**Client Change of Address Checklist**

If your client moves while his or her case is pending before the immigration court or USCIS, you or your client must inform the Court or Board of Immigration Appeals (BIA) **within 5 days of moving**. You must also inform the government attorney (OPLA), the US Citizenship and Immigration Service (USCIS), and Enforcement and Removal Operations (ICE ERO) of the change, if applicable. Address updates can be completed online for all matters pending before USCIS (now including affirmative asylum claims) using the receipt number for the matter. Address changes for case before the Immigration Court and BIA need to be completed via paper filing.

**\*\*Your client may need to file more than one of the below forms\*\***

**The Advocates**

* If you are handling a pro bono case through The Advocates, please email your attorney contact with the updated address.
	+ Affirmative Asylum, Casey Shultz Bruning (cschultzbruning@advrights.org)
	+ Unaccompanied Minors and SIJS, Kim Boche (kboche@advrights.org)
	+ Defensive/Removal Asylum (non-detained) and Detained, John Bruning (jbruning@advrights.org)
	+ Afghan Evacuees, Zack Albun (zalbun@advrights.org)
	+ T-Visas, Lindsey Greising (lgreising@advrights.org)

**Affirmative and TVPRA Asylum (I-589) and Asylum-Based Work Permits (I-765)**

* 1. [AR-11 filing instructions](https://www.uscis.gov/ar-11) (can also file online, see link!)
* 2. [AR-11 form](https://www.uscis.gov/sites/default/files/document/forms/ar-11.pdf)[[1]](#footnote-1)
* 3. If mailing[[2]](#footnote-2), send AR-11 to:

|  |
| --- |
| U.S. Department of Homeland SecurityCitizenship and Immigration ServicesAttn: Change of Address1344 Pleasants DriveHarrisonburg, VA 22801 |

**Special Immigrant Juvenile Status (I-360s), U-Visas (I-918), T-Visas (I-914), and associated Work Permits (I-765s)**

* 1. [AR-11 filing instructions](https://www.uscis.gov/ar-11) (can also file online, see link!)
* 2. [AR-11 form](https://www.uscis.gov/sites/default/files/document/forms/ar-11.pdf)[[3]](#footnote-3)
* 3. If mailing[[4]](#footnote-4), send AR-11 to:

|  |
| --- |
| U.S Citizenship and Immigration ServicesAttn: Humanitarian DivisionVermont Service Center38 River RoadEssex Junction, VT 05452 |

**Defensive Asylum (Removal case) / any client in immigration court**

* 1. [EOIR-33/IC form](https://www.justice.gov/eoir/file/640016/download) for Fort Snelling, MN (Print on **BLUE** paper).[[5]](#footnote-5)
* 2. Mail **paper copy[[6]](#footnote-6)** both to EOIR and DHS/OPLA.

|  |
| --- |
| **Mail to:[[7]](#footnote-7)** |
| Department of JusticeImmigration Court1 Federal Drive, Suite 1850Fort Snelling, MN 55111 | U.S. Department of Homeland SecurityOffice of Principal Legal Advisor1 Federal Drive, Suite 1800Fort Snelling, MN 55111 |

**Appeals to the Board of Immigration Appeals (BIA)**

* 1. See Affirmative, if ANY ancillary matters are pending before USCIS/Chicago Asylum Office (AR-11 to Harrisonburg, VA)
* 2. [EOIR-33/BIA form](https://www.justice.gov/eoir/file/639766/download) (print on **PINK** paper)
* 3. Mail **paper copy** to BIA/OPLA.

|  |
| --- |
| **Mail to:** |
| U.S. Department of JusticeExecutive Office for Immigration Review Board of Immigration AppealsClerk's Office5107 Leesburg Pike, Suite 2000Falls Church, VA 22041 | U.S. Department of Homeland SecurityOffice of Principal Legal Advisor1 Federal Drive, Suite 1800Fort Snelling, MN 55111 |

**If relevant to your client:**

If your client is on the intensive supervision program (ISAP) or is required to check in with the Enforcement and Removal Office (ERO) of the Immigration and Customs Enforcement (ICE), they must also inform the appropriate officer of the move:

**ISAP**

* Your client should contact his/her case worker to inform them of the address change.

**ICE/ERO**

* Your client should contact their supervising officer to inform them of the address change.
1. Individuals with affirmative asylum claims pending before the Asylum Office are no longer required to send a copy of the AR-11 to the Asylum Office if they submit the form on-line. If you opt for mailing a paper copy of the AR-11, you will need to mail a **separate copy** to the Asylum Office and should receive a receipt acknowledging the change of address. To find the most up to date address for the Chicago Asylum Office, visit <https://egov.uscis.gov/office-locator/#/asy> and enter your client’s zip code. [↑](#footnote-ref-1)
2. If mailing the AR-11, the client will need to sign the form. A scanned copy of the client’s original signature is sufficient. See the [USCIS policy on signature requirement](https://www.uscis.gov/policy-manual/volume-1-part-b-chapter-2). [↑](#footnote-ref-2)
3. See footnote 1. [↑](#footnote-ref-3)
4. See footnote 2. [↑](#footnote-ref-4)
5. The Respondent/client will need to sign the EOIR-33. The attorney can sign the proof of service and mail, but the client will need to sign off to confirm the address change. Scanned signatures are sufficient. See [4/3/20 EOIR Policy Memo on Signatures](https://www.justice.gov/eoir/page/file/1266411/download). [↑](#footnote-ref-5)
6. EOIR-33s remain an exception to EOIR’s gradual shift to electronic filing. [↑](#footnote-ref-6)
7. For cases **not** in Fort Snelling Immigration Court find OCC Addresses [here](https://www.ice.gov/contact/field-offices?state=All&office=12&keyword=). [↑](#footnote-ref-7)