

**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 of paper. Write your name and Alien Registration Number (A-Number), 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 Must I Use Form I-824?

You must use Form I-824 to request 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 must 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 - Identify reason for Filing Form I-824

Step 2 - Fill Out Form I-824

Step 1. Reason for Filing Form I-824

The reasons for requesting further action are listed below. 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 approval notice will contain only the information listed on the original Form I-797, Notice of Action. A replacement employment authorization card, Form I-94, Permanent Resident Card, or any other USCIS authorization document will not accompany the duplicate approval notice.

A request for replacement of employment authorization card may be filed on Form I-765. A request for replacement of Form I-94 may be filed on Form I-102. A request for replacement of permanent resident card may be filed on Form I-90. Refer to the respective form instructions for further information.

B. USCIS to notify a new U.S. consulate through the U.S. Department of State's National Visa Center (NVC) or Kentucky Consular Center (KCC) concerning the approval of a nonimmigrant visa petition or to notify a new port of entry concerning the approval of a waiver application, **Check Box B.** If approved, USCIS will send information regarding the approval of your nonimmigrant visa petition to a new U.S. consulate through the NVC or the KCC, or the approval of your waiver application to a new port of entry different from that originally requested.

NOTE: This notification is not available for E or R visa approval notification.

C. USCIS to notify a U.S. consulate through the U.S. Department of State's National Visa Center (NVC) that your status has been adjusted to permanent resident based on an approved Form I-485 application, **Check Box C.** This will permit your spouse and/or child(ren) to apply for an immigrant visa.

NOTE: This notification is not available if you have been issued an immigrant visa at a U.S. Embassy or consulate and have been admitted to the United States as a lawful permanent resident. You may contact the NVC for information on how to request following-to-join benefits for your dependent(s). You may direct your inquiry by sending an e-mail to NVCInquiry@state.gov or by writing to the National Visa Center, ATTN: WC, 32 Rochester Avenue, Portsmouth, NH 03801-2909. This notification is also not available if you have been admitted to the United States as a refugee or were granted status in the United States as an asylee. Please refer to the instructions on Form I-730, Refugee/Asylee Relative Petition, for specific information on following-to-join benefits for your spouse or unmarried child(ren) under 21 years of age.

D. USCIS to send your approved immigrant visa petition to the U.S. Department of State's National Visa Center (NVC), **Check Box D**.

E. USCIS to notify the U.S. Department of State that you have become a U.S. citizen through naturalization, **Check Box E**.

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, without fee, to the National Visa Center, ATTN: WC, 32 Rochester Avenue, Portsmouth, NH 03801-2909.

2. You may not file this form to request:

- A.** A duplicate approval notice for an application or petition that is pending or has been denied;
- B.** A duplicate approval notice naming a spouse or children accompanying or following-to-join the principal beneficiary on an approved immigrant petition;
- C.** USCIS to send information to the U.S. Department of State regarding the approval of your expired nonimmigrant application or petition;
- D.** USCIS to send information to the U.S. Department of State regarding an employment-based application or petition if your employment for the original petitioner has ended; or
- E.** USCIS to notify the U.S. Department of State of the approval of Form I-600A, Application for Advanced Processing of Orphan Petition, and/or Form I-600, Petition to Classify Orphan as an Immediate Relative, as well as the approval of Form I-800, Petition to Classify Convention Adoptee as an Immediate Relative, and/or Form I-800A, Application for Determination of Suitability to Adopt a Child from a Convention Country.

Step 2. Fill Out 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 (Person Filing This Application)

- A.** If you are requesting category A or B in Part 2, the application must be completed and signed by the petitioner or the applicant of the underlying petition or the application.
- B.** If you are requesting category C in Part 2, the application must be completed and signed by the principal applicant who filed Form I-485.
- C.** If you are requesting category D or E in Part 2, the application must be completed and signed by the petitioner of the underlying immigrant visa petition.

- 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 No** - 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-Number** - 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 No.** - If you do not have a U.S. Social Security Number, write "NONE."

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. Copy of the original petition or application.
2. Copy of Form I-797, Notice of Action, for the original petition or application.
3. Copy of 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.

Translations

Any document containing a foreign language submitted to USCIS 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.

Where to File?

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-824 more than 30 days after the latest edition date shown in the lower right hand corner, visit USCIS online at www.uscis.gov before you file, and check the "Immigration Forms" page to confirm the correct filing address and form version currently in use. Check the edition date located in the lower right corner of the form. If the edition date on your Form I-824 matches the online "Immigration Forms" page, your version is current. If the edition date of

the online version is later than your version, download a copy and use it. If you do not have Internet access, call Customer Service at 1-800-375-5283 to verify the current filing address and edition date.

Submit this form and any related evidence to the correct USCIS Lockbox facility, per the instructions below.

If your original application or petition was approved by the USCIS Vermont Service Center or Texas Service Center, the Form I-797C, Notice of Action, receipt number will begin with **EAC** or **SRC**. Please be sure you have filled in your receipt number in Part 3, Additional Information, question 1 of the form, and mail your Form I-824 to the **USCIS Dallas Lockbox** facility.

USCIS Dallas Lockbox

For U.S. Postal Service:

USCIS
PO Box 660867
Lewisville, TX 75029

For Express Mail and courier deliveries:

USCIS
Attn: AOS
2501 S. State Hwy. 121
Bldg. No. 4
Lewisville, TX 75067

If your original application or petition was approved by the USCIS Nebraska Service Center or California Service Center, your Form I-797C, Notice of Action, receipt number will begin with either **LIN** or **WAC**. Please be sure you have filled in your receipt number in Part 3, Additional Information, question 1 of the form, and mail your Form I-824 to the **USCIS Phoenix Lockbox** facility.

USCIS Phoenix Lockbox

For U.S. Postal Service:

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express Mail and courier deliveries:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Floor 1, Suite 100
Phoenix, AZ 85034

DRAFT

If your original application or petition was approved by a local USCIS office, your Form I-797C, Notice of Action, Receipt number may begin with **MSC**. If this is the case, or if your Form I-797C, Notice of Action does not contain a three-letter code before the number, please fill in your receipt number in Part 3, Additional Information, question 1 of the form, and mail your I-824 application to the **USCIS Chicago Lockbox** facility.

USCIS Chicago Lockbox

For U.S. Postal Service:

**USCIS
PO Box 805887
Chicago, IL 60680-4120**

For Express Mail and courier deliveries:

**USCIS
Attn: FBAS
131 South Dearborn- 3rd Floor
Chicago, IL 60603-5520**

What Is the Filing Fee?

The filing fee for Form I-824 is **\$340**.

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 fee on this form is current as 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 Web site 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.

Address Changes

If you change your address and you have an application or petition pending with USCIS, you may change your address online at **www.uscis.gov**. Click on "Change your address with USCIS" and follow the prompts, or you may complete and mail 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 Form I-824 is deficient. You may correct the deficiency and resubmit Form I-824. An application or petition is not considered properly filed until accepted by USCIS.

Initial Processing

Once 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 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 Web site 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 Web site. 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 your Form I-824, we will deny your 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, and 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 Products Division, 111 Massachusetts Avenue, N. W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0044. **Do not mail your application to this address.**