

# Welcome to Philadelphia

## Legal Welcome Packet



**The information in this packet is provided for informational purposes only.**  
It is to help those who have recently arrived to the United States better understand the legal process and what the next steps are in starting or continuing your immigration case in this country.

**The information in this packet should not be construed as legal advice and does not include all of the information you will need to navigate the immigration system in the United States.**

**This information is not a substitute for professional legal advice.**  
It is important to consult with a qualified immigration attorney to discuss the specifics of your case and obtain appropriate legal guidance.

**This information is current as of this date: FEBRUARY 27, 2024**



# Map of the United States of America



You are in Philadelphia, a city in the state of Pennsylvania, which is located in the northeast of the United States.

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# What are the next steps in my immigration case?

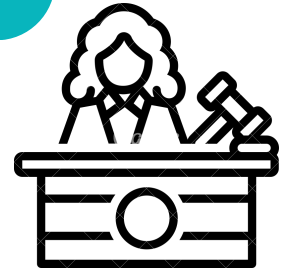
## Find an Immigration Attorney



- Non-profit organizations can help you with your immigration case at little or no cost, but keep in mind that there are not enough free lawyers for everyone
- The government will not give you a lawyer, so you may have to represent yourself if you cannot get a lawyer or if you cannot afford a private lawyer.
- Be careful with **notarios**. Notarios are not lawyers, and they are not authorized to practice immigration law. In many cases, they do not have experience with immigration laws and can cause difficulty in the application process.

## ICE Check-Ins and Immigration Court Hearings

- What are appointments with ICE and ISAP (“check-ins”)?
- What is an immigration hearing?
- How do I know if I have an immigration court hearing?
- What happens if I don't go to my ICE appointments or immigration court hearings?



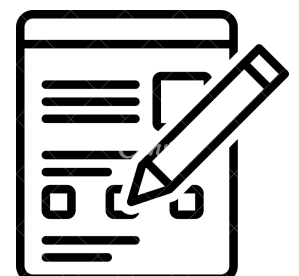
## Changing My Address and the Location of My Case



- How can I change my address with ICE?
- How can I change my address with the immigration court?
- What happens if I move to another state in the US?
- How can I request that my case be transferred to another jurisdiction (another court) after moving?

## Applying for Asylum

- The law in this country requires that people apply for asylum (file a Form I-589) within one year of arriving in the United States, counting from the date you first set foot on U.S. soil.
- People who apply for asylum after a year must explain the reason for the delay, and their opportunity to apply for asylum may be denied.
- Asylum seekers can apply for an initial work permit 150 days after filing their asylum application (Form I-589)



# How do I find an immigration lawyer?

The National Immigration Legal Services Directory can help you find an immigration attorney who offers services through a **non-profit organization** and who can represent you at low cost or free of charge.

To search for an immigration attorney, go to <https://www.immigrationadvocates.org/legaldirectory>. and press the option shown in the image below. The list can be filtered by state, county, or detention center.



You can access the link with your phone (iPhone or Android)

- Open your phone's camera.
- Point your camera at the little square to your left.
- Click on the link that will appear.
- Enter your zip code for a list of organizations that offer immigration legal help.



## What is my ZIP code/postal code?

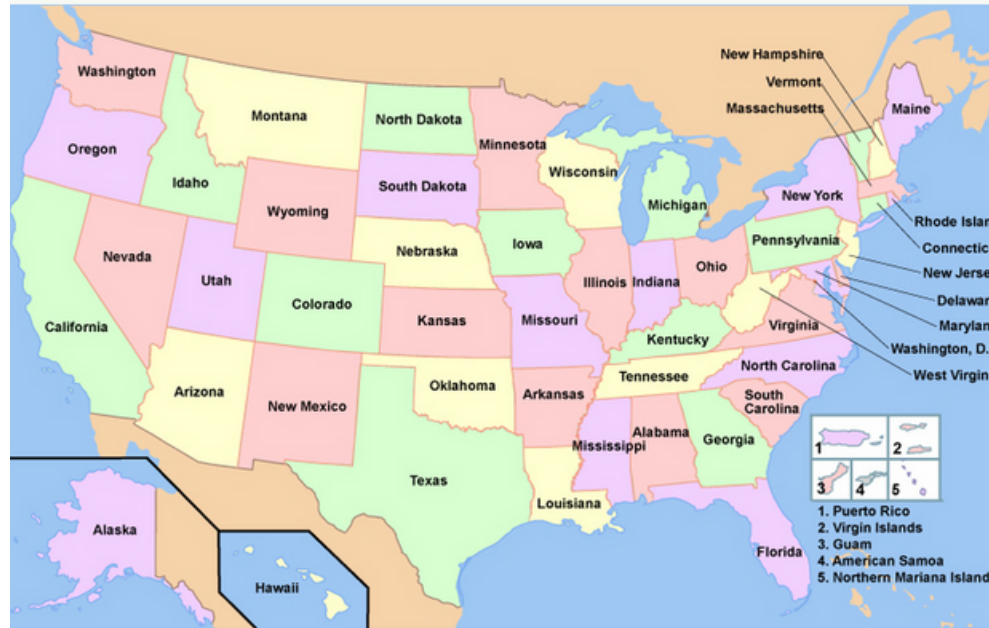
The ZIP code is a five-digit number that all addresses in the United States have. Example: 2856 Red Patio, Philadelphia, PA **19107**.

**Important!** If the non-profit organization near you is unable to provide legal services to you, ask them to provide referrals or a copy of a list of trusted and experienced immigration attorneys near you.

# How do I find a low-cost immigration lawyer?

You can access a list of free or low-cost legal service providers near you, by visiting <https://www.justice.gov/eoir/list-pro-bono-legal-service-providers>.

This will take you to a page where you can click on the state where you live or where you have your court hearing date.



Please note that if a particular state/territory is not an active link on the map or in the list below the map, there is no immigration court or hearing location in that state. If you live in one of these states/territories, click on the state where you have your court hearing to find a local provider.

**IMPORTANT! There are not enough nonprofit attorneys to represent everyone who needs help.**

If you cannot find a free or low-cost attorney to represent you, you will need to find a private attorney to represent you or you will need to represent yourself.

You and only you are responsible for complying with immigration rules and laws. You must do this **EVEN IF** you do not have an immigration lawyer.

We recommend that every time you call a nonprofit organization or make efforts to try to find a lawyer, you write down who you called, how many times, and what they said. This is so you can have proof of your efforts to share with a judge if you are asked what you have been doing to try to find a lawyer.

# How can I avoid immigration fraud?

Immigration law in the U.S. is complex. You need someone with experience and knowledge to help you with your case.

**There are only two types of people who can legally provide advice on an immigration case:**

- Immigration lawyers and
- Accredited Immigration Representatives, who are not lawyers, but are authorized to provide legal services by the United States Department of Justice (“DOJ accredited representative”). They usually work at non-profit organizations.

**Notarios** are people or entities that are not legally qualified or authorized to practice immigration law. They frequently offer immigration assistance services along with other services, for example, tax preparation, translation, licenses and other procedures.

Notarios are often themselves members of the immigrant community, which can create a false sense of security because they speak the same language and seem to understand the needs and concerns someone might have related to immigration status in this country. Notarios can charge enormous amounts of money for work that is never done, or for filing immigration applications that are incorrect. This can delay your case or even harm your chance of obtaining legal status in this country.



**Watch a video about how to avoid immigration fraud!**

<https://www.ilrc.org/resources/avoiding-fraud-when-seeking-immigration-legal-services>

## **Be careful of NOTARIOS!** **DO NOT hire anyone who:**

- Promises or guarantees you a work permit, social security number or a green card.
- Does not provide you a written contract that clearly explains what they will do
- Tries to charge for blank immigration forms (these forms are ALL available online for free)
- Tells you that they have influence with immigration or government officials and threatens to use that influence to have you deported if you don't pay
- Pretends to be a qualified attorney but will not show you documentation (like a bar card)
- Takes your money without giving you the services promised
- Asks you to lie on any forms or sign a blank document. If you do this, you may never get your immigration application approved and may face criminal consequences!
- Keeps your original documents or charges you to get them back. **Never** give notarios your original documents or documents provide to you by immigration without having a copy.
- Refuses to reply to your calls, answer your questions, or explain the process

**To report immigration fraud**, visit <https://www.uscis.gov/report-fraud/uscis-tip-form>.

**For more information and what to watch out for**, visit <https://www.ilrc.org/resources/avoiding-fraud-when-seeking-immigration-legal-services>.

# What is the difference between CBP, ICE, USCIS, and the Immigration Court (EOIR)?

## CBP (Customs and Border Protection)

- This is the government agency that enforces immigration laws at the border, entry gates, and airports.
- This agency is responsible for making an initial determination about who can enter the United States and who cannot. They can also arrest and detain people near the border.

## ICE (Immigration and Customs Enforcement)

- This is the government agency that enforces immigration laws within the United States.
- ICE acts as the immigration “police.” They can detain people if they believe they have violated immigration laws.
- Some people have regular appointments with ICE. Sometimes these appointments are held with private companies that work for ICE, through a program called “ISAP.”

## USCIS (United States Citizenship and Immigration Services)

- This is the government agency that processes applications for work permits, green cards, U.S. citizenship, among other applications.
- USCIS is the office where you need to go for your biometric appointment (where your fingerprints are taken after you submit an application).

## EOIR (Executive Office for Immigration Review), or Immigration Court

- The immigration court is the government agency that decides whether certain immigrants can stay in the United States.
- If you apply for asylum in immigration court, an immigration judge will decide your case.
- An immigration court case is also known as an “immigration court proceeding,” “removal proceeding,” “deportation proceeding,” or “EOIR case.”
- If an immigration judge denies you asylum, you can appeal to the next level of the immigration court system, known as the Board of Immigration Appeals (BIA).

**For more information on the difference between these agencies, please visit**

<https://help.asylumadvocacy.org/faqs-general-orientation/>

You can access the link with your phone (iPhone or Android)

- Open your phone's camera.
- Point your camera at the little square to your left.
- Click on the link that will appear.





# What is the difference between ICE and the Immigration Court (EOIR)?



## ICE

(Immigration Customs Enforcement)

Immigration Police



## EOIR

(Executive Office for Immigration Review)

Immigration Court



### Paperwork associated with ICE:

- I-220A, Order of Release on Recognizance
- Parole Documents/stamps
- I-385, Notice to Report
- G-56, Call-In Letter

### Responsibilities associated with ICE:

- Appointment with ICE (ICE “Check-In”)
- Reports/calls with ISAP
- Changing/Updating your address with ICE

### Paperwork associated with EOIR:

- I-862, Notice to Appear
- Notice of Hearing

### Responsibilities associated with EOIR:

- Check your hearing date on your Notice to Appear and online
- Attend your immigration hearing with the Immigration Judge
- Change your address with EOIR
- Change Venue with EOIR (if you move out of the state where you have immigration court hearings).
- Present applications, evidence and witnesses in support of your asylum case.

For more information visit:

<https://portal.ice.gov/>

For more information:

<https://icor.eoir.justice.gov/>

# Documents Received at the Border

## Order of Release on Recognizance

The United States government issues this document to certain people who were detained and later released by immigration officials. This form generally includes some requirements and conditions in exchange for being released from detention, such as appearing for appointments with ICE or ISAP.

For more information about documents received at the border, visit <https://help.asylumadvocacy.org/sample-documents/>.

U.S. Department of Homeland Security  
Immigration and Customs Enforcement

**Order of Release on Recognizance**

File No: [REDACTED]  
Date: July 9, 2019

Alien: [REDACTED]

You have been arrested and placed in removal proceedings. In accordance with section 236 of the Immigration and Nationality Act and applicable provisions of Title 8 of the Code of Federal Regulations, you are being released on your own recognizance provided you comply with the following conditions:

You must report for any hearing or interview as directed by the Immigration and Customs Enforcement or the Executive Office for Immigration Review.

You must surrender for removal from the United States if so ordered.

You must report in (person) to Non-Detained Office 305-895-7761  
(Name and Title of Case Officer), Deportation Officer

At 12550 Biscayne Blvd Ste. 500 on 07/23/2019 at 10:00 a.m.  
(Location of ICE Office) (Day of each week or month) (Time)

If you are allowed to report in writing, the report must contain your name, alien registration number, current address, place of employment, and other pertinent information as required by the officer listed above.

You must not change your place of residence without first securing written permission from the officer listed above.


You must not violate any Local, State, or Federal laws or ordinances.


You must assist the Immigration and Customs Enforcement in obtaining any necessary travel document.

Other: Your first reporting date will be 07/23/2019@ 10:00 A.M.

See attached sheet containing other specified conditions (Continue on separate sheet if required)

**NOTICE: Failure to comply with the conditions of this order may result in revocation of your release and your arrest and detention by the Immigration and Customs Enforcement.**

  
Alien's Signature

  
Signature of ICE Official

T. Predko, Supervisory Detention and Deportation Officer/SND  
(Printed Name and Title of Official)

**Alien's Acknowledgment of Conditions of Release on Recognizance**

I hereby acknowledge that I have (read)/had interpreted and explained to me in the SPANISH Language) and understand the conditions of my release as set forth in this order. I further understand that if I do not comply with these conditions, the ICE may revoke my release without further notice.

Weicho/DO [REDACTED] July 9, 2019  
(Signature of ICE Official Serving Order) (Signature of Alien) (Date)

**Cancellation of Order**

I hereby cancel this order of release because:  The alien failed to comply with the conditions of release.  
 The alien was taken into custody for removal.

[REDACTED] [REDACTED]  
(Signature of ICE Canceling Order) (Date)

Form I-238A (Rev. 4-1-07) N



You can access the link with your phone (iPhone or Android)

- Open your phone's camera.
- Point your camera at the little square to your left.
- Click on the link that will appear.



## Notice to Report

The **Notice to Report (Form I-385)** is a form is given to people who crossed the border between Mexico and the United States. The form shows your biographic information and the date you were transferred into custody at the border. Typically, people who have this form must appear at an Immigration and Customs Enforcement (ICE) office within 60 days for a check-in (ICE appointment).

**Form I-385: Notice to Report**

1. FAMILY NAME (Capital Letters) [Redacted] First Name [Redacted] Middle Name [Redacted] 2. Age 51 3. Country of Citizenship COLOMBIA

4. Alias [Redacted] 5. Date Apprehended November 21, 2022 6. Office DRT/BGT

7. Birth Date [Redacted] 8. Birth Place BOGOTA, COLOMBIA

9. Sex  Male  Female 10. OSC/WA Served  Yes  No (Explain)

11. File Number [Redacted] 12. Bond \$ [Redacted] Date Posted [Redacted]

13. CINS  Yes  No 14. Medical Alert  No  Yes (Explain)

15. TRANSFER DATE FROM TO

A [Redacted] [Redacted]

B [Redacted] [Redacted]

C [Redacted] [Redacted]

16. ADMITTED BY: [Redacted] 19. RELEASED TO:  V/R  Deport 22. Rt. Index Print - In [Redacted] 23. Rt. Index Print - Out [Redacted]

17. SEARCHED IN BY: [Redacted] 20. RELEASED BY: [Redacted]

18. DATE ADMITTED: [Redacted] 21. DATE RELEASED: [Redacted]

24. Remarks: see I-831

IRRM 1-381 (08/01/07) ALIEN BOOKING RECORD UNITED STATES DEPARTMENT OF HOMELAND SECURITY

## Call-In Letter

A **Call-In Letter (Form G-56)** provides instructions for an appointment with ICE. Typically, for new arrivals, the reason for the appointment is to enroll you in ATD (Alternative to Detention), such as the ISAP program, or to give you information about when you should report to ICE in the future.

It is important that you attend this appointment and bring this letter with you.

This is **NOT** your appointment with a judge or immigration court. This is **ONLY** an appointment with ICE. If you are in immigration proceedings, you will receive a Notice to Appear with a date for your next immigration hearing.

**DEPARTMENT OF HOMELAND SECURITY**  
**CALL-IN LETTER**

To (Name, Address, City, State, Zip Code) [Redacted] File Number [Redacted]  
Date Nov 22, 2022

Please come to the office listed below at the time and place indicated in connection with an official matter.

Office Location 1015 Chestnut Street Mezzanine Level, Philadelphia, PA 19107; (267) 857-8070

Time and Hour January 6, 2023, 12:00 PM

Ask For An ICE Deportation Officer for your ATD enrollment

Reason for Appointment You have been paroled into the United States and are required to attend your immigration court hearings and ICE appointments to ensure that your immigration case moves forward. Failure to report may lead to being taken into custody or placed on additional forms of supervision.

Bring With You Identification documents (birth certificate, government-issued identity documents such as driver's license or ID) and all immigration documents

It is important that you keep this appointment and bring this letter with you. If you are unable to do so, state your reason, sign below, and return this letter to this office at once.

Andy Villalobos, Deportation Officer  
Name and Title of Authorizing Officer

[Signature] Signature of Authorizing Officer

I am unable to keep the appointment because:

Signature Date

HS Form G-56 (1/09)

# ICE and ISAP Check-Ins

## ICE “Check-In” (ICE Appointments).

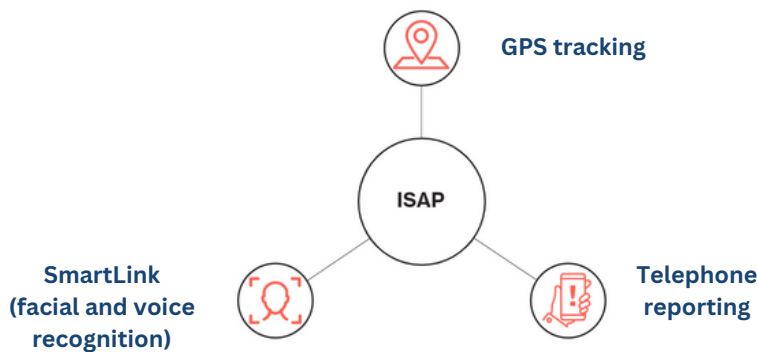
An ICE “Check-In” is a meeting with an ICE agent. It generally occurs once a year at the nearest ICE or ISAP office. If you don't keep your appointment, ICE can come find you and detain you. It is very important to attend your appointment. An ICE check-in is scheduled at the ICE office located closest to the address you provided to the border officer when you were released.

For more information on how to schedule an appointment with ICE, visit <https://www.ice.gov/check-in> and <https://portal.ice.gov/>.

## The Intensive Supervision Program (ISAP)

**ISAP** is the name of the ICE program that monitors certain immigrants. It is an alternative to detention. ICE hires agents to monitor ISAP participants using a variety of methods, including, but not limited to: ankle bracelets (shackles), telephone reporting, GPS tracking, and unannounced visits to participants' homes.

You do not need a lawyer to attend your ISAP appointment. You must comply with your ISAP reporting. Failure to comply may result in your arrest for violation of your terms of release.



## IMPORTANT: ICE/ISAP and the Immigration Court are DIFFERENT!

It is very important to understand that your appointment with ICE/ISAP is NOT the same as an Immigration Court hearing. ICE/ISAP is like the immigration police, monitoring you in the United States. Immigration Court (also known as EOIR) is where an immigration judge will make a decision about whether you can stay in the United States.

Your ICE appointments will take place in a different location than your Immigration Court hearings and are completely different processes. ICE appointments will be with an ICE officer. Immigration Court hearings (explained in more detail below) will take place in a courtroom with an immigration judge.

# Intensive Supervision Appearance Program (ISAP)

Often, when ICE releases a person who has been in immigration detention, ICE may decide to continue monitoring that person through a program called the Intensive Supervision Program (ISAP).

- ICE hires agents to supervise participants using different methods, including, but not limited to: ankle monitors, telephone reporting (landline and cell phone), GPS tracking, and unannounced visits to participants' homes.
- An ISAP check-in is a meeting with an agent contracted by ICE at a specific date and time to review that you, as an ISAP participant, are complying with the terms of your release.
- Your failure to attend may result in arrest for violation and failure to comply with your terms of release.

## How do I attend my ISAP check-ins?

- If you are enrolled under in-person check-ins, there are designated locations for you to attend your ISAP check-in at an specific date and time.
- If you are enrolled under telephone check-ins, make sure to answer your phone during the scheduled date and time.
- If you are enrolled under telephone check-ins, and have a smart phone, download the ISAP application.

## What should I do if I miss one of my check-ins?

- If you miss an appointment with ICE or ISAP, you must immediately contact your attorney and the Immigration office handling your case. You should not wait for someone to contact you.
- For more information watch the video titled, "What I need to know about ICE and ISAP, by going to <https://www.youtube.com/watch?v=sWU8spw4b40&t=0s> or using the QR code below.



You can access the link with your phone (iPhone or Android)

- Open your phone's camera.
- Point your camera at the square to your left.
- Click on the link that will appear.
- Watch the video about ICE Check-ins and ISAP appointments.

# Additional Questions Regarding ISAP and ICE Check-Ins

**What if I was given a phone by ICE at the border? Do I still have to go to the ICE office to report or do I just report using my phone?**

Even if you have been given a phone and placed on the ISAP program, you must still visit the ICE office if you have been given instructions to do so. Individuals can be placed on both ICE reporting and ISAP at the same time. Sometimes ISAP offices are in the same building as the ICE office you are reporting to, but sometimes they are in different locations. You typically first have to go to the ICE office to report and then if you need to go to another location for ISAP the ICE office will give you instructions.

## Reporting with ISAP

If you are reporting with ISAP and have a smartphone, ICE may ask you to download the ISAP app onto your personal phone. Once enrolled in the ISAP program, you will check-in with ICE by using that phone and following the instructions you were given. These phones do GPS track your location. If you are not at the location that you told border officials that you would be in, you should STILL report via phone as instructed. Then, as soon as you have a fixed address where you will be living, you should report to the ICE office and update them with that address. If you have a specific date on which you are scheduled to go to the ICE or ISAP office in another state, make sure that you update your address BEFORE that date.

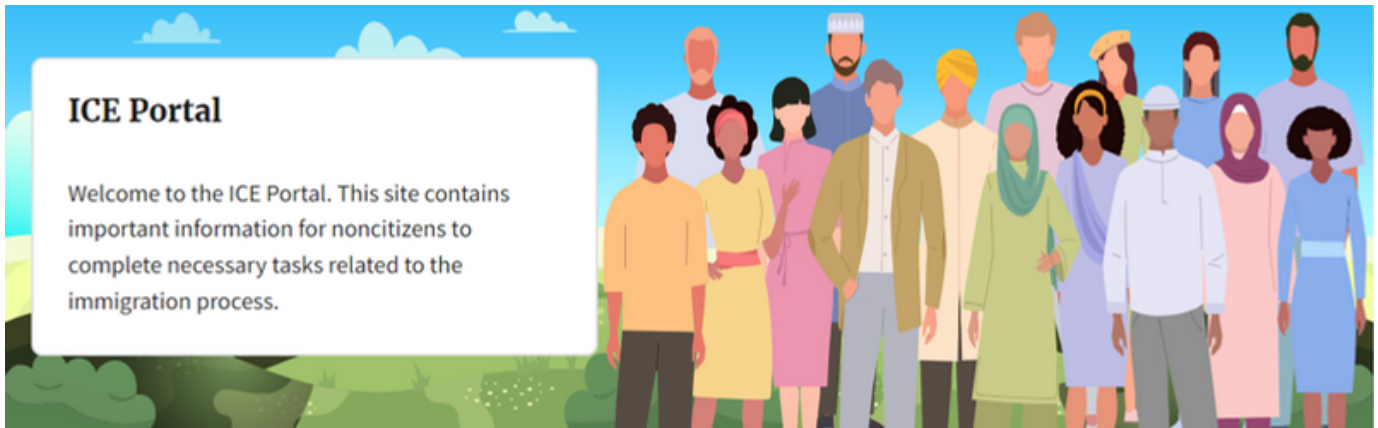
## Can I keep my ISAP phone?

Typically, no. If you were given a phone at the border, you will be instructed to return that phone and have the ISAP software/app placed on your personal phone.

At this appointment, you will be processed through the ISAP program. This will take several hours, so you should be prepared to be at the office for the entire day.

Please bring with you the following to your ISAP appointment:

- Your ICE-issued phone and charger
- All the paperwork the government gave you.
- The name and US cell phone number of three people in the United States, who are emergency contacts. These people do NOT need to be US citizens.



**Through the ICE Portal, you can access online links and tools to:**

- Review your immigration court details
- Change your address with ICE
- Change your address with the Executive Office for Immigration Review (EOIR)

**You can also find an immigration guide with information about:**

- The immigration processes
- The immigration court
- Check-ins and appointments with the ICE office
- The Alternative to Detention (ATD) Program
- Your responsibilities



**For more information visit**  
**<https://portal.ice.gov/>**  
**or use the QR code to access the**  
**information with your phone**



# How can I update my address with ICE?

**Important!** Every time you move, you must change your address with ICE. This is very important so that you do not miss any information and so that you comply with the requirements given to you when you entered and were released into the United States.



**In person**



**By phone**



**Online**

**In Person:** If you have a scheduled appointment with ICE, you can change your address when you go to that appointment. If you do not have an appointment or are showing up at the ICE office for the first time or changing where your appointment is scheduled, you must first schedule an appointment on the ICE website.

You must schedule your appointment at the ICE office location closest to you. Most ICE offices do not allow you to come to the office without a scheduled appointment. You can schedule an appointment online by going to <https://www.ice.gov/check-in> and <https://portal.ice.gov/>.

When you go to your appointment, you must bring all of your immigration documents and physically go to the office location where you have the appointment scheduled.

- Make sure you have your new address and a United States telephone number written down on a piece of paper. An address in the United States must have a number, street name, city, state, and a 5-digit zip code. Make sure you have a complete address and that it is a place where you will live and also where you can receive mail.
- Once you arrive at the ICE office, you will go through security. ICE will likely put your cell phone in a case that won't allow you to use it while you're at your appointment, so make sure you have everything written down.
- Once you speak to an officer, you can let them know that you have a new address and that they need to update it in their system. They will tell you how you can do it. After your appointment, you will be given further instructions, including when you will need to return to ICE for another appointment or if you should go to another location or report by phone only.

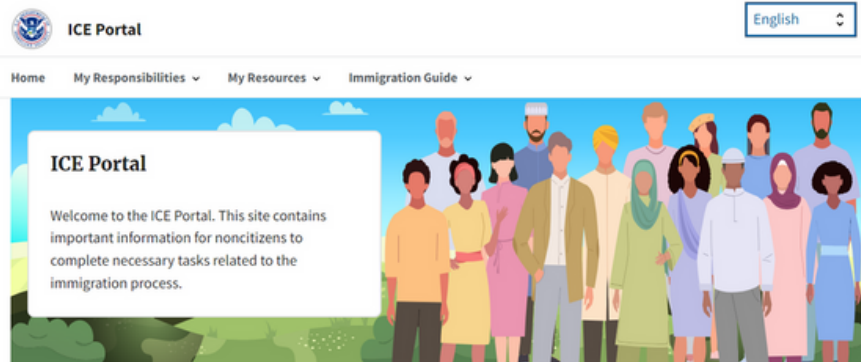
**Calling the ICE office or Service Line:** In addition to trying to call the office directly, you can also call the ICE Service Line at: **1 (833)-383-1465**.

Many times, no one answers the phone at the ICE office, so the best option is to make an appointment online and physically go on that date to the ICE office closest to where you live. Keep in mind that most cities have ICE offices, but if you go to a more rural area, you may have to travel a considerable distance to get to an ICE office.

# How to Update Your Address with ICE Online

## Step 1:

- Visit <https://portal.ice.gov/>
- Select your preferred language.



## Step 2:

- Enter your first and last name exactly as it appears on your immigration paperwork.
- Enter your A-number or your Subject ID number shown on Form I-385 or your Notice to Appear
- Enter your country of birth.
- Check the box that says “I’m not a robot.”

### Identity Confirmation

First Name:

Last Name:

Select A-Number or Subject ID for verification

A-Number

Subject ID

Country of Birth:

Check the box below to proceed.

I'm not a robot



## Step 3

- Enter your address, city, state and zip code
- Please double check to make sure the address listed is the correct address
- If you enter an address that the system does not accept, it will inform you and then give you the following error message: “Please make sure the address you entered is correct or contact support at 1-833-383-1465.”
- If the address is correct, press "Submit"

<https://portal.ice.gov/online>

Home > Change Address

### Online Change of Address

Please enter your new address in the field below

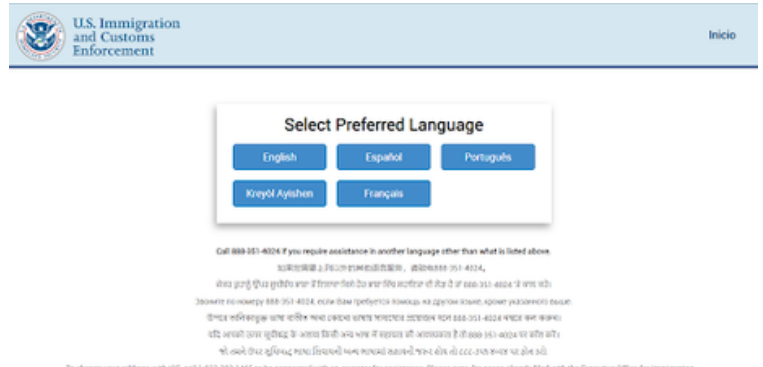
New Address

Submit

# How to Schedule an ICE Appointment Online

## Step 1:

- Call ICE's Service Line at 1 (833) 383-1465 or visit <https://www.ice.gov/check-in>
- Select your preferred language.
- Check the box "I'm not a Robot" and complete the puzzle
- Click "Submit"



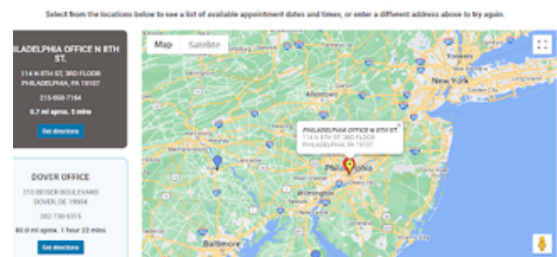
## Step 2:

- Enter your subject ID number shown on Form I-385 or your Notice to Appear.
- Select your country of origin.



## Step 3:

- Enter your address, city, state and zip code and then click "Search"
- Select the ICE office location closest to your address.
- Press "Continue"



## Step 4:

- Select an available appointment with ICE
- Make the appointment for as soon as possible to meet your check-in requirement, even if the appointment date is after than the date on your immigration documentation.
- Click "Schedule"


**Select an appointment date to show the available times.**

Next available date and time: 09:00 AM, Thursday, 15 February, 2024

Today < > February 11 - 17, 2024

Sunday 11	Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	Saturday 17
No slots available	No slots available	No slots available	No slots available	<b>09:00 AM</b> 11:00 AM 12:00 PM 01:00 PM 02:00 PM	08:00 AM 09:00 AM 10:00 AM 12:00 PM 01:00 PM	No slots available

Time Zone : US/Eastern  
Selected time: 09:00 AM - 10:00 AM, Thursday, 15 February, 2024


 **Schedule**


## Step 5:






- Review the date, time and address of your appointment with ICE
- Click "Confirm"
- The next screen will show your appointment details and a confirmation number
- Print a copy, or email or text yourself a copy with the details of that page for your records.
- Click "End Session" to close the scheduling tool


### Appointment Confirmation

Please confirm your appointment scheduled for:

 Thursday, February 15, 2024

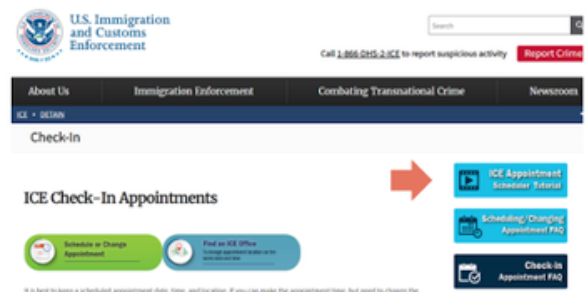
 09:00 AM - 10:00 AM  
(EST) UTC-05:00

<b>Selected Location:</b>	<b>Appointment Information:</b>
 PHILADELPHIA OFFICE N 8TH ST. 114 N 8TH ST, 3RD FLOOR PHILADELPHIA, PA 19107  215-656-7164  Philadelphia.Outreach@ice.dhs.gov	 The number of individual(s) expected to report to this appointment: <b>1</b>
	 Estimated Appointment Duration: <b>1 hour</b>

 **Confirm**

## Step 6:

- Watch a step-by-step video on how to schedule an appointment with ICE, at <https://www.ice.gov/check-in> or use the QR code to access the video link.
- Click where it shows "ICE Appointment-Scheduler Tutorial" to watch the video.





# ICE Field Offices

## Atlanta

Atlanta Field Office  
180 Ted Turner Dr. SW  
Atlanta, GA 30303

(404) 893-1210  
 [Atlanta.Outreach@ice.dhs.gov](mailto:Atlanta.Outreach@ice.dhs.gov)

## Los Angeles

Los Angeles Field Office  
300 North Los Angeles St., Rm 7631  
Los Angeles, CA 90012

(213) 830-7911  
 [LosAngeles.Outreach@ice.dhs.gov](mailto:LosAngeles.Outreach@ice.dhs.gov)

## Baltimore

Baltimore Field Office  
31 Hopkins Plaza, 6th Floor  
Baltimore, MD 21201

(410) 637-4000  
 [Baltimore.Outreach@ice.dhs.gov](mailto:Baltimore.Outreach@ice.dhs.gov)

## Miami

Miami Field Office  
2805 South West 145<sup>th</sup> Avenue  
Miramar, FL 33027

(954) 843-5800  
 [Miami.Outreach@ice.dhs.gov](mailto:Miami.Outreach@ice.dhs.gov)

## Buffalo

Buffalo Field Office  
250 Delaware Avenue, Floor 7  
Buffalo, NY 14202

(716) 464-5800  
 [Buffalo.Outreach@ice.dhs.gov](mailto:Buffalo.Outreach@ice.dhs.gov)

## New Orleans

New Orleans Field Office  
1250 Poydras, Suite 350  
New Orleans, LA 70113

(504) 599-7800  
 [NewOrleans.Outreach@ice.dhs.gov](mailto:NewOrleans.Outreach@ice.dhs.gov)

## Burlington (Boston)

Boston Field Office  
1000 District Avenue  
Burlington, MA 01803

(781) 359-7600  
 [Boston.Outreach@ice.dhs.gov](mailto:Boston.Outreach@ice.dhs.gov)

## New York

New York City Field Office  
26 Federal Plaza, 9th FL, STE 9-110  
New York, NY 10278

(212) 264-4213  
 [NewYork.Outreach@ice.dhs.gov](mailto:NewYork.Outreach@ice.dhs.gov)

## Centennial (Denver)

Denver Field Office  
12445 E. Caley Avenue  
Centennial, CO 80111

(720) 873-2899  
 [Denver.Outreach@ice.dhs.gov](mailto:Denver.Outreach@ice.dhs.gov)

## Newark

Newark Field Office  
970 Broad St. 11th Floor  
Newark, NJ 07102

(973) 645-3666  
 [Newark.Outreach@ice.dhs.gov](mailto:Newark.Outreach@ice.dhs.gov)

## Chicago

Chicago Field Office  
101 W. Ida B Wells Drive, Suite 4000  
Chicago, IL 60605

(312) 347-2400  
 [Chicago.Outreach@ice.dhs.gov](mailto:Chicago.Outreach@ice.dhs.gov)

## Philadelphia

Philadelphia Field Office  
114 North 8th Street  
Philadelphia, PA 19107

(215) 656-7164  
 [Philadelphia.Outreach@ice.dhs.gov](mailto:Philadelphia.Outreach@ice.dhs.gov)

## Dallas

Dallas Field Office  
8101 N. Stemmons Frwy  
Dallas, TX 75247

(214) 424-7800  
 [Dallas.Outreach@ice.dhs.gov](mailto:Dallas.Outreach@ice.dhs.gov)

## Phoenix

Phoenix 2035 N. Central Ave Phoenix, AZ 85004	Tucson 6431 S. Country Club Rd Tucson, AZ 85706
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(602) 766-7030  
 [Phoenix.Outreach@ice.dhs.gov](mailto:Phoenix.Outreach@ice.dhs.gov)

## Detroit

Detroit Field Office  
333 Mt. Elliott St  
Detroit, MI 48207

(313) 568-6049  
 [Detroit.Outreach@ice.dhs.gov](mailto:Detroit.Outreach@ice.dhs.gov)

## San Antonio

San Antonio 3523 Crosspoint Drive San Antonio, TX 78217	Harlingen 1717 Zoy Street Harlingen, TX 78552
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SA: (210) 564-3300 H: (956) 389-7800  
 [SanAntonio.Outreach@ice.dhs.gov](mailto:SanAntonio.Outreach@ice.dhs.gov)

## El Paso

El Paso Field Office  
8915 Montana Avenue  
El Paso, TX 79925

(915) 225-1901/1941  
 [ElPaso.Outreach@ice.dhs.gov](mailto:ElPaso.Outreach@ice.dhs.gov)

## San Diego

San Diego Field Office  
880 Front Street, #2242  
San Diego, CA 92101

(619) 436-0410  
 [SanDiego.Outreach@ice.dhs.gov](mailto:SanDiego.Outreach@ice.dhs.gov)

## Fairfax (Washington, DC)

Washington Field Office  
2675 Prosperity Avenue, 3rd Floor  
Fairfax, VA 20598-5216

(703) 285-6200  
 [Washington.Outreach@ice.dhs.gov](mailto:Washington.Outreach@ice.dhs.gov)

## San Francisco

San Francisco Field Office  
630 Sansome Street, Rm 590  
San Francisco, CA 94111

(415) 844-5512  
 [SanFrancisco.Outreach@ice.dhs.gov](mailto:SanFrancisco.Outreach@ice.dhs.gov)

## Fort Snelling (St. Paul)

St Paul Field Office  
1 Federal Drive, Suite 1601  
Fort Snelling, MN 55111

(612) 843-8600  
 [StPaul.Outreach@ice.dhs.gov](mailto:StPaul.Outreach@ice.dhs.gov)

## Seattle

Seattle Field Office  
12500 Tukwila International Blvd 4<sup>th</sup> Floor  
Seattle, WA 98168

(206) 835-0650  
 [Seattle.Outreach@ice.dhs.gov](mailto:Seattle.Outreach@ice.dhs.gov)

## Houston

Houston Field Office  
126 Northpoint Drive  
Houston, TX 77060

(281) 774-5964  
 [Houston.Outreach@ice.dhs.gov](mailto:Houston.Outreach@ice.dhs.gov)

## 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  
 [SaltLakeCity.Outreach@ice.dhs.gov](mailto:SaltLakeCity.Outreach@ice.dhs.gov)

# Immigration Court Hearings

## Notice to Appear (NTA)

- The Notice to Appear (NTA) is a document that the government of the United States files with the Immigration Court to explain the reasons why they believe that individual is deportable from the United States.
- If you receive an NTA, that means you must appear in immigration court on the date and time specified on the document or on a date to be determined in the future.
- The NTA can be delivered personally (in your hands) or sent by regular mail to your last known address, or to your attorney, if you have one.
- For more information visit <https://portal.ice.gov/immigration-guide>

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)

1. You are an arriving alien.

2. You are an alien present in the United States who has not been admitted or paroled.

3. You have been admitted to the United States, but are deportable for the reasons stated below.

The Service alleges that:

1) You are not a citizen or national of the United States.

2) You are a native of \_\_\_\_\_ and a citizen of \_\_\_\_\_.

3) You were admitted to the United States at \_\_\_\_\_ on or about \_\_\_\_\_ as a nonimmigrant \_\_\_\_\_ with authorization to remain in the United States for a temporary period not to exceed \_\_\_\_\_.

4) You remained in the United States beyond \_\_\_\_\_ without authorization.

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:

Section 237 (a) (1) (B) of the Immigration and Nationality Act (Act), as amended, in that after admission as a nonimmigrant under Section 101(a) (15) of the Act, you have remained in the United States for a time longer than permitted.

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(f)(2)  8 CFR 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  
(Date) (Time)

the charge(s) set forth above.

\_\_\_\_\_  
(Signature and Title of Issuing Officer)

Date: \_\_\_\_\_  
(City and State)

See reverse for important information

Form I-862 (Rev. 3/22/99) [N]

Alien Registration Number, also known as a File Number or A#

For more information and next steps, visit: <https://portal.ice.gov/immigration-guide>



Date, time and address of the immigration court where you will have your hearing

# Types of Immigration Court Hearings

## Preliminary Hearings, or "Master Calendar Hearings"

- These are preliminary hearings, and they are open to the public.
- The immigration judge will ask you your name, your address, and will read the immigration charges against you and ask what immigration relief you will be requesting.
- At your first hearing, you will not be deported unless you request deportation or fail to attend your immigration court hearing.
- You can ask the judge for a continuance of your hearing in order to get a lawyer or to prepare your case.
- It is possible to have more than one "master" calendar hearing during the course of your case in immigration court.
- It is very important that you seek the advice of an immigration attorney, especially if you have already attended several hearings.

## Individual Calendar Hearings

- If you are eligible to file an immigration application to remain in the United States, you will first have a preliminary (master) calendar hearing (or more than one), then be scheduled for an individual hearing.
- At an individual hearing, the immigration judge will review the evidence you and the prosecutor present and hear from witnesses in your case.
- The judge and prosecutor will ask you questions about your case to see if you are eligible for immigration relief.
- The judge will approve or deny your request orally or in writing.
- You can appeal the judge's decision if your request is denied.

**For more information about what to expect at your immigration court hearings, please visit**

**<https://help.asylumadvocacy.org/faqs-immigration-court/#tips-for-court>**

**You can access the link with your phone (iPhone or Android)**

- Open your phone's camera.
- Point your camera at the little square to your left.
- Click on the link that will appear.



# Example of a Hearing Notice

NOTICE OF HEARING IN REMOVAL PROCEEDINGS  
IMMIGRATION COURT  
1100 COMMERCE ST., SUITE 1060  
DALLAS, TX 75242

RE: [REDACTED]

FILE: [REDACTED]

← Alien number

DATE: May 28, 2015

TO: [REDACTED]

Please take notice that the above captioned case has been scheduled for a VIDEO hearing before the Immigration Judge on Jun 9, 2015 at 09:00 A.M. The alien will be present via tele/video. All other parties and witnesses should report to:

← Date and time of immigration hearing

1100 COMMERCE ST., SUITE 1060, COURTROOM #1  
DALLAS, TX 75242

← Court address

You may be represented in these proceedings, at no expense to the Government, by an attorney or other individual who is accredited to represent persons before an Immigration Judge. Your hearing date has not been scheduled earlier than 10 days from the date of service of the Notice to Appear in order to permit you the opportunity to obtain an attorney or representative. If you wish to be represented, your attorney or representative must appear at the hearing prepared to proceed. You can request an earlier hearing in writing.

Failure to appear at your hearing except for exceptional circumstances may result in one or more of the following actions: (1) You may be taken into custody by the Department of Homeland Security and held for further action. OR (2) Your hearing may be held in your absence under section 240(b) (5) of the Immigration and Nationality Act. An order of removal will be entered against you if the Department of Homeland Security established by clear, unequivocal and convincing evidence that you or your attorney have been provided this notice and you are removable.

IN THE EVENT YOU ARE RELEASED FROM CUSTODY, WITHIN FIVE DAYS OF YOUR RELEASE, YOU MUST PROVIDE TO THIS IMMIGRATION COURT A WRITTEN NOTICE/EOIR-33 OF THE ADDRESS AND TELEPHONE NUMBER AT WHICH YOU CAN BE CONTACTED REGARDING THESE PROCEEDINGS. CORRESPONDENCE FROM THE COURT, INCLUDING HEARING NOTICES, WILL BE SENT TO THE MOST RECENT ADDRESS YOU HAVE PROVIDED, AND WILL BE CONSIDERED SUFFICIENT NOTICE TO YOU AND THESE PROCEEDINGS CAN GO FORWARD IN YOUR ABSENCE.

A list of free legal service providers has been given to you. For information regarding the status of your case, call toll free 1-800-898-7180 or 240-314-1500.

## CERTIFICATE OF SERVICE

THIS DOCUMENT WAS SERVED BY: MAIL (M) PERSONAL SERVICE (P)  
TO: [ ] ALIEN [ ] ALIEN c/o Custodial Officer [ ] ALIEN's ATT/REP [ ] DHS  
DATE: 05/28/15 BY: COURT STAFF  
Attachments: [ ] EOIR-33 [ ] EOIR-28 [ ] Legal Services List [ ] Other

VW



# How to Check Your Case Status with the Immigration Court

## By Phone



STEP 1:  
Call 1-800-898-7180.



STEP 2:  
Press 1 for English



STEP 3:  
Press 1 and enter your Alien Registration Number (A#)



STEP 4:  
Press 1 to confirm your Alien Registration Number (A#)



STEP 5:  
Press 1 to confirm your name

## Online

STEP 1:



<https://acis.eoir.justice.gov/en/>

STEP 2:

Enter your Alien Registration Number (A#)

**Enter your A-Number**

A-Number *Required* What's an A-Number?

--	--	--	--	--	--	--	--	--

PRESS 3:  
Click "SUBMIT"

**SUBMIT**

ⓘ Case information from this automated resource is provided for convenience only. Documents the immigration court or Board of Immigration Appeals issue to you or your representative are the only official determinations related to your case.

## What do you want to know?



When is my immigration court hearing?  
Where is my immigration court hearing?

PRESS 1



How many days have passed since I filed my asylum application?

PRESS 2



What decisions has the Immigration Judge made in my case?

PRESS 3

**Don't worry if your case is not in the system yet. This can take time.**

# Checking Your Case Status with the Immigration Court Online

## Step 1:

- Go to the EOIR Case Status Search page at <https://acis.eoir.justice.gov/en/>

EOIR | Automated Case Information

Court Closures Today July 21, 2023 | Please check <https://www.justice.gov/eoir-operational-status> for up to date closures.

English

### Automated Case Information

Welcome to the Automated Case Information System. The following information relates to the primary case only. Please contact your local court if you need bond hearing information.

If you are a recent arrival and were

#### Enter your A-Number

A-Number \*Required [? What's an A-Number?](#)

1 1 1 1 1 1 1 1 1 1

SUBMIT

## Step 2:

- Select your preferred language for the case status search (only available in English or Spanish).

<https://www.justice.gov/eoir-operational-status> for up to date closures.

English

### Automated Case Information

#### Enter your A-Number

A-Number \*Required [? What's an A-Number?](#)

1 1 1 1 1 1 1 1 1 1

## Step 3:

- Enter your Alien Registration Number (A# or File No). The Alien Registration Number is shown in most immigration forms.
- Click "Submit"

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. [REDACTED]  
Case No. [REDACTED]  
PZN #: [REDACTED]

In the Matter of: [REDACTED]

Respondent: [REDACTED] currently residing at: [REDACTED]

(Number, street, city state and ZIP code) (Area code and phone number)

### Automated Case Information

Welcome to the Automated Case Information System. The following information relates to the primary case only. Please contact your local court if you need bond hearing information.

If you are a recent arrival and were apprehended between ports of entry on or after May 28, 2021, placed in removal proceedings, and enrolled in Alternatives to Detention, please see the [Family Group Legal Orientation Program Site](#) for more information (Translations).

#### Enter your A-Number

A-Number \*Required [? What's an A-Number?](#)

1 1 1 1 1 1 1 1 1 1

SUBMIT

Case information from this automated resource is provided for convenience only. Documents the immigration court or Board of Immigration Appeals issue to you or your representative are the only official determinations related to your case.

## Step 4:

- If your case has a hearing date scheduled, you will be able to see your upcoming court dates, decisions about your case, and other relevant case information.
- You will also be able to see the address and phone number of the immigration court where your hearing will take place.

**Automated Case Information**

Name: [redacted] | A-Number: [redacted] | Docket Date: 3/2/2023

**Next Hearing Information**

Your upcoming **MASTER** hearing is **INTERNET-BASED** on **August 8, 2023** at **1:00 PM**  
**JUDGE**  
Chen, Shana W.

For hearing access information, please visit EOIR's website and select "Find an Immigration Court".

**Decision and Motion Information**

This case is pending.

**Case Appeal Information**

No appeal was received for this case.

**Court Contact Information**

If you require further information regarding your case, or wish to file additional documents, please contact the immigration court.

**COURT ADDRESS**  
970 BROAD STREET, ROOM 1200  
NEWARK, NJ 07102

**PHONE NUMBER**  
(973) 645-3524

## Step 5:

- If you see “No case found for this A-Number” after putting in your A# and clicking the "Submit" button, that means that your case has not yet been filed with the immigration court.
- Continue to check your case status regularly to ensure you do not miss a court hearing date.

**Enter your A-Number**

A-Number \*Required [? What's an A-Number?](#)

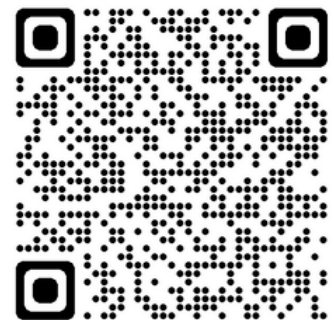
1 1 1 1 1 1 1 1 1

➔ No case found for this A-Number.

**SUBMIT**

Case information from this automated resource is provided for convenience only. Documents the immigration court or Board of Immigration Appeals issue to you or your representative are the only official determinations related to your case.

- To watch a step-by step tutorial visit <https://www.youtube.com/watch?v=s33koR7H9Cw>, or use the QR code on the right to access the link.
- Consult with an immigration attorney if you are in removal proceedings and have upcoming hearing dates.



# Checking Your Immigration Court Case Status By Phone

## Step 1:

- Call the Immigration Court (EOIR) automated phone system at 1-800-898-7180 to obtain case status information 24 hours a day, 7 days a week.
- The EOIR automated phone system will give you the following information:
  - Next hearing date and time
  - Name of the Judge
  - Court Address
  - Decision Information for your case.

## Step 2:

- After calling the EOIR number, press 1 for English.
- Enter your Alien Registration Number (A# or File No.) a nine-digit number found in most immigration documents given to you.
- Listen carefully to the automated voice prompts or instructions provided (See picture for details).



**Step 1:**  
Call 1-800-898-7180



**Step 2:**  
Press 1 for English.



**Step 3:**  
Enter your alien registration number (nine digits).



**Step 4:**  
Press 1 to confirm your alien registration number.



**Step 5:**  
Press 1 to confirm your name.

## Step 3:

- The automated system will provide you with the current status of the case, including any updates or upcoming court dates.

When is my immigration hearing?

What is the address of the Immigration court where my hearing will take place?

**Press 1**

How many days have passed since my asylum application was received?

**Press 2**

What is the judge's decision regarding my case?

**Press 3**

## Step 4:

- You can also check the status of your court case online by visiting <https://acis.eoir.justice.gov/en/>
- If you need further assistance, consider reaching out to an immigration attorney or contacting the Immigration Court that has jurisdiction over your case directly.



Online by visiting  
<https://acis.eoir.justice.gov/en/>

Call the Immigration Court (EOIR) that has jurisdiction over your case or talk to an immigration attorney.

## Where is the immigration court located in Philadelphia?



### ADDRESS:

Robert Nix Federal Bldg and Courthouse  
900 Market Street, Suite 504  
Philadelphia, PA 19107

### HOURS OF OPERATION:

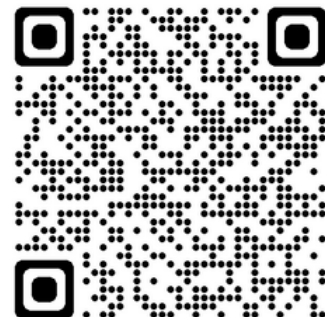
8 a.m. - 3 p.m.  
Window Hours: 8 a.m. - 3 p.m.  
Phone Hours: 8 a.m. - 4 p.m.

### CONTACT NUMBER:

215-656-7000

To find the EOIR office near you, visit <https://www.justice.gov/eoir/immigration-court-administrative-control-list>.

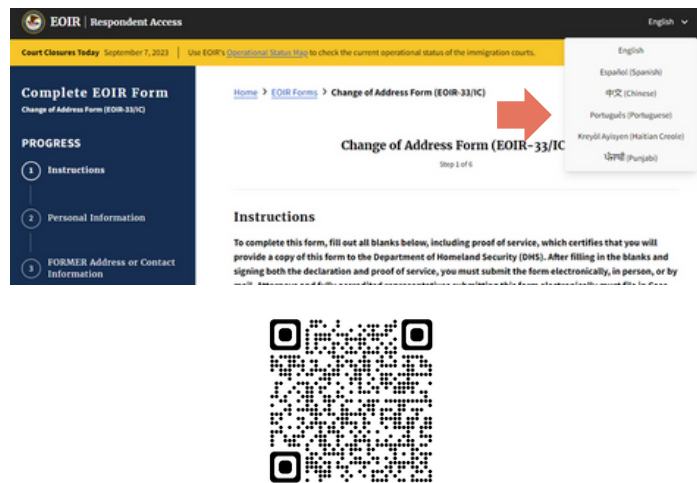
- To watch a step-by step video tutorial visit <https://www.youtube.com/watch?v=s33koR7H9Cw> or use the QR code on the right to access the link.
- Consult with an immigration attorney if you are in removal proceedings and have upcoming immigration hearings dates.



# How to Update Your Address with the Immigration Court Online

## Step 1:

- To change your address with the immigration court online, visit the EOIR Respondent Access page at: <https://respondentaccess.eoir.justice.gov/en/forms/eoir33ic/> or use the QR code to access the link.
- Select your preferred language and read the instructions.
- Then press “Next” at the bottom of the page.



## Step 2:

- To complete EOIR-33/IC, Change of Address form online, enter your name and Alien Registration Number (A# or File No).
- Select the immigration court that is hearing your case. You may find this court’s name on your Notice of Hearing or the Notice to Appear documents.
- Click “Next”

### Personal Information

#### FULL NAME

Enter your first, middle, and last name and any suffix below. You must enter at least one name to continue with the form. If a field is left blank, it will be assumed that this name does not exist. *\*Required*

First Name	Middle Name	Last (Family) Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a Suffix
<small>At least one name is required</small>	<small>At least one name is required</small>	<small>At least one name is required</small>	

#### A-NUMBER

The A-Number begins with the letter “A” and is followed by an 8 or 9 digit number. This number is printed in all DHS and EOIR correspondence. If your A-Number has 9 digits, please enter those numbers. If your A-Number has 8 digits, please enter a zero (0) followed by the eight digits. Do not enter the letter “A”.

A-Number *\*Required*

#### ASSIGNED IMMIGRATION COURT

Select the immigration court that is hearing your case. You may find this court’s name at the top of your Notice of Hearing or other document from EOIR. To find this information online, please visit the [Automated Case Information System](#).

Please note that you cannot change the location of your hearings by selecting a different court on this form. To request that your case be transferred to a different immigration court, you must file a Motion to Change Venue with the court where your case is currently assigned. That court is the one listed in EOIR’s Automated Case Information System and on the documents you have from EOIR.

ASSIGNED IMMIGRATION COURT *\*Required*

Back

NEXT

## Step 3:

### FORMER Address or Contact Information

#### “IN CARE” OF OTHER PERSON

Former other person or institution (if any)

#### FORMER ADDRESS

When entering a foreign address, use the following 3 lines to add all aspects of your address including, but not limited to, street, city, and postal code.

Country	UNITED STATES OF AMERICA		
Address 1 <i>*Required</i>	123 Main Street		
Address 2	<input type="text"/>		
City <i>*Required</i>	State <i>*Required</i>	ZIP Code <i>*Required</i>	
Philadelphia	PA	19000	

#### FORMER PHONE NUMBER

Country Code	Phone Number
United States of America (+1)	111-111-1111

#### FORMER EMAIL

Email Address

Back

NEXT

## Step 4:

- Write your current address, phone number and email
- Click “Next”

### CURRENT Address or Contact Information

#### "IN CARE" OF OTHER PERSON

Current other person or institution (if any)

#### CURRENT ADDRESS

When entering a foreign address, use the following 3 lines to add all aspects of your address including, but not limited to, street, city, and postal code.

Country <sup>\*Required</sup>

UNITED STATES OF AMERICA

Address 1 <sup>\*Required</sup>

125 Main Street

Address 2

City <sup>\*Required</sup>

Philadelphia

State <sup>\*Required</sup>

PA

ZIP Code <sup>\*Required</sup>

19000

#### CURRENT PHONE NUMBER

Country Code

United States of America (+1)

Phone Number

222-222-2222

#### CURRENT EMAIL

Email Address

email@gmail.com

Back



## Step 5:

- Select “Click to Review” to check the information you provided. Save or print a copy for your records.
- Write the address of the Office of the Principal Legal Advisor (OPLA) that has jurisdiction over your case. If your case is in Pennsylvania, the OPLA address is 900 Market Street, Suite 346, Philadelphia, PA 19107.
- Sign and click “Submit”

#### DOCUMENT REVIEW

Click the link below to open a DRAFT copy of the form, with the information that you have provided up to this point. Please review the DRAFT and confirm everything looks correct before signing below.

[CLICK TO REVIEW](#)



#### PROOF OF SERVICE

By signing, I agree to provide a copy of this Change of Address form to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE at the location I selected below. I understand that I can provide DHS with a copy either electronically through the DHS eService portal (register at <https://eserviceregistration.ice.gov>), or by mail or personal delivery.

Please be sure to provide a copy of this form to the correct Office of the Chief Counsel for DHS, Immigration and Customs Enforcement (ICE). You can find a list of ICE offices close to the assigned immigration court by visiting [ICE's website](#). You may also contact the immigration court for assistance in identifying the proper ICE office.

I have read and understand the statement above.

Signature <sup>\*Required</sup>

Sign here

<sup>\*Required</sup>

09/07/2023

Office of the Chief Counsel for DHS, Immigration and Customs Enforcement <sup>\*Required</sup>

DHS/ICE Office of Chief Counsel - 900 Market Street, Suite 346, Philadelphia, PA, 19107

#### SIGNATURE

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

I have read and understand the statement above.

Signature <sup>Required</sup>

Sign here

<sup>Required</sup>

09/07/2023

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## Step 6:

- Print a copy of the EOIR-33/IC, Change of Address form your completed online and mail a copy to the Office of the Principal Legal Advisor (OPLA) that has jurisdiction over your case. Use certified mail to track the delivery date.
- If your case is in Pennsylvania, the OPLA address is 900 Market Street, Suite 346, Philadelphia, PA 19107.
- Save a copy for your records.

### Change of Address Form (EOIR-33/IC)

Step 6 of 6



#### NEXT STEP: DELIVER TO DHS

You have successfully submitted an EOIR-33/IC Alien's Change of Address Form to EOIR. Now, you must also provide a copy of this form to the DHS. To do so, you can either **file the EOIR-33/IC form electronically** through the [DHS ICE eService Portal](#) or **download, print, and mail** the form to the DHS office listed below.

Mail To:

DHS/ICE Office of Chief Counsel - 900 Market Street, Suite 346, Philadelphia, PA, 19107

Please remember to keep your copy of the signed form in either a PDF file or on paper.

If you move from one state to another, you **cannot** use this form to change the location of your immigration proceedings to a different state.

Instead, to request that your case be transferred to a different immigration court, you **must** file a Motion to Change Venue with the court where your case is currently assigned.

Please consult with an immigration attorney.

# What happens if I move to a different state?

If you are in immigration court proceedings and move from one state to another (for example, from New York to Pennsylvania), in addition to updating the court with your new address, you will *also* need to request a **Motion to Change Venue**.

If you moved to another state, you must:

- First, submit a Form EOIR-33/IC to the Immigration Court and the Office of Principal Legal Advisor where your case is pending
- Second, send a “Motion to Change Venue” to the immigration court where your case is pending asking that the location of your case be changed to the immigration court closest to your new address. You must also send a copy to the OPLA / DHS office.

For more information and for a sample of a Motion to Change Venue, visit:

<https://www.justice.gov/eoir/self-help-materials> or use the QR code below.



UNITED STATES DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW  
IMMIGRATION COURT

City and State: \_\_\_\_\_

In the Matters of: \_\_\_\_\_ )  
\_\_\_\_\_ )  
(your name) \_\_\_\_\_ )

File No.: A \_\_\_\_\_  
(your alien registration number)

Immigration Judge: \_\_\_\_\_ Next Hearing Date: \_\_\_\_\_

## RESPONDENT'S MOTION TO CHANGE VENUE

### The Motion to Change Venue must contain the following information:

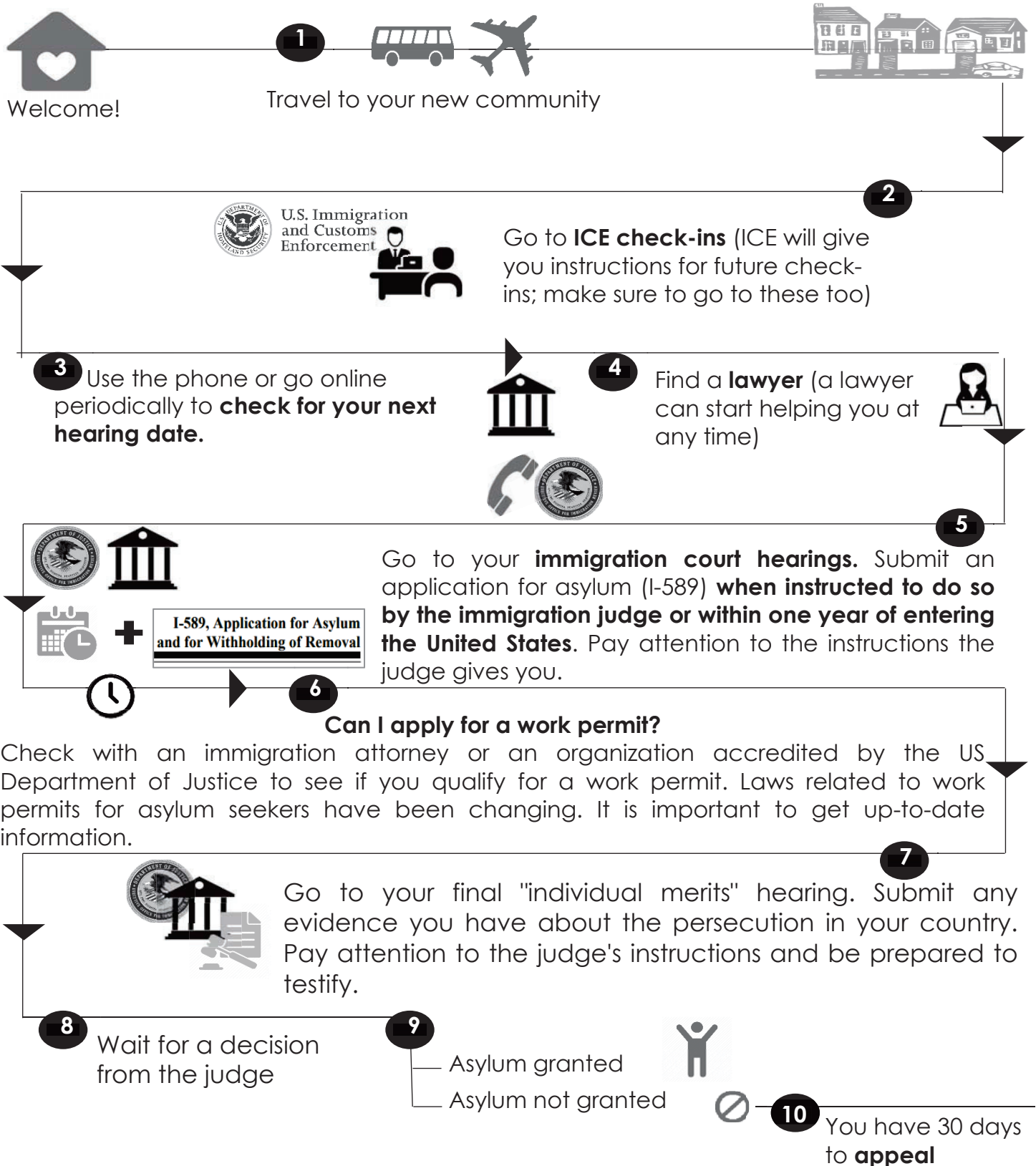
- Date and time of the next hearing schedule in immigration court.
- Admission or denial of the allegations contained in the Notice to Appear (Form I-862).
- A country of removal. (Usually, this is your native country, but you may state that you do not want to provide a country in the case of deportation).
- What immigration applications and benefits you are going to present, if any (for example, asylum).
- Your updated address and telephone number.
- A detailed explanation of why you are asking for a change of venue.
- Additional documents and evidence that prove you have moved.

**UNTIL THE MOTION TO CHANGE VENUE IS GRANTED, YOU MUST APPEAR AT ALL YOUR SCHEDULED HEARINGS AT THE COURT LOCATION LISTED ON THE NOTICE TO APPEAR.**



# Do you want to apply for asylum?

A person released at the border who wants to apply for asylum will need to take many steps before the US government makes a decision. Each case is unique, but here is a typical route:



# How can I get work authorization in the United States?

Except in very limited circumstances, **you CANNOT simply apply for a work permit.** All work permits are related or connected to some other application filed with the government, such as an application for asylum or temporary protected status (TPS).

The following INITIAL work permit rules are the current rules for all asylum seekers:

- **When to Apply:** Generally, asylum seekers can apply for an initial work permit 150 days after filing their asylum application (Form I-589). Asylum seekers can receive work permits 180 days after submitting their asylum applications.
- **Waiting time:** The government must make a decision on asylum seekers' initial work permit applications within 30 days. However, unfortunately, this does not always happen.
- **Cost:** Asylum seekers do not have to pay any fee to apply for an initial work permit. Asylum seekers do not have to pay the biometric fee that applies to other work permit applicants.
- If you successfully submit your work authorization application, you will receive a receipt notice. If your application is granted, you will receive an employment authorization document and a social security card, allowing you to work in the United States legally.


For more information on work permits associated with asylum applications, visit <https://www.uscis.gov/i-765>.

To file online visit <https://www.uscis.gov/newsroom/alerts/asylum-applicants-can-now-file-form-i-765-online>.

For more information on work permits associated with asylum claims, visit:

<https://help.asylumadvocacy.org/work-permits/>



 **Application For Employment Authorization**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
**Form I-765**  
OMB No. 1615-0040  
Expires 10/31/2025

<b>For USCIS Use Only</b>	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input style="width: 100px;" type="text"/>		
Remarks _____			

**To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).**  Select this box if Form G-28 is attached. **Attorney or Accredited Representative USCIS Online Account Number (if any)**

► **START HERE - Type or print in black ink.**

<b>Part 1. Reason for Applying</b> I am applying for (select only one box): I.a. <input type="checkbox"/> Initial permission to accept employment. I.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document <b>NOT DUE</b> to _____	<b>Other Names Used</b> Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in <b>Part 6.</b> <b>Additional Information.</b> 2.a. Family Name (Last Name) <input style="width: 100px;" type="text"/>
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# National Hotline Numbers

- These national helplines are confidential, have free interpreters, and operate 7 days a week, 24 hours a day.
- If you know someone or you know is a victim of domestic violence, human trafficking, child abuse, sexual violence, the national hotlines will help you:
  - Find shelter,
  - Create a safety plan;
  - Connect you with legal and social supports and services;
  - Other services that can help you access safety.

## National Domestic Violence Hotline



## National Human Trafficking Hotline



## National Sexual Assault Hotline



## National Child Abuse Hotline



If you are in immediate danger, please call 911. You have rights in the United States, regardless of your immigration status.

## National Suicide Prevention Hotline



**Important information for my immigration case  
and checklist for next steps:**

My alien registration number (A#): A \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The address where I will live is:

\_\_\_\_\_

My US phone number is:

\_\_\_\_\_

I have taken pictures of all my documents, and I have a safe place to keep all my documents.

**ICE / ISAP**

The ICE Office where I have to report is at this address:

\_\_\_\_\_

I understand that I have to change my address with ICE every time I move and that I have to do this with the ICE office closest to where I live.

If I am enrolled in ISAP, I have identified three personal emergency contacts that ICE can contact (who live in the United States):

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

**EOIR / IMMIGRATION COURT**

I have scheduled for myself a set time every week to check my A# with the court system, to make sure I don't miss an Immigration Court hearing.

I understand that if my case is pending with the Immigration Court, I have to change my address with the Immigration Court IN ADDITION to changing it with ICE.

I have identified my ZIP code and will use it to find the legal services providers closest to me.