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NOTIFYING USCIS OF YOUR ADDRESS CHANGE

Pursuant to Section 265 of the Immigration and Nationality Act (8 U.S.C. §1305), all foreign nationals who are within the United States for thirty days or more are required to notify the U.S. government of any change of address within 10 days of such a change. Notification is mandatory, and any foreign national failing to do so may be subject to serious penalties including compulsory removal from the United States, fines and/or imprisonment. Please note that foreign nationals who are under age fourteen (14) are exempt from this requirement. In addition, nonimmigrants present in the United States under A or G visa status are exempt from this requirement.

There are two ways in which you may notify USCIS of your new address:

1. Complete the change of address online at <http://www.uscis.gov/ar-11>. Each family member must also complete his or her own Form AR-11. If you have an application pending with USCIS, you should insert the receipt number, and that will also take care of notifying USCIS of the address change in connection with that application.

OR

2. Complete a hardcopy Form AR-11 and send it to the address listed on the form. Each family member must also complete his or her own Form AR-11. Form AR-11 may be downloaded from the USCIS web site at <https://www.uscis.gov/ar-11>. If you file a hardcopy Form AR-11 and you have an application pending with USCIS, a separate letter should be sent by certified mail or courier to the specific USCIS office handling your case, notifying that office of your new address. Alternatively, a call may be placed to the USCIS National Customer Service Center to notify them of your new address in connection with the application.

Please see the attached Frequently Asked Questions (FAQ) document and contact us if you have any questions regarding this policy.

Frequently Asked Questions Regarding Form AR-11

Question: I am not a permanent resident, visitor or student. How do I respond to the question “I am in the United States as:”?

Answer: Check “Other” and write your nonimmigrant category (e.g. H-1B, H-4 L-1A, L-1B, L-2, O-1, O-3, TN, TD, etc.). If you have submitted an application to adjust status (Form I-485), write “adjustment of status applicant”.

Question: What is my Alien Registration Number (A-Number)?

Answer: If you are a permanent resident of the United States, your Alien Registration Number is listed on your permanent resident card (“green card”). If you are an I-485 adjustment of status applicant, then your Alien Registration Number is listed above your name on your I-485 USCIS receipt notice. If you have ever had an employment authorization document (EAD) (e.g. as a student working pursuant to optional practical training), then your Alien Registration Number is listed on your EAD. If the USCIS ever initiated removal proceedings against you, the Alien Registration Number would be on your Notice to Appear. If none of the above applies to you, then you do not have an Alien Registration Number and should state “None” on the Form AR-11.

Question: What is the best method for sending Form AR-11 to the USCIS?

Answer: We recommend that you file the Form AR-11 online at <http://www.uscis.gov/ar-11> and save a copy for your records. If you do file by mail, however, we recommend that you send your AR-11 to USCIS via certified mail or an overnight delivery service, so that you may confirm its delivery. Please retain the delivery confirmation for your records.