**TABLE OF CHANGES – INSTRUCTIONS**

**FORM** **I-824, Application for Action on an Approved Application or Petition**

**OMB Number: 1615-0044**

**Revision Date: 07/09/2013**

|  |
| --- |
| **Reason for Revision:**   * USCIS is revising the Form I-824 to clarify the instructions and to make them easier to understand for the customer. * USCIS is also revising the instructions to clarify that the form should be filed with U.S. Customs and Border Protection if the applicant is the beneficiary of an approved Form I-192 or Form I-212 and in need of a duplicate of his or her original decision. USCIS is also amending the Form I-824 to include additional information regarding the collections required by the Department of State (DOS), to process follow-to-join immigrant visa applications for certain dependent family members abroad. The additional information will enhance communication with DOS and allow the follow-to-join process to be completed more efficiently. |

|  |  |  |
| --- | --- | --- |
| **Current Location** | **Current Text** | **Proposed Text** |
| **Page 1** | 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. | **Page 1,**  **What is the Purpose of Form?**  Use Form I-824 to request further action on a previously approved application or petition.  **When Must I Use Form I-824?**  You must use Form I-824 to request U.S. Citizenship and Immigration Services (USCIS) or United States Customs and Border Protection (CBP) action **on a previously approved** application or petition.  **NOTE:**  USCIS or CBP will not approve Form I-824 if your previous approval has expired or has been revoked.  This form cannot be used to verify the status of a pending application or petition. However, in accordance with 8 CFR Part 103.9, this form may be filed with the original application or petition.  If you are currently a lawful permanent resident (LPR) and gained LPR status through a T or U visa, the only option available to you on an I-824 is option “a.” – duplicate approval notice.  **For applications previously approved by CBP**  You must use Form I-824 to request that CBP issue a duplicate of your Form I-192, Application for Advance Permission to Enter as Non-Immigrant, or Form I-212, Application for Permission to Reapply for Admission into the United States After Deportation or Removal, approval notice if the original has been lost, stolen, or mutilated.A duplicate of a Form I-192 approval notice that is still valid may be requested by filing this Form I-824. However, if your approval notice expires in less than 6 months, you may want to consider submitting a new Form I-192 application. For more information please visit www.cbp.gov.  You may also obtain a duplicate of an indefinite waiver that was previously issued in conjunction with Form I-185, Nonresident Alien Canadian Border Crossing Card (BCC). **NOTE:** Form I-185 is no longer valid or issued by the service. However you may obtain a duplicate of a previously issued indefinite waiver as long as it has not been revoked or voided. |
| **Page 1,**  **General Instructions [part]** | **2. You may not file this form to request:**   1. A duplicate approval notice for an application or petition that is pending or has been denied; 2. A duplicate approval notice naming a spouse or children accompanying or following-to-join the principal beneficiary on an approved immigrant petition; 3. USCIS to send information to the U.S. Department of State regarding the approval of your expired nonimmigrant application or petition. 4. 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 5. 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-800A, Application for Determination of Suitability to Adopt a Child from a Convention Country. | **Page 1,**  **When Should I Not File Form I-824?**  **Do not file Form I-824 with USCIS if you:**  **1.** Are requestingfollow-to-join benefits for your spouse and/or child(ren), and you are in one of the following classifications:  a. You have been issued an immigrant visa at a U.S. Embassy or a consulate via consular processing and have been admitted to the United States as a lawful permanent resident on an immigrant visa; or  **b.** You currently have refugee status after you were admitted to the United States; or  **c.** You were granted status in the United States as an asylee; or  d. You have gained your lawful permanent resident (LPR) status through a T or U visa.  You do not qualify to request follow-to-join benefits for options "b," "c," "d," or "e" on Form I-824 under Part 2, Reason for Request if you are requesting:.  **2.** Further action on an application or petition that has been denied, revoked, terminated or withdrawn; or  **3.** A correction of an error on your previously approved application or petition; or  **4.**  A copy of the approved Form I-485 application or Form N-400 application for your personal records; or  **5.** A duplicate approval notice of an approved immigrant visa petition naming the spouse or child(ren) who are accompanying or following to join you; or  **6.** USCIS to send information to the U.S. Department of State regarding the approval of your expired nonimmigrant application or petition; or  **7.** 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  **8.** 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-800A, Application for Determination of Suitability to Adopt a Child from a Convention Country; or  **9.** An action on an approved application that was filed with CBP; or    **10.** A replacement of the following documents: Employment Authorization Document (EAD), Form I-94, Arrival/Departure Record, Form I-551, Permanent Resident Card, or Form I-512/I-512L, travel document.  To request replacement of :  a) An EAD, file Form I-765, Application for Employment Authorization;    b) A Form I-94, Arrival/Departure Record, file Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Document;  c) A Form I-551 Permanent Resident Card, file Form I-90 Application to Replace Permanent Resident Card,;  d) A Form I-512 or I-512L, travel document, file Form I-131, Application for Travel Document.  These forms can be found on the USCIS Web site at [www.uscis.gov](http://www.uscis.gov). Select the “FORMS” tab.  **Do not file Form I-824 with CBP if you are requesting:**  1. A duplicate approval notice that has expired or has been revoked;  2. A correction of an error on your approval notice (see [www.cbp.gov](http://www.cbp.gov) for instruction on how to request correction to your approval notice; or  3. Action on an approved application or petition that was filed with USCIS. |
| **Page 1,**  **General Instructions [part]** | You may file this form at anytime 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 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. | **Page 2,**  **General Instructions:**  USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which can be downloaded for free at <http://get.adobe.com/reader/>.  Each application must be properly signed and filed. A photocopy of a signed application or a typewritten name in place of a signature is not acceptable.  Each application must be accompanied by the appropriate filing fee.  An application is not considered properly filed until accepted by USCIS.  **For individuals filing this application with CBP:** Please refer to CBP’s Web site at [www.cbp.gov](http://www.cbp.gov) (go to the search box and type “Form I-824,” or “I-824” or “824”) for further instructions.  **Evidence.** You must submit all required initial evidence along with all the supporting documentation with your application at the time of filing.  **Copies.** Unless specifically required that an original document be filed with an application or petition, a legible photocopy may be submitted. Original documents submitted when not required may remain a part of the record, and will not be automatically returned to you.  **Translations.** Any document submitted to USCIS with information in a foreign language must be accompanied by a full English translation. The translator must certify that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English.  You may file this form at any time while the previously approved application or petition is valid or pending.  A separate Form I-824 must be filed for each action being requested.  **How To 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, write your name and Alien Registration Number (A-Number) (if any), at the top of each sheet of paper, indicate the **Part** and **item number** to which your answer refers, and date and sign each sheet.  **3.** Answer all questions fully and accurately. If an item is not applicable or the answer is “none,” leave the space blank. |
| **Page 2,**  **Part 1. Information About You** | **Part 1. Information About You (Person filing this application)**   1. 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. 2. 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. 3. 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.  **7. Country of Citizenship-** Give the name of the country of which you are a citizen.  **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.  **8. Date of Birth-** Use eight numbers to show your date of birth (example: May 1, 1979 should be written as 05/01/1979).  **6. Country of Birth-**Give the name of the country where you were born.  **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.  **11. U.S. Social Security No.-** If you do not have a U.S. Social Security Number, write “NONE.”  **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. | **Page 2,**  **Specific Instructions**  This form is divided into **Parts 1 through 5.** The following information will help you fill out the form:  **Part 1. Information About You**  **If you are the applicant or the petitioner** of the previously approved application or petition, and you are now requesting action under category "**a**" or "**b**" in **Part 2** of this application, you must complete and sign this application.  **If you are the principal applicant** who filed Form I-485 and you are now requesting action under category **“c”** in **Part 2** of this application, you must complete and sign this application.  Only the petitioner of the previously approved immigrant visa petition may file Form I-824, if action under category “**d**” or “**e**” is requested in **Part 2**. You must provide the A-Number (in **Part 1**of the form) or the Receipt Number of the previously approved petition (in **Part 3** of the form), and complete and sign this application.  **Item Number 1.** If you are the applicant or petitioner of the previously approved application or petition, check the appropriate box, and provide the information as follows:  **NOTE:** If you are the petitioner as a company or organization, provide the information in Part 1 of the form, if applicable.  **Item Number 2.a. - 2.c. Your Full Legal Name:**  Provide your full legal Family Name (*Last Name*), Given Name (*First Name*), and Middle Name. If you have two last names, include both names. If a company or organization is the petitioner on the previously approved petition, leave these spaces blank.  **Item Number 3. Company or Organization Name**  If the petitioner on the previously approved petition is a company or organization, provide the entity’s complete name.  **Item Number 4.** **Current/Recent Immigration Status**  Provide your current or most recent immigration status.  **Item Number 5. Certificate of Naturalization or Citizenship Number**  If you are a naturalized U. S. citizen and will check Box “**a**”, “**b**”, **d**”, or “**e**” in **Part 2**. **Reason for Request**, provide your Certificate of Naturalization or Citizenship Number.  **Item Number 6. Alien Registration Number (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 space blank.  **Item Number 7. Date of Birth**  Use eight numbers to show your date of birth (example: May 1, 1979 should be written as 05/01/1979).  **Item Number 8. Country of Birth**  Provide the name of the country where you were born.  **Item Number 9.** **IRS Tax Number (if any)**  If you are filing this application on behalf of a business or organization, provide the Internal Revenue Service Tax Number of the business or organization.  **Item Number 10.** **U.S. Social Security Number**  If you are filing as an individual, provide your U.S. Social Security Number in the spaces provided. If you do not have a U.S. Social Security Number, leave the spaces blank.  **Item Numbers 11.a. - 11.h. Physical Address**  Provide your physical street address. This must include a street number and name or a rural route number. Do not provide a post office box (PO Box).  **Item Numbers 12.a. - 12.i. Mailing Address**  Provide your mailing address, if different from your physical address.  **Item Numbers 13. -15. Contact Information**  Provide daytime and mobile telephone numbers (with area, country, and city codes, if applicable), and an E-mail address where you can be reached. |
| **Page 2,**  **Part 2- Reason for Request [and part of General Instructions from Page 1]** | Check one box that applies to your particular request.  **Step 1** – Identify reason for Filing Form I-824  **Step 1. Reason for Filing Form I-824**  **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 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.  **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 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 Form I-730, Refugee/ Asylee Relative Petitions, for specific information on following-to-join benefits for your spouse or unmarried child(dren) 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 Ave., Portsmouth, NH 03801-2909… | **Page 4,**  **Part 2. Reason for Request**  **For individuals filing this application with CBP:** Check box “a” to request a duplicate of your Form I-192, Application for Advance Permission to Enter as Non-Immigrant, approval notice or your Form I-212, Application for Permission to Reapply for Admission into the United States After Deportation or Removal, approval notice if the original notice has been lost, stolen, or mutilated, or a duplicate of an indefinite waiver that was previously issued in conjunction with Form I-185, Nonresident Alien Canadian Border Crossing Card (BCC).  NOTE: If your Form I-192 approval notice expires in less than 6 months, please consider submitting a new Form I-192 application.  **For individuals filing this application with USCIS:**  The reasons for requesting further action are listed below. Check the box that applies to your particular request. (*Check only one box.)*  **If you are requesting:**   1. **1.** A duplicate approval notice of the application or petition, **check box “a.”**   **NOTE**: The duplicate approval notice contains only the information regarding the approval as listed on the original Form I-797, Notice of Action. The duplicate approval notice does not include a copy of the previously approved application or petition; it only includes the Form I-797, Approval Notice.  **A replacement Employment Authorization Document (EAD) card, Permanent Resident Card, travel document or any other USCIS authorization document will not accompany the duplicate approval notice.**  **2.** USCIS to notify a new U.S. consulate (different from that originally requested) 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 (different from that originally requested) 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.  **3.** 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 that of a permanent resident based on an approved Form I-485 application, c**heck box “c.”** This will permit your spouse and/ or child(ren) to apply for an immigrant visa and follow-to- join you in the United States.  **This notification is available if:**  a. an Immigration Judge or USCIS approved your permanent resident status; and  b. you wish to have your spouse or child(ren) follow-to-join you in the U.S. based on a previously approved Form I-485 that was based upon: (1) a family preference visa petition (Form I-130); (2) an employment based visa petition (Form I-140); or (3) a religious worker or VAWA (Form I-360) petition, or (4) a diversity case number.  **NOTE: (**1). 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 follow-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, at:  National Visa Center  Attn: WC  32 Rochester Avenue  Portsmouth, NH 03801-2909.    (2) This notification is 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 Form I-730, Refugee/Asylee Relative Petitions, for specific information on follow-to-join benefits for your spouse or unmarried child(dren) under 21 years of age**.**  (3) Please note that the approval of a Form I-824 does not guarantee a visa will be granted by the U.S. Consulate overseas.  **4.** USCIS to send your approved immigrant visa petition to the U.S. Department of State’s National Visa Center (NVC), **check box “d.”**  NOTE: If the beneficiary has already gained lawful permanent status through the approval of a Form I-485, this option is no longer available.  **5.** USCIS to notify the U.S. Department of State that you have become a U.S. citizen through naturalization, **check box “e.”**  **NOTE:** If you want to notify the U.S. Department of State that you have become a U.S. citizen through naturalization, you may do so by sending your request along with a copy of your naturalization certificate, without fee, *directly* to the National Visa Center at:  National Visa Center  ATTN: NZ  31 Rochester Ave.  Portsmouth, NH 03801. |
| **Page 3,**  **Part 3-Additional Information** | Provide the requested information regarding the original application or petition. | **Page 5,**  **Part 3. Additional Information**  Provide the information about the previously approved application or petition in item **number 1.a. – 1.d.**    If you checked Box “**a**”, “**b**”, “**d**”, or “**e**” in **Part 2**. **Reason for Request**, provide the information in **Item Numbers**  **2.a. – 4i**. in **Part 3. Additional Information** if applicable.    If you checked Box “**c**” in **Part 2. Reason for Request**, provide the requested information in **items number 5.a. – 10**. in **Part 3. Additional Information** for each family member for whom you are requesting follow-to-join benefits**.** |
| **Page 3,**  **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. | **Page 5,**  **Part 4. Signature of Applicant**  As the person filling out this application, you **must sign** and **date** the form. **If you do not sign the form, it will be returned to you as incomplete.** Read the section entitled “**Penalties**” in these instructions before signing the application. |
| **Page 3,**  **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. | **Page 5,**  **Part 5. Signature of Person Preparing This Form, If Other Than the Applicant**  If you, the applicant, did not fill out Form I-824, the person who filled out this form must also sign and date this form, and provide his or her complete address and contact information. |
| **Page 3,**  **Step 3. General Requirements** | Attach copies, showing 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 foreign language submitted to USCIS must 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. | **Page 5,**  **Required Documentation**  **Attach copies, showing front and back of the following documents, if available:**  1. A copy of the previously approved application or petition.  2. A copy of Form I-797, Notice of Action, for the previously approved application or petition.  3. A copy of Form N-550, Certificate of Naturalization.  **[Moved to “General Instructions” above.]**  **[Moved to “General Instructions” above.]** |
| **Page 4,**  **What Is the Filing Fee** | **…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](http://www.uscis.gov), select “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. | **Page 5,**  **What is the Filing Fee?**  …3. When applying with CBP,you must make your check or money order payable to U.S. Customs and Border Protection. 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. Certain CBP-designated ports of entry and certain CBP-designated preclearance offices may accept payment in the form of cash or credit cards.  **We recommend that you contact the CBP-designated port of entry or CBP preclearance office where you intend to be processed for payment instructions**. Please visit [www.cbp.gov](http://www.cbp.gov) (go to the search box and type “Form I-824,” “I-824” or “824”)  …  **How to Check If the Fees Are Correct**  The fee on this form is current as of the edition date appearing in the lower left corner of this page. However, because USCIS fees change periodically, you can verify if the fee is correct by following one of the steps below:  **1**. Visit the USCIS Web site at [**www.uscis.gov**](http://www.uscis.gov), select “FORMS,” and check the appropriate fee; or  **[Deleted]**  **2.** Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for the fee information. For TDD (deaf or hard of hearing) call: **1-800-767-1833**. |
| **Page 3-4,**  **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 "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 "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.  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.  **For U.S. Postal Service:**  USCIS PO Box 660867 Dallas, TX 75266  **For Express Mail and commercial courier deliveries:**  USCIS Attn: AOS 2501 S. State Hwy 121 Business Ste 400 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.  **For U.S. Postal Service:**  USCIS PO Box 21281 Phoenix, AZ 85036  Submit this form and any related evidence to the correct USCIS Lockbox facility, per the instructions below.  **NOTE**: If you are filing Form I-824 with another USCIS form, mail your applications according to the filing instructions of the other form.  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.  **For Express Mail and commercial courier deliveries:**  USCIS Attn: AOS 1820 E. Skyharbor Cir S Ste 100 Phoenix, AZ 85034  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.  **For Express Mail and commercial courier deliveries:**  USCIS Attn: FBAS 131 South Dearborn - 3rd Flr Chicago, IL 60603-5517  **For U.S. Postal Service:**  USCIS PO Box 805887 Chicago, IL 60680-4120  **E-Notification:**  If you are filing your Form I-824 at one of the USCIS Lockbox facilities, you may elect to receive an e-mail and/or text message notifying you that your application has been accepted. You must complete Form G-1145, E-Notification of Application/Petition Acceptance, and clip it to the first page of your application. To download a copy of Form G-1145 including the instructions, refer to **www.uscis.gov** "FORMS." | **Page 6,**  **Where To File?**  **For applicants filing with USCIS:**  Please see our Web site at **www.uscis.gov/i-824** or call our USCIS National Customer Service Center at **1-800-375-5283** for the most current information about where to file this benefit request. For TDD (deaf or hard of hearing ) call **1-800-767-1833**.  **For applicants filing with CBP**: Please file this benefit request at a designated CBP land border port of entry or a CBP preclearance office listed on [www.cbp.gov](http://www.cbp.gov) or mail to U.S. Customs and Border Protection, Admissibility Review Office at the address specified on [www.cbp.gov](http://www.cbp.gov). |
| **Page 4,**  **Address Changes** | If you have changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at **www.uscis.gov/addresschange** or contact the USCIS National Customer Service Center at **1-800-375-5283**.  **NOTE:** Do not submit a change of address request to USCIS Lockbox facilities because USCIS Lockbox facilities do not process change of address requests. | **Page 6,**  **Address Changes**    **If you filed this application with USCIS:**  If you have changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at **www.uscis.gov/addresschange** or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TDD (deaf or hard of hearing) call: **1-800-767-1833**.  **NOTE:** Do not submit a change of address request to USCIS Lockbox facilities because USCIS Lockbox facilities do not process change of address requests.  **If your application is pending with CBP:**  You may change your address by writing via regular mail or via e-mail to the Admissibility Review Office/U.S. Customs and Border Protection.  Mailing address: Please refer to [www.cbp.gov](http://www.cbp.gov) for the most updated mailing address of the Admissibility Review Office.  **E-mail address:**  Inquiry.waiver.aro@cbp.dhs.gov  **Do not send a Change of Address Request to USCIS or a USCIS Lockbox facility.** |
| **Page 5, Processing Information** | **…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. | **…Decision**  **If you filed this application with USCIS:** USCIS will adjudicate your application. 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.  **If you filed this application with CBP/ARO:** CBP will make a decision on your application. You will be notified in writing of the decision. The decision will be mailed to the address provided on the application. |
| **Page 5,**  **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](http://www.uscis.gov)... | **Page 6,**  **USCIS Forms and Information**  To ensure you are using the latest version of this form, visit the USCIS Web site at [**www.uscis.gov**](http://www.uscis.gov) where you can obtain the latest USCIS forms and immigration-related information. You may order USCIS forms by calling our toll-free number at **1-800-870-3676**.  You may also obtain forms and information by calling our USCIS National Customer Service Center at **1-800-375-5283**. For TDD (deaf or hard of hearing) call: **1-800-767-1833**… |
| **Page 5,**  **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. | **Page 7,**  **USCIS Privacy Act Statement**  **AUTHORITIES:** The information requested on this application, and the associated evidence, is collected pursuant to 8 CFR 103.5b(a).  **PURPOSE:** The primary purpose for providing the requested information on this form is to request further action on a previously approved application or petition.  **DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in the denial of your benefit request.  **ROUTINE USES:** The information you provide on this benefit application may be shared with other federal, state, local, and foreign government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-001 - Alien File, Index, and National File Tracking System; the DHS/USCIS-007 – Benefits Information System; by DHS/CBP-006 - Automated Targeting System May; and DHS/CBP-011 - U.S. Customs and Border Protection TECS, which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy) and [www.state.gov](http://www.state.gov)]. |
| **Page 5, Paperwork Reduction Act** | …Regulatory Products Division, Office of Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. OMB No 1615-0044. **Do not mail your application to this address.** | **Page 7,**  **Paperwork Reduction Act**  …Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140. OMB No. 1615-0044. **Do not mail your completed Form I-824 to this address.** |