



IMMIGRANT LEGAL ADVOCACY PROJECT

HOW DO I SUBMIT MY ASYLUM APPLICATION TO USCIS?

Once you complete your application, write your Declaration, gather evidence, and make any translations necessary, you are ready to assemble everything in your asylum application and make copies.

Step 1: Put Everything Together

Put all documents that you have for your asylum application in the following order:

1. Form I-589
2. Copy of your U.S. visa, I-94 document and passport, if you have them. If you have a passport include a complete copy of the entire passport (front and back cover and ALL pages in between)
3. Your Declaration*
4. Copies of any evidence* you have

**Remember, your declaration can be sent at a later time, but it is suggested that you submit all remaining evidence ten days before your asylum interview. For information on where to send this additional information, please check the following website for your asylum office:*

<https://egov.uscis.gov/office-locator/#/asy>.

You should also keep a copy for your own records.

If you have a wife or husband or any unmarried children under 21 with you in the United States who you want to include on your asylum application, then you must also gather and mail the following for each family member:

1. Copy of the family member's U.S. visa, I-94 document and passport, if any. Include a complete copy of their entire passport if they have one (front, back and pages in between)
2. Documentation that shows their relationship to you (for example, a marriage certificate that shows that they are married to you or a birth certificate that shows that you are their parent.) If you do not have and cannot get a marriage certificate or birth certificate, you may submit other supporting documents to prove your relationship to them such as medical records, school records, photos of ceremonies, religious documents, or the results of DNA tests that prove your relationship.

Step 2: Review Your Application

REVIEW THE ENTIRE APPLICATION FOR COMPLETENESS

Ensure all documents are in English and translations are accurate and with signed Certificates of Translation!

Although we suggest you gather and prepare as much evidence described above as possible, at minimum you must submit the following with your asylum application:

1. Original, signed Form I-589 Application for Asylum and Withholding of Removal
2. Copies of your U.S. Visa, I-94 Document and passport, if any.
3. Copies of birth certificates, marriage certificates or any documents that confirm the relationship between you and your family members who are in the US and included in your asylum application.

NOTE: Once you have assembled everything you are mailing to the Asylum Office make sure you have saved a copy for your records. Keep this copy with the mailing receipt you use to send your application out.

BEFORE sending your application ask yourself:

- Did I fill out every box and question on the Form I-589 and sign it in BLUE PEN? In boxes where the answer is none, did I write "None" or "Not Applicable" so that no boxes are blank?
- If I am including my Declaration (not required) at this time, did I **sign my Declaration** and, if possible, get it notarized?
- Do I have **English translations** of each document that is not in English?
- Do I have **signed Certificates of Translation** for each of my translated documents?
- Did I **keep the originals** of my supporting documents so I can bring them to the interview?
- Did I **save the envelopes** my original evidence and supporting documents came in?
- Did I **review my ENTIRE application package** to make sure the information I am submitting is consistent with the information in my asylum application and Declaration?
- Did I make a copy of everything for myself to keep?
- After mailing my asylum application, did I make sure to keep a copy of the certified mail, FedEx or post office receipt?

Once you have checked off ALL of the boxes you are ready to send your asylum application to the U.S. government.

Step 3: Send by Certified Mail & Keep Receipt

Put everything you have prepared to submit in one envelope and mail to the U.S. government, specifically to U.S. Citizenship and Immigration Services (“USCIS”).

A. IF YOU LIVE IN MAINE AT THE TIME YOU APPLY FOR ASYLUM AND YOU ARE APPLYING FOR ASYLUM WITH THE ASYLUM OFFICE BECAUSE YOU DO NOT HAVE A CASE IN IMMIGRATION COURT:

Send your initial asylum application to the following address:

If sending using the U.S. post office:

USCIS
Attn: I-589
P.O. Box 6893
Chicago, IL 60680

If sending by FedEx, UPS, or DHL:

USCIS
Attn: I-589 (Box 6893)
131 S. Dearborn St., 3rd Floor
Chicago, IL 60603-5517

NOTE: The Asylum Office frequently changes the address where your asylum application needs to be sent. **BEFORE MAILING OUT YOUR ASYLUM APPLICATION, YOU SHOULD ALWAYS CONFIRM THE MOST RECENT MAILING ADDRESS BY CHECKING ONLINE HERE: <https://www.uscis.gov/i-589>**. To find the most current address, scroll down to the “Where to File” section and locate the correct mailing address associated with the state in which you are living at the time you are filing your asylum application.

B. IF YOU LIVE IN ANOTHER LOCATION BESIDES MAINE AT THE TIME YOU APPLY FOR ASYLUM AND YOU ARE APPLYING FOR ASYLUM WITH THE ASYLUM OFFICE:

Visit the following website: <https://www.uscis.gov/i-589> or call 1-800-375-5283 to see where to send your asylum application and where to send any additional documents you want to submit after sending in your application.

C. IF YOU ARE MARRIED AND YOUR SPOUSE FILED AN ASYLUM APPLICATION AND INCLUDED YOU ON THE APPLICATION OR YOUR PARENT INCLUDED YOU ON THEIR ASYLUM APPLICATION, you will want to send your asylum application to an address different than the ones listed above.

If sending it using the post office, please mail it to:

USCIS Asylum Vetting Center
P.O. Box 57100
Atlanta, GA 30308-0506

If sending it by FedEx, UPS or DHL:

DHS-USCIS Asylum Vetting Center
401 W. Peachtree St. NW, Suite 1000
Atlanta, GA 30308

WARNING! Addresses can change!

1. Confirm the correct address by going to <https://www.uscis.gov/i-589>
2. Scroll down to the “Special Instructions” section, which is below the “Where to File” Instructions described above.

You’ll want to include a short letter explaining that you have already been included on someone else’s asylum application and provide the name of that person and the person’s A number if you have it.

D. IF YOU HAVE ADDITIONAL EVIDENCE TO SEND AFTER YOU SENT YOUR ASYLUM APPLICATION

If you did not send your declaration and all your evidence with your initial asylum application and you are applying for asylum with the asylum office, or if, after you receive your asylum receipt notice you have additional evidence that you want to send at a later date to the asylum office, you’ll want to mail it to the following address if you live in Maine. This also happens to be the address where you will have your actual asylum interview if your asylum interview has been scheduled with the Boston Asylum Office:

USCIS
Boston Asylum Office
John W. McCormack Federal Building
5 Post Office Square, Ste. 1462
Boston, MA 02109

You should try to submit any additional evidence and documents at least 10 days before your asylum interview date. If that is not possible, you must bring the declaration and additional evidence to your asylum interview to submit that day. However, failing to ensure the Asylum Office has all your evidence at least 10 days before the scheduled interview may result in a delay in your interview and could also cause a delay in receiving your initial work permit if you have not yet received one.

If you do not live in Maine and did not send your declaration and all your evidence with your initial asylum application when you mailed your asylum application to the asylum office, you will want to send your declaration and all your evidence to the address of the asylum office listed on the receipt notice you received after you submitted your asylum application.

Mail everything to the U.S. government via *certified* U.S. postal service or by a private carrier such as Federal Express (FedEx) or UPS and make sure you keep the receipt as proof that you mailed your application.