



IMMIGRANT LEGAL ADVOCACY PROJECT

HOW DO I CHANGE MY ADDRESS WHEN I HAVE A PENDING ASYLUM APPLICATION WITH USCIS?

(Updated February 2024)

ILAP has prepared this guide to assist individuals in preparing and submitting their own Change of Address Form. This information is not a substitute for legal advice.

This guide is designed to help individuals with pending asylum applications with the U.S. Citizenship and Immigration Services (USCIS) file their own Change of Address Form by mail.

This guide includes:

- Change of Address Requirements **(p. 1)**
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Change of Address Requirements

If you have an asylum case pending with USCIS, you must file a Change of Address Form with USCIS within 10 days of moving. You are required to mail your Change of Address form to USCIS office in Harrisonburg, Virginia. ILAP strongly recommends that you also send a change of address form to the asylum office in the state where you filed for asylum.

Important Warnings

- **This guide will not help you update your address in immigration court.** If you have a case in immigration court, please use our guide for updating your address with the immigration court at <https://ilapmaine.org/change-of-address>
- During the time it takes the offices to process your Change of Address Form, **mail could still be sent to your old address.** For this reason, ILAP strongly recommends that you also visit a local post office to update your address with the U.S. Postal Service.

Note: To obtain information about a case or application you may have, you can visit the USCIS website (<https://egov.uscis.gov/>) and enter your receipt number, which is located on your USCIS receipt notice. If you're not sure what a USCIS receipt notice looks like, see the example USCIS asylum receipt notice on **p. 7** of this guide.

Instructions for Completing the Change of Address Form

Before you begin preparing your own Change of Address Form, you will need to know:

1. Your full "physical address", which is the address where you live. If you cannot receive mail at your physical address or you prefer to receive mail at a P.O. Box, you will be able to list a separate mailing address on the form.
2. Your "A number," which is your identification number in the U.S. immigration system. Your A number is printed on most documents issued to you by U.S. immigration officials, including your USCIS asylum receipt notice. If you do not know where to find your A number, please see the sample USCIS asylum receipt notice on **p. 7**.

You must complete all fields on the form that are marked with a "*", and you must fill out TWO forms for EVERY person in your household who has an asylum application pending with USCIS and needs to change their address, even if that person is a young child or baby.

Go to the next page to see a sample Change of Address Form with instructions on how to complete it.



Alien's Change of Address Card

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form AR-11

Write your last name using capital letters.

NOTE: An asterisk (*) indicates a mandatory field that must be completed.

Write your first name here.

Write your date of birth. Write it in this order: month/day/year.

Write your A number here if you have one (you can find it on most of your immigration documents). See example receipt notice on p.7

Write your new address here. Make sure it is complete and includes a house number, street name, city, state, and zip code. If you live in an apartment, check the box under "Apt" and write your apartment number in the box under "Number."

Write the last address that immigration officials know you lived at. If you're not sure, you can leave this blank.

If you have a P.O. Box where you would prefer to receive mail, you can fill out this section. If not, you can leave it blank.

Information About You

*Family Name (Last Name) *Given Name (First Name) Middle Name (if applicable)

*Date of Birth (mm/dd/yyyy) Alien Registration Number (A-Number) (if any)

Information About Your Address

*Present Physical Address (No PO Boxes)

*Street Number and Name Apt. Ste. Flr. Number
*City or Town *State *ZIP Code
[\(USPS ZIP Code Lookup\)](#)

Previous Physical Address

Street Number and Name Apt. Ste. Flr. Number
City or Town State ZIP Code

Mailing Address (optional)

Street Number and Name Apt. Ste. Flr. Number
City or Town State ZIP Code
[\(USPS ZIP Code Lookup\)](#)

Your Signature

*Your Signature Date of Signature (mm/dd/yyyy)

Sign here confirming you are the person named above. A parent may sign their own name for a child under the age of 14. ILAP recommends that you sign in blue ink.

Write the date you signed the form in this order: month/day/year.

Once you have finished filling out your form, we recommend that you review it several times to be sure that the information you provided is correct. Find a blank Change of Address Form to print out and use on p.8, the last page of this guide.

Instructions for Mailing Your Completed Change of Address Form

Once you have completely finished preparing your Change of Address Form, follow the steps below:

1. Make a copy of each completed form for your own records. If you cannot make a copy, take a picture on your phone.
2. Send one completed form to the USCIS Office in Harrisonburg, Virginia (See sample envelope #1 on p. 5).
3. Send another completed form to the asylum office where you filed your asylum case. If you filed for asylum while living in Maine, this should be the Boston Asylum Office. (See sample envelope #2 on p. 5)
4. If you filed for asylum in a different state or know that your asylum office is not the Boston Asylum Office, consult the USCIS website <https://egov.uscis.gov/office-locator/#/asy> and enter the zip code of the place where you filed for asylum to find the address of the asylum office where you should send your form. If you're not sure of the exact ZIP code, you can find it by looking up the town and state where you applied for asylum.

Sample Envelope #1 : USCIS Office

Emily Byrne
123 Commercial St Apt 2
Portland ME 04101



USCIS
Attn: Change of Address
1344 Pleasants Drive
Harrisonburg, VA 22801

Stamp your envelope here. You can get stamps at the post office. If you are mailing more than 4 sheets of paper in one envelope, add a second stamp.

Write your name and address in this corner. This is your **Return Address**. If for some reason the envelope does not get delivered correctly, the Postal Service will send it back to you at this address. If there are forms for more than one family member inside the envelope, pick one adult's name to put here.

Write the address of the USCIS office in Harrisonburg, Virginia.

Sample Envelope #2 : Asylum Office

Emily Byrne
123 Commercial St Apt 2
Portland ME 04101



Boston Asylum Office
John W. McCormack Federal Building
5 Post Office Square, 14th Floor
Boston, MA 02109

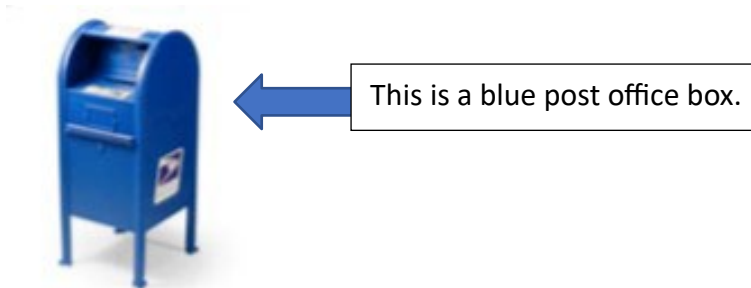
Stamp your envelope here.

Write your name and address in this corner.

Write the address of the Asylum Office where you filed your asylum application. **Caution!** Your asylum office may not be the Boston Asylum Office. If you applied for asylum outside of Maine, use the USCIS website link on pg. 4 to find which asylum office to send your form to.

Mailing Tips

1. You can put multiple family members' forms in one envelope if they are all going to the same place.
2. Double check the addresses before placing your envelopes in the mail.
- 3. Take a picture of the envelope for your own records.**
4. ILAP recommends that you send these envelopes as "certified mail." This will allow you to track each envelope and have proof that it was sent. It costs \$4.40, which, added to the cost of postage, will make for a total cost of around \$5.15-\$5.33. If you don't know how to send certified mail, ask someone at the post office when you go to mail your envelopes.
5. If you cannot get to a post office or cannot afford certified mail, make sure you use a \$0.68 stamp for your envelope. If you are mailing 3 or more sheets of paper in one envelope, add a second stamp. As long as you have placed stamps on the envelopes, you can drop them inside a blue post office box (pictured below).



6. Note that this process will only report your change of address to USCIS. ILAP strongly recommends that you also go to a post office to fill out a card that updates your address with the U.S. Postal Service.

Sample USCIS Asylum Receipt Notice

If you submitted an asylum application with USCIS, you should have received a notice resembling the photo below. This is called a USCIS Asylum Receipt Notice. On this notice, you can find your A number as well as information about your ability to stay in the United States while your application is pending.

This is the receipt number for your form.

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-797C, Notice of Action

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

The kind of form you filed should be here.

Receipt Number [REDACTED]		Case Type I589 - APPLICATION FOR ASYLUM AND FOR WITHHOLDING OF REMOVAL	
Received Date 08/25/2023	Priority Date	Applicant A [REDACTED]	
Notice Date 08/25/2023	Page 1 of 2		

You can find your A number here.

[REDACTED]	Notice Type: Receipt Notice
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You can also find your A number here.

*** ACKNOWLEDGEMENT OF RECEIPT ***

Your complete Form I-589, Application for Asylum and for Withholding of Removal was received and is pending as of 08/25/2023.

You may remain in the U.S. until your asylum application is decided. Having a pending asylum application with USCIS does not preclude U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP) from placing you into removal proceedings. If you wish to leave while your application is pending, you must obtain advance parole or, for Temporary Protected Status (TPS) recipients, approval of Form I-512T, Authorization for Travel by a Noncitizen to the United States (sometimes referred to as MTINA TPS travel authorization), from USCIS. If you change your address, send written notification of the change within 10 days to the Asylum Office at the below address or using the USCIS Online Change of Address system at <https://egov.uscis.gov/coa/displayCOAForm.do>. If you filed your asylum application online, update your address in your USCIS online account profile accessible at myaccount.uscis.gov/.

You will receive a notice informing you when you and those listed on your application as a spouse or child dependents must appear at an Application Support Center (ASC) for biometrics collection. You will also receive a notice informing you when you and those listed on your application as a spouse or child dependents must appear for an asylum interview. Those notices will contain instructions for what to bring to your ASC appointment and what to bring to your asylum interview.

WARNING: Failure to appear at the ASC for biometrics collection or for your asylum interview may affect your eligibility for employment authorization and may also result in the dismissal of your asylum application or referral of your asylum application to an immigration judge.

Applicant(s):

Alien Number	Name
A [REDACTED]	[REDACTED]
A [REDACTED]	[REDACTED]
A [REDACTED]	[REDACTED]
A [REDACTED]	[REDACTED]

Please see the additional information on the back. You will be notified separately about any other cases you filed.
USCIS encourages you to sign up for a USCIS online account. To learn more about creating an account and the benefits, go to <https://www.uscis.gov/file-online>.

USCIS Boston Asylum Office
U.S. CITIZENSHIP & IMMIGRATION SVC
5 Post Office Square, Ste. 1462
Boston MA 02109
USCIS Contact Center: www.uscis.gov/contactcenter



Alien's Change of Address Card

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form AR-11

NOTE: An asterisk (*) indicates a mandatory field that must be completed.

Information About You

*Family Name (Last Name)	*Given Name (First Name)	Middle Name (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Date of Birth (mm/dd/yyyy)	Alien Registration Number (A-Number) (if any)	
<input type="text"/>	▶ A- <input type="text"/>	

Information About Your Address

*Present Physical Address (No PO Boxes)

*Street Number and Name	Apt.	Ste.	Flr.	Number
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
*City or Town	*State	*ZIP Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	(USPS ZIP Code Lookup)		

Previous Physical Address

Street Number and Name	Apt.	Ste.	Flr.	Number
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town	State	ZIP Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	(USPS ZIP Code Lookup)		

Mailing Address (optional)

Street Number and Name	Apt.	Ste.	Flr.	Number
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
City or Town	State	ZIP Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	(USPS ZIP Code Lookup)		

Your Signature

*Your Signature	Date of Signature (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>