

Note: Make sure you have the current version of the form.

The attached form is valid as of Feb. 2004.

MARCOS, NEGRON & AKAIKE, L.L.P.
ATTORNEYS AND COUNSELORS AT LAW

GENERAL INFORMATION RE: AR-11 CHANGE OF ADDRESS FORM

The US CIS require all nonimmigrants and immigrants ("green card") holders to notify, within 10 days, any change of address.

The attached form, AR-11, is issued by the government and is an Acrobat PDF (type/input-capable).

Completing the AR-11 Form

"A (copy number from Alien card)..."

If you have a "green card" (or "green card stamp") check your "A (Alien Registration)" number. If you do not have an "A" number (normally issued to immigrants "green card" holders), leave blank or "N/A" if inapplicable.

"I am in the U.S. as..."

If you check "OTHER", indicate your visa status, such as H-1B, O-1, etc.

Your status is normally indicated on the I-94 arrival/departure card (small white card inside passport) and usually is the same as the visa in your passport. (However, if you have changed status, then it is the status indicated on your most recent I-94 arrival/departure card.)

* If you do not have status, but you are waiting for a pending/processing application, you can write "Pending (H-1B, O-1, Adjustment, etc.)."

"I work for or attend school at..."

If you do not have authorization to work, or you are not attending school, leave this section BLANK. (If your status in the U.S. is to work or to attend school, you should be working/going to school...).

"Port-of-entry...date-of-entry...stay expires on..."

Check your I-94 arrival/departure card (small white- or green-colored card) inside your passport. The card indicates where you last entered, when you entered, and when your status will expire.

Your status is normally indicated on the I-94 arrival/departure card (small white card inside passport) and usually is the same as the visa in your passport. (However, if you have changed status, then it is the status indicated on your most recent I-94 arrival/departure card.)

* If you have a pending/processing application, then write: "Pending XXX (H-1B, O-1, Adjustment, etc.)."

* Some expiration dates are "D/S" -- "duration of status." If you have "D/S," write "D/S."

* If you are an immigrant "green card" holder, then the question as to "stay expires..." does not apply.

Sign and Date and MAIL the AR-11 Form

1. Mail completed, signed original Form AR-11 via certified return receipt or express [to address indicated on form].
2. Mail copy of above to local and/or regional US CIS Office that is processing your case, if any. [See below for Eastern (Vermont) Service Center and NY Local/District office addresses.]
- * If you are a client of our law firm, mail a copy to our office (and also include new telephone number, etc.)
3. Keep one copy for your records (and also file the change of address form at your Post Office).

Addresses:

[] NY Local: Attn.: Change of Address
USCIS, Dept. of Homeland Security, 26 Federal Plaza, New York, NY 10278

[] Eastern (VT) Regional: Attn.: Change of Address
USCIS, Dept. of Homeland Security, VT Service Center, 75 Lower Welden St.,
St. Albans, VT, 05479

[] Other: _____ You should also call the National Customer Service Center (NCSC) at 1-800-375-5283

OTHER: You should visit the USCIS homepage for updated AR-11 forms, information, etc.

LEGAL DISCLAIMER: "General Information" Releases of our law firm is not intended as legal advice. It is for general information purposes only; we cannot be held responsible for any action (or inaction) taken by readers of this document. Please note that our law firm does not process AR-11 forms.

Alien's Change of Address Card

NAME (Last in CAPS) (First) (Middle) I AM IN THE UNITED STATES AS:
 Visitor Permanent Resident
 Student Other (Specify)

COUNTRY OF CITIZENSHIP DATE OF BIRTH COPY NUMBER FROM ALIEN CARD

A

PRESENT ADDRESS (Street or Rural Route) (City or Post Office) (State) (ZIP Code)

(IF ABOVE ADDRESS IS TEMPORARY) I expect to remain there ___ years ___ months

LAST ADDRESS (Street or Rural Route) (City or Post Office) (State) (ZIP Code)

I WORK FOR OR ATTEND SCHOOL AT: (Employer's Name or Name of School)

(Street Address or Rural Route) (City or Post Office) (State) (ZIP Code)

PORT OF ENTRY INTO U.S.	DATE OF ENTRY INTO U.S.	IF NOT A PERMANENT RESIDENT, MY STAY IN THE U.S. EXPIRES ON: (Date)
SIGNATURE	DATE	

AR-11 (Rev. 06/17/03)Y

ALIEN'S CHANGE OF ADDRESS CARD

This card is to be used by all aliens to report change of address within 10 days of such change.

The collection of this information is required by Section 265 of the I&N Act (8 U.S.C. 1305). The data used by the Bureau of Citizenship and Immigration Service for statistical and record purposes and may be furnished to federal, state, local and foreign law enforcement officials. Failure to report is punishable by fine or imprisonment and/or deportation.

This card is not evidence of identity, age, or status claimed.

Public Reporting Burden. Under the Paperwork Reduction Act, an agency may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. This collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including for reducing this burden to: Bureau of Citizenship and Immigration Services, HQRF5, 425 I Street, N.W., Room 4034, Washington, DC 20536; OMB No. 1615-0007. **Do not mail your completed form to this address. MAIL YOUR FORM TO THE ADDRESSES SHOWN BELOW:**

For commercial overnight or fast freight

U.S. DEPARTMENT OF HOMELAND SECURITY
 Bureau of Citizenship and Immigration Services
 Change of Address
 P.O. Box 7134
 London, KY 40742-7134

U.S. DEPARTMENT OF HOMELAND SECURITY
 Bureau of Citizenship and Immigration Services
 Change of Address
 1084-I South Laurel Road
 London, KY 40744