

Written Narrative of Proposed Changes to the Form EOIR-33/IC: Alien's Change of Address Form / Immigration Court and Form EOIR-33/BIA: Alien's Change of Address Form / Board of Immigration Appeals.

Form EOIR-33/IC: Alien's Change of Address Form / Immigration Court

Page 1, Introductory Paragraph

1. Delete the first sentence and replace it with the following two sentences: "If you move or change your phone number, the law requires you to file this Change of Address form with the Immigration Court. You must file this form within five (5) working days of a change in your address or phone number."
2. Change wording of the second sentence to move "only" to earlier in the sentence: "You will *only* receive notification as to the time, date, and place of hearing or other official correspondence ~~only~~ at the address which you provide."
3. Add one sentence at the end of the paragraph: "Changes in address or telephone numbers communicated through any means except this form, e.g., pleadings, motion papers, correspondence, telephone calls, applications for relief, etc. will not be recognized and the address information and record will remain unchanged."

Page 1, Footnote

1. Change the revision date from "March 2009" to "March 2012".

Page 2, Paperwork Reduction Act Notice

1. Change the estimated time to complete the form from "three (3)" minutes to "five (5)" minutes.

Page 2, Privacy Act Notice

1. Add a Privacy Act Notice box (with font and borders to match the Paperwork Reduction Act Notice) as follows to the bottom third of the page:

Privacy Act Notice

The information on this form is required by 8 U.S.C. § 1229 (a)(1)(F)(ii) and 8 C.F.R. § 1003.15(d)(2) in order to notify the Immigration Court of any change of address and any change of telephone number. The information you provide is mandatory and the failure to provide the requested information limits the notification you will receive and may result in the adverse consequences noted above. EOIR may share this information with others in accordance with approved routine uses described in EOIR systems of records notices.

Form EOIR-33/BIA: Alien's Change of Address Form / Board of Immigration Appeals

Page 1, Grey Box

1. Under "How to use this form," delete the current text and replace it with the following:

When to use this form: If you move or change your phone number, the law requires you to file this Change of Address Form with the Clerk's Office of the Board of Immigration Appeals. You must file this form within five (5) working days of a change in your address or phone number. Even if you have an attorney or representative, you should file this form with the Board every time you change your address. You will only receive official correspondence at the address which you provide on this form. If you fail to keep your address information up to date, the Board of Immigration Appeals may treat that failure as an abandonment of your appeal or motion.

Page 1, Middle of the Page

1. Place a black border, similar to the one used around the grey box, around "Name: _____ Alien Number: A _____".

Page 1, Footnote

1. Add a revision date: "Revised March 2012"

Page 2, Mailing Instructions

1. Add as Mailing Instruction Number 1: "1. Copy the completed form and mail or deliver it to the Office of the Chief Counsel DHS-ICE address you inserted in the PROOF OF SERVICE. The PROOF OF SERVICE certifies that you provided a copy of the form to DHS." Re-number the "Mailing Instructions" accordingly.

Page 2, Paperwork Reduction Act Notice

1. Change the estimated time to complete the form from "three (3)" minutes to "five (5)" minutes.

Page 2, Privacy Act Notice

1. Add a Privacy Act Notice box (with font and borders to match the Paperwork Reduction Act Notice) as follows to the bottom third of the page:

Privacy Act Notice

The information on this form is required by 8 U.S.C. § 1229 (a)(1)(F)(ii) and 8 C.F.R. § 1003.38(e) in order to notify the Board of Immigration Appeals of any change of address and any change of telephone number. The information you provide is mandatory and the failure to provide the requested information limits the notification you will receive and may result in the adverse consequences noted above. EOIR may share this information with others in accordance with approved routine uses described in EOIR systems of records notices