



**U.S. Immigration  
and Customs  
Enforcement**

500 12th St. SW

Washington, DC, 20536

**Noncitizen Name**

Street Address

City, State, Zip Code

Example



## U.S. Immigration and Customs Enforcement

October 29, 2021

Name  
123 Main St.  
Charleston, SC 29405

Name:

You and your family made a difficult and dangerous journey to get to the United States. Federal Agents at the Border released you so that you can apply for legal status in the United States. Following the instructions in this letter and reading all the forms in this packet will help you. If you do not understand the language these materials are written in, or you cannot read, please ask an officer for help and an interpreter will be provided to you for free.

### Right to Apply for Asylum

You have the right to apply for asylum and other protections that would allow you to stay in the United States. You will have the chance to tell your story to an Immigration Judge. The Judge will decide if you can stay in the United States.

### Report to ICE for Processing

The form *Reporting to ICE after Release into the United States* discusses how to schedule an appointment for a reporting date at a U.S. Immigration and Customs Enforcement (ICE) Field Office near you. If you aren't sure which office to contact from the list on the back of the form, you can call 1-888-351-4024 and you will be told the closest office location.

You can bring an attorney or someone to help you at the appointment. Unless you have committed a serious crime, or the government thinks you may be a risk to the United States, **YOU WILL NOT** be taken into custody during the appointment.

When you report to the ICE Field Office:

- An officer will ask you for some information and get your fingerprints.
- you will get instructions about what to do next;
- you will get more information on how to find legal help and other resources; and
- you will get documents to help you find housing, services, education, and work.

### Report to Your Immigration Hearing

The Form I-862 (Notice to Appear) has the information that the government will use to discuss your case at your immigration court hearing. It includes: 1) your immigration charges and 2) the date, time, and address of the Immigration Court where you need to show up. It is very important that you tell ICE AND the Immigration Court if you change your address so we can mail any updates to your new address. In your packet are instructions on how to change your address with both ICE and the Immigration Court.

### FREE Legal Help

Many groups and attorneys provide FREE LEGAL HELP. In your packet is a letter about Legal Resources. It provides the names, phone numbers, and website links of several groups that may be able to help you.

### Reminder

**It is very important that you report to the ICE Field Office, and you show up at your immigration court dates.** This will help ensure the best possible outcome and allow you to be in the United States while you wait for the judge to hear your case.

If you have any questions about reporting, you can call the ICE at 1-888-351-4024 where they have operators who can help in several languages.

EXAMPLE



# Reporting to ICE after Release into the United States



U.S. Customs and Border Protection (CBP) releases some people with instructions to report to U.S. Immigration and Customs Enforcement (ICE) for continued processing. This document explains the general process you may encounter when reporting to ICE. It is not intended to provide legal advice or replace the information included in the forms referenced below. You need to review ALL your paperwork and understand your reporting obligations.

## Step 1. Read and Review Your Forms



### Form I-385 Request to Report

Noncitizen's Name:

Subject ID:

Country of Birth:

CBP provided you a form with your personal information, fingerprint, and picture. The second page of this form instructs you to report to the ICE office nearest your destination within 60 days.

### DHS Form PD G-56 "Call-in Letter"

DHS Form PD G-56, or Call-in Letter, states that you are required to check-in with ICE officer. Your PD G-56 instructs you to report to your local ICE Office within 60 days of arrival into the United States.

On the back of this sheet is a list of offices, but you are encouraged to call 1-888-351-4024 to confirm the closest location for you to report.

## Step 2. Report to the ICE Field Office and to Immigration Court



### WHERE AND WHEN DO YOU REPORT?

#### Reporting to ICE

**Check-In Appointment.** The middle section of your Form PD G-56 (see below) provides information about how to report to ICE. ICE recommends that you schedule your appointment online by visiting [www.ice.gov/check-in](http://www.ice.gov/check-in). You will need to use the **Subject ID** and **Country of Birth** entered on your I-385 form. You can call the following toll-free number for assistance: **1-888-351-4024**.

ICE will review your case and may require you to appear before an immigration court.

You may receive a Notice to Appear (NTA) in immigration court.

#### Reporting for Immigration Court

**Court Hearing.** You may receive information by mail from the immigration court which will include a court address, room number, date, and time for your appearance in front of an Immigration Judge. You can call the Executive Office of Immigration Review (EOIR) at **1-800-898-7180** if you are unsure of your next court date.

Please present this notice to your local ICE office upon request

OFFICE LOCATION	ICE Field Offices are listed on the attached document entitled "ICE Field Offices." Please call 1-888-351-4024 if you need assistance in locating or reporting to your local ICE office.
DEADLINE	You must report your local ICE office within 60 days of release.
REQUEST	ICE Deportation Officer for continued processing and consideration for enrollment in ATD.
REASON FOR APPOINTMENT	You have been released in the discretion of U.S. Customs and Border Protection in the United States and are now required to contact your local ICE Field Office to complete processing.  Contacting ICE will ensure that DHS has your address and contact information up to date. Once you contact ICE for the first time, ICE will evaluate how you can meet the continuing filing requirements which may include in-person reporting. Failure to contact the local ICE office may lead to you being taken into custody or placed on additional forms of supervision or monitoring.
BRING WITH YOU	Identification document (birth certificate, government-issued identity documents such as a driver's license or cedula) and all immigration documents.

FAILURE TO CONTACT THE LOCAL ICE OFFICE AS INSTRUCTED MAY RESULT IN YOUR ARREST AND/OR A LOSS OF THE RIGHT TO ANY POSSIBLE RELIEF. THANK YOU FOR YOUR COOPERATION.



If you fail to appear for your immigration court hearing, you may be ordered removed from the United States in your absence.

## Step 3. Comply with the Conditions of Your Release



### YOU MUST COMPLY WITH THE CONDITIONS OF YOUR RELEASE

You must review and comply with all conditions of your release, including reporting to the ICE office within 60 days.

To schedule your ICE check-in appointment, please visit [www.ice.gov/check-in](http://www.ice.gov/check-in). You will need to use the Subject ID and Country of Birth entered on your I-385 form. You may also contact the appropriate ICE Field Office using the contact information on the back of this flyer.



It is important to notify ICE and the immigration court of any change in address. If ICE and the immigration court do not have your current address, you may not receive important information about your case and may be detained and/or ordered removed from the United States. You must notify ICE and the Immigration court separately.



**QUESTIONS?** If you are unsure about the closest ICE reporting office, or you have trouble connecting with the Field Office, including access to an interpreter, you may call ICE toll-free at **1-888-351-4024**.



# ICE Field Offices

## Atlanta

Atlanta Field Office 180 Ted Turner Dr. SW Atlanta, GA 30303	 (404) 893-1210  <a href="mailto:Atlanta.Outreach@ice.dhs.gov">Atlanta.Outreach@ice.dhs.gov</a>
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## Los Angeles

Los Angeles Field Office 300 North Los Angeles St., Rm 7621 Los Angeles, CA 90012	 (213) 830-7911  <a href="mailto:LosAngeles.Outreach@ice.dhs.gov">LosAngeles.Outreach@ice.dhs.gov</a>
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## Baltimore

Baltimore Field Office 31 Hopkins Plaza, 6th Floor Baltimore, MD 21201	 (410) 637-4000  <a href="mailto:Baltimore.Outreach@ice.dhs.gov">Baltimore.Outreach@ice.dhs.gov</a>
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## Miami

Miami Field Office 2805 South West 145 <sup>th</sup> Avenue Miramar, FL 33027	 (954) 843-5800  <a href="mailto:Miami.Outreach@ice.dhs.gov">Miami.Outreach@ice.dhs.gov</a>
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## Buffalo

Buffalo Field Office 250 Delaware Avenue, Floor 7 Buffalo, NY 14202	 (716) 464-5800  <a href="mailto:Buffalo.Outreach@ice.dhs.gov">Buffalo.Outreach@ice.dhs.gov</a>
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## New Orleans

New Orleans Field Office 1250 Poydras, Suite 350 New Orleans, LA 70113	 (504) 599-7800  <a href="mailto:NewOrleans.Outreach@ice.dhs.gov">NewOrleans.Outreach@ice.dhs.gov</a>
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## Burlington (Boston)

Boston Field Office 1000 District Avenue Burlington, MA 01803	 (781) 359-7600  <a href="mailto:Boston.Outreach@ice.dhs.gov">Boston.Outreach@ice.dhs.gov</a>
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## New York

New York City Field Office 26 Federal Plaza, 9th FL, STE 9-110 New York, NY 10278	 (212) 436-9315  <a href="mailto:NewYork.Outreach@ice.dhs.gov">NewYork.Outreach@ice.dhs.gov</a>
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## Centennial (Denver)

Denver Field Office 12445 E. Caley Avenue Centennial, CO 80111	 (720) 873-2899  <a href="mailto:Denver.Outreach@ice.dhs.gov">Denver.Outreach@ice.dhs.gov</a>
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## Newark

Newark Field Office 970 Broad St. 11th Floor Newark, NJ 07102	 (973) 776-3666  <a href="mailto:Newark.Outreach@ice.dhs.gov">Newark.Outreach@ice.dhs.gov</a>
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## Chicago

Chicago Field Office 101 W Ida B Wells Drive, Suite 4000 Chicago, IL 60605	 (312) 347-2400  <a href="mailto:Chicago.Outreach@ice.dhs.gov">Chicago.Outreach@ice.dhs.gov</a>
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## Philadelphia

Philadelphia Field Office 114 North 8th Street Philadelphia, PA 19107	 (215) 656-7164  <a href="mailto:Philadelphia.Outreach@ice.dhs.gov">Philadelphia.Outreach@ice.dhs.gov</a>
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## Dallas

Dallas Field Office 8101 N. Stemmons Frwy Dallas, TX 75247	 (214) 424-7800  <a href="mailto:Dallas.Outreach@ice.dhs.gov">Dallas.Outreach@ice.dhs.gov</a>
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## Phoenix

Phoenix 2035 N. Central Ave Phoenix, AZ 85004	Tucson 6431 S. Country Club Rd Tucson, AZ 85706	 (602) 257-5900  <a href="mailto:Phoenix.Outreach@ice.dhs.gov">Phoenix.Outreach@ice.dhs.gov</a>
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## Detroit

Detroit Field Office 260 Mt. Elliott St Detroit, MI 48207	 (313) 394-2500  <a href="mailto:Detroit.Outreach@ice.dhs.gov">Detroit.Outreach@ice.dhs.gov</a>
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## San Antonio

San Antonio 3523 Crosspoint Drive San Antonio, TX 78217	Harlingen 1717 Zoy Street Harlingen, TX 78552	 SA: (210) 564-3300   H: (956) 389-7800  <a href="mailto:SanAntonio.Outreach@ice.dhs.gov">SanAntonio.Outreach@ice.dhs.gov</a>
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## El Paso

El Paso Field Office 8915 Montana Avenue El Paso, TX 79925	 (915) 549-0329  <a href="mailto:ElPaso.Outreach@ice.dhs.gov">ElPaso.Outreach@ice.dhs.gov</a>
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## San Diego

San Diego Field Office 880 Front Street, #2242 San Diego, CA 92101	 (619) 436-0410  <a href="mailto:SanDiego.Outreach@ice.dhs.gov">SanDiego.Outreach@ice.dhs.gov</a>
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## Fairfax (Washington, DC)

Washington Field Office 2675 Prosperity Avenue, 3rd Floor Fairfax, VA 20598-5216	 (703) 285-6200  <a href="mailto:Washington.Outreach@ice.dhs.gov">Washington.Outreach@ice.dhs.gov</a>
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## San Francisco

San Francisco Field Office 630 Sansome Street, Rm 548 San Francisco, CA 94111	 (415) 844-5551  <a href="mailto:SanFrancisco.Outreach@ice.dhs.gov">SanFrancisco.Outreach@ice.dhs.gov</a>
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## Fort Snelling (St. Paul)

St Paul Field Office 1 Federal Drive, Suite 1640 Fort Snelling, MN 55111	 (612) 843-8600  <a href="mailto:StPaul.Outreach@ice.dhs.gov">StPaul.Outreach@ice.dhs.gov</a>
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## Seattle

Seattle Field Office 12500 Tukwila International Blvd 4 <sup>th</sup> Floor Seattle, WA 98168	 (206) 835-0650  <a href="mailto:Seattle.Outreach@ice.dhs.gov">Seattle.Outreach@ice.dhs.gov</a>
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## Houston

Houston Field Office 126 Northpoint Drive Houston, TX 77060	 (281) 774-5964  <a href="mailto:Houston.Outreach@ice.dhs.gov">Houston.Outreach@ice.dhs.gov</a>
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## West Valley City (Salt Lake City)

Salt Lake City Field Office 2975 Decker Lake Drive, Suite 100 West Valley City, UT 84119-6096	 (801) 886-7400  <a href="mailto:SaltLakeCity.Outreach@ice.dhs.gov">SaltLakeCity.Outreach@ice.dhs.gov</a>
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Department of Homeland Security  
Immigration and Customs Enforcement

Name:

A# or Subject ID#:

Date:

Please come into the ICE Field Office at the time and place below for processing and additional information. You can bring an attorney or someone to assist you. Don't worry if you are past the 60 days deadline to report from the time you entered the United States. Come in so you can help ensure the best outcome for your case.

<b>OFFICE LOCATION</b>	ICE recommends that you schedule your appointment online by visiting <a href="http://www.ice.gov/check-in">www.ice.gov/check-in</a> .
<b>DATE AND HOUR</b>	To be determined
<b>ASK FOR</b>	<u>Duty Officer</u>
<b>REASON FOR APPOINTMENT</b>	Reporting to ICE to be issued a Notice to Appear (NTA) and additional processing, including fingerprints, to hear about next steps and to tell us if you have changed your address.
<b>BRING WITH YOU</b>	<p>Please bring evidence of your current address, this can include the following:</p> <ul style="list-style-type: none"> <li>a. utility bill</li> <li>b. lease agreement or pay stub</li> <li>c. letter or affidavit from someone you live with</li> </ul> <p>Please also bring any identity or citizenship documents you have, such as passport, birth certificate or national identity card or state or municipal issued identification.</p> <p>All family members 14 years or older are required to report with you.</p>

If you don't want to delay the processing of your case and to help ensure the best outcome, IT IS VERY IMPORTANT that you make every effort to keep this appointment. If you cannot make this appointment, please contact the Field Office where you schedule your appointment or you can call ICE at 1-888-351-4024 where they have operators who can help in several languages. THANK YOU FOR YOUR COOPERATION.

DEPARTMENT OF HOMELAND SECURITY  
**NOTICE TO APPEAR**

**In removal proceedings under section 240 of the Immigration and Nationality Act:**

File No: \_\_\_\_\_

In the Matter of:

Respondent: \_\_\_\_\_ currently residing at:

\_\_\_\_\_  
(Number, street, city, state and ZIP code)

\_\_\_\_\_  
(Area code and phone number)

- You are an arriving alien.
- You are an alien present in the United States who has not been admitted or paroled.
- You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:

1. You are not a citizen or national of the United States;
2. You are a native of unknown country and a citizen of unknown country;
3. You entered the United States at or near unknown place, on or about unknown date;
4. At that time you arrived at a time or place other than as designated by the Attorney General.
5. You are an immigrant not in possession of a valid unexpired immigrant visa, reentry permit, border crossing card, or other valid entry document required by the See Continuation Page Made a Part Hereof

On the basis of the foregoing, it is charged that you are subject to removal from the United States pursuant to the following provision(s) of law:

**See Continuation Page Made a Part Hereof**

- This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.
- Section 235(b)(1) order was vacated pursuant to:       8CFR 208.30       8CFR 235.3(b)(5)(iv)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:

\_\_\_\_\_  
(Complete Address of Immigration Court, including Room Number, if any)

on \_\_\_\_\_ at \_\_\_\_\_ to show why you should not be removed from the United States based on the  
(Date) (Time)

charge(s) set forth above.

\_\_\_\_\_  
(Signature and Title of Issuing Officer) (Sign in ink)

Date: \_\_\_\_\_

\_\_\_\_\_  
(City and State)

### Notice to Respondent

**Warning:** Any statement you make may be used against you in removal proceedings.

**Alien Registration:** This copy of the Notice to Appear served upon you is evidence of your alien registration while you are in removal proceedings. You are required to carry it with you at all times.

**Representation:** If you so choose, you may be represented in this proceeding, at no expense to the Government, by an attorney or other individual authorized and qualified to represent persons before the Executive Office for Immigration Review, pursuant to 8 CFR 1003.16. Unless you so request, no hearing will be scheduled earlier than ten days from the date of this notice, to allow you sufficient time to secure counsel. A list of qualified attorneys and organizations who may be available to represent you at no cost will be provided with this notice.

**Conduct of the hearing:** At the time of your hearing, you should bring with you any affidavits or other documents that you desire to have considered in connection with your case. If you wish to have the testimony of any witnesses considered, you should arrange to have such witnesses present at the hearing. At your hearing you will be given the opportunity to admit or deny any or all of the allegations in the Notice to Appear, including that you are inadmissible or removable. You will have an opportunity to present evidence on your own behalf, to examine any evidence presented by the Government, to object, on proper legal grounds, to the receipt of evidence and to cross examine any witnesses presented by the Government. At the conclusion of your hearing, you have a right to appeal an adverse decision by the immigration judge. You will be advised by the immigration judge before whom you appear of any relief from removal for which you may appear eligible including the privilege of voluntary departure. You will be given a reasonable opportunity to make any such application to the immigration judge.

**One-Year Asylum Application Deadline:** If you believe you may be eligible for asylum, you must file a Form I-589, Application for Asylum and for Withholding of Removal. The Form I-589, Instructions, and information on where to file the Form can be found at [www.uscis.gov/i-589](http://www.uscis.gov/i-589). Failure to file the Form I-589 within one year of arrival may bar you from eligibility to apply for asylum pursuant to section 208(a)(2)(B) of the Immigration and Nationality Act.

**Failure to appear:** You are required to provide the Department of Homeland Security (DHS), in writing, with your full mailing address and telephone number. You must notify the Immigration Court and the DHS immediately by using Form EOIR-33 whenever you change your address or telephone number during the course of this proceeding. You will be provided with a copy of this form. Notices of hearing will be mailed to this address. If you do not submit Form EOIR-33 and do not otherwise provide an address at which you may be reached during proceedings, then the Government shall not be required to provide you with written notice of your hearing. If you fail to attend the hearing at the time and place designated on this notice, or any date and time later directed by the Immigration Court, a removal order may be made by the immigration judge in your absence, and you may be arrested and detained by the DHS.

**Mandatory Duty to Surrender for Removal:** If you become subject to a final order of removal, you must surrender for removal to your local DHS office, listed on the internet at <http://www.ice.gov/contact/ero>, as directed by the DHS and required by statute and regulation. Immigration regulations at 8 CFR 1241.1 define when the removal order becomes administratively final. If you are granted voluntary departure and fail to depart the United States as required, fail to post a bond in connection with voluntary departure, or fail to comply with any other condition or term in connection with voluntary departure, you must surrender for removal on the next business day thereafter. If you do not surrender for removal as required, you will be ineligible for all forms of discretionary relief for as long as you remain in the United States and for ten years after your departure or removal. This means you will be ineligible for asylum, cancellation of removal, voluntary departure, adjustment of status, change of nonimmigrant status, registry, and related waivers for this period. If you do not surrender for removal as required, you may also be criminally prosecuted under section 243 of the Immigration and Nationality Act.

**U.S. Citizenship Claims:** If you believe you are a United States citizen, please advise the DHS by calling the ICE Law Enforcement Support Center toll free at (855) 448-6903.

**Sensitive locations:** To the extent that an enforcement action leading to a removal proceeding was taken against Respondent at a location described in 8 U.S.C. § 1229(e)(1), such action complied with 8 U.S.C. § 1367.

### Request for Prompt Hearing

To expedite a determination in my case, I request this Notice to Appear be filed with the Executive Office for Immigration Review as soon as possible. I waive my right to a 10-day period prior to appearing before an immigration judge and request my hearing be scheduled.

Before:

\_\_\_\_\_  
(Signature of Respondent) (Sign in ink)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature and Title of Immigration Officer) (Sign in ink)

### Certificate of Service

This Notice To Appear was served on the respondent by me on \_\_\_\_\_, in the following manner and in compliance with section 239(a)(1) of the Act.

- in person     by certified mail, returned receipt # \_\_\_\_\_ requested     by regular mail  
 Attached is a credible fear worksheet.  
 Attached is a list of organization and attorneys which provide free legal services.

The alien was provided oral notice in the \_\_\_\_\_ language of the time and place of his or her hearing and of the consequences of failure to appear as provided in section 240(b)(7) of the Act.

\_\_\_\_\_  
(Signature of Respondent if Personally Served) (Sign in ink)

\_\_\_\_\_  
(Signature and Title of officer) (Sign in ink)



## Privacy Act Statement

### Authority:

The Department of Homeland Security through U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), and U.S. Citizenship and Immigration Services (USCIS) are authorized to collect the information requested on this form pursuant to Sections 103, 237, 239, 240, and 290 of the Immigration and Nationality Act (INA), as amended (8 U.S.C. 1103, 1229, 1229a, and 1360), and the regulations issued pursuant thereto.

### Purpose:

You are being asked to sign and date this Notice to Appear (NTA) as an acknowledgement of personal receipt of this notice. This notice, when filed with the U.S. Department of Justice's (DOJ) Executive Office for Immigration Review (EOIR), initiates removal proceedings. The NTA contains information regarding the nature of the proceedings against you, the legal authority under which proceedings are conducted, the acts or conduct alleged against you to be in violation of law, the charges against you, and the statutory provisions alleged to have been violated. The NTA also includes information about the conduct of the removal hearing, your right to representation at no expense to the government, the requirement to inform EOIR of any change in address, the consequences for failing to appear, and that generally, if you wish to apply for asylum, you must do so within one year of your arrival in the United States. If you choose to sign and date the NTA, that information will be used to confirm that you received it, and for recordkeeping.

### Routine Uses:

For United States Citizens, Lawful Permanent Residents, or individuals whose records are covered by the Judicial Redress Act of 2015 (5 U.S.C. § 552a note), your information may be disclosed in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a(b), including pursuant to the routine uses published in the following DHS systems of records notices (SORN): DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records, DHS/USCIS-007 Benefit Information System, DHS/ICE-011 Criminal Arrest Records and Immigration Enforcement Records (CARIER), and DHS/ICE-003 General Counsel Electronic Management System (GEMS), and DHS/CBP-023 Border Patrol Enforcement Records (BPER). These SORNs can be viewed at <https://www.dhs.gov/system-records-notices-sorn>. When disclosed to the DOJ's EOIR for immigration proceedings, this information that is maintained and used by DOJ is covered by the following DOJ SORN: EOIR-001, Records and Management Information System, or any updated or successor SORN, which can be viewed at <https://www.justice.gov/opcl/doj-systems-records>. Further, your information may be disclosed pursuant to routine uses described in the abovementioned DHS SORNs or DOJ EOIR SORN to federal, state, local, tribal, territorial, and foreign law enforcement agencies for enforcement, investigatory, litigation, or other similar purposes.

For all others, as appropriate under United States law and DHS policy, the information you provide may be shared internally within DHS, as well as with federal, state, local, tribal, territorial, and foreign law enforcement; other government agencies; and other parties for enforcement, investigatory, litigation, or other similar purposes.

### Disclosure:

Providing your signature and the date of your signature is voluntary. There are no effects on you for not providing your signature and date; however, removal proceedings may continue notwithstanding the failure or refusal to provide this information.

Alien's Name	File Number	Date 10/25/2021
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THE SERVICE ALLEGES THAT YOU:  
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Immigration and Nationality Act;

6. You are an immigrant not in possession of a valid unexpired passport, or other suitable travel document, or document of identity and nationality.

ON THE BASIS OF THE FOREGOING, IT IS CHARGED THAT YOU ARE SUBJECT TO REMOVAL FROM THE UNITED STATES PURSUANT TO THE FOLLOWING PROVISION(S) OF LAW:  
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212(a)(6)(A)(i) of the Immigration and Nationality Act, as amended, in that you are an alien present in the United States without being admitted or paroled, or who arrived in the United States at any time or place other than as designated by the Attorney General.

212(a)(7)(A)(i)(I) of the Immigration and Nationality Act (Act), as amended, as an immigrant who, at the time of application for admission, is not in possession of a valid unexpired immigrant visa, reentry permit, border crossing card, or other valid entry document required by the Act, and a valid unexpired passport, or other suitable travel document, or document of identity and nationality as required under the regulations issued by the Attorney General under section 211(a) of the Act.

Signature  LESLEY COMPANY	Title  DDO
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U.S. Immigration  
and Customs  
Enforcement



# HOW TO CHANGE YOUR ADDRESS

WITH IMMIGRATION AND CUSTOMS  
ENFORCEMENT (ICE) AND THE  
EXECUTIVE OFFICE FOR IMMIGRATION  
REVIEW (EOIR) IMMIGRATION COURT

## UPDATE YOUR ADDRESS SO YOU DON'T MISS YOUR APPOINTMENTS OR COURT DATE

To ensure the best outcome for your case, you have to keep your address current with ICE and the Immigration Court. You should notify within 5 days of your move but if you didn't, you still can.

### Remember, you are required to:

- Know where your local ICE office is located
- Go to all scheduled appointments with your Deportation Officer and go to all Immigration Court hearings
- Keep all immigration paperwork
- Provide your correct or new address to the local ICE Office

### If you have questions:

About ICE related issues or local ICE office locations call:  
1-888-351-4024

About your Immigration Court hearing, call:  
1-800-898-7180

# What do I need?

Your A#

**Notice to Appear**  
 Immigration Act: \_\_\_\_\_  
 File No: \_\_\_\_\_  
 \_\_\_\_\_ currently residing at:  
 \_\_\_\_\_  
 \_\_\_\_\_ (Area code and phone number)

Your new address and phone number

Your old address

U.S. Department of Justice  
 Immigration and Naturalization Service  
**Notice to Appear**  
 In removal proceedings under section 240 of the Immigration and Nationality Act:  
 File No: \_\_\_\_\_  
 In the Matter of:  
 Respondent: \_\_\_\_\_ currently residing at:  
 \_\_\_\_\_  
 \_\_\_\_\_ (Number, street, city, state and ZIP code) (Area code and phone number)  
 I am an alien.

A Change of Address form

To change your address with the Immigration Court, you must file Form EOIR-33, available at the local Immigration Court and online at <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>. You must do this within 5 days of moving to a new address.

The address of the Immigration Court and ICE Attorneys where you have Court next.

This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture  
 Section 235(b)(1) order was vacated pursuant to:  8 CFR 208.30(b)(3)  8 CFR 235.3(h)(5)(iv)  
**YOU ARE ORDERED to appear** before an immigration judge of the United States Department of Justice at:  
 \_\_\_\_\_  
 \_\_\_\_\_ (Complete Address of Immigration Court, including Room Number, if any)  
 on \_\_\_\_\_ at \_\_\_\_\_ to show why you should not be removed from the United States based on  
 \_\_\_\_\_ (Date) (Time)  
 the charge(s) set forth above.  
 \_\_\_\_\_  
 \_\_\_\_\_ (Signature and Title of Issuing Officer)

# What do I do?

1. Complete the Change of Address form (Form EOIR-33) and make three additional copies.
  - \* 2. Mail the original Change of Address form to the Immigration Court. (This can also be completed online at <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>)
  - \* 3. Mail one copy of the Change of Address form to the ICE Attorneys. To find the address of the ICE attorneys, go to: <https://www.ice.gov/contact/field-offices?office=12> and look for the state and city of your new address.
  4. Provide one copy of the Change of Address Form to your ICE Officer at check-in.
  5. Keep one copy of the Change of Address form in a safe place for your records.
  6. You will need to complete a Change of Address form for each member of your family who is in Immigration Court proceedings.
- \* You should send the documents via certified mail so you have proof that you sent them. This means that you request a receipt be returned to you as proof that you sent the documents. You can send certified mail from any post office.

U.S. Department of Justice  
 Executive Office for Immigration Review  
 Immigration Court  
 OMB# 1125-0004  
**Alien's Change of Address Form/ Immigration Court**  
 If you move or change your phone number, the law requires you to file this Change of Address Form with the Immigration Court. You must file this form within five (5) working days of a change in your address or phone number. You will only receive notification as to the time, date, and place of this hearing or other official correspondence if the address which you provide. Changes in address or telephone numbers communicated through any means of information and record will remain unchanged.  
 Failure to appear at any hearing before an Immigration Judge, when notice of that hearing or other official correspondence was served on you or on the address you provided, may result in one or more of the following actions:  
 - If you are not already detained, you may be taken into custody by the Department of Homeland Security (DHS) and held for further action; and  
 - If you are in removal proceedings, your hearing may be held in your absence under Section 240 of the Immigration and Nationality Act (INA) and an order of removal may be entered against you. Furthermore, you may become eligible for the following forms of relief from removal for a period of 10 years after the date of the entry of the final order:  
 1. Voluntary Departure as provided for in Section 240B of the INA;  
 2. Cancellation of Removal as provided for in Section 240A of the INA;  
 3. Adjustment of Status or Change of Status as provided for in Sections 245, 246, or 249 of the INA.  
 - If you are in deportation proceedings, your hearing may be held in your absence under Section 242B of the Immigration and Nationality Act (INA) (1995), and an order of deportation may be entered against you. Furthermore, you may become eligible for the following forms of relief from deportation for a period of 5 years after the date of the entry of the final order:  
 1. Voluntary Departure as provided for in Section 242B of the INA (1995);  
 2. Suspension of Deportation or Voluntary Departure as provided for in Section 244 of the INA (1995);  
 3. Adjustment of Status or Change of Status as provided for in Sections 245, 246, or 249 of the INA (1995).  
 - If you are in exclusion proceedings, your application for admission to the United States may be considered withdrawn, and your hearing may be held in your absence and an order of exclusion and deportation entered against you.  
 Name: \_\_\_\_\_ Alien Number: A \_\_\_\_\_  
 My OLD address was: \_\_\_\_\_  
 ("In care of" other person, if any) \_\_\_\_\_  
 (Number, Street, Apartment) \_\_\_\_\_  
 (City, State and ZIP Code) \_\_\_\_\_  
 (Country, if other than U.S.) \_\_\_\_\_  
 My NEW address is: \_\_\_\_\_  
 ("In care of" other person, if any) \_\_\_\_\_  
 (Number, Street, Apartment) \_\_\_\_\_  
 (City, State and ZIP Code) \_\_\_\_\_  
 (Country, if other than U.S.) \_\_\_\_\_  
 (New Telephone Number) \_\_\_\_\_  
 SIGN HERE → X  
 PROOF OF SERVICE (You Must Complete This)  
 I have \_\_\_\_\_ (Name) \_\_\_\_\_  
 (Title) \_\_\_\_\_ mailed or delivered a copy of this Change of Address Form  
 to the Office of the Chief Counsel for the DHS (US Immigration and Customs Enforcement) at  
 \_\_\_\_\_ (Name and Street, City, State, Zip Code) \_\_\_\_\_  
 SIGN HERE → X

After you have sent the documents keep calling 1-800-898-7180

to verify the date and location of your next hearing before the 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:  _____
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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.

<b>SIGN HERE →</b>	X _____ Signature	_____ Date
--------------------	----------------------	---------------

**PROOF OF SERVICE**

I, \_\_\_\_\_, mailed or delivered a copy of this Change of Address Form on, \_\_\_\_\_,  
(Name) (date)  
to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE, located at: \_\_\_\_\_  
\_\_\_\_\_  
(Number and Street, City, State, Zip Code)

<b>SIGN HERE →</b>	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**

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Place  
Stamp  
Here

**U.S. Department of Justice**  
*Immigration Court*  
1901 South Bell Street  
Suite 200  
Arlington, VA 22202

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. § 1003.15(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

\* Non-Profit Organization  
\*\* Referral Service  
\*\*\* Private Attorney

# List of Pro Bono Legal Service Providers

<http://www.justice.gov/eoir/list-pro-bono-legal-service-providers>

Updated October 2021

**VIRGINIA**

Example

**Disclaimer:** As required by 8 C.F.R. § 1003.61, the Executive Office for Immigration Review (EOIR), Office of Policy, Office of Legal Access Programs maintains a list of organizations and attorneys qualified under the regulations who provide pro bono or free legal services. The information posted on the list is provided to EOIR by the Providers. EOIR does not endorse any of these organizations or attorneys. Additionally, EOIR does not participate in, nor is it responsible for, the representation decisions or performance of the organizations or attorneys.

**Arlington Immigration Court**

Arlington, Virginia (page 1 of 3)	
<p><b>Catholic Charities of the Archdiocese of Washington Immigration Legal Services*</b></p> <p>924 G Street, N.W.            Washington, DC 20001            Tel: (202) 772-4352  <a href="http://www.catholiccharitiesdc.org/ILS">www.catholiccharitiesdc.org/ILS</a></p> <p>1618 Monroe Street, N.W.            Washington, DC 20010            Tel: (202) 939-2420</p> <p>12247 Georgia Avenue            Silver Spring, MD 20902            Tel: (301) 942-1790</p> <p>201 E. Diamond Avenue, 3rd Floor            Gaithersburg, MD 20877            Tel: (301) 740-2523</p> <ul style="list-style-type: none"> <li>To schedule a consultation, call (240) 858-0958 on the following days and times:              Mondays and Fridays from 1:00 PM-5:00 PM              Tuesdays and Thursdays 9:00 AM-1:00 PM              Wednesdays 3:00 PM-7:00 PM</li> </ul>	<p><b>The George Washington University Law School Immigration Clinic*</b></p> <p>565 20th St NW            Washington, DC 20052            Tel: (202) 994-7463  <a href="http://www.law.gwu.edu/immigration-clinic">www.law.gwu.edu/immigration-clinic</a></p> <ul style="list-style-type: none"> <li>Must call for appointment</li> <li>Intake is open during academic semesters only</li> </ul> <p><b>Human Rights First**</b></p> <p>805 15th Street NW, Suite 900            Washington DC 20005            Tel: (202) 547-5692  <a href="http://www.humanrightsfirst.org/ayslum/asylum-seekers-and-potential-clients/refugee-protection/probono-program/">www.humanrightsfirst.org/ayslum/asylum-seekers-and-potential-clients/refugee-protection/probono-program/</a></p> <ul style="list-style-type: none"> <li>Represent non-detained assylum seekings in the Arlington &amp; Baltimore Courts</li> <li>Must be afraid to return to home country due to persecution or torture</li> <li>No walk-ins, call via telephone for assistance</li> <li>Leave a message and we will call you back to conduct a full interview</li> <li>Languages: Spanish, French, Amharic, Tigrinya, others as needed</li> </ul>
<p><b>HIAS (Silver Spring)*</b></p> <p>1300 Spring St, Suite 500            Silver Spring, MD 20190            Tel: (301) 844-7248  <a href="mailto:legalhelp@hias.org">legalhelp@hias.org</a>  <a href="http://www.hias.org">www.hias.org</a></p> <ul style="list-style-type: none"> <li>Children and families from Central America seeking humanitarian relief</li> <li>Asylum seekers who are scientists, sholars, artists, or professionals</li> <li>Languages: Spanish and Portugeuse</li> </ul>	

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# List of Pro Bono Legal Service Providers

<http://www.justice.gov/eoir/list-pro-bono-legal-service-providers>

Arlington, Virginia (page 2 of 3)	
<p><b>Georgetown University Law Center*</b></p> <p>Center for Applied Legal Studies            600 New Jersey Avenue, NW, Suite 332            Washington, DC 20001            Tel: (202) 662-9565</p> <ul style="list-style-type: none"> <li>• Call first, must have an appointment</li> <li>• Represents only non-detainees</li> <li>• Represents aliens seeking asylum in removal proceedings</li> </ul>	<p><b>Kids In Need of Defense (KIND)*</b></p> <p>Washington DC Office            2815 Hartland Rd, Suite 110            Falls Church, VA 22043            Tel: (202) 670-3585            Fax: (703) 942-6798            infodc@supportkind.org            www.supportkind.org</p> <ul style="list-style-type: none"> <li>• KIND only represents minors and unaccompanied children</li> <li>• KIND ayuda a menores de edad y niño/as no-acompañados</li> </ul>
<p><b>Ayuda*</b></p> <p><b>VA</b></p> <p>2701 Prosperity Avenue, Suite 300            Fairfax, VA 22031            Tel: (703) 444-7009            Fax: (703) 444-0038            www.ayuda.com</p> <p><b>DC</b></p> <p>6925B Willow Street NW            Washington DC 20012            (202) 387-4848</p> <ul style="list-style-type: none"> <li>• No calls from detention</li> <li>• Will consider cases with criminal convictions</li> <li>• Languages: Spanish, French and Portuguese</li> </ul>	<p><b>Northern Virginia Family Service*</b></p> <p>6400 Arlington Blvd, Suite 110            Falls Church, VA 22042            Tel: (571) 748-2800            Fax: (703) 237-2083            www.nvfs.org</p> <ul style="list-style-type: none"> <li>• No detained clients</li> <li>• Languages: Spanish with interpretation in other languages</li> </ul>
	<p><b>American Bar Association Detention and LOP Information Line**</b></p> <p>immcenter@americanbar.org  <a href="https://www.americanbar.org/groups/public_interest/immigration/">https://www.americanbar.org/groups/public_interest/immigration/</a></p> <ul style="list-style-type: none"> <li>• Pro se case assistance for detained respondents only</li> <li>• Dial 2150# from the detention center</li> <li>• To contact on behalf of a detained individual, email <a href="mailto:immcenter@americanbar.org">immcenter@americanbar.org</a>.</li> </ul>

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## Arlington, Virginia (page 3 of 3)

### Capital Area Immigrants' Rights (CAIR) Coalition\*

Main Office:

1612 K Street, NW, Ste. 204  
Washington, DC 20006

Baltimore Office:

1 North Charles St., Suite 2305  
Baltimore, MD 21201

Tel: (202) 331-3320 (Main Line)

Tel: (202) 331-3329 (Detention Line)

Fax: (202) 331-3341

For Help with DETAINED ADULTS:

Email: [adults@caircoalition.org](mailto:adults@caircoalition.org)

Dial: 202-331-3320 Ext. 7027

For Help with DETAINED CHILDREN:

Email: [children@caircoalition.org](mailto:children@caircoalition.org)

- Provides legal services for detained adults and children in the states of DC, Maryland, and Virginia
- Languages: Spanish, French, and interpretation for other languages as needed

Example

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# Legal and Other Resources



## Where can I GET FREE LEGAL HELP?

- **Department of Justice Executive Office for Immigration Review (EOIR):** <https://www.justice.gov/eoir/list-pro-bono-legal-service-providers>.
- **Immigration Advocates Network (IAN) National Immigration Legal Services Directory:** <https://www.immigrationadvocates.org/nonprofit/legaldirectory/>.
- **American Immigration Lawyers' Association (AILA) Immigration Lawyer Search:** <https://www.ailalawyer.com/english/default.aspx>
- **American Bar Association's Free Legal Answers:** Volunteer attorneys respond to your questions but they do not provide long-term representation. <https://abafederal.freelegalanswers.org/>

## Where can I learn about my legal rights and immigration options?

- **The American Bar Association (ABA) developed a "Know Your Rights" manual,** [https://www.americanbar.org/groups/public\\_interest/immigration/projects\\_initiatives/know-your-rights/](https://www.americanbar.org/groups/public_interest/immigration/projects_initiatives/know-your-rights/) or by using the links below:  
[العربية/Arabic PDF](#) | [中文/Chinese PDF](#) | [English PDF](#) | [Français/French PDF](#) | [Português/Portuguese PDF](#) | [Español/Spanish PDF](#) | [Tiếng Việt/Vietnamese PDF](#)
- **EOIR's Legal Orientation Program (LOP)** Available for download in **over 30 languages** through this website: <https://www.vera.org/ITAC>



## Where can I get general assistance?

- **Church World Service Resource Call Center: 1-800-375-1433, available Monday-Friday 9AM-5PM EST English, Spanish, Haitian Creole.** Call for referrals to service providers across the U.S. who can provide local support through housing, legal and other services (including refugee resettlement offices, church congregations, shelter networks, or medical services). Voice mail messages are checked 24 hours a day, 7 days a week. Call backs are available in additional languages.
- **United Nations High Commissioner for Refugees (UNHCR) U.S. hotlines:** For refugees or asylum-seekers in need of assistance in the United States.  
**From ICE Custody: 1-888-272-1913, you can call Mondays, Wednesdays, and Fridays from 2 PM to 5 PM EST.** Telephonic interpretation is available. You may have to call again if you do not get through the first time.  
**From U.S. Communities: 1-202-461-2356** to leave a message at any time. You will receive a call back during normal business hours. Inquiries can also be made **by email at [usawainq@unhcr.org](mailto:usawainq@unhcr.org)**.



## Where can I get help from the Immigration and Customs Enforcement (ICE)?

### ICE Detention Reporting and Information Line (DRIL): 1-888-351-4024

**Available from 8 AM to 8 PM EST Monday-Friday (except federal holidays). Several languages available.** You can call this number to get answers and resolve concerns about topics such as requests for basic case information, reports of sexual or physical assault or abuse in custody, separation of minor child or other dependent and parental related issues, and assistance with legal access issues.

### Victim Engagement and Services Line (VESL): 1-833-383-1465

You can call this line if you have been a victim of crime, regardless of your immigration status or the immigration status of the perpetrator.

### Scheduling your ICE check-in appointment:

To schedule your ICE check-in appointment, please visit [www.ice.gov/check-in](http://www.ice.gov/check-in). You will need to use the Subject ID and Country of Birth entered on your I-385 form. You can also contact the DRIL line above.