



IMMIGRANT LEGAL ADVOCACY PROJECT

ILAP SELF-HELP GUIDE: CHANGING YOUR ADDRESS IF YOU HAVE A CASE IN IMMIGRATION COURT

ILAP has prepared this guide to assist individuals in preparing and submitting their own Change of Address/Phone Number forms. This information is not a substitute for legal advice.

This guide is designed to help immigrants with cases in immigration court file their own Change of Address Form. 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)
- A List of 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 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. We also strongly recommend that you **call the hotline at least once a week** to check for changes. For more information on how to use the Immigration Court hotline, please click [here](#).
- The Change of Address process for Individuals with cases in immigration court **cannot be completed 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

Before you begin preparing your own Change of Address Form, you will need to know your current address where you can receive mail, and 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.

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.

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

Change of Address/Contact Information Form Immigration Court

Instructions: To complete this form, fill out all blanks below, including proof of service, which certifies that you will provide 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 electronically, in person, or by mail. If submitting electronically, file in Respondent Portal at <https://respondentaccess.eoir.justice.gov>. Attorneys and fully accredited representatives submitting this form electronically must file in Case Portal at <https://portal.eoir.justice.gov>. If submitting by mail, follow the mailing instructions on Page 2. You must submit a separate copy of this form for each individual who has a case pending in immigration court and whom the change of information affects.

You must file this form with the immigration court within five working days of the change to your contact information, 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., notices, decisions) to the address you provide. The immigration court will only make any change(s) to your contact information in EOIR's records upon receipt of this form; the immigration court will not change your contact information based on different information 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, 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.

Clearly print your full name here in this order: LAST NAME, First name, middle name (if you have one)

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

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.

Print your full name here

Clearly print the address of the ICE Attorney office associated with your immigration court here. PLEASE NOTE this is not the same as your immigration court address. **If your case is in the Boston Immigration Court, you'll need to use this ICE attorney office address: JFK Federal Building, 15 New Sudbury Street, Room 425, Boston MA 02203**

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).

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.

Put the date you are mailing this form here.

Sign here again.

Name - Last, First, Middle, Suffix (if applicable): <u>BYRNE, Emily, Ann</u>		A-Number: <u>123 456 789</u>
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)
<u>10 Main Street Apt. 3</u> Number; Street; Apartment (if any)		<u>15 Main Street Apt. 7</u> Number; Street; Apartment (if any)
<u>Portland, ME 04101</u> City, State, and ZIP code; Country (if other than U.S.)		<u>Portland, ME 04101</u> City, State, and ZIP code; Country (if other than U.S.)
Phone Number (include country code if other than U.S.)		<u>(207) 123 - 1234</u> Phone Number (include country code if other than U.S.)
Email Address		<u>yourmail@email.com</u> Email Address

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

SIGN HERE x Emily Byrne Signature 05/6/22 Date

PROOF OF SERVICE
 I, Emily Byrne (Name), provided a copy of this Change of Address Form on, 05/6/22 (date) to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at:
JFK Federal Building, 15 New Sudbury Street, Room 425, Boston MA 02203
Mail
(Indicate if electronic/email service, or in-person or mail service (provide Number and Street, City, State, ZIP Code))

By signing this form, I agree to provide a copy of this Change of Address Form to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at the location I selected above. I understand that I can provide DHS with a copy either electronically through the DHS eService portal (register at <https://eservice.registration.ice.gov>), or by mail or personal delivery.

No service needed. I am an ECAS-registered user who filed through the ECAS Case Portal.

SIGN HERE x Emily Byrne Signature

If your immigration court is not in Boston, use this link to find the ICE Attorney Office address for your court, it's called the OPLA office: <https://www.ice.gov/contact/field-offices>

Form EOIR-33/IC
 Revised February 2022

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.

Change of Address/Contact Information Form Immigration Court

Executive Office for Immigration Review

Instructions: To complete this form, fill out all blanks below, including proof of service, which certifies that you will provide 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 electronically, in person, or by mail. If submitting electronically, file in Respondent Portal at <https://respondentaccess.eoir.justice.gov>. Attorneys and fully accredited representatives submitting this form electronically must file in Case Portal at <https://portal.eoir.justice.gov>. If submitting by mail, follow the mailing instructions on Page 2. You must submit a separate copy of this form for each individual who has a case pending in immigration court and whom the change of information affects.

You must file this form with the immigration court within five working days of the change to your contact information, 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., notices, decisions) to the address you provide. The immigration court will only make any change(s) to your contact information in EOIR’s records upon receipt of this form; the immigration court will not change your contact information based on different information 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, 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, Suffix (if applicable):	A-Number:
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My FORMER address and phone number were:
“in care of” other person (if any)
Number; Street; Apartment (if any)
City, State, and ZIP code; Country (if other than U.S.)
Phone Number (include country code if other than U.S.)
Email Address

My CURRENT address and phone number are:
“in care of” other person (if any)
Number; Street; Apartment (if any)
City, State, and ZIP code; Country (if other than U.S.)
Phone Number (include country code if other than U.S.)
Email Address

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the A-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
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PROOF OF SERVICE

I, _____, provided a copy of this Change of Address Form on, _____ to the
(Name) (date)
 to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at:

(Indicate if electronic/email service, or in-person or mail service (provide Number and Street, City, State, ZIP Code))

By signing, I agree to provide a copy of this Change of Address Form to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at the location I selected above. I understand that I can provide DHS with a copy either electronically through the DHS eService portal (register at <https://eservice.registration.ice.gov>), or by mail or personal delivery.

No service needed. I am an ECAS-registered user who filed through the ECAS Case Portal.

SIGN HERE	x _____ Signature
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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 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)
3. Send one completed form to the ICE attorney's office that is paired with that court – see the attached list of courts and ICE attorney offices (see example of envelope below).
4. Double check that everything is correct before you send it.

Clearly print your name and current 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 more than one family member inside the envelope, pick one adult's name to put here.

Treva deMaynadre
15 Main Street Apt. 7
Portland, ME 04101

Envelope for Immigration Court



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.

Boston Immigration Court
JFK Federal Building
15 New Sudbury Street, Room 350
Boston, MA 02203

Print the address of your Immigration Court here. If you do not know which court you are in, check your Notice to Appear (immigration court paperwork). See the attached Notice to Appear to know where to find your court address.
Caution: This address is just an example, your Immigration Court might not be in Boston.

Clearly print your name and current address in this

Treva deMaynadre
15 Main Street Apt. 7
Portland, ME 04101

Envelope for ICE Attorney's Office



Stamp your envelope here.

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

Print the address of the ICE Attorney's office here. All ICE attorney offices are included on the attached list.
Caution: This address is an example, your ICE Attorney's Office might not be in Boston.

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, look for the box 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 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 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.

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

A. See our list of ICE Attorney's Office addresses associated with each immigration court. Please note that on the list they are referred to as DHS Office of the Chief Counsel, which is the same thing as the office of the ICE Attorney.

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 separate change of address forms and send them separately from the rest of you to the appropriate Immigration Court 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 automatically 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 have to request a Change of Venue 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 you 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.

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 1 2 3 4 5 6 7 8 9 0

Find your A# here

In Matter of:

Respondent: [REDACTED] currently residing at:

[REDACTED ADDRESS] (Number, street, city, state, zip code)

- 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/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 60603-0000

Find the address of your immigration court here. 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.

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

Date: NOV 05 2002

Edward H. [Signature]
Edward H. [Name] Supervisory Asylum Officer
CHICAGO, IL
(City and State)

See reverse for important information

List of Addresses for immigration courts and ICE attorneys

The current addresses for Immigration Courts and ICE Attorney Offices can be found at these links:

- For Immigration Courts: <https://www.justice.gov/eoir/eoir-immigration-court-listing>
- For ICE Attorney Offices (also known as the Office of the Chief Counsel or as the Office of the Principal Legal Advisor): <https://www.ice.gov/contact/field-offices?office=12>

NOTE: The links above are current as of May 2022.