

## 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 section and number of the item to which the answer refers.

### What Is the Purpose of This Form?

This form is used to notify U.S. Citizenship and Immigration Services that an alien denied permanent residence, temporary residence or a waiver of grounds of excludability under the amnesty program provisions of the Immigration Reform and Control Act of 1986 (IRCA) is appealing the decision to the Director of USCIS.

### 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. If the appellant is so represented, the appellant's counsel, or representative must file a notice of entry of appearance of attorney or representative (Form G-28) with the appeal.

### Where to File 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 and do not file the appeal at the AAO.

### What Is the Filing Fee?

The filing fee for a Form I-694 is **\$545**. 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. Failure to include the proper form of payment will result in a rejection of the appeal, and the initial filing date will not be retained.

Use the following guidelines when you prepare your check or money order for the Form I-694 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**.

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**NOTE:** Please spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS." Failure to include the proper form of payment will invalidate the appeal and will result in a rejection of the appeal. The initial filing date will not be retained, 8 C.F.R. § 103.2(a)(7)(i).

### **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:

1. Visit our website at [www.uscis.gov](http://www.uscis.gov), then select "Immigration Forms" to 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.

**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.

## **Address Change**

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](http://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-694 that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form I-694 is deficient.** You may correct the deficiency and resubmit the Form I-694. An application or petition is not considered properly filed until accepted by USCIS with the correct fee. If rejected, the initial filing date will not be retained.

**Initial processing.** Once a Form I-694 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-694.

**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, upon the approval of Form G-884, Request for the Return of Original Document(s).

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**Decision.** The decision on a Form I-694 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-694 we will deny the Form I-694 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

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 30 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. 1615-0034. **Do not mail your application to this address.**