about your case have their own immigration case, they should first consult an experienced immigration lawyer before doing so. Make sure that these people know that anything they say during your court hearing can be used by the government in their own immigration case.

Take any documents you have gathered in support of your story to the Court on the date ordered by your Immigration Judge (typically **15 days** before your Individual Hearing). If they are not in English, you must get them **translated into English**, and provide the non-English version, the translation into English, and a translation certification signed by the individual who translated your documents. (A sample Certificate of Translation can be found in Appendix B.) Make two copies of these documents. You can do this at a FedEx a library, or a UPS Store.

There are two ways to ensure your copies are delivered to Immigration Court: by hand-delivery and by mail. To hand-deliver the copies if your case is in Boston Immigration Court, which is located at JFK Federal Building; 15 New Sudbury Street, Room 320; Boston, MA 02203, take one copy of the documents you wish to submit to the **Court's filing window**, get it stamped, and retain it for your own records. Leave the second copy you made with the Office of Chief Counsel, which is located in the same building as the Boston Immigration Court, on the fourth

floor. If your case is not in Boston Immigration Court, you can call 1-800-898-7180 to get the address for your immigration court. You can find the address for the corresponding Office of Chief Counsel for your case here: <https://www.ice.gov/contact/field-offices>.

You can also mail these documents to the Court instead. Please see page 53-54 for information on how to mail documents to your relevant Immigration Court. Make sure that the Court **receives** your documents by the day the Judge gave you as the deadline for submitting your evidence.

As always, make sure you that you keep a copy for your records of everything you send by mail and ensure that anything sent to Immigration Court is sent by either certified mail at the Post Office or by using the agency FedEx, as this will give you a receipt to keep as proof that the items were actually sent.

Part 7. GOING TO YOUR INDIVIDUAL HEARING

If you are detained, your first hearing will be scheduled soon. If you are not detained, you should be prepared to wait up to **several years** after your last Master Calendar Hearing for your Individual or Asylum Hearing to take place.

Your Individual or Asylum Hearing will be different than your other hearings as it will be longer. Plan to be at the courthouse most of the day.

Reminders:

- Your Individual Hearing is **private** and **confidential**.
- If your **children and/or a spouse are included in your case**, you must bring them unless the Immigration Judge gives you permission not to.
- If possible, **wear nice clothing** to your hearing. This means no jeans, T-shirts, or open-toed shoes. Collared shirts with ties and/or blazers, or dresses, are appropriate for court. It is a formal event.
- **Stand up** when the Immigration Judge stands. Everyone in the courtroom will do so.
- Make sure that you bring the originals of any copies of the documents you submitted with your application as the judge may want to see them.

NOTE: You may want to hire an attorney before your hearing. You can hire an attorney at any time, but it is preferable to begin working with them as soon as possible so that you have plenty of time to work on your case.

Steps of Your Hearing:

STEP 1: Arrive at the Court and find your courtroom.

To find out the date, time and place of your hearing, you can always **call 1-800-898-7180**. (See **Appendix A** for information on how to do this.) You will be asked to enter your **A-number**, which is a **9-digit ID number** that you can find on your Notice to Appear or on most other immigration documents. Press **“1”** to listen to the instructions in English; Press **“2”** to listen to the instructions in Spanish.

It is very important that you be on time for your hearing, so allow plenty of time to get to the courthouse to find your courtroom. Keep in mind that it may take a long time to find parking, and it may take a long time to get through courthouse security. You will want to arrive very early and give yourself plenty of extra time. If you are not on time for your hearing, the Immigration Judge might make a decision about your case without you being present, including ordering you removed or sent back to your country.

STEP 2: Wait for the Immigration Judge to speak to you.

The Immigration Judge might talk to the government attorney before speaking to you. When the Immigration Judge is ready to talk to you, they will address you directly using an interpreter, if you need or want one.

The Immigration Judge will ask you to promise that you will tell the truth at your hearing. You will stand up, raise your right hand and promise to tell the truth.

STEP 3: Answer questions from the Immigration Judge and the government's attorney.

Make sure you tell the Immigration Judge **why you are afraid to return home** and need protection in the United States.

An **interpreter** will be provided to help you tell your story if you do not speak English.

You can ask the interpreter to **repeat questions**.

If you **do not understand the interpreter**, be sure to **tell the Immigration Judge** as soon as possible.

If you **do not remember** certain details about your story, it is **okay** to say that

If you **do not know** the answer to a question, it is **okay** to say so.

It is important that your testimony in Court is the same as the **written information** in your asylum application and Declaration.

Some **examples of questions** that the Immigration Judge and the government's attorney might ask you are:

- Who harmed you? How did they harm you?
- Are you afraid of people harming you in the future?
- What might the people you are afraid of do to you?
- Why do you think these people harmed you?
- Did you ask the police to help you? Did they help you? If not, why did they not help you?
- Why are you unable to move to another part of your country to avoid the people who harmed you?

It is a good idea to be **prepared to talk** about these questions with the Judge.

STEP 4: If you brought people with you who know about your story, the Immigration Judge and the government's attorney will ask them questions. The Immigration Judge will likely ask them to wait outside until it is their turn to testify.

STEP 5: After the Immigration Judge is done asking you questions, you must wait for him or her to make a decision about your case.

The Immigration Judge might tell you their decision that day, or they might wait several days or weeks to decide. If the Immigration Judge decides to make their decision later, you will receive the decision by mail. **Note:** You cannot be deported while you are waiting for the Immigration Judge to make a decision about your asylum case, so you shouldn't worry about that.

NOTE: It is normal to be nervous during your hearing. Some of the questions you may be asked could involve events that are upsetting or difficult to talk about, but it is important that you tell the truth. It is okay to ask for a break to get water or a tissue if you get emotional.

Part 8. NEXT STEPS

If the Immigration Judge grants you asylum:

If the Immigration Judge decides to grant you asylum, **congratulations!** You will receive an order **from the Immigration Judge with instructions** on what to do next.

You will then be able to automatically work legally in the US and receive **Form I-94**, which is proof that you have been granted asylum. **One year** after being granted asylum, you will be able to apply for a **green card**.

Note: Although you will be able to automatically work legally in the US if you win asylum and will no longer need to apply for a work permit in order to do so, it is still recommended that you apply for a permit as it can serve as a useful ID. For more information on how to apply for a work permit, please see Appendix E.

If you have been granted asylum, your **spouse and/or children** may also be eligible for **immigration benefits**. If you think this situation applies to you, contact an experienced immigration lawyer.

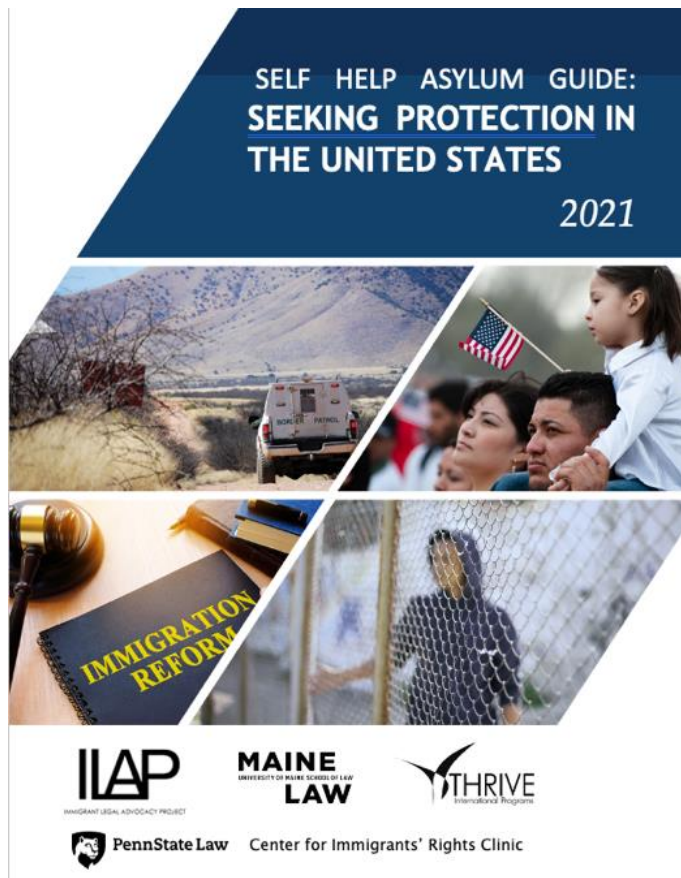
If denied asylum:

If the Immigration Judge decides not to grant you asylum, you have the **right to appeal or ask someone to review** this decision. The Immigration Judge will give you a **form with instructions** on how to appeal or ask for this review, should you want to.

Fill out this form and mail it to the address listed on the form within **thirty days** of receiving the Immigration Judge's decision.

Consider contacting an **experienced immigration lawyer** to help you appeal the Immigration Judge's decision.

NOTE: You cannot be deported while your appeal is pending. Furthermore, your permission to work legally in the United States continues while you wait for the decision in the appeal.



Section III:

Withholding of Removal

and

Convention Against Torture (CAT)

Protection

Part 1. WHAT ARE WITHHOLDING OF REMOVAL AND CONVENTION AGAINST TORTURE?

What is Withholding of Removal?

Withholding of removal is a legal protection typically used by those who do not qualify for or win their asylum case that still allows a person to live and work in the United States. Only a judge can grant this. It does not provide a path to permanent residence or citizenship and does not allow family members to benefit from or be a part of your application or join you in the United States.

You apply for Withholding of removal when you apply for asylum, using the same form. (See Appendix F on how to fill out the asylum application and apply for Withholding of Removal.)

Who is Eligible?

Withholding of removal may be an option for you if you are unable to apply for or qualify for asylum because of certain reasons, which may include:

- You are applying more than one year after your arrival into the United States.
- You have been convicted of an aggravated felony and have been issued a Final Administrative Removal Order due to a serious crime you committed.
- You have reentered the United States illegally after being deported or leaving voluntarily, and have received a Reinstatement of Removal Order, which is an order the U.S. government issues indicating that it intends to deport you or send you back to your country.

You may not be eligible for withholding of removal if:

- You were convicted of a particularly serious crime while in the United States.
- You committed a serious crime before entering the United States.
- You were convicted of an aggravated felony.
- You participated in harming others.
- You are a danger to the United States.

If you believe that one of these bars apply to you, it is important that you contact an immigration attorney.

What is the Convention Against Torture?

The Convention against Torture (CAT) is an international human rights treaty that aims to prevent torture. Like Withholding of Removal, mentioned above, it is another form of protection that can help you stay in the US.

Who is eligible for protection under the Convention Against Torture?

Convention Against Torture protection may be an option for you if you cannot apply for or do not qualify for asylum for reasons which may include:

- You are applying more than one year after you arrived to the United States.
- You have been convicted of certain crimes and have been issued a final order of deportation.
- You have reentered the United States illegally after being deported or leaving voluntarily and have an order indicating that the U.S. government intends on deporting you again.

Part 2. WHAT MUST YOU PROVE FOR EACH?

For Withholding of Removal:

To qualify for withholding of removal, which you may want to ask for if you think you do not qualify for asylum, you must prove that it is likely that you would be harmed **on account of your race, religion, nationality, membership in a particular social group, or political opinion** if you return to your home country. See page 2 of Section I of this Guide for a definition of these things and what you can do to show that you will be harmed because of these reasons.

If you have suffered **persecution or severe harm in the past** in your home country, it is assumed that you will suffer harm in the future, as well. Persecution includes threats to your life or freedom on account of race, religion, nationality, political opinion, or membership in a particular social group. However, the government may try to argue that conditions in your home country have changed so that you would no longer suffer harm, or that you could safely live in another part of your home country to avoid persecution.

If you have not suffered persecution in the past, you can prove that you will suffer **persecution in the future** if you show that it is more likely than not that you will be persecuted based on your **race, religion, nationality, membership in a particular social group, or political opinion** if you return to your home country.

Additionally, you must show that either the **government** harmed you or will harm you or that they cannot or will not control the people who harmed you in the past or that you think will harm you in the future. This means that the person or people harming you must be part of the government or a group or individual(s) whom the government cannot or refuses to protect you from. A police officer, soldier in the military, or other public official is considered part of the government.

The government **must** grant you withholding of removal **if** you prove that you are eligible and that you are not barred from receiving asylum.

For Convention Against Torture:

To be eligible for protection under the Convention Against Torture, you must show that it is **more likely than not** that you will be tortured if you return to your home country. You can do this by showing evidence that other people like you have been harmed in your country, for example. See pages 19-21 for examples of evidence. You can prove to the court that you will be tortured by talking about how you were harmed in your home country and why you think it will happen again.

Unlike applying for asylum or withholding of removal, to prove you are eligible for protection under the Convention Against Torture, you **do not need** to prove that you have been or will be tortured based on the reasons mentioned above. You do, however, have to show that the harm you would suffer is serious enough that it would be considered torture.

If the harm that you would suffer is not serious enough that it would be considered torture, you may not be eligible for protection under the Convention Against Torture.

U.S. law defines torture as: An act that causes severe mental or physical suffering for the purpose of getting information or a confession from you or someone else, punishing you for something you or another person did, scaring or trying to force someone to do something, or for any reason based on discrimination. It has to be done either by a public official or with the permission of the government or a public official.

If you prove that you have been tortured, a judge must grant you withholding of removal under the Convention Against Torture unless one of the following applies to you:

- You are a danger to the community because you committed a particularly serious crime.
- You committed a serious nonpolitical crime outside the United States.
- You participated in the persecution of others for certain reasons.
- You are a danger to the United States.

If any of the above applies to you, you can still be granted another form of protection known as **deferral of removal**. With deferral of removal, however, you can be detained by the government. But there are ways to challenge this, so you may want to consult an experienced attorney for help.

NOTE: You can apply for Withholding of Removal or Protection under the Convention Against Torture at the same time as you apply for asylum with the same application you use to apply for asylum. Please see Appendix F for information on how to fill out your asylum application and to apply for Withholding and Protection Against Torture at the same time.

Part 3. REASONABLE FEAR INTERVIEW

If you are issued an Administrative Removal Order or Reinstatement of Removal Order (orders that indicate that the US government intends to deport you or send you back to your country) and you express fear of returning to your home country, the US government should refer you to an Asylum Officer to have an interview to determine if your fear of returning home is reasonable. If the Department of Homeland Security does not ask you about your fear but you are afraid, you should express your fear and ask for a reasonable fear interview.

If you have a prior order of removal and the US government intends to deport you but you express a fear of returning to your home country, an Asylum Officer will do an interview with you to decide if you have a reasonable fear of being tortured.

You can expect this interview to take 2-3 hours. For more information on this interview and how to prepare for it, please see Section IV of this manual, pages 79-82. An interpreter will be provided to you in your native language for the interview. You may have an attorney present at this interview. If you have an attorney, make sure that you ask for your attorney to be with you during your interview, even if the government tells you that you cannot have an attorney.

At the end of the interview, the Asylum Officer will write a summary which you should review carefully. The Asylum Officer will then read the summary back to you and you should correct the officer if there is anything that is incorrect **or if information you told them was not included.**

If the Asylum Officer decides that you have a reasonable fear of returning to your home country, your case will be sent to an Immigration Judge to determine whether you are eligible for withholding of removal and/or protection under the Convention Against Torture. See page 64 of this Guide, above, for more information. This will be similar to a court proceeding for asylum, except that you will only be able to apply for withholding of removal and protection under the Convention Against Torture and not for other things like asylum.

If, however, the Asylum Officer determines that you do not have a reasonable fear of returning to your home country, you can still ask that a judge review your case. If the Immigration Judge agrees with the Asylum Officer, you can be returned to your home country by US Immigration.

If the Immigration Judge finds that you do have a reasonable fear of persecution and/or torture, you will be placed in what is known as withholding-only proceedings and will have the opportunity to apply for withholding of removal and Convention Against Torture protection.

A withholding only proceeding is similar but not the same as the court hearings for asylum outlined in Section II of this manual. One key difference is that in a withholding only proceeding, the focus is on whether an individual qualifies for withholding and protection under the Convention Against Torture and not for asylum.

See the following for more information on withholding procedures:

<https://pennstatelaw.psu.edu/sites/default/files/documents/pdfs/Immigrants/Withholding-Only-Toolkit.pdf>

Part 4. NEXT STEPS

If you are granted protection under Withholding of Removal or the Convention Against Torture:

If the Immigration Judge decides to grant you protection under Withholding of Removal or Convention Against Torture, **congratulations!** You will receive an Order **form from the Immigration Judge with instructions** on what to do next.

If you are specifically granted Withholding of Removal:

You will be able to apply for a **work permit**. You must pay a yearly fee to renew your work permit. See Appendix E for more information on work permits.

Once you are granted withholding of removal, you **cannot travel outside the United States**. If you do, your removal order is likely to be re-issued, which would make it very difficult for you to re-enter the United States.

Once you are granted withholding of removal, the **government still has the right to deport you** to a third country where they believe you do not face danger. However, this type of deportation is rare.

If you were detained and have been released from detention, the government may issue you a document called an “Order of Supervision” once you are granted withholding of removal. The Order of Supervision will require you to “check-in” regularly with immigration either in person or by phone, and to request permission before leaving the state where you live. These required check-ins can sometimes last for years, or for forever. It is very important that you comply with your Order of Supervision and follow the instructions you have been given, in order to avoid being re-detained. You will be able to apply for a work permit based on your Order of Supervision.

If you are granted withholding of removal while in detention, the government may still detain you even after you won your case. However, this type of detention may be improper, and you may be able to challenge it legally. If you are granted withholding of removal and are in detention, consult an experienced immigration lawyer.

Withholding of removal does not grant you any permanent right to stay in the United States. Withholding of removal also does not provide you with a path to a green card or citizenship in the United States.

If you are granted withholding of removal, this form of protection **does not** allow you to **bring family members** to join you in the United States.

If you are specifically granted withholding of removal under the Convention Against Torture:

You will be able to apply for a **work permit** either after being granted protection under the Convention Against Torture, or while your application is pending. You must pay a yearly fee to renew your work permit.

Once you are granted protection under the Convention Against Torture, you cannot travel outside the United States. If you do, it will be very difficult for you to re-enter the United States.

Once you are granted withholding of removal under the Convention Against Torture, the government still has the right to deport you to a country (other than your home country) where you would be unlikely to suffer harm. If conditions in your home country change such that the government determines you would be safe if you returned, your withholding of removal protection can be terminated and you can be deported to your home country. Protection under the Convention Against Torture does not provide any permanent right to stay in the United States, nor a path to a green card or citizenship in the United States.

The government may issue you a document called an “Order of Supervision” once you are granted protection under the Convention Against Torture. The Order of Supervision will require you to “check-in” regularly with immigration either in person or by phone, and to request permission before leaving the state you live in. These required check-ins can sometimes last for years, or for forever. It is very important that you comply with your Order of Supervision. See page 70 above.

If you are granted protection under the Convention Against Torture, you will not be allowed to bring family members to join you in the United States.

If you are granted deferral of removal under the Convention Against Torture:

In some situations, you may not qualify for the above forms of protection. For example, you may be ineligible for withholding of removal under the Convention Against Torture if you have been convicted of a “particularly serious crime” or otherwise are believed to pose a security risk to the United States.

Like withholding of removal under the Convention Against Torture, deferral of removal prevents the government from returning you to your home country as long as you would face harm there. However, the government still has the right to deport you to a country (other than your home country) where you would be unlikely to suffer harm. If conditions in your home country change such that the government determines that you would no longer be in danger if you returned, the US government has the right to then deport you to your home country at that time.

Furthermore, deferral of removal does not provide any permanent right to stay in the United States. It is a temporary protection and can be terminated quickly if conditions change in your home country and you would no longer face torture there.

Additionally, deferral of removal still allows the government to detain you. However, this type of detention may be improper, and you may be able to challenge it legally. If are granted deferral of removal under the Convention Against Torture and are in detention, consult an experienced immigration lawyer.

Also, if you are granted deferral of removal, **you will not be allowed to bring family members** to join you in the United States.

Protection under the Convention Against Torture does not provide any permanent right to stay in the United States, nor a path to a green card or citizenship in the United States.

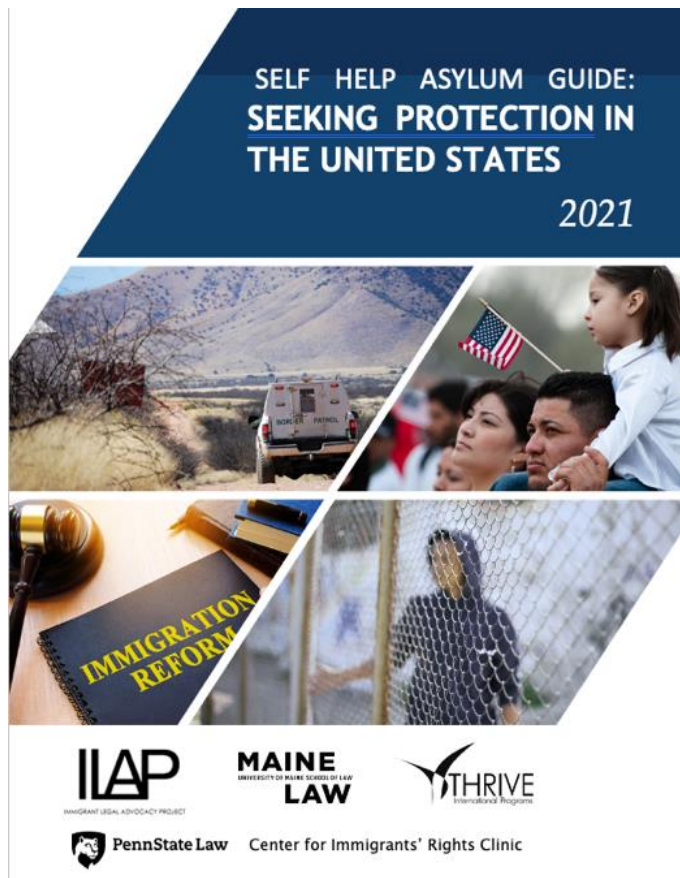
If denied withholding of removal/Convention Against Torture protection:

If the Immigration Judge decides not to grant you withholding of removal or protection under the Convention Against Torture, you have the **right to appeal** their decision. The Immigration Judge will give you a **form with instructions** on how to appeal, should you want to.

Fill out this form and mail it to the address listed on the form within **thirty days** of receiving the Immigration Judge's decision.

Consider contacting an **experienced immigration lawyer** to help you appeal or challenge the Immigration Judge's decision.

NOTE: You cannot be deported while your appeal is pending.



Section IV:

Asylum and Withholding of Removal Applications in Removal Proceedings for Detained Immigrants

Part 1. INTRODUCTION

This section of the Guide is for individuals who are detained and are now in removal (deportation) proceedings. If you have been picked up and are now in detention, you may be set for hearings before an Immigration Judge while still being detained.

Part 2. DEFINING ASYLUM

Asylum is a legal protection granted by the U.S. government to people in the U.S. who are not U.S. citizens and who cannot return safely to their home countries. Asylum seekers either have been or fear they will be harmed.

You may qualify for asylum if you are:

- 1.) Currently **in the United States and not a U.S. citizen.**
- 2.) You cannot return to your home country because either you have been **harmed in the past, or will be harmed in the future.**

The harm can be **threats, physical harm, mental harm, or other problems** that put you at risk in your country.

- 3.) You were harmed or will be harmed because of your:
 - **Race or perceived race**
 - **Religious or perceived religious beliefs or lack of religious beliefs**
 - **Nationality or a perceived nationality**
 - **Political opinion or a perceived political opinion**
 - **Membership or perceived membership in a particular social group**
- 4.) **AND** you were harmed or will be harmed by the **government** in your home country OR by a **person or group** that your **government will not or cannot control**;
- 5.) There is no safe place in your home country where you can live; and
- 6.) Conditions have not changed in your home country since you left such that you are now safe.

If you are granted asylum, you may remain legally in the United States, although those with asylum can still lose their asylum status if they commit certain acts, including certain criminal offenses. Please see pages in Section I of this Guide beginning on page 1 to learn more about asylum.

NOTE: You must submit your asylum application within one year of arriving in the United States. If it has been more than a year since you arrived in the United States, you should consult an immigration lawyer.

NOTE: If you are seeking asylum based not on harm that you suffered but on harm that one of your family members suffered, you may want to seek assistance from an experience immigration lawyer in preparing your application.

Affirmative asylum is for people whom the government is not currently trying to deport. Defensive asylum is for people whom the government is trying to deport. Section I, about affirmative asylum, and Section II, about defensive asylum discuss in more detail both forms of asylum.

Reasons why you might not be eligible for asylum, even if you can demonstrate that you will be harmed if you return to your home country.

Even if you will be harmed, you may be ineligible to apply for or receive asylum. Reasons why you might not be eligible may include:

- 1. You are applying for asylum more than one year after you last entered the United States.**
- 2. You have already filed for asylum before in the United States and were denied asylum.**
- 3. You received lawful immigration status (such as lawful permanent residence) in another country.**
- 4. You went to Canada directly before entering the United States through an official port of entry.**
- 5. You have committed a serious crime in the United States or elsewhere.**
- 6. You have harmed or caused harm to others because of their race, religion, nationality, political opinion, or their membership in a particular social group.**
- 7. You participated in terrorism or are dangerous to the United States.**
- 8. You have been previously deported.**

Note: If any of these factors applies to you, consult an immigration attorney before filing your asylum application. Even though some of these things may apply to you, you may still be able to apply for or qualify for asylum. It is important to talk to an attorney to see if you may still qualify for asylum.

Please remember there are other ways to be protected from harm.

Asylum is just one.

In addition to asylum, there are other ways to protect people from being sent back to their home countries where they may face harm. If you are afraid of being tortured by a government official in your country or if you can prove that your government would allow you to be tortured, you may be eligible to stay in the U.S. based on laws that are designed to protect people who are afraid of being tortured.

Please refer to Section III of this Guide for more information about Withholding of Removal and the Convention Against Torture, which are two other ways in addition to asylum that may protect you from being forced to return to your home country.

Part 3. STEPS IN THE PROCESS

Being in Detention

When you were first arrested by immigration (CBP or ICE) they should have asked you a series of questions, such as: your name, date of birth, where you are from, and most importantly if you fear returning to your home country.

If you told immigration officials that you fear returning home, you should now be referred to an Asylum Officer to get a credible fear or reasonable fear interview to determine if your fear of returning home is credible or reasonable.

*If you are afraid to return to your country, but immigration officials do not know this, you need to let them know. This could happen if immigration officials simply *never asked you if you are afraid to return*. It could also happen if the immigration officials asked you but you did not tell them that you feared returning home.*

In your dormitory at the detention facility there should be a box where you can submit letters to your Deportation Officer. Let immigration officials know you are afraid to return to your home country by writing your Deportation Officer a note that says, “I am afraid to return to my home country and I want to seek asylum” and leave it in the box where you leave letters for your deportation officer. You should include your name and, if you know it, your A# or immigration number. In some detention centers, you may be required to fill out a form for your Deportation Officer, so ask Immigration Officials at the Detention Center where you reside what is the appropriate way to communicate with your Deportation Officer.

Credible Fear Interview/Reasonable Fear Interview

Once you have indicated to US Immigration officials or to your Deportation Officer that you are afraid to return to your home country, you should be given the opportunity to have an interview with an Asylum Officer to talk about your fear so an Asylum Officer can determine whether you should be able to temporarily remain in the US to present a case in front of an immigration judge. Depending on your circumstances, you will either get a credible fear or a reasonable fear interview with an Asylum Officer. Both interviews are similar but there are some differences about the processes for each. You can find more information about the Reasonable Fear interview in Section III of this guide, on page 68.

What's the difference between the two?

A. “Credible fear” process: *If you recently arrived to the U.S., expressed fear of returning home, and this is your first time entering the country you may be in the “credible fear” process.*

- In the “credible fear” process, you must show that there is a “significant possibility” that you are eligible for asylum or other protection that an Immigration Judge might grant. So, in order for an Asylum Officer to find that you have a credible fear of returning to your home country, the Asylum Officer must believe that there is a significant possibility that you can prove to the Immigration Judge that you will be persecuted, harmed, or tortured if you are forced to return to your home country.
- This means you will have a “credible fear” interview with an Asylum Officer within the first few weeks of your arrival in detention. You may be transferred to a different facility before you have the interview.

B. “Reasonable fear” process: *If you have been deported before, have a prior deportation, or have been convicted of certain crimes, you may be in the “reasonable fear” process. The “reasonable fear” process is very similar to the “credible fear” process, but the “reasonable fear” standard can be a little harder to prove.*

- In the “reasonable fear” process, you must show that there is a reasonable possibility that you are eligible for asylum or other protection that an Immigration Judge might grant. “Reasonable fear” is harder to prove than “credible fear,” so the process may be more difficult for individuals who are in this process than for individuals in the “credible fear” process.
- You will have an interview with an Asylum Officer who will determine if, upon your return back to your home country, there is a “reasonable possibility” that you will be harmed or tortured.
- If you are in the “reasonable fear” process you might be held in immigration detention until your asylum case is finished.

The Credible or Reasonable Fear Interview

This interview will be done either in person or on the telephone between you, the Asylum Officer, and an interpreter if you do not speak English.

- You have a right to have an attorney (at your cost) and an interpreter (free) for this

interview. If there is a problem with the interpreter or you do not understand each other well, make sure to tell the Asylum Officer immediately. You may ask questions to clarify or better understand what the interpreter is saying. Make sure you let the Asylum Officer know if you are having problems understanding the interpreter because you can lose your case if the interpreter did not translate correctly and the Asylum Officer thinks that the mistakes or errors were caused by you.

The purpose of the interview is for the Asylum Officer to focus on your fear of returning home.

Important Tips to Remember During the Interview

- You must tell the truth.
 - **Do not exaggerate your story.**
 - If you lie, it is likely that someone in the US government will find out, and this will hurt, if not ruin, your chances of being granted asylum in the future. Also, keep in mind that what you say in this interview will later be compared with what you write when you fill out your asylum application in the future.
- You must tell your whole story about why you are afraid to return to your home country, even if you are scared or embarrassed to talk about some things.
 - If you hold any information back, and get a negative result, you could be deported.
- Your interview with the Asylum Officer is confidential and stays within the U.S. government. It will not be made public.
- This interview is your chance to tell your story and to advocate for yourself. This is your opportunity to explain why you came here and why you should be allowed to stay.
- Make sure you understand all of the questions and do not be afraid to ask the Asylum Officer to repeat their question or to say that you do not think the translation is correct. Stand up for yourself and make sure you are getting a fair chance in the interview.
- Try your best to tell your story in the order that it happened so that it will be easier for the Asylum Officer to understand.
- Make sure to let the Asylum Officer know if you have extra documents or evidence supporting your story.

The Asylum Officer will want to know the following things:

- **Who harmed, tortured, or threatened you?**
- *If the harm was not physical* what happened to make you believe that you would soon be harmed physically? For example did you receive:
 - threats of death or learn about other people getting physically harmed by the same

person, group, or organization that was threatening you?

- **When were you harmed, tortured, or threatened? How many times did it happen? Where did it happen?**
 - Be as descriptive as possible and include as many details as you remember. If you do not remember that is okay, but you must tell the Asylum Officer that you cannot remember.
- **Why did they harm, torture, or threaten you?**
 - Identify the particular reason or reasons why you were targeted. The Asylum Officer will want to evaluate if you may be eligible for asylum, so make sure to tell the Asylum Officer if the person was harming you because of:
 - Your religion;
 - Your race;
 - Your nationality;
 - Your political opinion; or
 - Your membership in a particular social group; for example, if you were being harmed because of your sexual orientation, gender, family, etc.
- **Did you ever go to the police?**
 - If the government did not harm, persecute, or torture you itself, what did the government of your country—including the police—try to do about it?
 - Did they do anything about it? Did it help? In other words, can you prove that the government of your country, including the local police, were either unwilling or unable to protect you?
 - If you never went to the police, explain why.
- **Can you live safely somewhere else in your home country?**
 - Explain why moving to another location within your own country would not stop the harm.
 - You have to be able to show that if you tried to go somewhere else in your country, either:
 - The people who harmed you (or want to harm you) are still there and still want to harm you;
 - The people who will harm you will find you wherever you go; or
 - It would be unreasonable for you to go anywhere else, maybe because you would be at great risk of harm somewhere else in your country.
 - **If you returned to your home country, what do you think would happen?**
 - Tell the Asylum Officer about the harm you think you would face if you returned.

At the end of the interview the Asylum Officer will read a summary of your story back to you. If any of the information is incorrect or has been left out, let the Asylum Officer know. It is your right to correct the record and to ensure that everything is complete. Do not sign any form or document that you cannot understand and that has not been explained to you.

Sometime after your interview, the Asylum Officer will give you a decision.

If you are given a **positive** result: this means you passed your interview. **This does NOT mean you have won your asylum case nor does it mean that you have applied for asylum.** Passing the interview means you will have the opportunity to see an Immigration Judge and to apply for asylum in the future.

- After passing your credible fear interview, you may be released on your own or be able to get what is called “bond.” This means that ICE or an Immigration Judge might allow you to be released from detention while you fight your asylum case. Please see pages 83-85 for more information about the process for getting released from detention.

If you are given a **negative** result: you can ask the Immigration Judge to review the Asylum Officer’s decision. This is called an appeal. This will allow you one more chance to tell your story, this time in front of a judge who will decide if you have a credible or reasonable fear of returning to your home country.

- If you decide not to appeal or ask the Immigration Judge to review the Asylum Officer’s decision, you will be scheduled for deportation.
- If you do appeal the Asylum Officer’s decision, the Immigration Judge will review notes from your interview with the Asylum Officer and ask you about your story. The Immigration Judge will either confirm the Asylum Officer’s negative result or cancel the Officer’s decision.
 - If the Immigration Judge cancels the Asylum Officer’s negative decision, you get to move on as though you had been given a positive result by the Asylum Officer, which will allow you to apply for forms of protection to try to remain in the US.
 - If the Immigration Judge agrees with the negative result, you will be scheduled for deportation.

Part 4. OPTIONS FOR GETTING OUT OF DETENTION – SEEKING BOND OR PAROLE

The process for seeking bond or parole to get released from detention is complicated and is a separate process entirely from your asylum case. We are only including a minimal amount of detail here. There are two options you have for trying to get out of detention:

A. BOND

B. PAROLE

A. BOND

“**Bond**” means that you pay the government a certain amount of money, and, if granted, you are released from detention on the condition that you comply with all of the rules you are given and present yourself to the government every time you are required to.

- To seek bond to get released, you should start with documents called “Notice of Custody Determination” and “Notice to Appear” (NTA). You might receive these documents from Immigration after you have your credible fear interview, or you might receive them from US Border Patrol. **If you do not receive these documents, talk to your Deportation Officer about how bonds work at the detention facility that you are in.**
- The Notice of Custody Determination is a document with a number which indicates the conditions of custody or of your release. If the Notice of Custody Determination document says you are “detained” or, if the listed bond amount is very high, you can ask an Immigration Judge to review that determination. This is what we mean when we say “seek bond.”
 - There is a box on the Notice of Custody Determination that you can check if you want your bond amount to be reviewed by an Immigration Judge.
 - The lowest amount your bond can be is \$1,500.
- You may NOT be eligible to pay bond if:
 - You have a criminal record or committed crimes;
 - The government believes you are a danger to the community; or
 - The government believes that you might not attend your future immigration hearings, or you might try to move so that the government cannot find you in the future.
- In order to ask the judge to allow you to pay money to be released, you must have a person

(called a “sponsor”) with whom you will be living and to whom Immigration will be releasing you. You should prepare the following information about your sponsor:

- Explain how you know the sponsor
 - Family members are preferable sponsors, though close friends are also good.
 - Immigration Judges will be wary of releasing you to someone you have only met online.
- Immigration status of the sponsor. Note: those with American citizenship or who have US green cards are preferable as sponsors.
 - The sponsor should be prepared to give their social security number when they pay the bond.
 - Often, the sponsor has to provide Federal Income Tax Returns to show their income and evidence that he or she will be able to provide for you if necessary.
 - The sponsor should also be prepared to give their address (where you will also live), along with some sort of document (such as a rental agreement or a utility bill) to prove they live at that address.
 - The sponsor should be in the U.S. legally
- It is best to have an affidavit or Declaration written by the sponsor that explains the above things and how the sponsor will make sure that you will attend all your immigration hearings. This statement should be notarized or signed under penalty of perjury. The sponsor can do this by going to a local notary public.

B. PAROLE

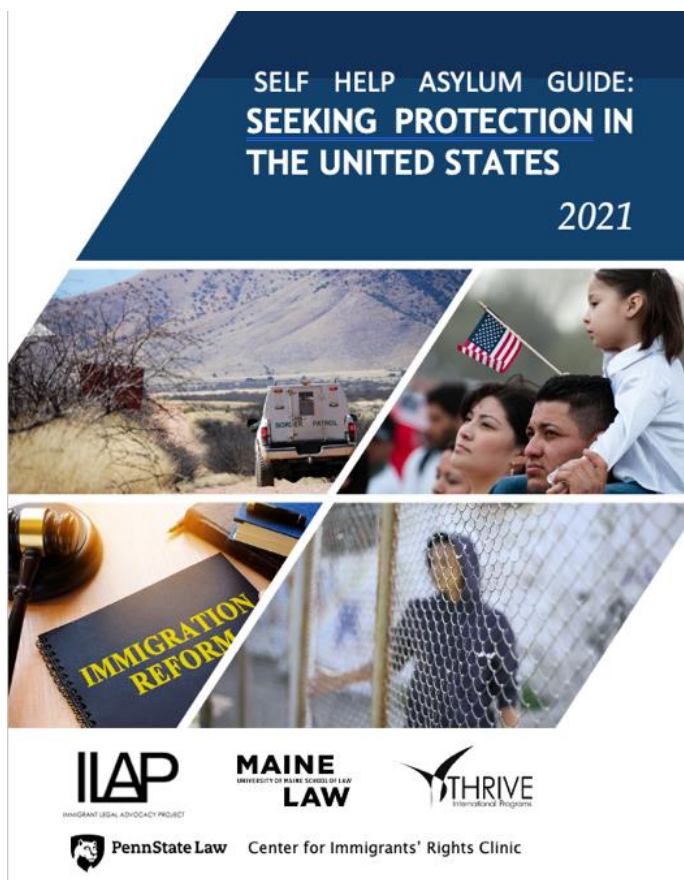
“**Parole**” is another way that people can attempt to get released from detention. Those individuals who presented themselves to Immigration, for example, by crossing the bridge and asking immigration officials for asylum (referred to as ‘Arriving Aliens’) **are not** eligible for a bond but can still ask a Deportation Officer for parole.

- To get parole, you will have to have a parole interview with your Deportation Officer to discuss who can be your sponsor and to provide all the required information, like:
 - How you know your sponsor
 - Family members make for the strongest or most preferable sponsors; close friends are also good.
 - Immigration Judges will be wary of releasing you to someone you have only met online.
 - Immigration status of the sponsor (Sponsors who are American citizens or who have green cards are preferable)
 - The sponsor should be prepared to provide their social security number if

- asked.
 - Often, the sponsor has to provide Federal Income Tax Returns to show their income and evidence that he or she will be able to provide for you.
 - The sponsor should also be prepared to give their address (where you will also live), along with some sort of document (a rental agreement or utility bill) to prove they live at that address.
 - The sponsor should be in the U.S. legally.
- It is best to have an affidavit or Declaration written by the sponsor that is notarized or signed under penalty of perjury that explains all of the above things and that the sponsor will make sure that you attend all of your future immigration hearings. Sponsors can do this by going to a local notary republic.
- Whether you get parole or not is decided by Immigration or ICE officials, not by an Immigration Judge. If ICE officials deny your request for parole, you can still ask them to reconsider. If they do grant you parole, but also require you to pay a bond amount that is very high, you can also ask ICE to consider lowering the amount.
- If you are released on bond or parole, **this does not mean you now have asylum or that you have applied for asylum.** You still have to apply for asylum in the future, within one year of your entering the US. This just means you are now fighting your case from outside of detention and no longer have to be detained. **Your case will be transferred to the Immigration court that is closest to the detention center releasing you.** If you move to another state in the US and are no longer close to that court, you can request that your case be transferred to another court closer to you, although you should talk to an attorney or request an appointment with ILAP before doing so for help, as this can sometimes impact your ability to get a work permit.

For more information about your responsibilities when applying for asylum outside of detention, please see Section II of this Guide about Defensive Asylum.

You must attend all of your scheduled court dates, including filing your application for asylum (which must be done within one year from the date you entered the United States).



APPENDIX A: HOW TO GET INFORMATION ON YOUR CASE WHEN YOU HAVE A CASE IN IMMIGRATION COURT

NOTE: The information in Appendix A is intended only for those who have a case in Immigration Court and not for those who have a case that is pending or currently located at the Asylum Office.

HOW TO CALL THE IMMIGRATION COURT HOTLINE TO GET INFORMATION ON YOUR IMMIGRATION COURT CASE

1-800-898-7180

The hotline listed above can give you and your family members important information about your immigration court cases including the date, time, and location of your next immigration court hearing and the number of days an asylum application has been pending with the court.

Please read through all of the instructions below BEFORE you call so that you know what to expect. You will only hear recorded messages, not a live person. Have a pen and paper ready to write down the information you hear. The only languages available on the hotline are English and Spanish, so make sure you call with someone who will understand what is said.

- When you call, the message will say “You have reached the EOIR case information system.” EOIR – The Executive Office for Immigration Review – is a formal name for the Immigration Court. Sometimes there is a special announcement that you have to listen to before you can get started.
- After the initial message, press 1 for instructions in English or 2 for instructions in Spanish.
- Next you will be asked to enter your A number. Your A number is a nine-digit number following the letter “A” that should be on all of your immigration paperwork. When you enter your A number, just enter the numbers, not the letter “A”.
- You may hear “The A number information you entered did not match a record in the system or the case has not been filed with the immigration court.” This most likely means that your case is not yet in the Immigration Court system and you do not have a hearing scheduled yet. You should call the hotline at least once a week to continue to check on the status of your case and your family members’. To ensure that you receive updates on your case, make sure that the Immigration Court has your most current address. Visit the Self-Help page on ILAP’s website for help updating your address.
- If your A# is in the system, the phone will then repeat the number back to you and you will be asked to confirm that the number you entered is correct. Press 1 to confirm or 2 to re-enter.
- Once you have confirmed your A number, the hotline will then spell out your name and ask that you confirm your name. It is possible that your name could be spelled incorrectly or be in an incorrect order, but it will probably match the name found on your immigration paperwork. Press 1 to confirm that it is your name or 2 to re-enter your A#.

· If you got this far, you can now learn information about your immigration court case. You should listen to all five options so that you can gather as much information as possible.

o Press 1 for information on your next hearing date. If a hearing date has been scheduled, you will be given information on the date and time of your next hearing, as well as the type of hearing and the name of the judge assigned to your case. You will also be given the address for the Immigration Court where your hearing is scheduled.

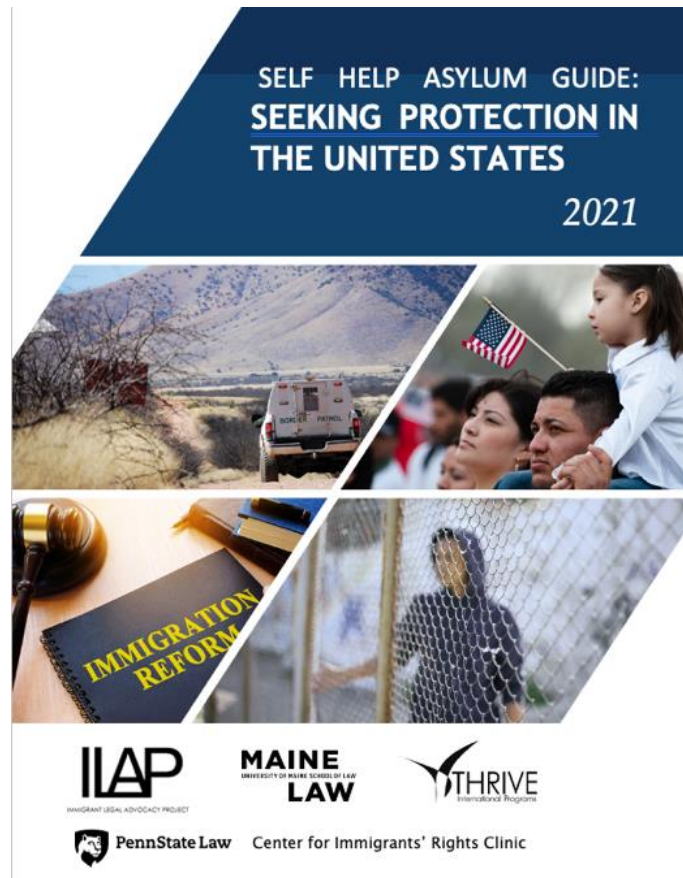
o Press 2 for case processing information. This will give you information about how many days have passed since your asylum application was received by the court (also known as “the clock”) if you have already applied for asylum.

o Press 3 for decision information related to your case. You will be informed that your case is currently pending or if there has been a decision in your case.

o Press 4 for case appeal information related to your case. If you do not have an appeal pending, you will be told that there is not information regarding an appeal on your case.

o Press 5 for filing information. Use this to get the address and phone number of the court where you need to show up for your hearing.

Calling the hotline must be done for EVERY member of your family, since every person has their own personal A number, even children. You will have to hang up, call the hotline again, and follow these same steps for each person in your family, using that person’s A number. ILAP recommends that you do this a minimum of once a week to ensure that you are up to date on information regarding your case.



APPENDIX B: CERTIFICATES OF INTERPRETATION AND TRANSLATION

CERTIFICATE OF TRANSLATION OR INTERPRETATION

Your asylum application and all accompanying documents must be submitted in English. If you have a document (such as a birth certificate, medical records, etc.) that is in another language, it must be translated into English by a competent translator. The person who translates your documents does NOT need to be a professional, nor have a stamp of translation. However, the translator must be someone other than yourself or anyone else that is included on your asylum application. The translator should speak both English and the language he or she is translating fluently.

When translating a document, you should submit a copy of the document in the foreign language (NEVER mail the originals of any document), the translation into English, and a Certificate of Translation, signed and dated by the person who did the translation. A Certificate of Translation signed by the translator must be provided for EACH document that needs to be translated.

Following are two example certificates of interpretation/translation:

CERTIFICATE OF TRANSLATION

I, _____, hereby certify that I am competent to translate the foregoing document into English from the original _____, and that the translation is true and accurate to the best of my abilities.

[Name]

[Date]

[Address]

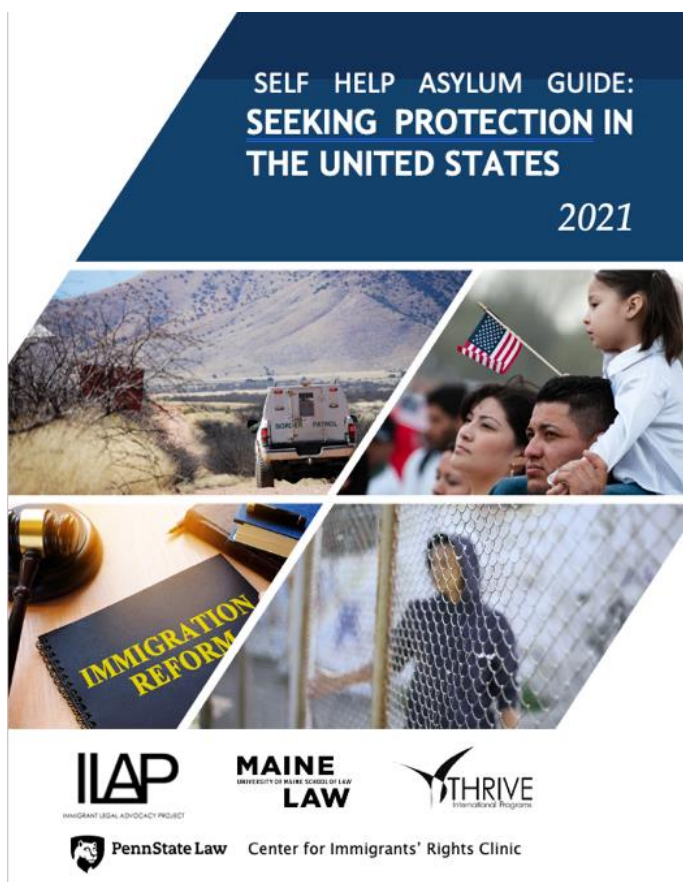
CERTIFICATE OF INTERPRETATION

I, _____, hereby certify that I orally translated the attached affidavit into _____ from _____ and read it to the affiant who indicated that he understood it and agreed with its contents. I further certify that I am competent in both _____ and _____ to render and certify such translation.

[Name]

[Date]

[Address]



APPENDIX C: COUNTRY CONDITIONS RESEARCH RESOURCES

WHAT DOCUMENTS ARE COUNTRY CONDITION DOCUMENTS?

Country Conditions Documents and Human Rights Reports:

The Asylum Officer or Immigration Judge who reviews your application may not know anything about your country. Therefore, it is important to teach them about your country and why you believe you cannot live there. Country Condition Reports are generally available on the Internet. If you have access to the Internet, some places to access country condition documents and reports include (but are not limited to) the following:

- U.S. Department of State – <http://www.state.gov/i/drl/rls/hrrpt/>
- RefWorld – <http://www.refworld.org>
- Executive Office of Immigration Review (EOIR) Law Library and Immigration Research Center (LLIRC) – <https://justice.gov/eoir/country-conditions-research>

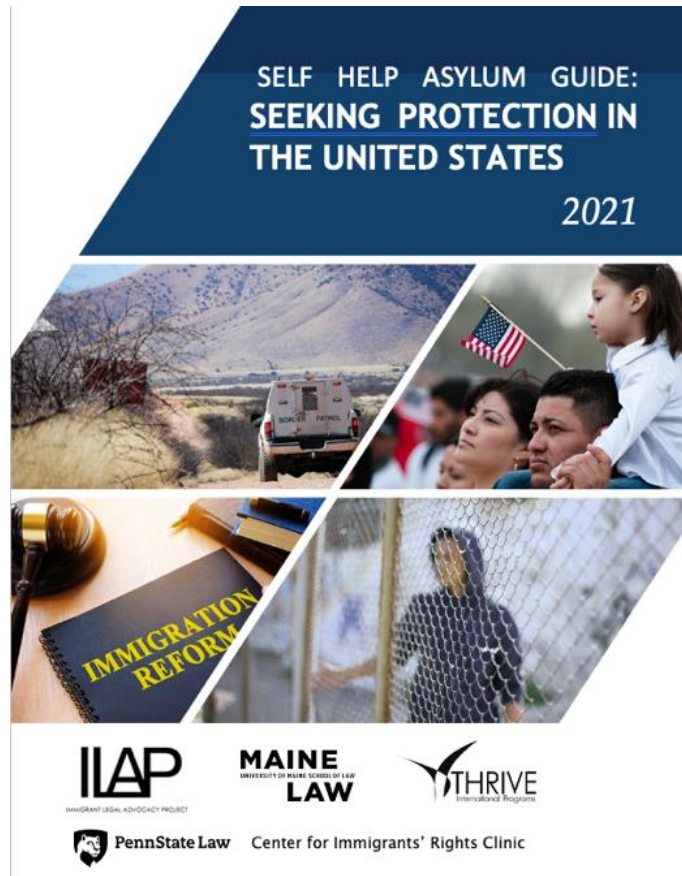
You may also find country conditions reports relevant to your home country from the following organizations:

- Human Rights Watch – <http://www.hrw.org/>
- Amnesty International – <http://www.amnesty.org/>
- AsylumLaw.org – <http://www.asylumlaw.org/>

Newspaper & Magazine Articles, Books:

It may be useful to submit copies of articles from respected news publications. News sources often cover human rights abuses around the world. Sometimes these stories can be found on the Internet.

NOTE: Always review the articles carefully, and only include them if they specifically support your claim.



APPENDIX D: HOW TO CHANGE YOUR ADDRESS

WARNING ON CHANGE OF ADDRESS:

1. You must notify the correct immigration agency every time you change your address so that they can ensure you get important notices mailed to you.
2. You must change your address within ten days of any move with the asylum office (if you are applying for asylum affirmatively with the **asylum** office or have submitted other applications to USCIS, such as a work permit application) or within five days of any move with the Immigration Court (if you have a case in Immigration Court.) If you have applied for asylum with both the Asylum Office and Immigration Court, you need to notify both agencies that you have changed your address.
3. If you are required to check-in with immigration authorities at your local immigration office, you also need to notify them of your new address. You can contact them as to what is the appropriate procedure for notifying them.
4. Your new address must be the address where you actually live. Sending a false address, especially to get an interview at a different asylum office, may cause your asylum application to be denied.
5. If you do not notify the Asylum Office or Immigration Court (depending on whether you are applying affirmatively or defensively) of your new address as soon as possible, you can miss important notices.

A. HOW TO CHANGE YOUR ADDRESS ONLINE IF YOU APPLIED FOR ASYLUM WITH THE ASYLUM OFFICE

These instructions are designed to help individuals with pending asylum or other applications with USCIS file their own Change of Address Form with USCIS online.

Before you start, have ready:

1. The receipt number for your pending asylum case;
2. Your new address;
3. Your old address

Online Directions:

1. Go to www.uscis.gov
2. On the bar near the top, on the right, click on 'Tools'
3. Scroll down until you see 'Change of Address' and click on it.
4. Read the necessary information and click on 'Continue.'
5. Answer any necessary questions. When asked "Is this change of address for an application or petition currently in progress?", say 'YES.'
6. To complete the form, you **MUST HAVE THE RECEIPT NUMBER** for your application. This number is on the Receipt notice and other Notices you have received from Immigration about your application. It usually appears in the upper left of the notice. It may be called the Receipt Number or the Application Number. It will begin with three letters, followed by ten numbers.
7. Make sure you fill out all of the boxes of the form that are marked with a red star.
8. Once the form is complete, press submit. Print two copies of your completed form. You will keep one copy for yourself. You also need to send a copy to the asylum office where your asylum case is currently located or pending. If you live in Maine and your case is currently pending with the Boston Asylum Office, you will want to mail a copy of the completed form to:

USCIS Boston Asylum Office
John W. McCormack Federal Building
5 Post Office Square, Ste. 1462
Boston, MA 02109

If you live in another state other than Maine, you can use this link to locate your asylum office:

<https://egov.uscis.gov/office-locator/#/asy>

B. HOW TO CHANGE YOUR ADDRESS BY MAIL IF YOU APPLIED FOR ASYLUM WITH THE ASYLUM OFFICE

These instructions are designed to help individuals with pending asylum or other applications with USCIS file their own Change of Address Form with USCIS by mail.

Before you start, have ready:

1. The receipt number for your pending case;
2. Your new address;
3. Your old address

These instructions include:

- Change of Address Requirements
- Important Warnings
- Instructions for Completing the Change of Address or AR-11 Form
- Instructions for Mailing your Completed Change of Address Form
- Mailing tips
- An example of an Asylum Receipt Notice
- A blank Change of Address Form to print

Change of Address Requirements

If you have an asylum or other case pending with USCIS, you must file an “Alien’s Change of Address,” also known as an AR-11 form, with USCIS (immigration) within 10 days of moving. You are required to mail your Change of Address Form to the U.S. Citizenship and Immigration Services (USCIS) office in Harrisonburg, Virginia. In addition for those who have pending asylum cases, ILAP strongly recommends that you also send a copy to the asylum office in the state where you filed for asylum.

IMPORTANT WARNINGS

This guide will not help you update your address in immigration court. If you have a case in immigration court, please use our self-help guide below for updating your address with the court.

During the time it takes the offices to process your Change of Address Form, mail could still be sent to your old address. For this reason, ILAP strongly recommends 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 case or application you may have, you can visit the USCIS website (<https://egov.uscis.gov/casestatus/landing.do>) and enter your receipt number, which is located on your USCIS asylum receipt notice. If you're not sure what a USCIS asylum receipt notice looks like, see the example asylum receipt notice below.

Instructions for Completing the Change of Address (AR- 11) Form

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

1. Your full “physical address”, which is the address where you live. If you cannot receive mail at your physical address or you prefer to receive mail at a P.O. Box, you will be able to list a separate mailing address on the form.
2. 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 U.S. immigration officials, including your asylum receipt notice. If you do not know where to find your A number, please see the sample asylum receipt notice below.

You must complete all fields on the form that are marked with a “*,” and you must fill out TWO of these forms for EVERY person in your household who has an asylum or other application pending with USCIS and needs to change their address, even if that person is a young child or baby.

Go to the next page to see a sample Change of Address Form with instructions on how to complete it.

Alien's Change of Address Card
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form AR-11
OMB No. 1615-0007
Expires 03/31/2021

NOTE: An asterisk (*) indicates a mandatory field that must be completed.

Information About You

*Family Name (Last Name) MCKAY *Given Name (First Name) Nina Middle Name (if applicable) Nayiri

I am in the United States as a: ☐ Visitor ☐ Student ☐ Permanent Resident ☒ Other (Specify) Asylum pending

Country of Citizenship CANADA *Date of Birth (mm/dd/yyyy) 09/17/1998

Alien Registration Number (A-Number) (if any)
A- 1 2 3 4 5 6 7 8 9

Information About Your Address

*Present Physical Address (No PO Boxes)

*Street Number and Name 123 Commercial St Apt. Ste. Flr. Number ☒ ☐ ☐ 2

*City or Town Portland *State ME *ZIP Code 04101

Previous Physical Address

Street Number and Name 2 Main St Apt. Ste. Flr. Number ☒ ☐ ☐ 312

City or Town Portland State ME ZIP Code 04101

Mailing Address (optional)

Street Number and Name Apt. Ste. Flr. Number ☐ ☐ ☐

City or Town State ZIP Code

Your Signature

*Your Signature Nina McKay Date of Signature (mm/dd/yyyy) 06/16/2020

Sign here confirming you are the person named above. A parent may sign their own name for a child under the age of 14. ILAP recommends that you sign in blue ink.

Write the date you signed the form in this order: month/day/year

Write your last name using capital letters.

Clearly print your country of citizenship.

Print 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, check the box under "Apt" and write the apartment number in the box under "Number."

Here you print the last address that immigration officials know you lived at. If you're not sure, you can leave this blank.

Write your first name here.

Check the box next to "other" and write "Asylum Pending" in the box next to "(Specify)".

Clearly print your date of birth. Write it in this order: month/day/year

If you use a P.O. Box to receive mail or if the address where you receive mail is different from the new physical address you wrote on the form, fill out this entire section starting with "Mailing Address (optional)". If these situations don't apply to you, leave this section blank.

Form AR-11 09/10/19

Once you have finished filling out your form, we recommend that you review it several times to be sure that all the information you provided is correct. You can find a blank Change of Address Form that you can use and print below, on the next page.



Alien's Change of Address Card

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

USCIS
Form AR-11
OMB No. 1615-0007
Expires 03/31/2021

NOTE: An asterisk (*) indicates a mandatory field that must be completed.

Information About You

*Family Name (Last Name) <input type="text"/>	*Given Name (First Name) <input type="text"/>	Middle Name (if applicable) <input type="text"/>
I am in the United States as a: <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other (Specify) <input type="text"/>		
Country of Citizenship <input type="text"/>	*Date of Birth (mm/dd/yyyy) <input type="text"/>	
Alien Registration Number (A-Number) (if any) ▶ A- <input type="text"/>		

Information About Your Address

*Present Physical Address (No PO Boxes)			
*Street Number and Name <input type="text"/>	Apt.	Ste.	Flr. Number <input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*City or Town <input type="text"/>	*State <input type="text"/>		*ZIP Code <input type="text"/>
	(USPS ZIP Code Lookup)		
Previous Physical Address			
Street Number and Name <input type="text"/>	Apt.	Ste.	Flr. Number <input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City or Town <input type="text"/>	State <input type="text"/>		ZIP Code <input type="text"/>
Mailing Address (optional)			
Street Number and Name <input type="text"/>	Apt.	Ste.	Flr. Number <input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City or Town <input type="text"/>	State <input type="text"/>		ZIP Code <input type="text"/>
	(USPS ZIP Code Lookup)		

Your Signature

*Your Signature <input type="text"/>	Date of Signature (mm/dd/yyyy) <input type="text"/>
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Instructions for Mailing Your Completed Change of Address Form (AR-11 form)

Once you have finished preparing your Change of Address Form, follow the steps below:

1. Make a copy of the form for your own records. If you cannot make a copy, take a picture on your phone.
2. Send one completed form to the USCIS Office in Harrisonburg, Virginia. (See sample envelope #1 below):

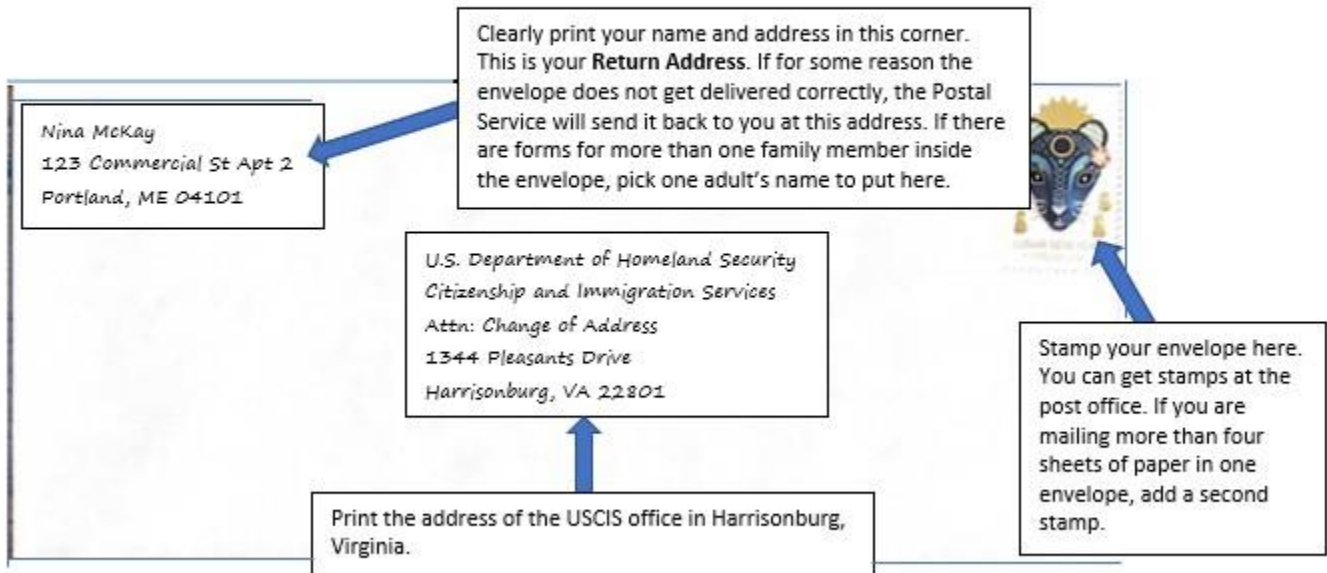
U.S. Department of Homeland Security
Citizenship and Immigration Services
Attn: Change of Address
1344 Pleasants Drive
Harrisonburg, VA 22801

3. If you filed for asylum with the Asylum Office, send another completed form to the asylum office where your case is pending. If you filed for asylum with the Asylum Office while living in Maine, this should be the Boston Asylum Office. (See the sample envelope #2 below):

USCIS Boston Asylum Office
John W. McCormack Federal Building
5 Post Office Square, Ste. 1462
Boston, MA 02109

4. If you filed for asylum in a different state or know that your asylum office is different from the Boston Asylum Office, consult the USCIS website here <https://egov.uscis.gov/office-locator/#/asy> and enter the zip code of the place where you filed for asylum to find the address of the office where you should send your form. If you're not sure of the exact ZIP code, you can find it by looking up the town and state where you applied for asylum.

Sample Envelope #1: USCIS Office



The diagram shows a sample envelope with three main sections and instructional callouts. The top-left section contains the return address: *Nina McKay, 123 Commercial St Apt 2, Portland, ME 04101*. A callout box points to this section, stating: "Clearly print your name and address in this corner. This is your **Return Address**. If for some reason the envelope does not get delivered correctly, the Postal Service will send it back to you at this address. If there are forms for more than one family member inside the envelope, pick one adult's name to put here." The center section contains the destination address: *U.S. Department of Homeland Security, Citizenship and Immigration Services, Attn: Change of Address, 1344 Pleasants Drive, Harrisonburg, VA 22801*. A callout box points to this section, stating: "Print the address of the USCIS office in Harrisonburg, Virginia." The bottom-right section contains a USCIS logo and a callout box pointing to it, stating: "Stamp your envelope here. You can get stamps at the post office. If you are mailing more than four sheets of paper in one envelope, add a second stamp."

*Nina McKay
123 Commercial St Apt 2
Portland, ME 04101*

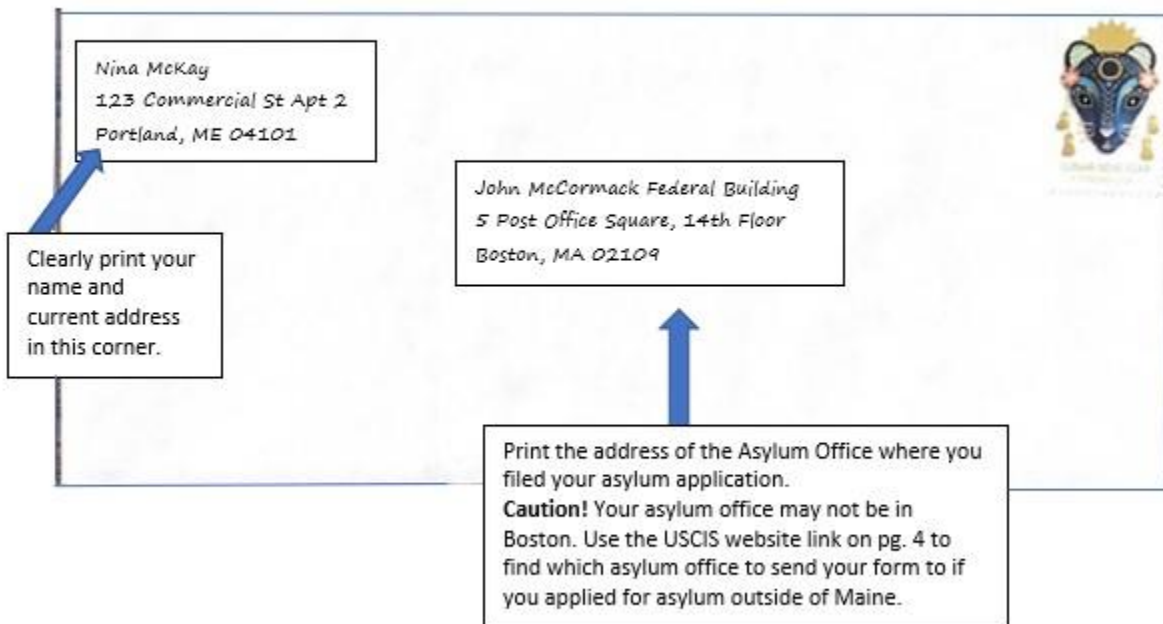
Clearly print your name and address in this corner. This is your **Return Address**. If for some reason the envelope does not get delivered correctly, the Postal Service will send it back to you at this address. If there are forms for more than one family member inside the envelope, pick one adult's name to put here.

*U.S. Department of Homeland Security
Citizenship and Immigration Services
Attn: Change of Address
1344 Pleasants Drive
Harrisonburg, VA 22801*

Print the address of the USCIS office in Harrisonburg, Virginia.

Stamp your envelope here. You can get stamps at the post office. If you are mailing more than four sheets of paper in one envelope, add a second stamp.

Sample Envelope #2: Asylum Office



The diagram shows a sample envelope with three main sections and instructional callouts. The top-left section contains the return address: *Nina McKay, 123 Commercial St Apt 2, Portland, ME 04101*. A callout box points to this section, stating: "Clearly print your name and current address in this corner." The center section contains the destination address: *John McCormack Federal Building, 5 Post Office Square, 14th Floor, Boston, MA 02109*. A callout box points to this section, stating: "Print the address of the Asylum Office where you filed your asylum application. **Caution!** Your asylum office may not be in Boston. Use the USCIS website link on pg. 4 to find which asylum office to send your form to if you applied for asylum outside of Maine." The bottom-right section contains a USCIS logo.

*Nina McKay
123 Commercial St Apt 2
Portland, ME 04101*

Clearly print your name and current address in this corner.

*John McCormack Federal Building
5 Post Office Square, 14th Floor
Boston, MA 02109*

Print the address of the Asylum Office where you filed your asylum application. **Caution!** Your asylum office may not be in Boston. Use the USCIS website link on pg. 4 to find which asylum office to send your form to if you applied for asylum outside of Maine.

Mailing Tips:

1. You can put multiple family members' forms in one envelope if they are all going to the same place.
2. Double check the addresses before placing your envelopes in the mail.
3. Take a picture of the envelopes for your own records.
4. ILAP recommends that you send these envelopes as "certified mail." This will allow you to track each envelope and have proof that it was sent. Currently, it costs \$3.55, which, added to the cost of postage, will make for a total cost of around \$4.05-\$4.10. If you don't know how to send certified mail, ask someone at the post office when you go to mail your envelopes.
5. If you cannot get to a post office or cannot afford certified mail, make sure you use a \$0.55 stamp for your envelope. If you are mailing 3 or more sheets of paper in one envelope, add a second stamp. As long as you have placed stamps on the envelopes, you can drop them inside a blue post office box (pictured below). You can find these post boxes on many street corners around Portland. If you don't know where to find one, there is one located on the corner across from ILAP's office.
6. Note that this process will only report your change of address to USCIS. ILAP strongly recommends that you also go to a post office to fill out a card that updates your address with the U.S. Postal Service.



Sample Asylum 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. You can find your A number as well as information about your ability to stay in the United States while your application is pending.

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.

You can find your receipt number here

You can find your A number here

Notice Type: Receipt Notice

AUBURN ME 04210

We have mailed an official notice about this case (and any relevant documentation) 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

*** ACKNOWLEDGEMENT OF RECEIPT ***

Your complete Form I-589 Application for Asylum and Withholding of Removal was received and is pending as of 06/19/2020. You may remain in the U.S. until your asylum application is decided. If you wish to leave while your application is pending, you must obtain advance parole from USCIS. If you change your address, send written notification of the change within 10 days to the Asylum Office at the below address or using the USCIS Online Change of Address system at <https://egov.uscis.gov/cons/displayCOAForm.do>. You will receive a notice informing you when you and those listed on your application as a spouse or child dependents must appear at an Application Support Center for biometrics collection. You will also receive a notice informing you when you and those listed on your application as a spouse or dependents must appear for an asylum interview. Those notices will contain instructions for what to bring to your ASC appointment and what to bring to your asylum interview.

WARNING: Failure to appear at the ASC for biometrics collection or for your asylum interview may affect your eligibility for employment authorization, and may also result in the dismissal of your asylum application or referral of your asylum application to an immigration judge.

You can find your A number here as well

Alien Number: [REDACTED] Name: [REDACTED]

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

Boston Sub Office
U. S. CITIZENSHIP & IMMIGRATION SVC
JFK Federal Building
15 New Sudbury Street, 6th Floor, Suite 600
Boston MA 02203
USCIS Contact Center: www.uscis.gov/contactcenter

C. HOW TO CHANGE YOUR ADDRESS BY MAIL IF YOU HAVE A CASE IN IMMIGRATION COURT

These instructions are designed to help individuals with cases in Immigration Court file and submit their own Change of Address Form by mail.

Before you start, have ready:

1. Your 9-digit ‘A’ number that begins with an ‘A’ and can be found on all your correspondence from immigration;
2. Your new address;
3. Your old address

This guide includes:

- Change of Address Requirements
- Important Warnings
- Instructions for Completing the Change of Address Form
- A blank Change of Address Form to print
- Instructions for Mailing your Completed Change of Address Forms
- Mailing Tips
- Frequently Asked Questions
- An example of a Notice to Appear (NTA)
- Weblinks for Addresses for immigration courts and ICE attorneys

Change of Address Requirements

If you have a case in immigration court, you must file an “Alien’s Change of Address” form within 5 days of moving. You are required to mail your Change of Address form to two places: (1) the immigration court where your case is or will be scheduled; and (2) the ICE Attorney’s office connected to that court. Once it has received your Change of Address Form, the immigration court is supposed to send all official correspondence (e.g., date, time, place of hearings) to the new address you provide.

Important Warnings

Please note the following:

- During the time it takes the courts to process your Change of Address form, mail could still be sent to your old address. There is no way of knowing if important mail regarding your case has already been sent to an incorrect address.
- One way to obtain updated information about your immigration court case is to call the Immigration Court Hotline. We urge you to call the Immigration Court

hotline at 1-800-898-7180 to see if you have already been scheduled for a court hearing. (See Appendix A for more information on how to call this number.) We also strongly recommend that you call the hotline at least once a week to check for changes.

- The Change of Address process for individuals with cases in immigration court cannot be done online. You must mail a hard-copy of the form to the immigration court and the ICE attorney's office.

Instructions for Completing the Change of Address Form

Below is a sample Change of Address form with instructions on how to complete it. Fill out TWO of these forms for EVERY person in your family who is in immigration court. For example, if there are four people in your family who are in immigration court, you will fill out a total of eight forms.

APPENDIX D: HOW TO CHANGE YOUR ADDRESS

U.S. Department of Justice
Executive Office for Immigration Review

Alien's Change of Address/Phone Number Form
Immigration Court

Instructions: To complete this form, fill out all blanks below, including the proof of service, which our office has provided a copy of this form to the Department of Homeland Security (DHS). After filling in the blanks and signing both the declaration and proof of service, you must submit the form in person or by mail. If submitting the form by mail, follow the mailing instructions on page two. You must submit a separate copy of this form for each individual in immigration court proceedings (i.e., you must submit a form for each person who has a case pending in immigration court and whom the change of address or phone number affects).

You must file this form with the immigration court within five working days of the change to your address or phone number, or your receipt of a changing document (e.g., a Notice to Appear) with incorrect contact information. The immigration court will send all official correspondence (e.g., date, time, and place of hearings) to the address you provide. The immigration court will only make any change(s) to your address and phone number in EOIR's records upon receipt of this form; the immigration court will not change your address or phone number based on a different address or phone number on pleadings, motions, or other correspondence with the court.

If you fail to appear at any hearing before an immigration judge when notice of that hearing or other official correspondence was served on you or sent to the address you provided, the Department of Homeland Security (DHS) may take you into custody. In addition, the immigration court may conduct your hearing in your absence and enter an order of removal, deportation, or exclusion against you. If the court enters such an order, you may be ineligible for certain benefits of relief from removal under the immigration laws and regulations that are in effect.

If you are in **removal proceedings**: You will be subject to an order of removal for a period of ten years after the date of entry of the final order. You may also become ineligible for voluntary departure, cancellation of removal, and adjustment of status or change of status.

If you are in **deportation proceedings**: You will be subject to an order of deportation for a period of five years after the date of the entry of the final order. You may also become ineligible for voluntary departure, suspension of deportation or voluntary departure, and adjustment of status or change of status.

If you are in **exclusion proceedings**: Your application for admission to the United States may be considered withdrawn.

Name (Last, First, Middle): DEMAYNADIER, Trava, Rose	Alien Registration Number: A# 123 456 789
--	---

Clearly print your full name here

Clearly print your A# here (a 9 digit number you can find in the top right corner of your Notice to Appear or on your other immigration documents).

My FORMER address and phone number were:	My CURRENT address and phone number are:
"In care of" other person, (if any) 10 Main Street Apt. 3 Number, Street, Apartment (if any) Portland, ME 04101 City, State, and ZIP Code, Country (if other than U.S.) Phone Number	"In care of" other person, (if any) 15 Main Street Apt. 7 Number, Street, Apartment (if any) Portland, ME 04101 City, State, and ZIP Code, Country (if other than U.S.) (207) 123-1234 Phone Number

Here you print the last address that immigration official knows you lived at. If you're not sure, you can leave this blank.

Print your new address here. Make sure it is complete - a U.S. address includes a house number, street name, city, state and zip code. Some will include an apartment number, which goes after the street name. If you have a new phone number, add that too.

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the alien registration number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

PROOF OF SERVICE
I, **Trava Rose Demaynadier**, mailed or delivered a copy of this Change of Address Form on, **03/25/2020**
(Name)
to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE located at: **JFK Federal Building**
15 New Sudbury Street, Room 425, Boston MA 02203
(Number and Street, City, State, Zip Code)

Sign and date here confirming you are the person named above; A parent may sign for a child under the age of 14. ILAP recommends that you sign in blue ink.

Put the date you are mailing this form here

Print your full name here

Clearly print the address of the ICE Attorney office associated with your immigration court here. You can find ICE Attorney addresses on the attached list. PLEASE NOTE this is not the same as your immigration court address.

Here, you will need to sign again. By signing here you confirm that you are sending a copy of the form to the ICE attorney.

SIGN HERE →

Once you have finished filling your Form, we recommend that you review it several times to be sure that all information provided is correct. Find a blank Change of Address form to print out below.

U.S. Department of Justice

Executive Office for Immigration Review

Alien's Change of Address/Phone Number Form

Immigration Court

Instructions: To complete this form, fill out all blanks below, including the proof of service, which certifies that you have provided a copy of this form to the Department of Homeland Security (DHS). After filling in the blanks and signing both the declaration and proof of service, you must submit the form in person or by mail. If submitting the form by mail, follow the mailing instructions on page two. You must submit a separate copy of this form for each individual in immigration court proceedings (i.e., you must submit a form for each person who has a case pending in immigration court and whom the change of address or phone number affects).

You must file this form with the immigration court within five working days of the change to your address or phone number, or your receipt of a charging document (e.g., a Notice to Appear) with incorrect contact information. The immigration court will send all official correspondence (e.g., date, time, and place of hearings) to the address you provide. The immigration court will only make any change(s) to your address and phone number in EOIR's records upon receipt of this form; the immigration court will not change your address or phone number based on a different address or phone number on pleadings, motions, or other communications with the court.

If you fail to appear at any hearing before an immigration judge when notice of that hearing or other official correspondence was served on you or sent to the address you provided, the Department of Homeland Security (DHS) may take you into custody. In addition, the immigration court may conduct your hearing in your absence and enter an order of removal, deportation, or exclusion against you. If the court enters such an order, you may be ineligible for certain forms of relief from removal under the Immigration and Nationality Act as follows:

If you are in removal proceedings: You will be subject to an order of removal for a period of ten years after the date of entry of the final order. You may also become ineligible for voluntary departure, cancellation of removal, and adjustment of status or change of status.

If you are in deportation proceedings: You will be subject to an order of deportation for a period of five years after the date of the entry of the final order. You may also become ineligible for voluntary departure, suspension of deportation or voluntary departure, and adjustment of status or change of status.

If you are in exclusion proceedings: Your application for admission to the United States may be considered withdrawn.

Name (Last, First, Middle): _____	Alien Registration Number: _____
--------------------------------------	-------------------------------------

My FORMER address and phone number were:	My CURRENT address and phone number are:
_____ "In care of" other person, (if any)	_____ "In care of" other person, (if any)
_____ Number; Street; Apartment (if any)	_____ Number; Street; Apartment (if any)
_____ City, State, and ZIP Code; Country (if other than U.S.)	_____ City, State, and ZIP Code; Country (if other than U.S.)
_____ Phone Number	_____ Phone Number

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the alien registration number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

SIGN HERE →

X

Signature

Date

PROOF OF SERVICE

I, _____, mailed or delivered a copy of this Change of Address Form on, _____,
(Name) (date)
 to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE, located at: _____

(Number and Street, City, State, Zip Code)

SIGN HERE →

X

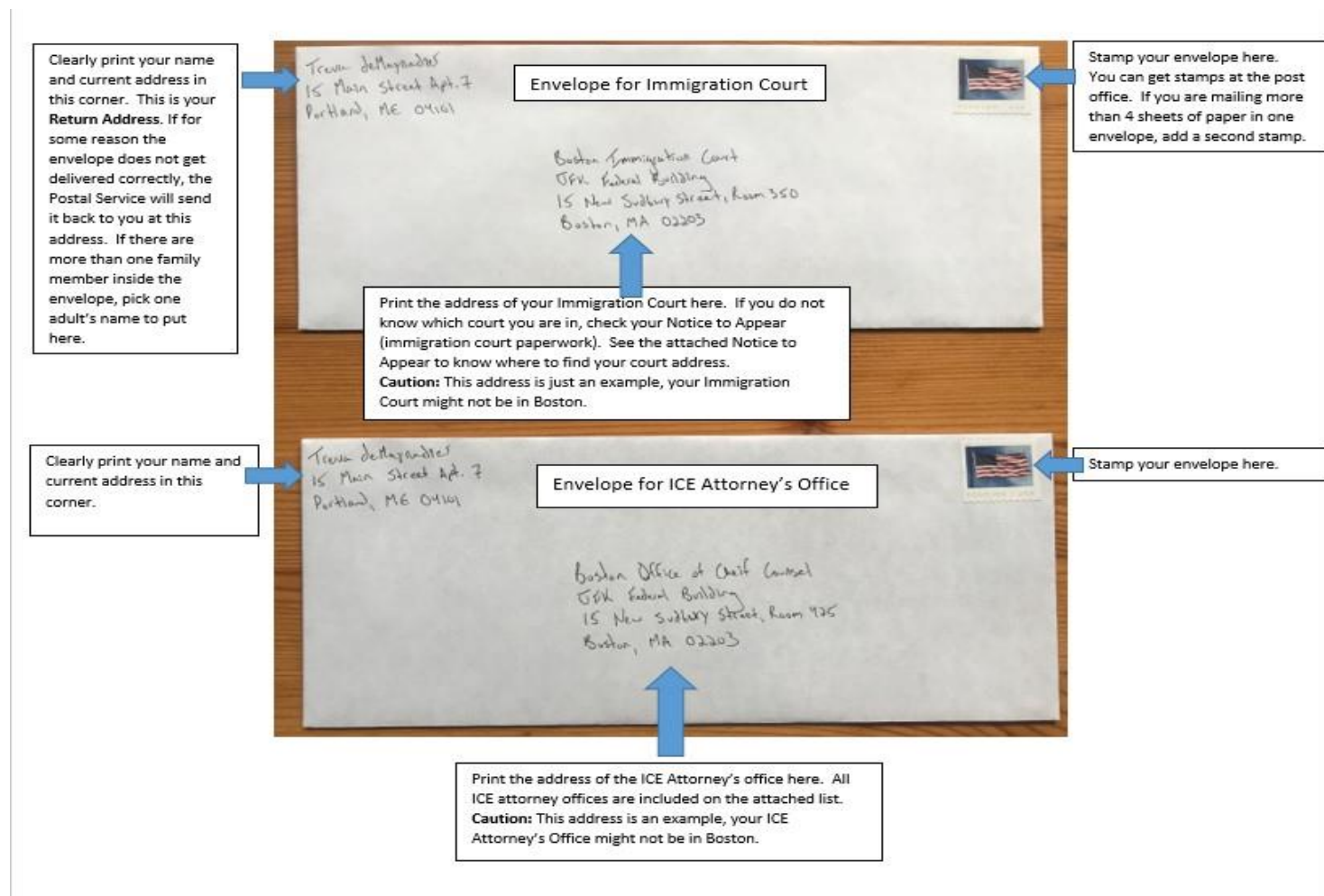
Signature

Form EOIR - 33/IC
Revised December 2019

Instructions for Mailing Your Completed Change of Address Forms

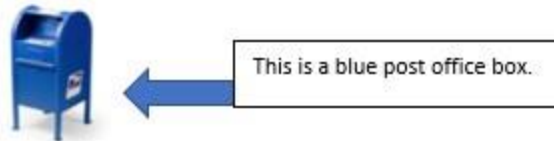
Once you have finished preparing your Change of Address Forms, you will need to:

1. Make a copy of each form for your own records. If you cannot make a copy, take a picture on your phone.
2. Send one completed form to the immigration court where you have a court date or are waiting for a court date (see example of envelope below). You can call the Immigration Court hotline (see Appendix A for how to do so) to get your Immigration Court's address. Or, for a list of addresses for immigration courts throughout the US, please see: <https://www.justice.gov/eoir/eoir-immigration-court-listing> and find the address of the immigration court where your case is located.
3. Send one completed form to the ICE attorney's office (see example of envelope below). For a list of addresses for the ICE attorneys' offices, please see: <https://www.ice.gov/contact/legal>. Locate the office that corresponds with your immigration court where you case is located.
4. Double check that everything is correct before you send it.



Mailing Tips:

1. You can put multiple family members' forms in one envelope if they are all going to the same place (in the same court).
2. Double check the addresses before placing your envelopes in the mail.
3. Take a picture of the envelopes for your own records.
4. ILAP recommends that you send these envelopes as 'certified mail'. This will allow you to track each envelope and have proof that it was sent. If you don't know how to send certified mail, ask someone at the post office when you go to mail your envelopes.
5. If you cannot get to a post office or cannot afford certified mail, so long as you have placed stamps on them, you can drop the envelopes inside a blue post office box (pictured here). You can find these post boxes on many street corners around Portland. If you don't know where to find one, there is one located on the corner across from ILAP's office.



Frequently Asked Questions about Change of Address in Immigration Court

Q. How do I know if I have a case in Immigration Court?

A. If you have been given a Notice to Appear (NTA) or an Order of Release on Recognizance, it is reasonable to assume that you have a case in Immigration court. Likewise if you entered the United States without a visa, and were stopped by immigration officials and given paperwork, you most likely have a case in immigration court. These are just examples. There are many different ways that people end up with cases in immigration court. It is possible to have a case in immigration court even if you have never been to an immigration court before. There is frequently a very long wait (sometimes more than a year) before a person's case gets scheduled before an immigration judge. See our handout on how to call the Immigration Court Hotline (Appendix A) to find out if you have an upcoming court date, but please keep in mind that just because you are not in the phone system does not mean you do not have a case in immigration court.

Q. What is my A#? Where can I find it?

A. Your A#, or Alien Registration Number, is a unique 9 digit number that is assigned by the United States Department of Homeland Security to many immigrants in the United States Immigration System. Every individual's A# is different. It can be found on most immigration documents related to your case, including your NTA or Order of Release on Recognizance. See our example NTA for where the A# is located.

Q. What should I do if my name is written incorrectly on my Notice to Appear (NTA or other immigration documents)?

A. The Change of Address will not correct your name with the Immigration Court, but you can write it correctly on the Change of Address form even if it differs from what is on your immigration paperwork. If you write your name differently than it appears on your paperwork, it is extra important to make sure your A# is written correctly on the change of address.

Q. How do I know what Immigration Court to send my Change of Address to?

A. See our Example NTA (pictured below) to see where to find the address of your court. If you have requested a Change of Venue (to move the location of your court) or have received a notice saying that the location of your court has changed, you should send the Change of Address form to the new location, even if it is different from the address on your NTA. You can also call 1-800-898-7180 to

get the address of your Immigration Court if you have been scheduled for a court date. (See Appendix A for more information on how to do this.)

Q. Where can I find the address of the ICE Attorney's Office associated with my Immigration Court?

A. See the following link and locate the address associated with the Immigration Court where your case is currently located. For example, if your immigration case is currently located in the Boston Massachusetts Immigration Court, you would locate the address for the Office of Chief Counsel in Boston Massachusetts: <https://www.ice.gov/contact/legal#wcm-survey-target-id>

Q. Do I have to send a Change of Address for each member of my family, even children?

A. Yes, every individual who is in immigration court has to send their own Change of Address, even children and babies. You can send the Changes of Address together in one envelope, but there needs to be a separate form for every family member in immigration court.

Q. What should I do if someone in my family is assigned to a different court than the rest of us?

A. If someone in your family is assigned to a different court because they entered separately or for any other reason, they need to fill out change of address forms and send them separately from the rest of you to the appropriate Immigration Court where their case is located and ICE Attorney Office.

Q. Do I need to send a Change of Address for my baby who was born here in the United States and is a U.S. citizen?

A. No, if you have a child who was born in the United States, they do not need a Change of Address.

Q. Will sending a Change of Address change the location of my court/will this change my court to Boston?

A. Sending a Change of Address does not change the location of your court. In some cases, it can cause Immigration to update the location of your court, but in most cases you still have to request a Change of Venue to change the location of your court. You may want to talk to an attorney about how to change the location of your court.

Q. Will this change my address with the Post Office?

A. No, filing the Change of Address form as described in this guide will NOT change the way that the U.S. Postal Service handles your mail. ILAP strongly recommends that, in addition to following the instructions in this guide, you also go to the post office to fill out a card that updates your address. You can also do this online at: <https://moversguide.usps.com/mgo/disclaimer>

Q. Can I sign this form for my spouse and children?

A. Any person age 14 or older needs to sign their own Change of Address form. If you have children under the age of 14 a parent can sign for them. You cannot sign for your spouse. He or she must sign the form themselves.

Q. What do I do if I live at one address but receive my mail somewhere else like a P.O. Box?

A. You should put your updated MAILING address on the Change of Address form. The purpose of this form is to make sure Immigration knows where to mail important information regarding your court case. If you receive mail at a different place from where you live, put the mailing address on the Change of Address form.

Q. Can I update my address with the Immigration Court online?

A. No, you have to send a paper form to both the court and the DHS office, there is no online option.

Q. Is this the same form I send to update my address when I have ICE check-ins or an application pending with the asylum office or USCIS?

A. No, if you are in immigration court but you also have ICE check-ins or an application pending with USCIS (such as a work permit application), you should send a form AR-11 in addition to the Change of Address in court form. You can fill out an AR-11 online at: <https://egov.uscis.gov/coa/displayCOAForm.do>

An example of a Notice to Appear (NTA):

U.S. Department of Justice
Immigration and Naturalization Service

Notice to Appear

In removal proceedings under section 240 of the Immigration and Nationality Act

File No: A 123 456 Find your A# here

In Matter of:
Respondent: [REDACTED] currently residing at:
[REDACTED]
(Number, street, city, state, and zip code) (Room number)

☐ 1. You are an arriving alien.
☐ 2. You are an alien present in the United States who
☒ 3. You have been admitted to the United States, but

The address immigration had for you at the time this form was issued. If you have never updated your address with immigration, put this as your past address.

The Service alleges that you:
1) You are not a citizen or national of the United States;
2) You are a native of CONGO and a citizen of CONGO;
3) You were admitted to the United States at UNKNOWN POE on or about UNKNOWN DOE;
4) You did not then possess or present a valid immigrant visa, reentry permit, border crossing identification card, or other valid entry document required by the Act.

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:
Section 237 (a) (1) (A) of the Immigration and Nationality Act (Act), as amended, in that at the time of entry or adjustment of status, you were within one or more of the classes of aliens inadmissible by the law existing at such time, to wit: alien immigrants who are not in possession of a valid unexpired immigrant visa, reentry permit, border crossing identification card or other valid entry document required by the Act, or who are not in possession of a valid unexpired passport, or other suitable travel document, or identity and nationality document if such document is required by regulations issued by the Attorney General under section 212 (a) (7) (A) (i) (I) of the Act.
☐ This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution.

☐ Section 235(b)(1) order was vacated pursuant to: ☐ 8 CFR 208.30(f)(2) ☐ 8 CFR 235.3(b)(5)(iv)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:
55 EAST MONROE ST., SUITE 1900, CHICAGO, IL 60603-9000 Find the address of your immigration court here.

on November 26, 2002 at 09:00 AM to show why you should not be removed from the United States
(Date) (Time)
charge(s) set forth above.

Edward H. [Signature]
Edward H. [Signature], Supervisory Asylum Officer
(Signature and Title of Issuing Official)

Date: NOV 05 2002
CHICAGO, IL
(City and State)

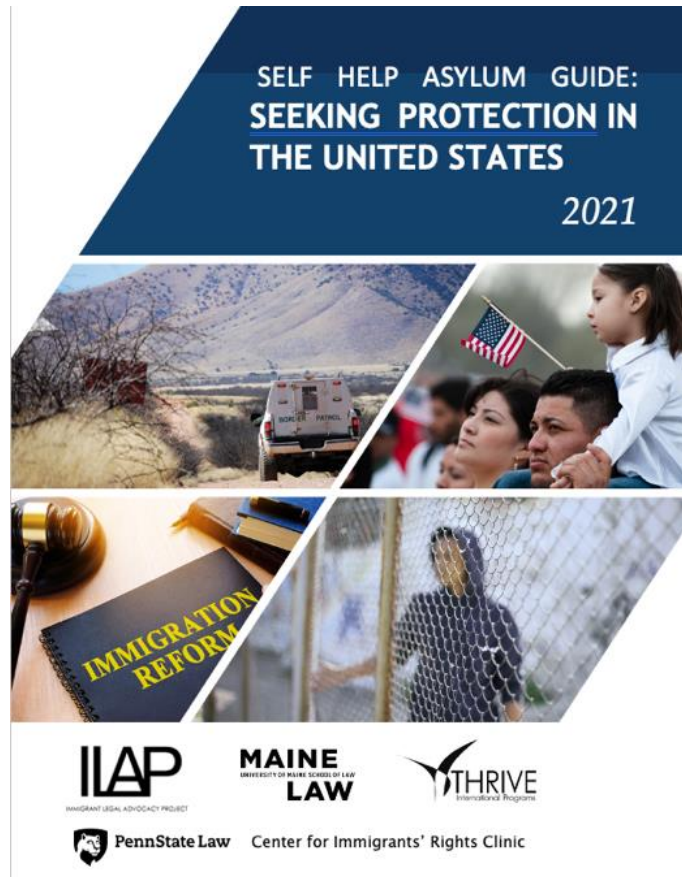
See reverse for important information

Please note that the location of your court can change. It is important that you look through all of your immigration documents and check for any document indicating that the location of your court has changed.

Addresses:

For a list of Immigration Court locations: <https://www.justice.gov/eoir/eoir-immigration-court-listing>

For a list of addresses for ICE attorneys (otherwise known as the Office of Chief Counsel):
<https://www.ice.gov/contact/legal>



APPENDIX E: WORK PERMIT INSTRUCTIONS

Applying for Your Work Permit if You

Have a Pending Asylum Case

Important Information About Work Permits

Normally, your asylum application must be pending or submitted for at least 365 days before you apply for your first work permit. However, there is an exception to this wait time: if you are a member of an organization called ASAP, you can apply for your work permit just 150 days after you submit your asylum application.

To become a member of ASAP, please fill out the form found at this link: <https://asylumadvocacy.org/members/>. If ASAP approves your membership application, they will send you a card indicating that you are an ASAP member. If you submit a copy of this card with your work permit application, you will get the benefits that all ASAP members get, including being able to apply for a work permit just 150 days after applying for asylum.

To learn more about this and other benefits for ASAP members, please visit <https://asylumadvocacy.org/work-permits-for-asap-members/>

Cost for a Work Permit

Currently, there is no charge to get your first work permit based on your asylum application, although each applicant must pay an \$85 biometrics fee (a fee to get your fingerprints and photo taken for a background check), whether it is your first time applying for a work permit or if you are renewing it. If you are an ASAP member however (see above), you do not need to pay this biometrics fee with your **first** work permit application.

To renew your work permit, the work permit fee is \$410 plus the \$85 biometrics fee, for a total of \$495.

Ability to Get a Work Permit

Not everyone is eligible for a work permit right away and some people may have to wait longer to obtain one. Some things may cause you a delay in being able to receiving one. You may want to consult an attorney about your ability to get a work permit if any of the following things apply to you:

- a. You entered the U.S. after 8/25/2020, and your entry was not through an official port of entry;
- b. You applied for asylum more than one-year after your last entry into the U.S., and your asylum application was sent after 8/25/2020;
- c. You missed your biometrics appointment;
- d. You missed or requested to reschedule your asylum interview or your immigration hearing with an immigration judge;
- e. You requested and received a change of court or changed asylum offices

- f. You were asked to provide additional documents at your asylum interview and have not provided them yet;
- g. You failed to pick up your asylum decision when you were required to.
- h. Your name or date of birth or country of nationality is wrong on your documents;
- i. You have been arrested, detained, or convicted of a crime anywhere in the world;

NOTE: You may be delayed in receiving a work permit if “a” through “g” applies to you and you are applying for the first time for a work permit based on your asylum application while “h” and “i” may cause delays to anyone applying for work permit or a renewal.

INSTRUCTIONS FOR HOW TO FILL OUT THE I-765 (WORK PERMIT APPLICATION) FORM

YOU MUST SEND EVERY PAGE OF THE APPLICATION.

These work permit instructions are not for everyone. They are for individuals who are applying for a work permit based on the fact that they have submitted an asylum application but have not yet received a final decision in their asylum case. If you are applying for a work permit based on another reason (other than being an asylum seeker), these work permit instructions do NOT apply to you and should not be used as they may cause errors in your application. You may want to consult USCIS's work permit instructions for information on how to fill out a work permit application:

<https://www.uscis.gov/sites/default/files/document/forms/i-765instr.pdf>

This is just a guide to make it easier for you to fill out the work permit application. It is your responsibility to ensure that it is filled out correctly.

NOTE: Except where indicated, type or fill out the form in black ink.

Part 1. Reason for Applying

- 1.a. If this is an initial application, check the box next to “Initial Permission to accept employment.”
- 1.b. If this application is to replace a lost, stolen, or damaged employment documentation, check the box next to “Replacement of...” Do not check this if you are renewing due to the expiration of your employment authorization.
- 1.c. If this is a renewal application, check the box next to “Renewal of my permission to accept employment.” If you check this box, include a copy of your previous Employment Authorization Document.
-

Part 2. Information About You

Your Full Legal Name

1. Write your Last name, First name, and Middle name (if any).

Other Names Used

2-4. If you have ever used a different name, OR had your name misspelled or in the wrong order on a document, write all those names here. If you need more space, use page 7. Otherwise, write None.

Your U.S. Mailing Address

5. Write your mailing address here.

5.a. If someone else receives your mail, put their name. Otherwise, write N/A.

5.b. Include the building or house number and street name.

5.c. Include the Apartment, Suite, or Floor number, if necessary.

5.d-e. Include City, State, and Zip Code in the correct spaces.

6. Is your current mailing address the same as your physical address? If your mailing address is the same as your physical address, check the box next to yes. Then, in Step 7 (US Physical Address), write ‘Same as above.’

If your mailing address is different than your physical address, check no. Then, in Step 7 (US Physical Address), provide your physical address.

US Physical Address

7. Write the address where you currently live, including all information. If this is the same as your mailing address, write ‘Same as above.’

Other Information

8. **Alien Registration Number:** Write your A number here. This 9-digit number is on the receipt you received when you applied for asylum, and from any other official document from USCIS.

9. **USCIS Online Account Number:** Write your USCIS Online Account Number if you have one. You would have received this number if you have previously filed through the Online Electronic Immigration System. You can find this number by logging into your account. If you do not have one, write N/A.

10. **Gender:** Check one box.

11. **Marital Status:** Check one box.

12. **Have you previously filed Form I-765?** If this is a renewal application, check yes. If this is an initial application, check no.

13.a. **Has the SSA ever officially issued you a Social Security card?** If this is your first application and you do not have a Social Security number, check 'No' and skip to Question 14. If you already have a Social Security number, check Yes, then put your Social Security number in the space provided.

13.b. **Provide your Social Security Number (SSN).** Write your social security number if you have one.

14. **Do you want the SSA to issue you a Social Security card?** If you do not have a Social Security card, check Yes.

15. **Consent for Disclosure:** If you do not have a Social Security card, check 'Yes' here.

16. **Father's Name:** If you checked Yes for question 15, fill this out. If you checked No, write N/A.

17. **Mother's Name:** If you checked Yes for question 15, fill this out. If you checked No, write N/A.

Your Country or Countries of Citizenship or Nationality

18.a-b. Write any countries where you currently have citizenship status. For the second space, if you have citizenship status in only one country, write N/A.

Place of Birth

19. Write the City, State (or Province), and Country of your birth.

20. Write the date of birth (month/day/year).

Information About Your Last Arrival in the United States

21.a. **Form I-94 Arrival-Departure Number:** If you were issued a Form I-94 when you arrived, provide your Form I-94 number. (See page 6 of this guide to see what an I-94 form looks like.)

21.b. **Passport Number:** Write your most recent passport number.

21.c. **Travel Document Number:** If you have a travel document, but not a passport, fill in your travel document number. If you have a passport, write N/A.

21.d. **Country That Issued your Passport:** Write the country from which you received your passport or travel document.

21.e. **Expiration Date for Passport:** Write the expiration date of your passport or travel document. This should be on the biographical page of your passport.

22. **Date of Last Arrival into the U.S.:** Write the date of the last time you entered the U.S. This information should be stamped in your passport.

23. Place of Last Arrival into the U.S.: Write where you last entered the U.S.

24. Immigration Status at Your Last Arrival: Write the immigration status you had when you first entered the U.S. For example: student visa, visitor visa, B1/B2 visa. If you entered without documents, write EWI.

25. Your Current Immigration Status or Category: Write Asylum Pending if you have applied for asylum and have not yet received a final decision in your case.

26. Student and Exchange Visitor Information System (SEVIS) Number: If you were given a SEVIS number, write it here. If you were not, write N/A.

Information About Your Eligibility Category

27. Eligibility Category: Write (c)(8) in the boxes if you are submitting your application for a work permit based on the fact that you have submitted an asylum application but have not yet received a final decision in your asylum case. This indicates your asylum case is pending. If you have not applied for asylum, have already received asylum, or are submitting your work permit application based on other reasons, please see the instructions for the work permit form to find the appropriate eligibility category you should write here:
<https://www.uscis.gov/sites/default/files/document/forms/i-765instr.pdf>

28.a. Write 'N/A' here.

28.b. Write 'N/A' here.

28.c. Write 'N/A' here.

29. Write 'N/A' here.

30.a. If you have never been arrested or convicted of a crime, anywhere in the world, choose 'No.' If you have EVER been convicted, charged, or arrested, in the U.S. or in another country, choose yes. Choose yes even if it was a political arrest or a wrongful arrest. Write underneath the question: "See addendum."*

If the arrest was inside the U.S., you must provide a certified copy of the court docket of your arrest (not of the police report). **It may be a good idea to consult with a private attorney about the immigration consequences of your arrest or conviction.**

If the arrest was outside the U.S., provide documentation if you have it. If you included a description of the arrest or conviction in your asylum application, write a BRIEF explanation on the addendum page of the work permit application (the last page of the application) of what happened and write "please refer to my asylum application for more details."

If it was a political arrest or you have no documentation, explain the situation on the final page of the application. If you were arrested in your home country for purely political reasons, you should write that the arrest or arrests were for political reason and that it is discussed in your asylum application. For example, you could write, "I was arrested in my home country for political reasons and it is discussed in my asylum application."

If you did not include information about this event in your asylum application, you may want to talk to an attorney about how best to answer this question.

Please note, you may get a notice from the government of their intention to deny this document, if you do not include any evidence or explanation of arrest.

* If you answered yes to this question; you should consult a lawyer before you file your work authorization application.

30.b. Lawful entry: select ‘Yes’ if you entered US through a port of entry (you must provide evidence such as an I-94 card – see page 6 of this manual to see what an I-94 card look like you’re your passport with an entry stamp). Select ‘No’ if you did not enter US through a port of entry.

NOTE: if you answered ‘No’ to this question, you may want to talk to an experienced immigration attorney about filling out this section of the work permit application and learn more about your eligibility to obtain a work permit.

30.c. Presenting yourself to the Department of Homeland Security: Answer this question ONLY if you answered ‘No’ on question 30.b. Select ‘Yes’ if you presented yourself to an immigration officer (this can be an agent from ICE, DHS, CPB, Border Patrol, Coastal Guard, USCIS) within 48 hours of your unlawful entry into U.S. and expressed intention to apply for asylum or fear of persecution or torture. Select ‘No’ if you did not.

NOTE: if you answered ‘No’ to this question, you may want to talk to an experienced immigration attorney about your eligibility to obtain a work permit and the requirements.

30.d. Date you presented yourself to DHS. Answer this question ONLY if you answered ‘Yes’ on question 30.c. Provide the date you presented yourself to DHS/immigration authorities.

30.e. Location where you presented yourself to DHS: Answer this question ONLY if you answered ‘Yes’ on question 30.c. Provide the location where you presented yourself to DHS/immigration authorities

30.f. Country of claimed persecution: Answer this question ONLY if you answered ‘Yes’ on question 30.c. Provide the name of the country from which you fear persecution or torture.

30.g. Explanation of why you did not enter the United States Lawfully through a port or entry: Answer this question ONLY if you answered ‘No’ on question 30.b. You must provide a good cause for failing to enter the United States lawfully at a port of entry.

31.a. Write ‘N/A’ here.

31.b. Leave these boxes blank.

32. Leave these boxes blank.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

Applicant's Statement

- 1.a. Check this box if you filled out this form by yourself.
- 1.b. Check this box if an interpreter went through this form with you. Fill in the language the interpreter spoke to you in. The interpreter will need to provide their information in Part 4.
2. Check this box if someone else filled out this form for you and write the name of the person who filled out the form for you. This person will need to fill out Part 5.

Applicant's Contact Information

3. Write a telephone number at which you can be reached.
4. Write your mobile telephone number if you have one and want to provide it.
5. Write your email address if you have one and want to provide it.
6. Check this box if you are a Salvadoran or Guatemalan national who can receive benefits under the ABC Settlement Agreement. For more information about the ABC Settlement Agreement, see:
<https://www.uscis.gov/humanitarian/refugees-and-asylum/asylum/american-baptist-churches-v-thornburgh-abc-settlement-agreement>

Applicant's Signature

- 7.a. Sign your first and last name with blue ink. Before signing the document, read carefully the Applicant's Declaration and Certification (on pages 4-5 of the application) or make sure that someone translates it for you if you are unable to read English. You will also want to review the I-765 form carefully (and have an interpreter read back to you the responses written in the application, if you are using an interpreter to interpret the form) to make sure that all responses are correct.
 - 7.b. Write the date you are signing and filling out the application.
-

Part 4. Interpreter's Contact Information, Certification, and Signature

If someone interpreted for you in order to fill out this form, they must type or complete this information in black ink, and then sign their first and last name with blue ink. If you did not use an interpreter write 'N/A' in all boxes of Part 4 (boxes 1a-7b.)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing This Application, If Other Than Applicant

If someone completed this application for you, they must type or complete this information in black ink, and then sign their first and last name with blue ink. If no other person helped you fill out this form write 'N/A' in all boxes of Part 5 (boxes 1a-8b.)

Part 6. Additional Information

Use this page if you need additional space to write answers to questions found throughout the rest of the form. If you use this page for additional information, make sure you fill out your family name, given name, middle name and A number (if you have one) on questions 1a – 2.

If you do not need to use this page, draw a diagonal line across the form and write 'N/A' on it so that it is clear the page is not being used.

What to put in the envelope when mailing your I-765 form

- Form 1-765, signed by each applicant; (parents sign for children under age 14);
- Two passport style photos of the person applying for a work permit (write the full name and A- number of the applicant on the back of each photo.) Note: you may want to include the photos in a plastic bag and clip (not staple) the bag to the application;
- A copy of your photo ID showing your picture, name, and date of birth such as passport (NOT the original!)
- **For those who submitted their asylum application to the Asylum Office only:** A copy of your asylum receipt and/or fingerprint notice (NOT the original!);
- **For those who have a case in Immigration Court only:** Include a copy of your Notice to Appear (NTA) or a Hearing Notice showing the date of your next hearing in Immigration Court (if you have one) and a copy of the date stamped first page of your I-589 if you requested one when you filed your application with the Immigration Court;
- A copy of your I-94 card, *only if* you have one (if you entered the US with a visa, get a print out of your most recent I-94 from www.cbp.gov/i94);

If you are renewing your work permit: A copy of the front and back of your current work permit card along with a money order or personal check made out to the ‘U.S. Department of Homeland Security’ in the amount of \$410 for a filing fee. Note: for those for whom this is a first-time request based on their asylum application, there is no filing fee.

A fee or money order for \$85 for a biometrics fee (for a fingerprint and photo screening), made out to the ‘U.S. Department of Homeland Security.’ This \$85 is required of everyone applying for a work permit unless you show that you are an ASAP member when you file. Please see the pages above for more information. Note: if you are **renewing your work permit**, you can combine the \$85 biometrics fee you owe with the \$410 filing fee and write one check totaling \$495.

A **copy** of the membership card you received from ASAP (front and back) if you applied for and received a membership card and want the benefits of being an ASAP member, which includes being able to apply for a work permit just 150 days after applying for asylum. If you have such a card, a copy of it should be placed directly behind the last page of your work permit application;

NOTE: If children under 21 are applying for a work permit and their parent or parents have an ASAP membership card and are ASAP members, the children do not have to apply for ASAP membership or be an ASAP member themselves in order to get the benefits. Such children should include a copy of their parent or parents’ ASAP membership card along with a copy of their birth certificate, a translation of their birth certificate into English if the birth certificate is not in English, and a certificate of translation (See Appendix B for a sample) completed by the individual doing the translation. Children do not have to be ASAP members to have many of the benefits membership in ASAP offers if they can show that their parent or parents are members.

Where to mail your envelope

- Make a copy of everything you are sending in the envelope. Keep the copy for yourself.
- Put your address in the upper left corner of the envelope.

Where you mail your envelope depends on what status you have at the time you apply for a work permit and in which state you live in the US.

a. If you live in Maine and have submitted your work permit based on the fact that you have applied for but not yet received asylum, you should mail your work permit to the following address, by writing it on the front center of the envelope:

USCIS
Attn: I-765
P.O. Box 650888
Dallas, TX 75265-0888

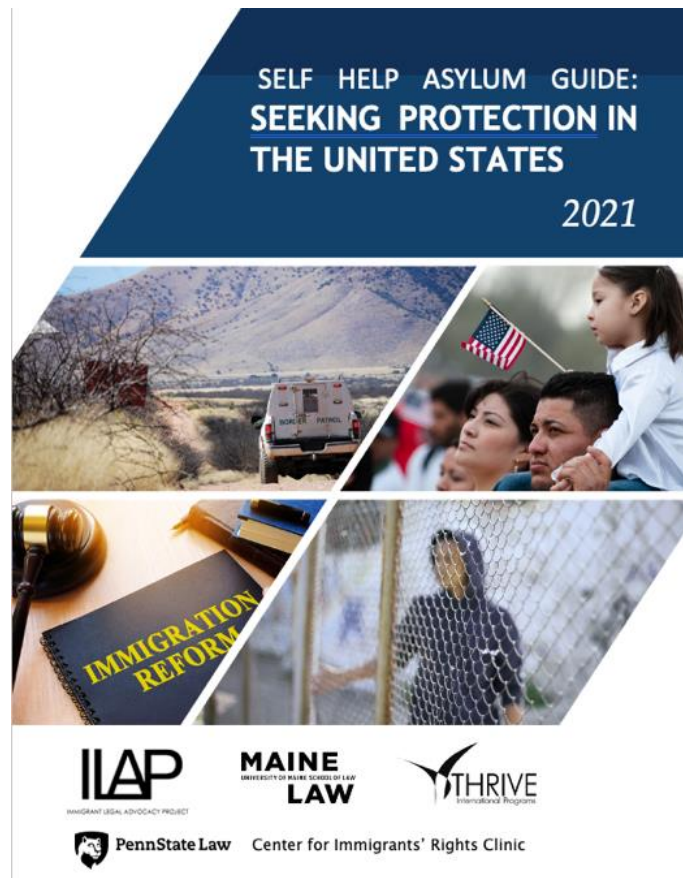
NOTE: Remember to tell the postal office employee that you want to use Certified Mail for your package for you to be able to track your package: there is an extra fee for Certified Mail.

If you are sending the application with FedEx, UPS, or DHL, write the following address:

USCIS
Attn: I-765
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

b. If you live elsewhere besides Maine or you are submitting a work permit application based on having another immigration status other than that of an asylum seeker, you can visit the following website to find where you should mail your work permit application:

<https://www.uscis.gov/i-765-addresses>



APPENDIX F: FILLING OUT THE ASYLUM APPLICATION

Form I-589 “Application for Asylum and Withholding of Removal”

This purpose of this guide is to make it easier for you to fill out your asylum application. However, it is still your responsibility to ensure that the application is filled out correctly. This information was last updated on 12/13/20 and cannot be guaranteed to be accurate after this date.

The Form I-589 called “Application for Asylum and Withholding of Removal” is one of the most important documents that asylum applicants must give to the U.S. government. The current version Form I-589 being used by the U.S. government has an expiration date. Go to <https://www.uscis.gov/i-589> to download the most recent version of the form. You should use the form on this website, even if it is already expired.

Please read the instructions below to learn more about how to complete the Form I-589. Also review the U.S. government instructions on completing Form I-589, which can be found online here: <https://www.uscis.gov/i-589>.

The asylum application (I-589 form) is used to not only apply for asylum, but for withholding of removal and protection under the Convention Against Torture. For more information on withholding of removal and Convention Against Torture, see Section III of this Guide.

Before You Start: Tips on completing Form I-589

- You may find it helpful to complete Step 4: “Write your Declaration” before answering the questions asked in Part B of Form I-589. See Appendix G for more information on writing your Declaration.
- Read each question very carefully. Make sure you understand the question before you answer it.
- Make sure all answers are complete, accurate and truthful.
- The application must be written or typed in English: If you do not write or speak English you will need the help of a good translator to translate your application. The translator or interpreter does not need to be a professional but avoid using online translation services like Google Translate, as they are not always accurate and can cause errors.
- Type your answers on a computer or write them by hand using a BLACK PEN, not pencil. Sign your name with a BLUE PEN.
- Write in capital letters if your handwriting is hard to read.
- To check off a box use: an ‘X.’
- If you do not know the answer to a question, write “Unknown” or “I do not know.” Do not guess.

- Do not leave any questions blank or your application may be rejected. If a question does not apply to you, write “N/A,” which means “not applicable.”
- Use Supplement A or B of the Form I-589 when you do not have enough room to answer a question. If you do use Supplement A or B, write the number of the question you are answering, and, at the top of the form, type or write in **BLACK INK** your Alien Registration Number (“A Number”), if you have one, your name and the date. Sign each supplemental page you use in **BLUE INK**. If you do not use Supplement A or B, still fill out the top part as if you were using it, by signing it and filling out your name, Alien Registration Number, and the date, but in the spaces below, simply put “N/A” to indicate you have no response.

QUESTION BY QUESTION INSTRUCTIONS FOR

FORM I-589:

PAGE 1:

Check the box in the upper right corner of this page stating that you want to apply for withholding of removal under the Convention Against Torture. See Section III of this Guide for more information on applying for withholding of removal and protection under the Convention Against Torture.

Part A1: Information about you

1. Alien Registration Number (“A Number”): This is the number that the U.S. government uses to identify you. It is the letter A followed by 8 or 9 numbers. If you do not know your number write “unknown”. It may be possible that the US government has not yet given you an Alien Registration Number. If so, simply write “None”; you will be assigned an A Number after you submit your application.

2. U.S. Social Security Number: if you have a **VALID** social security number from the Social Security Administration, write it here. If not, write “None.” If you have used a false number or someone else’s number in the past, write “None.”

3. USCIS Online Account Number: If you have a USCIS Online Account Number include it here. If you do not have one, write “N/A.” Do not worry if you do not have one – only some people will.

4. Complete Last Name: write your Family Name. If you have more than one family name, like “Garcia Morales,” write them both.

5. First Name: This is your given or first name. Use your legal name. Do not use a nickname.

6. Middle Name: If you have a middle name, write it here. If you don’t have one, write, ‘N/A.’

Tip: If your name is different from the name listed on your passport or visa be prepared to explain that in your asylum interview or in court. On the I-589, make sure your name is spelled the correct way.

7. Other names: List any nicknames, maiden name, and/or any other name you may have used to identify yourself.

8. Residence in the U.S.: Write down where you are physically living in the U.S. Also provide your current phone number if you have one.

9. Mailing address: Write down where you receive your mail. If someone else collects your mail, write their address and fill in their name where it states ‘In care of.’

10. Gender: Check “male” or “female”

11. Marital Status: If you are not married, check “single.” If you are legally married, check “married.” If you were legally married, but have been *legally* divorced, check “divorced.” If you were legally married, but your spouse has died, check “widowed.”

Your marriage must be recognized as legal in the country where you were married. If you were married without a marriage certificate, you may want to provide additional evidence that you were married such as photographs or written statements from family or friends who witnessed the marriage. Know that the U.S. does not consider a marriage to more than one spouse at the same time to be legal.

11. Date of Birth: Use eight numbers to show your Date of Birth. It should be in this order: month, date, and then year. For example, if you were born on March 1, 1978, you would write 03/01/1978.

12. City and Country of Birth: Write the city and country in which you were born.

13. Present Nationality: Write the country or countries where you are currently a citizen.

14. Nationality at Birth: Write the country where you were a citizen on the day you were born.

15. Race, Ethnic, or Tribal Group: Some people belong to tribal groups, such as “Tutsi” or “Hutu.” If you do not have a distinct tribal group, list your race, such as “White/Caucasian,” “Latino,” “Black,” and so on.

16. Religion: if you follow a religion, such as Christianity, Judaism, Islam, or any other religion, write that here.

17. Check the box that applies: If you have **never** been in immigration proceedings, required to attend court hearings in front of an Immigration Judge, or been given papers to attend immigration court, write “X” in box 18(a). If you are currently in Immigration Court proceedings, even if you have not yet attended your court hearing, write an “X” in box 18(b). If you are not currently in Immigration Court proceedings, but have been in the past, write an “X” in box 18(c).

18. Complete a through c.

(a) **When did you last leave your country:** write the date on which you left your country of citizenship (the country from which you seek asylum). Use the same format as your birth date (month/day/year). If you do not remember the exact date, you may write the month and year only.

(b) **What is your current I-94 Number:** If you entered the U.S. on a visa or through the Visa Waiver Program, you can find your I-94 number online at: <https://i94.cbp.dhs.gov/I94/#/home>. This will tell you your most recent date of arriving in the United States and the history of your arrivals and departures to and from the U.S. You can print your I-94 and use it as evidence that you legally entered the U.S. Please visit the above website for more detailed information on how to get your I-94.

If you entered the U.S. without permission or papers that allowed you to enter, write “no inspection” or “none.”

(c) **U.S. Entry History:** begin with your last entry into the U.S. It does not matter if you entered legally or illegally.

Date: For each entry into the US, write the date you entered the U.S. Use the month/day/year format. This date can be found in your passport and/or on your I-94 document, if you have one. If you are not sure of the exact date, you can either write the month and year, or just the year.

Place: For each entry into the US, write where you entered the U.S. (city, state). If you are not sure where, you can look at your I-94 record (see above, 19(b) for how to find it) or write “I don’t know.”

Status: For each entry into the US, if you came in to the U.S. legally, write the type of visa you used, such as B-1, B-2, F-1, “tourist,” “student,” etc. If you did not enter the U.S. legally, write “entered without inspection.”

Date Status Expires: Write the date your Form I-94 or authorized stay expires, NOT the date your US visa expires. This is the date that tells how long you could stay in the U.S. The U.S. government wrote this in your passport when you entered the U.S. (if you entered the US with a passport) or on your I-94 card (if you have one.) If the U.S. government wrote ‘D/S’ that means “duration of status.” Write ‘D/S’ in this box. If you entered without documents or permission and the US government did not give you a time limit for how long you could stay, write, ‘N/A.’

Continue to write the above information for each time you entered the U.S., legally or illegally. If you do not have enough space, use supplement B to include the rest.

19. What country issued your last passport or travel document: Write the country that issued you the passport you used to leave your country and/or enter the U.S. If you do not have a passport, write ‘N/A’ for questions 20 and 21.

If you obtained a false passport that you used to travel to the U.S., you should consult with an experienced immigration attorney about any consequences.

20. Passport and travel document number: Your passport number is the number used to identify your passport. It is typically found on the same page in your passport as your picture. If you came to the U.S. without a passport, you may have a travel document number and you should write ‘N/A’ for your passport number but write in the travel document number. If you do not have either of these numbers or documents, write “N/A.” If you have lost these documents since coming to the U.S., or don’t know the numbers, write “Unknown.”

21. Expiration Date: Write the date on which your passport or travel document expires. This is also typically found on the picture page of your passport. Be sure to follow the

month/day/year date format.

22. What is your native language: Your native language is considered your first language, the language you speak best, or the language you spoke growing up. If you speak a certain dialect of that language, write it here.

23. Are you fluent in English: If you speak English fluently, place an “X” in the box “Yes.” If you do not speak English fluently, place an “X” in the box “No.” If you speak English but not fluently, you should place an “X” in the box “No.”

24. What other language do you speak fluently: Write other language(s) that you speak here.

Leave blank “For EOIR use only” and “For USCIS use only.” That is for USCIS or Immigration Court to fill out.

PAGES 2 & 3

Part A.II.: Information About Your Spouse and Children:

This section asks questions about your *current* marriage (if any) and your children (if any).

Your spouse. Your spouse is your current husband or wife.

If you are **not** married, place an “X” in the box that states “I am not married” and write “N/A” in all of the boxes asking questions about your spouse. Then go on to the next set of questions entitled “Your Children.”

If you are married, you must complete this section, whether or not your spouse is in the U.S. Provide the information about your spouse that is requested. If you do not know the answer to something, write ‘Unknown.’ If you are divorced or widowed, you do not have to include your divorced or widowed spouse. Place an “X” in the box that states “I am not married” and write “N/A” in all of the boxes asking questions about your spouse. Then go on to the next set of questions entitled “Your Children.”

If your current spouse is included on the application, they will also be granted asylum status if they are in the U.S. and if your asylum is approved. For any spouse with you in the U.S. for whom you want to receive asylum if you are granted asylum, you must, in addition to your asylum application, submit the following:

- a. One additional copy of your Form I-589, with a passport-style photograph of your spouse stapled to page 9 of this additional copy. Please follow the instructions available at <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to ensure that your photographs comply with the U.S. government’s requirements.
- b. **Two** copies of documents, along with English translations of the documents, showing you are married (for example, your marriage certificate). You will also want to include a certificate of translation (See Appendix B for a sample) for each document you submit that has been translated into English, filled out by the individual who translated the document. Do not send originals of these

NOTE: If you do not have or cannot get these documents, you may mail or bring to your hearing “secondary” evidence of your marriage relationship, such as religious records, wedding announcements, or photos of your wedding. You can also mail a written statement from at least one person who witnessed the event. (For example, a letter from someone who attended your wedding.) Written statements may be provided by relatives or others, and they do not need to be U.S. citizens or lawful permanent residents. The statements must be translated if they are not in English and should include a Certificate of Translation (see Appendix B for more information.)

Your Children

If you do not have any children, place an “X” in the first box “I do not have any children”, and write “N/A” in all of the boxes asking questions about your children. Then go on to the questions in Part A.III. ‘Information About Your Background’ beginning on Page 4 of Form I-589.

If you do have children, place an “X” in the second box, “I have children”, and write how many children you have next to “Total number of children.” **Include ALL biological, adopted, and stepchildren** regardless of their age, whether or not they are in the United States, and marital status.

- **Adopted Children:** An adopted child means a child who was under the age of 16 at the time the legal, foreign adoption took place and who has lived with you and of whom you have had legal custody for at least two years. It is important to list **ALL** children. There is space for four children on this section of the form. If you have more than four children, you can list your additional children on “Supplement A, Form I-589.”

Although you must list all your children on the asylum application, whether they are residing in the US or not, only children who are under 21 years of age, unmarried, and in the United States can be given asylum status if you, yourself, receive it. For those of your children who are unmarried, less than 21 years old, in the U.S., and whom you want to also receive asylum status based on your own, include, in addition to your asylum application, the following for *each* child:

1. One additional copy of your Form I-589, with a passport-style photograph of that child stapled to page 9 of this additional copy. Please follow the instructions available at: <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to ensure that the pictures comply with the U.S. government’s requirements;
2. **Two** copies of evidence of your relationship with the child (for example, a birth certificate).

NOTE: If you do not have or cannot get these documents, you may mail (or bring to your hearing) “secondary” evidence of the parent-child relationship, such as medical records, religious records, birth announcements, or school records that demonstrate that you are the parent of that child. You can also mail a written statement from at least one person who witnessed the event. (For example, a letter from an individual who witnessed the birth.) Written statements may be provided by relatives or others, and they do not need to be U.S. citizens or lawful permanent residents. The statements must be translated if they are not in English.

Fill in all the information requested for each child. If you do not know something about a particular child, write ‘Unknown’ and if something is not applicable to a particular child, write, ‘N/A.’ Again, make sure you list all children, whether or not they are residing here in the US. If you have more than 4 children, use Supplement A to list the remaining children. If you have less than 4 children, use what space you need to list each of your children and fill-out the requested information for each child and, in the remaining spaces, write or type ‘N/A.’

PAGE 4

Part A.III.: Information About Your Background:

This section asks about where you have lived, your education, and your employment history, both in the U.S. and your home country. For these questions, list your most recent information at the top. (I.e: start with your most recent address, school, or job first in the top box of each section, and then write the rest in reverse order, from most recent to oldest.)

1. **List the address and dates of residence where you lived just BEFORE coming to the U.S.** If you resided in a country before coming to the US, list the address in that country in the top box in this

section and, in the second box below the first, list the last address you resided at in your home country. If you did not reside in any country before coming to the US, just list your last address in your home country in the top box. Include the dates you lived at the residences listed, in the month/year format.

- If you were hiding for a period of time immediately before entering the U.S., you should list that address, including a hotel, friend's house, etc.

2. List each of your residences for the past five years, including the dates of residence for each place. You must account for all residences where you resided at within the last 5 years. Start with where you live now in the U.S., then list your address before that, then the one before that until you have covered the last five years. It is very important to list ALL residences, even if you only lived there for a short time like a homeless shelter or the place you were in hiding. The address(es) you included in Question 1 above should also be listed in this response. If you have lived in more than five places in the past five years, use Supplement B to add your remaining addresses. Do your best to remember the addresses where you lived. If you do not remember the number or street where you lived write 'Unknown,' in the box. If the address where you lived does not include the number or name of a street, write 'N/A.' Fill in the city or town in which the residence was located, however.

3. List all of the schools you have attended, including dates of attendance and starting with the most recent school. This includes all levels of education you have received and any education either in the U.S. or abroad. If you have attended more than four schools in your lifetime, list the rest of the schools on Supplement B.

4. List each of your places of employment for the past five years. If you are working in the U.S., start with the job you have now or your most recent job and provide the name and address of the employer, your job title and dates of employment. If you have had more than 3 jobs in the last 5 years, list the rest of the jobs on Supplement B.

5. List information about your parents, brothers and sisters, including their name, city/town and country where they were born, and their current location. Include parents and siblings who are no longer living and write "Deceased" if they have passed away. If they are still living, you MUST indicate their current location. If you do not, your application will be returned to you. If you do not know where any of your parents, brothers, and sisters are living or where they were born, write "Unknown." If you have more than four siblings, use Supplement B to add information about your remaining siblings. You must list all siblings, including half-siblings and siblings who are deceased.

PAGE 5

Part B. Information About Your Application:

This section asks for information about *why* you are seeking asylum. Be sure to read each question carefully and include information on what happened to you or your family in the past that now makes you afraid to return to your home country, why you and/or your family were harmed, who harmed you and what you believe will happen to you if you return to your home country now.

NOTE: You can choose to submit your Declaration at the same time that you submit your asylum application or at a later date, when you submit the rest of the evidence in your case. Many people, especially those in Immigration Court, do not submit their Declaration until later, when they submit the rest of the evidence for their case. You may want to talk to an attorney about what is best for your situation.

a. If you are submitting your Declaration at the same time along with your asylum application, you should answer the questions in Part B in one to three sentences that summarize what you write in your Declaration. Be sure that what you put in your Declaration matches your answers in Part B of the asylum application. Following your answers, you should include this sentence, **“Please see my Declaration submitted with this Form I-589 for more information.”**

Include this statement only if you are including your Declaration along with your asylum application. Do not include this statement if you are not including your declaration with your asylum application.

b. If you do not plan to submit your Declaration until later, do not refer to or mention your declaration in any of these answers (since you are not including it.) You’ll want to answer each question about the harm or threats you suffered or the harm and torture you fear will happen, by explaining briefly what happened, who harmed you or will harm you, when it happened, and why you believe it occurred or will occur. Your answers should be short and concise as you don’t need to include extensive details because you will discuss more fully what happened in Immigration Court, at the Asylum interview, and in your future Declaration, should you choose to submit one.

If you run out of space and need more room to answer any of these questions in this and other sections, you may add additional pages to your Form I-589 or use Supplement B at the end of the Form I-589. If you attach additional pages, be sure each page includes your first and last name, A number, if any, the date and your signature in BLUE PEN.

1. I am seeking asylum or Withholding of Removal based on: check the box(es) for all of the reasons that apply to your case. If you checked the box on Page 1 related to the **Convention Against Torture**, check the Torture Convention box here on Page 5, too. **Note:** It is *strongly* recommended that you check this box along with the box at the top of the first page of your asylum application indicating that you would like to apply for protection under the Convention Against Torture as this will preserve your right to apply for other forms of protection in addition to asylum should you lose your asylum case. For more information about the Convention Against Torture and other forms of protection in addition to asylum, please see Section III of this manual.

1(A): If you, your family, close friends or colleagues have experienced harm, mistreatment, or threats in the past, check “Yes” and then explain briefly what happened. You might want to include who harmed you, what happened, when it happened, and why you believe you were harmed. You may also write “Please see my personal Declaration for more information” if you have included a Declaration but **do not write this unless you have included your Declaration, or your asylum application will be rejected.** If you check “No” because you or family members did not experience harm, threats, or mistreatment, write “N/A” in the box following the question.

1(B): If you fear you will be harmed in the future if you return to your home country, check “Yes” and then explain briefly why you fear this harm. You might want to include information on who you think may harm you in the future, what they might do to you, why you believe they

want to harm you and why you think they will be able to harm you. You may also write “Please see my personal Declaration for more information” if you have included your Declaration with your submission. If you check “No”, write “N/A” in the box following the question. If you do not fear harm, see Section 1 of this Guide on the requirements for asylum.

PAGE 6

Part B. Information About Your Application (Continued)

2. Have you or your family members ever been accused, charged, arrested, detained, interrogated, convicted and sentenced, or imprisoned in any country other than the United States?

Check “Yes” or “No.” If you check “No,” write “N/A” in the box following the question. If you check “Yes,” explain what happened and why. If you were detained, make sure you mention that here.

3(A) and 3(B): Both of these questions ask about any group that you or your family may have belonged to in your home country. For example, if you were a member of a political party, church group, social group, etc., in your home country, you should check “Yes” and include that information here.

- Include any organizations, movements, or other groups you have been a part of in the past and/or continue to be a part of now. These may include:
 - **religious groups, military or paramilitary groups, guerilla organizations, ethnic groups, student groups, labor groups or unions, human rights groups and any other organization of which you consider yourself a member or participant.**
- **If you believe you were or might be harmed in your home country because of your participation in one of these groups, explain that in response to this question.**
- If you check “No”, write “N/A” in the box following both questions 3A and 3B. Note: if you state in your Declaration that you were involved in certain groups, these groups should be included here.
- If you checked “Yes” in Question 3A and you or your family continue to be involved in these groups, check “Yes” in response to Question 3B and explain briefly. You may also write “Please see my personal Declaration for more information” if you are submitting your declaration along with your asylum application. If you and your family are no longer involved in the groups you listed in Question 3A, check “No” in response to Question 3B and write “N/A” in the box following the question.

WARNING: If you ever belonged to or were associated with a paramilitary or guerilla organization, or any armed group, consult an experienced immigration lawyer before submitting your Form I-589 to get advice about whether your activities might affect your eligibility for asylum in the U.S.

4. Are you afraid of being subjected to torture in your home country or any other country to which you may be returned? If you are afraid you could be tortured if you return to your home country, or to any other country, check “Yes” and explain what harm you fear, why you fear that harm and who you believe might cause the harm. You can also add “Please see my personal Declaration for more information” only if you include a Declaration. If you check “No,” write “N/A” in the box following the question.

PAGE 7

Part C. Additional Information About Your Application:

Part C asks questions to ensure that you are eligible for asylum in the U.S. and have not done anything that makes you ineligible. See pages 5 and 7 of this guide for a list of things that might make you ineligible for asylum. Like the rest of the application, it is very important to answer these questions truthfully and accurately. If you answer ‘Yes,’ to any of the questions in Part C, provide the requested details in the box below the question. If you answer ‘No’ to these questions, write ‘N/A’ in the box below.

Consult an experienced immigration lawyer BEFORE you submit your asylum application if you answer “Yes” to any of the questions in section C on pages 7-8.

PAGE 9

Part D. Your Signature

- Staple your passport-style photograph on the square in the right-hand corner of this page. See <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to make sure your photograph complies with the U.S. government’s requirements.
- In the box that says “Print your complete name,” on the application, you should handwrite your name as it appears in English. In the box that says, “Write your name in your native alphabet,” you should write your name as you do in your native language. For example, if you speak Chinese, you would write your name in English in the box that says “Print your complete name” and in the box that says “Write your name in your native alphabet” you would write it in Chinese.
- Check “Yes” or “No” to say if a spouse, parent or child(ren) assisted you in preparing the Form I-589 and give the information requested about that person.
- Check “Yes” or “No” about whether you were given a list of persons, such as attorneys, who may be available to assist you, at little or no cost, with your asylum application.
- Before signing your application, review all of the questions and make sure they are truthful and complete and that you understood them. If someone translated your answers into English for you, you should have them read the answers back to you, in your native language, so that you can ensure that the answers are accurate and correct and that there are no mistranslations. By signing the Form I-589, you are swearing that everything in the application is true, to the best of your knowledge.
- Use a BLUE PEN TO SIGN the application and date it on the day you signed.

Part E. Declaration of Person Preparing Form, if Other Than Applicant, Spouse, Parent or Child

If someone who is not a family member helped you fill out your Form I-589, they must complete this section and sign their name using a BLUE pen. If no one assisted you in completing your Form I-589, write “N/A” in all of the boxes to indicate it is not applicable to you.

PAGE 10

Part F. To Be Completed at Asylum Interview, if Applicable

Do not write in this section of the Form I-589 at this time. You will complete this at your Asylum Interview if you have one.

Part G. To Be Completed at Removal Hearing, if Applicable.

Do not write in this section of the Form I-589 at this time. This will be completed when you have your court hearing, if you have one.

SUPPLEMENT A

Fill out this page only if you have more than 4 children total and you were unable to include all your children on pages 2 and 3 of the application. You can use this page to include additional children. If you run out of space on this page, you can make as many copies of the page as necessary to include all your children. For each ‘Supplement A’ page that you submit, ensure that you fill out your ‘A’ or immigration number and name at the top of the page and sign and date the page.

If you do not need to use this page for additional children, simply fill out the top of the page with your ‘A’ number and name and date and sign the page. In the boxes below, write ‘N/A.’

SUPPLEMENT B

Use this page only if you have information for which you could not include on the rest of the asylum application due to lack of space. For example, if you have more than 4 siblings and you could not list all of your siblings on page 4 of the application due to lack of space, you can list the remaining siblings here. For each item that you answer, write the question number that you are answering and the Part in the application where the question is found. If you need more space than what is allotted, make as many copies of Supplement B as you need. For each Supplement B page that you submit, however, write your ‘A’ or immigration number and name at the top of the page and sign and date the page.

If you do not need to use this page, simply fill out the top of the page with your ‘A’ number and name and sign and date the page. In the spaces and box below, write ‘N/A.’

ADDITIONAL INSTRUCTIONS

Once you have finished the Form I-589 and signed it, if you are submitting your application to the Asylum Office, make an additional copy of the application and submit it along with your original application. For each additional family member (such as your spouse or unmarried children under the age of 21) who is in the US, whom you would like to include on your application, and who qualifies to be included on the application, make an additional copy of your application and insert that particular family member's picture in the box on page 9 of the application instead of your own.

For example, if you have a spouse and one unmarried child under the age of 21 who live here in the US and whom you would like to ensure are included in your application, when submitting it, you would include:

- a. your original asylum application with your passport-style photo attached in the box on page 9 of the application
- b. one copy of the above if you are submitting your asylum application to the Asylum Office. (If you are submitting your asylum application to an Immigration Court, you do not need to include this additional copy.)
- c. An additional copy of your application, with your spouse's photo in the box on page 9.
- d. An additional copy of your application, with your unmarried child's photo on page 9.

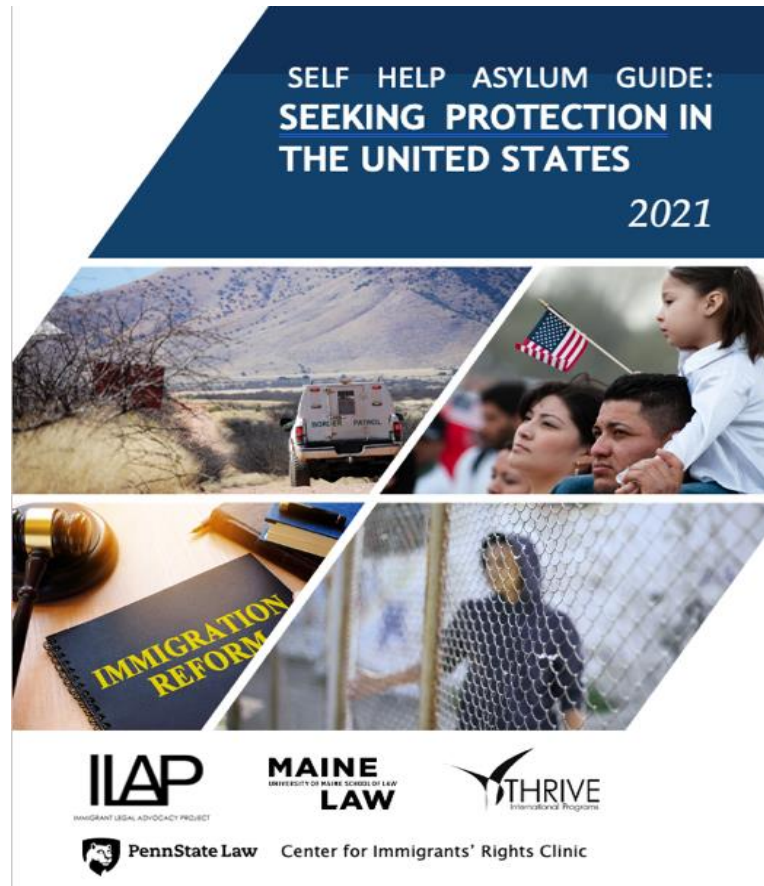
You would also include copies of any additional documents mentioned above in the 'Part A.II: Information About your Spouse and Children' section of these instructions, such as copies of documents that prove that you are married to your spouse and that you are the parent of your child or children. In addition, if you are able to, you should include copies of every page of everyone's passports if the family entered the US with **valid** passports. However, you should consult with an attorney before submitting copies of any passports that were obtained fraudulently. If you or any family members included in your application received I-94 cards when entering the US (see page 5 for an example of an I-94 card), you should include a copy with your submission as well. Information about your I-94 card can be found here: <https://i94.cbp.dhs.gov/I94/#/home>. As always, make sure you bring the originals of copies of any documents you submit with your application with you to the asylum interview or immigration court, as officials may want to inspect and verify them.

You should also make a copy of what you submit for yourself, to keep for your records. Keep this copy with any receipts you obtain when mailing your application, so you will have a record of not only what you mailed, but the date when you mailed it and the address to which it was mailed.

Where you send your application will depend on whether you have a case in Immigration Court and which Court you are scheduled in or whether you are applying for asylum with the Asylum Office. For more information on where you should mail or turn in your application, see Section I of this guide on Applying for Asylum Affirmatively if you are submitting your application to the Asylum Office and Section II of this manual if you are Applying Defensively and are submitting your application to Immigration Court. Note: It's important that you read the relevant section carefully as it contains important information about applying for asylum and mailing in your asylum application.

You have finished the Form I-589. Review the document to make sure you completed each question honestly and accurately.

You may also want to compare your answers with the documents you are sending, such as marriage and birth certificates, your Declaration, and any other evidence you are preparing for your case to ensure that what you say in your asylum application is the same as what the documents and evidence indicate. If there are differences, you will have to be prepared to explain the reasons why during your Asylum Interview or in Immigration Court.



APPENDIX G: WRITING YOUR DECLARATION

What is a Declaration?

- A Declaration is a typed or handwritten statement that explains in detail why you fled your home country and why you now fear returning to your home country.
- A written Declaration lets you tell the story of what happened to you in your home country and why you fear returning.
- A Declaration should be specific to you and your case.

Why should I write one?

- The Asylum Officer or Immigration Judge who will read your application knows nothing about you and might not know a lot about your home country. Your Declaration tells the Asylum Officer or Immigration Judge your story and teaches the Officer who you are, where you are from, what harm you experienced, and why you cannot safely return to your home country.

What should I include in my Declaration?

- You should include the following information in your Declaration:
- Begin with your personal background, and the conditions in your country. Only include information that is related to the reason why you are seeking asylum.
- Explain the harm you suffered in your home country or the harm you fear you will suffer if you are forced to return. You do not have to include every detail as you may be asked to provide more detail when testifying. You just want to give a general idea of what happened. If you cannot remember something because it is so traumatic, you can explain why.
- Explain WHY you believe you were harmed or will be harmed, and by WHOM. This is very important to include.

What should my declaration look like?

You may handwrite your Declaration on paper or you can type and print it. Remember to number each paragraph.

There is no page limit, but your Declaration should be long enough to include all the important information about the harm you faced or fear, why you experienced or fear that harm, who is harming you or has threatened to harm you and so on. See page 2 of this Guide for the requirements to be eligible for asylum. You should be familiar with these requirements before writing your declaration. Usually Declarations are about 5-8 pages.

How to Organize Your Declaration

There is no “right” or “wrong” way to structure your Declaration. You should try to be sure that your Declaration is clear and easy for the Asylum Officer or Immigration Judge to understand.

Here are a few tips for organizing your Declaration:

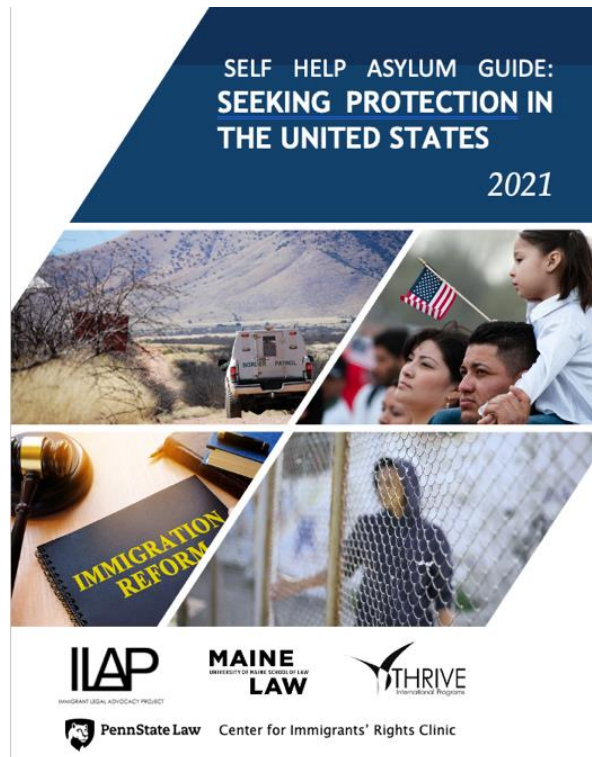
- Write your Declaration in chronological order—the order in which things happened.
- Begin with a summary paragraph. It should be a short, one-paragraph summary explaining what happened to you and why. Then you can go into detail in the following paragraphs.
- Number your paragraphs.
- Consider writing your Declaration so that it has a beginning, a middle, and an end.
 - The beginning is your personal background relevant to why you are applying for asylum,
 - The middle is an explanation of the harm you suffered or fear suffering in the future, **why** you suffered or will suffer that harm, and **who** caused or will cause the harm,
 - The end is your escape from your home country and your arrival in the United States.
- Write as if the Asylum Officer or Immigration Judge knows very little about you or your country, and your job is to educate them in your Declaration.
- **Be honest!**
- NEVER guess about important details! If you do not remember something, say so.

Your Declaration must be written in English. If you do not read and write English, you should write it in your own language and have it translated by someone who is completely fluent in both English and your language. This person does *not* have to be a professional. They do not need to charge you money. But they **MUST** be able to **SPEAK AND READ** fluently in your language **AND** in English. The translator should not be any spouse or children included on your asylum application or anyone who will be testifying for you. The translator should **NOT** be a member of your family.

- Once you get your Declaration translated, **carefully go over the translation word for word with the person who translated your Declaration to make certain everything is correct.** It’s important to ensure that the person who translated your declaration correctly translated everything you said.
- If your Declaration is translated, you need to attach a Certificate of Translation to the copy of your Declaration in English. See Appendix B for a copy of a Certificate of Translation.

While writing your Declaration follow these rules:

- Do not copy or use someone else's Declaration to help you in your case. It is important that your Declaration be your own.
- If you cannot remember a detail, do not guess. You must tell the truth. If you cannot remember a detail, explain that you cannot remember.
- You are the expert on your story, and if you do not tell the Asylum Officer or Immigration Judge your story, then no one else will.
- Try to think about where your story may be difficult to understand and explain your story carefully and truthfully.
- If you work with a translator, review all translations carefully and make sure that the translator signs the Certificate of Translation.



APPENDIX H: PROOF OF SERVICE

NOTE: This form is only used by individuals who have a case in Immigration Court. **You should not use this form if you are submitting your asylum application to the Asylum Office.** (Please see pages 53-54 this guide for more information.)

Before filling out the form below, you should read the instructions in Section II of this manual about submitting an asylum application when you are in Immigration Court.

If you are mailing or delivering your asylum application to Immigration Court, you are required to submit a copy of your asylum application, including all attachments and submissions, to another office - the Office of Chief Counsel - as well as to Immigration Court.

You'll want to let the Immigration Court know that you mailed a copy of your asylum application to the Office of Chief Counsel, as you are required to do. You can use this form to do that. Simply fill it out as instructed and include it with your asylum application as the last page of your application. Don't forget to include it when you submit your asylum application to Immigration Court and when you make copies of your submission!

Note: on the form below, you will see a blank that requires you to write the address of the Office of Chief Counsel to which you submitted your copy. If your case is located in the Boston Immigration Court, you'll want to write the following address on the form below as the address for the Office of Chief Counsel:

Office of Chief Counsel
JFK Federal Building
15 New Sudbury Street, Room 425
Boston, MA 02203

This should be the same address to which you mailed your copy for the Office of Chief Counsel.

If you do not have a case in the Boston Immigration Court but have a court case somewhere else in another immigration court, you can use the following link to locate the address for the Office of Chief Counsel that you should write on this form and to which you should mail a copy of your submission. Simply locate the state and city where your Immigration Court case is located and the list will give you the address of the appropriate Office of Chief Counsel: <https://www.ice.gov/contact/legal>

Please see pages 53-54 and Appendix A to learn more about how you can find out which Immigration Court your case is in.

APPENDIX H: PROOF OF SERVICE

Name of Asylum Applicant:

_____ A# _____ - _____ - _____

PROOF OF SERVICE

On _____, I _____
(date you mailed or gave copy of your asylum application to Office of Chief Counsel) (write your name)

served a copy of this asylum application and any attached pages to DHS Office of Chief Counsel at the following address:

Office of Chief Counsel

(write address)

(write address)

(write City, State, Zip Code)

By _____
(write method of delivery; for example: by mail, hand-delivery, etc.)

(sign your name here)

(write date here)