

# Alien's Change of Address Form/ Board of Immigration Appeals

**Who should use this form:** Use this form for a change of address if you have filed an appeal or motion with the Board of Immigration Appeals. *Note:* If you are an attorney representing a person before the Board, do not use this form to indicate your own change of address; use Form EOIR-27 (Notice of Entry of Appearance as Attorney or Representative Before the Board).

**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.

**How to use this form:**

1. Complete the Change of Address Form below.
2. Send a copy of this form to the Office of the Chief Counsel for the Department of Homeland Security (DHS) (Immigration and Customs Enforcement-ICE), and complete and sign the "Proof of Service" below to show you did this.
3. Send this form to the Board of Immigration Appeals. Follow the mailing instructions on the back of this form.
4. If you prefer to file this form in person, you may bring it to the Board of Immigration Appeals, Clerk's Office, 5107 Leesburg Pike, Suite 2000, Falls Church, Virginia, 22041.

Name: \_\_\_\_\_ Alien Number: A \_\_\_\_\_

**My OLD address was:**

\_\_\_\_\_  
("In care of" other person, if any)

\_\_\_\_\_  
(Number, Street, Apartment)

\_\_\_\_\_  
(City, State and ZIP Code)

\_\_\_\_\_  
(Country, if other than U.S.)

**My NEW address is:**

\_\_\_\_\_  
("In care of" other person, if any)

\_\_\_\_\_  
(Number, Street, Apartment)

\_\_\_\_\_  
(City, State and ZIP Code)

\_\_\_\_\_  
(Country, if other than U.S.)

\_\_\_\_\_  
(New Telephone Number)



**SIGN HERE →**

X \_\_\_\_\_  
Signature

\_\_\_\_\_ Date

**PROOF OF SERVICE (You Must Complete This)**

I \_\_\_\_\_ (Name) mailed or delivered a copy of this Change of Address Form on \_\_\_\_\_ (Date) to the

Office of the Chief Counsel for the DHS (U.S. Immigration and Customs Enforcement-ICE) at \_\_\_\_\_ (Number and Street, City, State, Zip Code)



**SIGN HERE →**

X \_\_\_\_\_  
Signature

## MAILING INSTRUCTIONS

- 1) Copy the completed form and mail or deliver it to the Office of the Chief Counsel DHS-ICE at the address you inserted in the *PROOF OF SERVICE*. The *PROOF OF SERVICE* certifies that you provided a copy of the form to DHS.
- 2) Fold the page at the dotted lines marked "Fold Here" so that the address is visible. (**IMPORTANT: Make sure the address section is visible after folds are made.**)
- 3) Secure the folded form by stapling along the open end marked "Fasten Here."
- 4) Place appropriate postage stamp in the area marked "Place Stamp Here."
- 5) Write in your return address in the area marked "PUT YOUR ADDRESS HERE."
- 6) Mail the form.

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete this form is five (5) minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Executive Office for Immigration Review, Office of the General Counsel, 5107 Leesburg Pike, Suite 2600, Falls Church, Virginia 22041.

Fold Here First

**PUT YOUR ADDRESS HERE**

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Place  
Stamp  
Here

**U.S. Department of Justice**

*Executive Office for Immigration Review*

*Board of Immigration Appeals*

*Clerk's Office*

*P.O. Box 8530*

*Falls Church, Virginia 22041*

Fold Here Second

**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. 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's system of records notice EOIR-001, Records and Management Information System and EOIR-003.

**Fasten Here**