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

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

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

This guide includes:
- Important Warnings (p. 1)
- Instructions for completing the Change of Address Form Online (p. 2 – 6)
- Example of a USCIS Receipt Notice (p. 8)

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

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

Instructions for Completing the Change of Address Form Online

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

1. The receipt number for your pending case. If you don’t know where to find your receipt number, see the sample Receipt Notice on p. 8
2. Your new physical address. If you cannot receive mail at this address, a separate address where you can receive mail.
3. Your A number, which is your identification number in the U.S. immigration system. Your A number is printed on most documents issued to you by USCIS. You can use the sample Receipt Notice on p. 8 to see where the A number appears on a Receipt Notice.

¹ The USCIS Change of Address form can be completed online as well as on paper. This guide explains the online process only.
Important! You must fill out a separate form for every member of your family who has moved addresses and has a pending application with USCIS, including babies and children.

Below are screen shots with explanations that will guide you through the process of filling out a Change of Address Form online. To begin, open an internet browser and go to https://www.uscis.gov/ar-11.

Once you arrive, follow the images below to navigate and complete the form.

1. Click on “File online”.
Note: If you do have a pending application with USCIS but you absolutely cannot find your receipt number, ILAP recommends that you still update your address with USCIS within 10 days of moving. In this case, you can click “no” for step 3.
4. Select the form number under Case Information that corresponds to your pending application from the drop-down menu. Look at the sample receipt notice to find where the form number is located.

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

6. Enter the zip code that you listed when you filed your application.
7. Enter your first name here.

8. Enter your last name here.

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

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

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

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

13. If you checked “other,” be sure to include a description of your status.

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

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

*Please note* that USCIS requires you to provide a physical address. If you would prefer to receive mail at a P.O. Box or an address other than where you live, see the image below.
16a. If you wish to receive mail at your new address, check “Mailing address same as new address above.” If you would like to enter a different mailing address, check the other option.

16b. A box will pop up where you can either confirm that your new address is the same as your mailing address or enter a different mailing address. If you have a P.O. Box or other alternative mailing address where you would like to receive mail, you should enter that here.

17. If you would like to receive an email confirmation that you submitted the form, you must enter a valid email address. If you complete this step, you should receive an email from USCIS after you submit your form. If you do not have an email address, leave this field blank.
18. If you’re filling out your own form, select “applicant or petitioner” from the drop-down menu. Then leave the rest of the fields blank.

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

This is an example of a USCIS receipt notice. You should have received a receipt notice from USCIS acknowledging that they have received your most recent case or application. Please note that receipt notices may be formatted differently for different case types.

The **kind of form** you filed should be near the top of the receipt notice and referred to as ‘Case Type’.

This is the **receipt number** for your form.

This is the **zip code used at the time of filing**.

Your **A number** should be listed near the top of your receipt notice and is a 9-digit number that starts with the letter A. Sometimes it is referred to as the ‘USCIS Alien Number’.