



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 must notify us within 5 days of your move. If you miss this deadline, notify us immediately.

### Remember, you are required to:

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

### 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 on a service 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 206.50(f)(2)  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 the 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 hearing or other official correspondence at the address which you provide. Changes in address or telephone numbers communicated through any means other than this form, e.g., pleadings, motion papers, correspondence, telephone calls, applications for relief, etc. will not be recognized and the address 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 sent to the address you provided may result in one or more of the following actions:**

**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 ineligible 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 (c) 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 ineligible 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(2) 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 (a) 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 \_\_\_\_\_  
Signature

**PROOF OF SERVICE (You Must Complete This)**  
I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Date) mailed or delivered a copy of this Change of Address Form on \_\_\_\_\_ to the Office of the Chief Counsel for the DHS (U.S. Immigration and Customs Enforcement-ICE) at \_\_\_\_\_ (Number and Street, City, State, Zip Code)

SIGN HERE → X \_\_\_\_\_  
Signature



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.