



**Instructions for Application for Action on an
Approved Application or Petition**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-824
OMB No. 1615-0044
Expires 11/30/2014

What Is the Purpose of This 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NOTE: USCIS or CBP will not approve Form I-824 if your previous approval has expired or has been revoked.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 Form 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 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 **NOTE:** Form I-185 is no longer valid or issued by the service. However you may obtain a duplicate of a previously issued indefinite waiver as long as it has not been revoked or voided.

When Should I Not File Form I-824?

Do not file Form I-824 with USCIS if you:

1. Are requesting follow-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

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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. 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 for instructions on how to request correction to your approval notice); or
3. Action on an approved application or petition that was filed with USCIS.

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 (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.

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 Numbers 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 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.

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. 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, **check 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(ren) 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 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 Avenue
Portsmouth, NH 03801**

Part 3. Additional Information

Provide the information about the previously approved application or petition in **Item Numbers 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. - 4.i. in Part 3. Additional Information**, if applicable.

If you checked Box "c" in **Part 2. Reason for Request**, provide the requested information in **Item Numbers 5.a. - 10.** in **Part 3. Additional Information**, for each family member for whom you are requesting follow-to-join benefits.

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.

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.

Required Documentation

Attach copies, showing the 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.

What Is the Filing Fee?

The fee for this application is **\$405**.

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**.
NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."
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 (go to the search box and type "Form I-824," or "I-824" or "824").

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 USCIS to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, USCIS 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 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, select "FORMS," and check the appropriate fee; or

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**.

Where To File?

For applicants filing with USCIS:

Please see our Web site at www.uscis.gov/i-824 or call the 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 or mail to U.S. Customs and Border Protection, Admissibility Review Office at the address specified on www.cbp.gov.

Address Changes

If you filed this application with USCIS:

If you 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 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.

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.

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

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.

USCIS Forms and Information

To ensure you are using the latest version of this form, visit the USCIS Web site at 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**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through USCIS' Internet-based system, **InfoPass**. To access the system, visit the USCIS 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 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.

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 and www.state.gov].

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 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.