

**Instructions for Form I-824, Application for
Action on an Approved Application or Petition****Instructions**

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the part and number of the item to which the answer refers.

What Is the Purpose of This Form.

Use Form I-824 to request further action on an approved petition or application.

When Should I Use Form Use Form I-824

You should use Form I-824 to request the U.S. Citizenship and Immigration Services (USCIS) to provide further action on a **previously approved** petition or application.

NOTE: USCIS will not process Form I-824 if your petition or application has been denied or has not yet been approved. This form should not be used to verify the status of a pending petition or application.

General Instructions.

You may file this form at any time while the application or petition is valid.

A separate Form I-824 must be filed for each action being requested. Follow the steps below to complete your application:

Step 1 - Reason for Filing Form I-824

Step 2 - Fill Out the Form I-824

Step 1. Reason for Filing Form I-824

The reasons why you may request further action are listed in the next column. Check the box in **Part 2** of Form I-824 that applies to your request.

1. If you are requesting:

- A.** A duplicate approval notice. **Check Box A.**

NOTE: The duplicate notice will contain only the information listed on the original Form I-797, Notice of Action. A replacement employment card, Form I-94 or any other USCIS authorization document will not accompany the duplicate approval notice.

- B.** USCIS to notify a different U.S. Consulate or Port-of-Entry concerning the approval of an application or petition. **Check Box B.** If approved, USCIS will cable information regarding the approval of your application or petition to a different consulate or Port-of-Entry than originally requested.
- C.** USCIS to notify a U.S. Consulate that your status has been adjusted to permanent resident. **Check Box C.** This is to request USCIS to notify a specific U.S. Consulate that your status has been adjusted to that of a lawful permanent resident so that your spouse and/or child(ren) may apply for an immigrant visa. This notification is available only on following-to-join immigrant relative visas based on a principal's employment, fiancé(e) or diversity status.
- D.** USCIS to send your approved immigrant visa to the U.S. Department of State's National Visa Center (NVC). **Check Box D.** This is to request USCIS to send your approved immigrant visa to the U.S. Department of State through the NVC.
- E.** USCIS to notify the U.S. Department of State of your U.S. citizenship status. **Check Box E.** This is to request USCIS to notify the U.S. State Department that you have become a U.S. citizen through naturalization.

NOTE: You may also notify the U.S. Department of State of your status as a U.S. citizen by submitting a copy of your naturalization certificate to the National Visa Center, 32 Rochester Avenue, Portsmouth, NH 03801-2909.

2. You may not file this form to request:

- A.** A duplicate notice for an application or petition that is pending or has been denied; or
- B.** A duplicate approval notice naming a spouse or children accompanying or following-to-join the principal beneficiary on an approved immigrant petition; or
- C.** USCIS to cable information to the U.S. Consulate regarding the approval of your expired nonimmigrant application or petition; or

- D. USCIS to cable information to the U.S. Consulate regarding an employment based application or petition if your employment for the original petitioner has ended; or
- E. USCIS to notify a U.S. Consulate of the approval of a Form I-600A, Application for Advance Processing of Orphan Petition, and/or a Form I-600, Petition to Classify Orphan as an Immediate Relative.

Step 2. Fill Out the Form I-824

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."

This form is divided into **Parts 1** through **5**. The following information should help you fill out the form.

Part 1. Information about you.

1. **Family Name (Last name)** - Give your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.
2. **Company or Organization Name** - Give the entity's complete name if the petitioner or applicant is a company or organization.
3. **Home or Business Address** - Give your physical street address. This must include a street number and name or a rural route number. Do not put a post office box (P.O. Box number here).
4. **Mailing Address** - Give your mailing address, if different from your home or business address.
5. **Daytime Telephone Number** - Give a complete number with area/country codes where you can be reached during the day.
6. **Country of Birth** - Give the name of the country where you were born.
7. **Country of Citizenship** - Give the name of the country of which you are a citizen.
8. **Date of Birth** - Use eight numbers to show your date of birth (example: May 1, 1979, should be written 05/01/1979).

9. **IRS Tax #** - If you are filing this application on behalf of a business or organization, give the Internal Revenue Service Tax Number of the business or organization.
10. **A #** - This is your Alien Registration Number (immigration file number). If you do not have an A number or do not know it, leave this blank.
11. **U.S. Social Security #** - If you do not have a U.S. Social Security number, leave this blank.

Part 2 - Reason for request.

Check one box that applies to your particular request.

Part 3 - Additional information.

Provide the requested information regarding the original application or petition.

Part 4 - Signature.

As the applicant, you must sign and date your Form I-824. If you do not sign the form, the application will be returned as incomplete.

Part 5 - Signature of person preparing form, if other than applicant.

If you, the applicant, did not fill out Form I-824, the preparer must also sign, date and give his or her address.

Step 3. General Requirements

Attach copies, showing the front and back of the following documents, if available.

1. A copy of the original petition or application.
2. A copy of the Form I-797, Notice of Action, for the original petition or application.
3. A copy of the Form N-550, Certificate of Naturalization.

Copies. Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

Where To File.

You should submit this form and any related evidence to the USCIS office that approved the original petition or application. This could be either a USCIS Service Center or local USCIS office.

What Is the Filing Fee.

The filing fee for a Form I-824 is **\$340.00**.

Use the following guidelines when you prepare your check or money order for the Form I-824 fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
 - A. If you live in Guam and are filing your petition there, make it payable to **Treasurer, Guam**.
 - B. If you live in the U.S. Virgin Islands and are filing your petition there, make it payable to **Commissioner of Finance of the Virgin Islands**.

NOTE: Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours, and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

How to Check If the Fees Are Correct.

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

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

Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at **www.uscis.gov**, click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

**U.S. Citizenship and Immigration Services
Change of Address
P.O. Box 7134
London, KY 40742-7134**

For commercial overnight or fast freight services only, mail to:

**U.S. Citizenship and Immigration Services
Change of Address
1084-I South Laurel Road
London, KY 40744**

Processing Information.

Any Form I-824 that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form I-824 is deficient. You may correct the deficiency and resubmit the Form I-824. An application or petition is not considered properly filed until accepted by USCIS.

Initial processing. Once a Form I-824 has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your Form I-824.

Requests for more information or interview. We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

Decision. The decision on a Form I-824 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

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. 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.

Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-824, we will deny the Form I-824 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form I-824.

Paperwork Reduction Act.

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 25 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0044. **Do not mail your application to this address.**