



Federal Change of Address Procedures

Changing an address with the various Federal immigration components can be confusing, and failure to properly make an address change can lead to denials and other adverse immigration consequences. The Ombudsman's Office encourages immigration benefits applicants and petitioners to promptly notify U.S. Citizenship and Immigration Services (USCIS), the Executive Office for Immigration Review (EOIR), the U.S. Department of State (DOS), and/or the U.S. Department of Labor (DOL) of any change in address. Mail forwarding is not always rapid or reliable.

USCIS, DOS, EOIR and DOL have separate procedures, filing locations, and timeframes for submitting an address change. A change of address should be reported for each application type, petition, case, and family member with each government agency from which an immigration benefit is being sought. Applicants should use the most permanent address available.

In 2011, the Ombudsman's Office posted an update that provides [filing tips on the USCIS change of address process](#). The Ombudsman's Office recommends keeping copies of all correspondence sent to USCIS, using certified, registered, or return receipt mail to ensure documentation of the mailing.

USCIS	Department of State	EOIR	EOIR Board of Immigration Appeals (BIA)
Who Should Report a Change of Address?			
All applicants, petitioners, and beneficiaries are required by law to report a change of address to USCIS.	All petitioners and applicants for consular processing are encouraged to report address changes with DOS to either the National Visa Center (NVC) or the appropriate consulate.	Persons with cases pending before an immigration court or the BIA must report a change to EOIR.	
Time to Report			
Within 10 days of the address change.	Immediately to avoid delays.	Within 5 working days of the change.	
How to Report a Change of Address			
Online: USCIS Online Change of Address By mail: Form AR-11, Change of Address Card (PDF, 1 page - 526 KB)* *Applicants who mail in Form AR-11 must also report the change of address to the National Customer Service Center by calling 1-800-375-5283	NVC By Email: nvcinquiry@state.gov By Mail: see address below By Phone: (603) 334-0700 or Email your local consulate: U.S. Consulate Listing	By mail: Form EOIR-33/IC * *Government Counsel must receive copies of the change of address to satisfy proof of notice requirements. Government Counsel information can be found in the court file or by contacting the court clerk where the case is pending	By mail: Form EOIR-33/BIA (PDF, 2 pages - 26.42 KB)* *Also file a change of address with the corresponding immigration court because BIA cases are sometimes remanded to court
Mailing Addresses			
USCIS Attn: Change of Address 1344 Pleasants Dr. Harrisonburg, VA 22801*	Department of State National Visa Center Attn: CMR 31 Rochester Ave. Suite 100 Portsmouth, NH 03801-2914	EOIR Immigration Court Listing * *File with the court location where your	Board of Immigration Appeals Office of the Clerk P.O. Box 8530 Falls Church, VA

<i>*Please note the <u>change in filing location for Change of Address Forms</u> from London, KY to Harrisonburg, VA, as of April 1, 2011. USCIS is no longer forwarding Change of Address forms to the new location</i>	<u>U.S. Consulate Listing</u>	<i>case is currently pending</i>	22041 Hand delivery, courier, same day delivery, overnight, or express delivery (including U.S. Postal Service express mail) should be sent to: Board of Immigration Appeals Office of the Chief Clerk 5107 Leesburg Pike, Suite 2000 Falls Church, VA 22041
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Where can I find additional information about changing my address?

- [USCIS Customer Guide on How to Change An Address \(PDF, 2 pages - 1.2 MB\)](#)
- [USCIS Change of Address Information](#)
- [New Filing Location for Change of Address Forms](#)
- [DOS Visa Contact Information](#)
- [EOIR Forms](#)

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