

fee waivers and refunds

For additional information on fees, visit our our Web site at www.uscis.gov.

Use the following guidelines when you prepare your check or money order for the Form I-290B 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, make it payable to **Treasurer, Guam**.
 - B. If you live in the U.S. Virgin Islands, make it payable to **Commissioner of Finance of the Virgin Islands**.
 - C. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. consulate or embassy for instructions on the method of payment.

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 is current as of the edition date appearing in the lower right corner of Form I-290B. 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 "Check Filing Fees" 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.

Where to File?

You must file your appeal or motion with the USCIS office that made the unfavorable decision within 30 calendar days after service of the decision (33 days if your decision was mailed). If you are appealing the revocation of an immigrant petition approval, you must file the appeal within 15 days of the revocation decision (18 days if the decision was mailed.) The date of service is normally the date of the decision.

Do **not** send your appeal directly to the Administrative Appeals Office (AAO). Submit an original appeal or motion only. Additional copies are not required.

If you are filing a motion to reopen a decision of USCIS (either the AAO or field office) under the NWIRP Settlement, mail the motion to:

For U.S. Postal Service (USPS) deliveries, use the following address:

**USCIS
P.O. Box 804727
Chicago, IL 60680-4108**

For private courier (non-USPS) deliveries, use the following address:

**USCIS
Attn: NWIRP
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517**

Because USCIS mailing address change periodically, you may verify that the addresses for your appeal are correct by following one of the steps below:

1. Visit our Web site at www.uscis.gov, select "FORMS," then "I-290B," and read the "Where to File" on the opening page; or
2. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the mailing information.

