



---

## Instructions

### Filing an Appeal.

This form must be mailed to the address given on the "Notice of Denial" and must be received within 30 days of the date noted on the U. S. Citizenship and Immigration Services (USCIS) letter of denial. The 30-day period for submitting an appeal begins three days after the notice of denial is mailed. No extensions will be granted.

### Briefs.

A brief in support of an appeal is not required, but may be desired. If a brief is to be submitted, it may be provided with this appeal form or received up to 30 calendar days from the date of receipt of the appeal form at the USCIS Service Center.

### Oral Argument.

Oral argument before the USCIS Director or an officer designated by the Director may be requested by a letter attached to this notice. The letter must set forth the reasons oral argument is desired in support of or in place of a brief. Oral argument will be denied in any case where the appeal is found to be frivolous, where oral argument will serve no useful purpose, or where written material or representations will appropriately serve the interests of the appellant. If oral argument is granted, it must be held in person. The officer to whom the appeal is taken will designate in writing the time, date and place of the oral argument. Oral argument in any case will be limited to 15 minutes, unless justification and arrangements for additional time are made in advance.

### Counsel.

In presenting and prosecuting this appeal, the appellant may, if he or she desires, be represented at no expense to the U.S. Government by counsel or a duly authorized representative.

### Fee.

A fee of **\$110.00** must be paid for filing this appeal. The fee will not be refunded regardless of the action taken on the appeal. A separate cashier's check or money order must be submitted for each application. **All fees must be submitted in the exact amount.** The fee must be in the form of a cashier's check or money order. No cash or personal checks will be accepted. The cashier's check or money order must be payable to the **Department of Homeland Security**. Do not use the initials USDHS or DHS.

### How to Check If the Fee Is Correct.

The fee on this form is current as of the edition date appearing in the lower right corner of this page. However, because USCIS forms change periodically, you can verify if the fee is correct by following one of the steps below:

- Visit our website at **www.uscis.gov** and scroll down to "Forms and E-Filing" to check the appropriate fee, or
- Review the Fee Schedule included in your form package, if you called us to request the form, or
- Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

### USCIS Forms and Information.

To order USCIS forms, call our toll-free forms line at **1-800-870-3676**. If you need information on immigration laws, regulations or procedures, call our National Customer Service Center at **1-800-375-5283** or visit our internet website at **www.uscis.gov**.

### Need to Make an Appointment at a USCIS Office? Use InfoPass.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website at **www.uscis.gov**. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen. Print the notice and take it with you to your appointment. The notice gives the time and date of your appointment, along with the address of the USCIS office.

### Reporting Burden.

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. This collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the: U.S. Citizenship and Immigration Services, Regulations Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529; OMB No. 1615-0034 **Do not mail your completed application to this address.**