



IMMIGRANT LEGAL ADVOCACY PROJECT

## HOW DO I CHANGE MY ADDRESS WITH USCIS BY MAIL?

(Updated February 2024)

*ILAP has prepared this guide to assist individuals in preparing and submitting their own Change of Address Form. 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 by mail.<sup>1</sup>

This guide includes:

- Important Warnings (**p. 1**)
- Instructions for Completing the Change of Address Form (**p. 2-3**)
- Instructions for Mailing your Completed Change of Address Form (**p. 4**)
- Mailing Tips (**p. 5**)
- Example of a USCIS Receipt Notice (**p. 6**)
- A blank Change of Address Form to print (**p. 7, last page**)

### Important Warnings

- This guide is **NOT** intended for people with pending asylum applications. Asylum applicants should see the ILAP guide titled “How do I change my address when I have a pending asylum application with USCIS?” at <https://ilapmaine.org/change-of-address>
- 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 information about a case or application you may have, you can visit the USCIS website (<https://egov.uscis.gov/>) and enter your receipt number, which is located on your USCIS receipt notice. If you’re not sure what a USCIS receipt notice looks like, see the example receipt notice on **p. 6** of this guide.

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<sup>1</sup> The USCIS Change of Address form can be completed online as well as by mail. This guide explains process by mail only.

## Instructions for Completing the Change of Address 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 USCIS receipt notice. If you do not know where to find your A number, please see the sample USCIS receipt notice on **p. 6**.

General Instructions for filling out the form:

- You must complete all fields on the form that are marked with a “\*”.
- You will need to fill out one of these forms for every person in your family who has an application pending with USCIS, even if they are a young child or baby.
- You can fill out the form by hand or using a computer. If you use a computer to type in the information, you still need to print the form and sign it by hand.
- If you live in an apartment it is important that you include the apartment number as part of your address. If you use a computer to fill out the form, you will need to add the apartment number by hand after you print the form.

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

Write your last name using capital letters.

Write your first name here.

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

Write your A number here if you have one (you can find it on most of your immigration documents). See example receipt notice on p.6

Write your new 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 your apartment number in the box under "Number."

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

If you have a P.O. Box where you would prefer to receive mail, you can fill out this section. If not, you can leave it blank.

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

### Information About You

\*Family Name (Last Name)  \*Given Name (First Name)  Middle Name (if applicable)

\*Date of Birth (mm/dd/yyyy)  Alien Registration Number (A-Number) (if any)

### Information About Your Address

#### \*Present Physical Address (No PO Boxes)

\*Street Number and Name  Apt.  Ste.  Flr.  Number   
 \*City or Town  \*State  \*ZIP Code   
(USPS ZIP Code Lookup)

#### Previous Physical Address

Street Number and Name  Apt.  Ste.  Flr.  Number   
 City or Town  State  ZIP Code

#### Mailing Address (optional)

Street Number and Name  Apt.  Ste.  Flr.  Number   
 City or Town  State  ZIP Code   
(USPS ZIP Code Lookup)

### Your Signature

\*Your Signature  Date of Signature (mm/dd/yyyy)

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

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

Once you have finished filling out your form, we recommend that you review it several times to be sure that the information you provided is correct. Find a blank Change of Address Form to print out and use on **p.7, the last page of this guide.**

## Instructions for Mailing Your Completed Change of Address Form

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

1. Make a copy of each completed form for your own records. If you cannot make a copy, take a picture on your phone.
2. Determine which office to send your completed form to. Most applicants will send their form to the USCIS office in Harrisonburg, Virginia that is on the sample envelope on this page.

**Attention !** Anyone who has previously filed or who has a pending or approved U nonimmigrant status petition, T nonimmigrant status petition, VAWA self-petition, or Battered Spouse or Child waiver will need to file a paper-based form and follow special instructions for where to send it. If you fall into any of these categories, consult the USCIS web site (<https://www.uscis.gov/addresschange>), which provides detailed instructions.

3. Mail your form. Please note that you will need an envelope and postage to mail your form. Double check that all your information is correct before mailing it in.

### Sample Envelope : USCIS Office

Emily Byrne  
123 Commercial St Apt 2  
Portland ME 04101



USCIS  
Attn: Change of Address  
1344 Pleasants Drive  
Harrisonburg, VA 22801

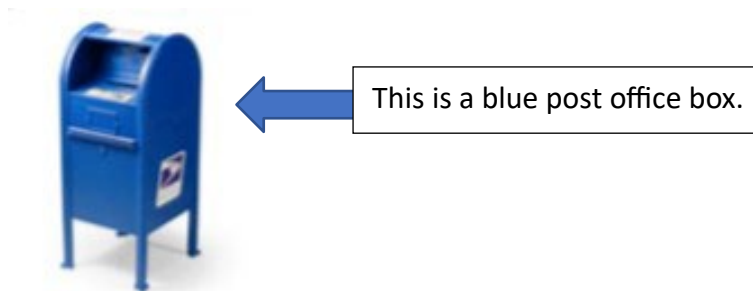
Write your name and address in this corner. This is your **Return Address**. If for some reason the envelope does not get delivered correctly, the Postal Service will send it back to you at this address. If there are forms for more than one family member inside the envelope, pick one adult's name to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

Most people, including asylum applicants, should write this USCIS address on their envelope. The only people who should NOT use this address are those with pending or approved U nonimmigrant status petition, T nonimmigrant status petition, VAWA self-petition, or Battered Spouse or Child waiver. For these types, remember to consult the USCIS website for the correct address to use: <https://www.uscis.gov/addresschange>

Stamp your envelope here. You can get stamps at the post office. If you are mailing more than 4 sheets of paper in one envelope, add a second stamp.

## 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 envelope 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. It costs \$4.40, which, added to the cost of postage, will make for a total cost of around \$5.15-\$5.33. 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 \$0.68 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).



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 USCIS Receipt Notice

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

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 near the top of the receipt notice and referred to as "Case Type".

NOTICE TYPE Receipt	NOTICE DATE August 25, 2023
CASE TYPE I-765, Application for Employment Authorization	USCIS ALIEN NUMBER A [REDACTED]
RECEIPT NUMBER [REDACTED]	PAGE 1 of 1
RECEIVED DATE August 23, 2023	DATE OF BIRTH [REDACTED]

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".

This is the receipt number for your form.

PAYMENT INFORMATION:	
Application/Petition Fee:	\$0.00
Total Amount Received:	\$0.00
Total Balance Due:	\$0.00

NAME AND MAILING ADDRESS  
Eligibility Category: C08

your form and are currently processing the above case. We will notify you separately about any other case you filed. If we determine you must submit biometrics, we will mail you a biometrics appointment notice with the time and place of your appointment. If you have questions or need to update your personal information listed above, please visit the USCIS Contact Center webpage at [uscis.gov/contactcenter](https://uscis.gov/contactcenter) to connect with a live USCIS representative in English or Spanish.

This notice, by itself, does not grant any immigration status or benefit, nor is it evidence that this case is still pending. However, if you are eligible, you may use this notice in conjunction with your facially expired Form I-766, Employment Authorization Document (EAD), as proof of an automatic extension of employment authorization and/or EAD, as applicable.

You are eligible for an automatic extension of your employment authorization and/or EAD if: (1) You have timely filed to renew your current employment authorization and/or EAD; (2) Your EAD renewal request is under a category that is eligible for an automatic extension (see [uscis.gov/cadautoextend](https://uscis.gov/cadautoextend) for a list of eligible categories); (3) The category on your current EAD matches the "Class Requested" listed on this notice (If you are a TPS beneficiary or applicant, your EAD and this notice must contain either the A12 or C19 category, but they do not need to match each other); and (4) Your EAD renewal application is still pending with USCIS when your current EAD expires.

If eligible, you may present this notice to an employer with your expired EAD (and Form I-94, Arrival/Departure Record, if applicable) for employment eligibility verification (Form I-9) purposes. If eligible, your automatic extension is for up to 540 days from the expiration date printed on the front of your EAD. If we deny your EAD renewal application, the automatic extension immediately ends, and you can no longer present this notice to your employer for Form I-9 purposes. If your EAD is also your Advance Parole document, the automatic extension does not apply to advance parole.

Based on your responses in Part 2 on the Form I-765, you have consented to the disclosure of your information to the Social Security Administration (SSA). If USCIS approves your application for employment authorization, USCIS will electronically transmit the data to SSA and the SSA may assign you a Social Security Number (SSN) and issue a card.

If you applied for an initial (first) employment authorization based on a pending asylum application and USCIS does not adjudicate your application within 30 days, you may be a member of the class action, *Rosario v. USCIS*, 365 F.Supp.3d 1156 (W.D. Wash. 2018). Please see the [uscis.gov/rosario](https://uscis.gov/rosario) webpage for further information about this class action case, and how to inquire about the status of your employment authorization application.

<b>USCIS Office Address:</b> USCIS Texas Service Center 6046 N. Beltline Rd STE. 110 Irving, TX 75038	<b>USCIS Contact Center Number:</b> (800)375-5283 [REDACTED]
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If this is an interview or biometrics appointment notice, please see the back of this notice for important information.

Form I-797C 10/13/21



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Department of Homeland Security  
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**NOTE: An asterisk (\*) indicates a mandatory field that must be completed.**

## Information About You

\*Family Name (Last Name)  \*Given Name (First Name)  Middle Name (if applicable)

\*Date of Birth (mm/dd/yyyy)  Alien Registration Number (A-Number) (if any) **▶ A-**

## Information About Your Address

### \*Present Physical Address (No PO Boxes)

\*Street Number and Name  Apt.  Ste.  Flr.  Number

\*City or Town  \*State  \*ZIP Code

[\(USPS ZIP Code Lookup\)](#)

### Previous Physical Address

Street Number and Name  Apt.  Ste.  Flr.  Number

City or Town  State  ZIP Code

### Mailing Address (optional)

Street Number and Name  Apt.  Ste.  Flr.  Number

City or Town  State  ZIP Code

[\(USPS ZIP Code Lookup\)](#)

## Your Signature

\*Your Signature  Date of Signature (mm/dd/yyyy)