

# Instructions for Form I-539, Application to Extend/Change Nonimmigrant Status

Department of Homeland Security  
U.S. Citizenship and Immigration Services

## 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.

**NOTE:** You have the option of submitting this paper version of Form I-539 according to form's instructions or you may file the application electronically. To file electronically, visit our internet website at [www.uscis.gov](http://www.uscis.gov) and follow the instructions on e-filing. Whether you submit this paper form or e-file, U.S. Citizenship and Immigration Services (USCIS) recommends that you retain a copy of your application and supporting documents for your records.

### What Is the Purpose of This Form?

You should use this form if you are one of the nonimmigrants listed below and wish to apply to U.S. Citizenship and Immigration Services (USCIS) for an extension of stay or a change to another nonimmigrant status.

In certain situations, you may use this form to apply for an initial nonimmigrant status.

You may also use this form if you are a nonimmigrant F-1 or M-1 student applying for reinstatement.

### When Should I Use Form I-539?

You must submit an application for extension of stay or change of status before your current authorized stay expires. We suggest you file at least 45 days before your stay expires, or as soon as you determine your need to change status. Failure to file before the expiration date may be excused if you demonstrate when you file the application that:

1. The delay was due to extraordinary circumstances beyond your control;
2. The length of the delay was reasonable;
3. You have not otherwise violated your status;
4. You are still a bona fide nonimmigrant; and
5. You are not in removal proceedings.

### Who May File This Form I-539?

#### *Extension of Stay or Change of Status:*

Nonimmigrants in the United States may apply for an extension of stay or a change of status on this form, except as noted in these instructions under the heading, "Who May Not File This Form I-539."

#### *Multiple Applicants.*

You may include your spouse and your unmarried children under age 21 years as co-applicants in your application for the same extension or change of status, if you are all now in the same status or they are all in derivative status.

#### *Nonimmigrant Categories.*

This form may be used by the following nonimmigrants listed in alphabetical order:

#### **1. An A, Ambassador, Public Minister, or Career Diplomatic or Consular Officer and their immediate family members.**

You must submit a copy, front and back, of the Form I-94 of each person included in the application and a Form I-566, Interagency Record of Individual Requesting Change, Adjustment to, or from, A to G Status; or Requesting A, G or NATO Dependent Employment Authorization, certified by the U.S. Department of State to indicate your accredited status.

**NOTE:** An A-1 or A-2 nonimmigrant is not required to pay a fee with the Form I-539 application.

#### **2. An A-3, Attendant or Servant of an A Nonimmigrant and the A-3's immediate family members.**

You must submit a copy, front and back, of the Form I-94 of each person included in the application.

The application must be filed with:

- A. A copy of your employer's Form I-94 or approval notice demonstrating A status;
- B. An original letter from your employer describing your duties and stating that he or she intends to personally employ you; and arrangements you have made to depart from the United States; and

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- C. An original Form I-566, certified by the Department of State, indicating your employer's continuing accredited status.

**3. A B-1, Visitor for Business or B-2, Visitor for Pleasure.**

If you are filing for an extension/change, you must file your application with the original Form I-94 of each person included in your application. In addition, you must submit a written statement explaining in detail:

- A. The reasons for your request;
- B. Why your extended stay would be temporary, including what arrangements you have made to depart from the United States; and
- C. Any effect the extended stay may have on your foreign employment or residency.

If you are applying for an extension/change of B-1, Visitor for pleasure, you must designate your desired status using the following classification in **Part 2.1.b** of Form I-539:

- A. B-1A non-immigrant who is the personal or domestic servant of a nonimmigrant employer;
- B. B-1B nonimmigrant domestic servant of a U.S. citizen;
- C. B-1C non-immigrant who is employed by a foreign airline;
- D. B-1D non-immigrant who is a missionary;
- E. B-1 all other visa classifications not designated above.

**4. Dependents of an E, Treaty Trader or Investor, or Australian Specialty Occupation Worker.**

If you are filing for an extension/change of status as the dependent of an E, this application must be submitted with:

- A. The Form I-129, Petition for Alien Worker, filed for that E or a copy of the filing receipt noting that the petition is pending with USCIS;
- B. A copy of the E's Form I-94 or approval notice showing that he or she has already been granted status to the period requested on your application; and
- C. Evidence of relationship (example: birth or marriage certificate).

**NOTE:** An employer or investor should file Form I-129 to request an extension/change to E status for an employee, prospective employee, or the investor. Dependents of E employees should file for an extension/change of status on this form, not Form I-129.

**5. An F-1, Academic Student.**

To request a change to F-1 status or to apply for reinstatement as an F-1 student, you must submit your original Form I-94, as well as the original Form I-94 of each person included in the application.

Your application must include your original Form I-20 (Certificate of Eligibility for Nonimmigrant Student) issued by the school where you will study. To request either a change or reinstatement, you must submit documentation that demonstrates your ability to pay for your studies and support yourself while you are in the United States.

**F-1 Extensions:**

Do not use this form to request an extension. For information concerning extensions, contact your designated school official at your institution.

**F-1 Reinstatement:**

You will only be considered for reinstatement as an F-1 student if you establish:

- A. That the violation of status was due solely to circumstances beyond your control or that failure to reinstate you would result in extreme hardship;
- B. You are pursuing or will pursue a full course of study;
- C. You have not been employed without authorization; and
- D. You are not in removal proceedings.

**6. A G, Designated Principal Resident Representative of a Foreign Government and his or her immediate family members**

You must submit a copy, front and back, of the Form I-94, of each person included in the application, and a Form I-566, certified by the Department of State to indicate your accredited status.

**NOTE:** A G-1 through G-4 nonimmigrant is not required to pay a fee with the I-539 application.

The application must also be filed with:

- A. A copy of your employer's Form I-94 or approval notice demonstrating G status;
- B. An original letter from your employer describing your duties and stating that he or she intends to personally employ you; and arrangements you have made to depart from the United States; and

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## 7. Dependents of an H, Temporary Worker.

If you are filing for an extension/change of status as the dependent of an employee who is an H temporary worker, this application must be submitted with:

- A. The Form I-129 filed for that employee or a copy of the filing receipt noting that the petition is pending with the USCIS;
- B. A copy of the employee's Form I-94 or approval notice showing that he or she has already been granted status to the period requested on your application; and
- C. Evidence of relationship (example: birth or marriage certificate).

**NOTE:** An employer should file Form I-129 to request an extension/change to H status for an employee or prospective employee. Dependents of such employees should file for an extension/change of status on this form, not on Form I-129.

## 8. A J-1, Exchange Visitor.

If you are requesting a change of status to J-1 nonimmigrant classification, your application must be filed with an original DS-2019, Certificate of Eligibility for Exchange Visitor Status. You must also submit your original Form I-94, as well as the original Form I-94 for each person included in the application.

### J-1 Extensions:

If you are a J-1 exchange visitor seeking an extension of nonimmigrant status, contact the responsible officer of your program for information about this procedure.

### J-1 Reinstatement:

If you are a J-1 exchange visitor seeking reinstatement, you may need to apply to the Department of State's Office of Education and Cultural Affairs for such approval. Contact the responsible officer at your sponsoring program for information on the reinstatement filing procedure.

### **Notice to J Nonimmigrants.**

A J-1 exchange visitor whose status is for the purpose of receiving graduate medical education or training, and who has not received the appropriate waiver, is ineligible for change of status except to a nonimmigrant T or U visa. In addition, a J-1 exchange visitor who is subject to the foreign residence requirement, and who has not received a waiver of that requirement, is only eligible for a change of status to a nonimmigrant A, G, T, or U visa.

If a J-1 exchange visitor is subject to the foreign residence requirement, the J-2 dependant is also subject as a derivative to this requirement. If the J-1 exchange visitor obtains a waiver of the foreign residence requirement, the J-2 dependant is also exempt from the requirement. Under certain limited circumstances a J-2 dependant may be independently eligible for a waiver of the foreign residence requirement.

A former J nonimmigrant (either a J-1 principal or a J-2 dependant) subject to the foreign residence requirement, who is currently maintaining another nonimmigrant visa status, continues to be subject to the foreign residence requirement. As noted above, the former J nonimmigrant is ineligible for a change of status until he or she fulfills the foreign residence requirement or obtains the appropriate waiver.

If you are a current or former J nonimmigrant, you must provide information about this status, including the dates you maintained status as a J-1 exchange visitor or a J-2 dependant. Willful failure to disclose this information (or other relevant information) can result in your application being denied. Please provide proof of this status along with your application, such as a copy of Form DS-2019, Certificate of Eligibility for Exchange Visitor Status or a copy of your passport that includes the J visa stamp.

## 9. Dependents of an L, Intracompany Transferee.

If you are filing for an extension/change of status as the dependent of an employee who is an L intracompany transferee, this application must be submitted with:

- A. The Form I-129 filed for that employee or a copy of the filing receipt noting that the petition is pending with USCIS;
- B. A copy of the employee's Form I-94 or approval notice showing that he or she has already been granted status to the period requested on your application; and
- C. Evidence of relationship (example: birth or marriage certificate).

**NOTE:** An employer should file Form I-129 to request an extension/change to L status for an employee or prospective employee. Dependents of such employees should file for an extension/change of status on this form, not on Form I-129.

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## 10. An M-1, Vocational or Non-Academic Student.

To request a change to or extension of M-1 status, or apply for reinstatement as an M-1 student, you must submit your original Form I-94, as well as the original Form I-94 of each person included in the application.

### M-1 Reinstatement:

- A. That the violation of status was due solely to circumstances beyond your control or that failure to reinstate you would result in extreme hardship;
- B. You are pursuing or will pursue a full course of study;
- C. You have not been employed without authorization; and
- D. You are not in removal proceedings.

**NOTE:** If you are an M-1 student, you are not eligible for a change to F-1 status and you are not eligible for a change to any H status, if the training you received as an M-1 helps you qualify for the H status. Also, you may not be granted a change to M-1 status for training to qualify for H status.

## 11. Dependents of a P, Artists, Athletes and Entertainers.

If you are filing for an extension/change of status as the dependent of an employee who is classified as a P nonimmigrant, this application must be submitted with:

- A. The Form I-129 filed for that employee or a copy of the filing receipt noting that the petition is pending with the USCIS;
- B. A copy of the employee's Form I-94 or approval notice showing that he or she has already been granted status to the period requested on your application; and
- C. Evidence of relationship (example: birth or marriage certificate).

**NOTE:** An employer should file Form I-129 to request an extension/change to P status for an employee or prospective employee. Dependents of such employees should file for an extension/change of status on this form, not on Form I-129.

## 12. Dependents of an R, Religious Worker.

If you are filing for an extension/change of status as the dependent of an employee who is classified as an R nonimmigrant, this application must be submitted with:

- A. The Form I-129 filed for that employee or a copy of the filing receipt noting that the petition is pending with USCIS;

- B. A copy of the employee's Form I-94 or approval notice showing that he or she has already been granted status to the period requested on your application; and
- C. Evidence of relationship (example: birth or marriage certificate).

## 13. TD Dependents of TN Nonimmigrants.

TN nonimmigrants are citizens of Canada or Mexico who are coming as business persons to the United States to engage in business activities at a professional level, pursuant to the North American Free Trade Agreement (NAFTA). The dependents (spouse or unmarried minor children) of a TN nonimmigrant are designated as TD nonimmigrants. A TD nonimmigrant may accompany or follow to join the TN professional. TD nonimmigrants may not work in the United States.

The Form I-539 shall be used by a TD nonimmigrant to request an extension of stay or by an applicant to request a change of nonimmigrant status to TD classification.

If you are filing for an extension/change of status as the dependent of an employee who is classified as a TN nonimmigrant, this application must be submitted with:

- A. The Form I-129 filed for that employee or a copy of the filing receipt noting that the petition is pending with USCIS;
- B. A copy of the employee's Form I-94 or approval notice showing that he or she has already been granted status to the period requested on your application; and
- C. Evidence of relationship (example: birth or marriage certificate).

## 14. A V, Spouse or Child of a Lawful Permanent Resident.

Use this Form I-539 if you are physically present in the United States and wish to request initial status or change status to a V nonimmigrant, or to request an extension of your current V nonimmigrant status.

Applicants should follow the instructions on this form and the attached instructions to Supplement A to Form I-539, Filing Instructions for V Nonimmigrants. The supplement contains additional information and the location where V applicants must file their applications.

**NOTE:** In addition to the **\$300.00** application fee required to file Form I-539, V applicants are required to pay a **\$80.00** biometric services fee for USCIS to take their fingerprints.

If necessary, USCIS may also take the V applicant's photograph and signature as part of the biometric services.

### Notice to V Nonimmigrants.

The Legal Immigration Family Equity Act (LIFE), signed into law on December 21, 2000, created a new V visa. This nonimmigrant status allows certain persons to reside legally in the United States and to travel to and from the United States while they wait to obtain lawful permanent residence.

In order to be eligible for a V visa, all of the following conditions must be met:

- A. You must be the spouse or the unmarried child of a lawful permanent resident;
- B. A Form I-130, Petition for Alien Relative, must have been filed for you by your permanent resident spouse on or before December 21, 2000; and
- C. You must have been waiting for at least three years after the Form I-130 was filed for you;

Or you must be the unmarried child (under 21 years of age) of a person who meets the three requirements listed above.

V visa holders will be eligible to adjust to lawful permanent resident status once an immigrant visa becomes available to them. While they are waiting, V visa holders may be authorized to work following their submission and USCIS approval of their Form I-765, Application for Employment Authorization.

**WARNING:** Be advised that persons in V status who have been in the United States illegally for more than 180 days may trigger the grounds of inadmissibility regarding unlawful presence (for the applicable 3-year or 10-year bar to admission) if they leave the United States. Their departure may prevent them from adjusting status as a permanent resident.

### Who May Not File This Form I-539?

You may not be granted an extension or change of status if you were admitted under the Visa Waiver Program or if your current status is:

1. An alien in transit (C) or in transit without a visa (TWOV);
2. A crewman (D); or
3. A fiance'(e) or dependent of a fiance'(e) (K)(1) or (K)(2).

A spouse (K-3) of a U.S. citizen and their children (K-4), accorded such status pursuant to the LIFE Act, may not change to another nonimmigrant status.

**EXCEPTION:** A K-3 and K-4 are eligible to apply for an extension of status. They should file for an extension during the processing of the Form I-130 filed on their behalf and up to completion of their adjustment of status application.

**NOTE:** Any nonimmigrant (A to V) may not change their status to K-3 or K-4.

### General Instructions.

#### Step 1. Fill Out the Form I-539

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."

#### Step 2. General requirements

**Required Documentation - Form I-94, Nonimmigrant Arrival/ Departure Record.** You are required to submit with your Form I-539 application the original or copy, front and back, of Form I-94 of each person included in your application. If the original Form I-94 or required copy cannot be submitted with this application, include a Form I-102, Application for Replacement/Initial Nonimmigrant Arrival/ Departure Document, with the required fee.

**Valid Passport.** If you were required to have a passport to be admitted into the United States, you must maintain the validity of your passport during your nonimmigrant stay. If a required passport is not valid when you file the Form I-539 application, submit an explanation with your form.

**Additional Evidence.** You may be required to submit additional evidence noted in these instructions.

**Translations.** Any document containing foreign language submitted to the Service shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

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**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?

1. With some exceptions, Form I-539 is generally filed with the California Service Center or the Vermont Service Center.

California Service Center filings cover the following states: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, or Wyoming.

The mailing address is:

**USCIS California Service Center**  
P.O. Box 10539  
Laguna Niguel, CA 92607-1053

Vermont Service Center filings cover the following states: Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia and the District of Columbia.

The address for Vermont Service Center filings is:

**USCIS Vermont Service Center**  
ATTN: I-539  
75 Lower Welden Street  
St. Albans, VT 05479

2. **Applicants for change of status to E-1, E-2, E-3, H-4, L-2, O-3, or P-4 as the dependent spouse or child or for an E-1, E-2, E-3, H-4, L-2, O-3, P-4, or TD extension, as the dependent spouse or child.**

**A. Filing Form I-539 at the same time as the principal:**

If your Form I-539 for change of status or extension of stay is filed at the same time as the principal's Form I-129, Petition for Nonimmigrant Worker, (which includes a request for change of status or extension of stay), send the entire Form I-129/I-539 package to the Vermont Service Center or the California Service Center, depending on the state where the principal is or will be employed temporarily.

**B. Filing Form I-539 separately from the principal and the principal's case is pending:** If the principal's Form I-129 (which includes a request for change of status or extension of stay) is pending, file Form I-539 with the same service center where the principal's Form I-129 is pending. Include a copy of the Form I-129 filing receipt (or transfer notice) to show the pending Form I-129 location.

**C. Filing Form I-539 separately from the principal and the principal's case is approved:** If the principal's Form I-129 (which included a request for change of status or extension of stay) has already been approved, file Form I-539 with the service center which approved the principal's I-129 petition. Include a copy of the Form I-129 approval notice to show the approved Form I-129 location.

**D. F-1 and M-1 students applying for F-1 and M-1 reinstatement:** File Form I-539 with the California Service Center or the Vermont Service Center, depending on the state in which the educational institution you attend or plan to attend is located.

**E. All other applicants for change of status or extension of stay (not listed above or in the exceptions):** File Form I-539 with the California Service Center or the Vermont Service Center, depending on the state where you live.

### 3. Exceptions

**A. R-2 Religious Worker Dependents:**

File Form I-539 with the California Service Center, regardless of where the principal is/will be employed.

**B. H-1 C Nurses dependents:**

File Form I-539 with the California Service Center, regardless of where the principal is/will be employed.

**C. TD dependents of TN principals (Free Trade-Canada and Mexico), H-4 dependents of H-1B1 principals (Free Trade-Singapore and Chile), and E-3 dependents of E-3 principals (Free Trade-Australia):**

File Form I-539 with the Vermont Service Center, regardless of where the principal is/will be employed.

**D. Dependents of Major League Sports Athletes or Support Personnel:**

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File with the Vermont Service Center. This covers major league athletes, minor league sports and any affiliates associated with the major leagues in baseball, hockey, soccer, basketball, and football. Support personnel includes: coaches, trainers, broadcasters, referees, linesmen, umpires and interpreters.

**E. A, G and NATO:**

1. For Change of status requests to A, G, or NATO classification for employment with an embassy, international organization, or NATO, mail Form I-539 through your embassy, international organization, or NATO to: Department of State, Office of Protocol, 3507 International Place, N.W., Suite 242, Washington, DC 20008.
2. For change of status requests to G classification for employment with a foreign government's mission to the United Nations or with the United Nations Secretariat, mail Form I-539 **through the foreign government's mission or the UN Secretariat** to: U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017.
3. For a dependent spouse or child requesting a change of status to a NATO classification based on the principal's classification as a NATO nonimmigrant, mail Form I-539 to: NATO/HQ SACT Legal Affairs, 7857 Blandy Road, Suite 100, Norfolk, VA 23551. If you or the principal or the principal NATO nonimmigrant through whom you derive your status are posted at a national component or as an exchange officer, please submit Form I-539 to your embassy for proper filing through official diplomatic channels.
4. For a change of status from A, G, or NATO classifications to another nonimmigrant classification, file Form I-539 with the USCIS Service Center designated to handle the new nonimmigrant classification sought. You must submit with Form I-539 an endorsement by the Department of State Visa Office, or a USUN official at **Part 7** on the Form I-566 (interagency Record of Request-A, G, or NATO Dependent Employment Authorization or Change/Adjustment to Extend/Change nonimmigrant Status).
5. For extensions of stay for A-3, G-5, or NATO-7 nonimmigrants, submit your application through your embassy or international organization, or NATO command for proper filing through official diplomatic channels.

**F. V Nonimmigrants:**

Follow the filing instructions on Form I-539 Supplement A, Filing Instructions for V Nonimmigrants.

**G. Updated Filing Address Information**

The filing addresses provided on this form reflect the most current information as of the date this form was last printed.

If you are filing Form I-539 more than 30 days after the latest edition date shown in the lower right-hand corner, visit us online at [www.uscis.gov](http://www.uscis.gov) **before you file**, and check the Immigration Forms page to confirm the correct filing address and version currently in use. Check the edition date located in the lower right-hand corner of the form. If the edition date on your Form I-539 matches the edition date listed for Form I-539 on the online forms page, your version is current and will be accepted by USCIS. If the edition date on the online version is later, download a copy and use the online version. If you do not have Internet access, call Customer Service at **1-800-375-5283** to verify the current filing address and edition date.

**H. Note on E-Filing**

If you are e-filing this application, it will automatically be routed to the Service Center, and you will receive a receipt indicating the location to which it was routed. This location may not necessarily be the same center shown in the filing addresses listed above. For e-filed applications, it is very important to review your filing receipt and make specific note of the receiving location.

All further communication, including submission of supporting documents, should be directed to the receiving location indicated on your e-filing receipt.

**What Is the Filing Fee?**

The filing fee for a Form I-539 is **\$300.00** except for certain A and G nonimmigrants who are not required to pay a fee, as noted in these instructions.

An additional biometric fee of **\$80.00** is required when filing this Form I-539 for V nonimmigrant status. After you submit Form I-539, USCIS will notify you about when and where to go for biometric services.

If biometric services are required, you may submit one check or money order for both the application and biometric fees, for a total of **\$380.00**.

Use the following guidelines when you prepare your check or money order for the Form I-539 and the biometric service fee, if applicable:

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 and biometric fees on this form are current as of 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" and 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.

**NOTE:** If your Form I-539 requires payment of a biometric service fee for USCIS to take your fingerprints, photograph or signature, you can use the same procedure to obtain the correct biometric fee.

### **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-539 that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form I-539 is deficient.** You may correct the deficiency and resubmit the Form I-539. An application or petition is not considered properly filed until accepted by USCIS.

**Initial processing.** Once a Form I-539 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-539.

**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-539 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**.



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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-539, we will deny the Form I-539 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-539.

### **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 45 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. 1615-0003. **Do not mail your application to this address.**