U.S. Department of Justice

Executive Office for Immigration Review

Alien's Change of Address/Phone Number Form
Immigration Court

Instructions: To complete this form, fill out all blanks below, including the proof of service, which certifies that you have provided a copy of this form to the Department of Homeland Security (DHS). After filling in the blanks and signing both the declaration and proof of service, you must submit the form in person or by mail. If submitting the form by mail, follow the mailing instructions on page two. You must submit a separate copy of this form for each individual in immigration court proceedings (i.e., you must submit a form for each person who has a case pending in immigration court and whom the change of address or phone number affects).

You must file this form with the immigration court within five working days of the change to your address or phone number, or your receipt of a charging document (e.g., a Notice to Appear) with incorrect contact information. The immigration court will send all official correspondence (e.g., date, time, and place of hearings) to the address you provide. The immigration court will only make any change(s) to your address and phone number in EOIR's records upon receipt of this form; the immigration court will not change your address or phone number based on a different address or phone number on pleadings, motions, or other communications with the court.

If you fail to appear at any hearing before an immigration judge when notice of that hearing or other official correspondence was served on you or sent to the address you provided, the Department of Homeland Security (DHS) may take you into custody. In addition, the immigration court may conduct your hearing in your absence and enter an order of removal, deportation, or exclusion against you. If the court enters such an order, you may be ineligible for certain forms of relief from removal under the Immigration and Nationality Act as follows:

If you are in ***removal*** proceedings: You will be subject to an order of removal for a period of ten years after the date of entry of the final order. You may also become ineligible for voluntary departure, cancellation of removal, and adjustment of status or change of status.

If you are in ***deportation*** proceedings: You will be subject to an order of deportation for a period of five years after the date of the entry of the final order. You may also become ineligible for voluntary departure, suspension of deportation or voluntary departure, and adjustment of status or change of status.

If you are in ***exclusion*** proceedings: Your application for admission to the United States may be considered withdrawn.

Name (Last, First, Middle):	Alien Registration Number:
_____	_____

My FORMER address and phone number were:	My CURRENT address and phone number are:
_____ "In care of" other person, (if any)	_____ "In care of" other person, (if any)
_____ Number; Street; Apartment (if any)	_____ Number; Street; Apartment (if any)
_____ City, State, and ZIP Code; Country (if other than U.S.)	_____ City, State, and ZIP Code; Country (if other than U.S.)
_____ Phone Number	_____ Phone Number

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the alien registration number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

SIGN HERE ➡ X _____ Signature _____ Date

PROOF OF SERVICE

I, _____ (Name), mailed or delivered a copy of this Change of Address Form on, _____ (date),

to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE, located at: _____

_____ (Number and Street, City, State, Zip Code)

SIGN HERE ➡ X_____ Signature

MAILING INSTRUCTIONS

1. Mail or deliver a copy of the completed form to the DHS-ICE Office of the Chief Counsel at the address you inserted in the PROOF OF SERVICE above.
2. Fold the page at the dotted lines marked "Fold Here" so that the address is visible. (**Important**: Ensure the address section is visible after you fold the page.)
3. Staple, or otherwise secure, the folded form along the open end marked "Fasten Here."
4. Place appropriate postage stamp in the area marked "Place Stamp Here."
5. Write your return address in the area marked "PUT YOUR ADDRESS HERE."
6. Mail the original form to the immigration court.

Fold Here

PUT YOUR ADDRESS HERE

_____

_____

_____

_____

Place Stamp Here

U.S. Department of Justice
Immigration Court
700 E. San Antonio Avenue
Suite 750
El Paso, TX 79901

Fold Here

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 § l003.15(d)(2) in order to notify EOIR's immigration court of any change(s) of address or phone number. The information you provide is mandatory. Failure to provide the requested information limits the notification you will receive and may result in 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, Practitioner Complaint-Disciplinary Files.

Fasten Here