

## CHANGE OF ADDRESS USCIS FORM AR-11 | FREQUENTLY ASKED QUESTIONS

### Who needs to complete the form?

Every Foreign National in the United States, whether in or out of status, who is a non-immigrant or lawful or conditional permanent resident, must complete the form and submit it to USCIS within 10 days of a change of address. The only exceptions are holders of A or G visas, United States citizens and asylees. In addition, all foreign nationals, including asylees, who act as a sponsor on Affidavit of Support (Form I-864) must also notify USCIS of change of address within 30 days using Form I-865. The AR-11 form can now be filed electronically via the USCIS website (the link can also be found as a “quick link” on the Jackson & Hertogs website home page).

**Special note:** Depending on nationality and citizenship, you may be subject to “special registration” and therefore must submit USCIS Form AR-11SR (for “special registration”) instead of Form AR-11 within 10 days of change of address, job or school. If you are subject to special registration you are not eligible to use the online form AR-11. For more information, refer to the Jackson & Hertogs and USCIS websites on special registration, <http://www.jackson-hertogs.com/process/specreg.shtml>.

### A1. Should I submit the AR-11 by mail or use the online form?

You may use either method however mailing in the AR-11 will not update your address on any applications or petitions pending with USCIS. You will have to complete that step separately by calling the USCIS customer service line at 1-800-375-5283. If you mail a paper Form AR-11, we recommend using certified, registered or return receipt mail.

If using the online form AR-11, you will also be able to notify USCIS to update your address on most pending cases and will not have to call the USCIS customer service line. If you are subject to special registration, you are not eligible to use the online form AR-11.

### A2. What information do I need in order to complete the AR-11?

You will need your new address and your old address, the date when you last entered the U.S., and the location where you last entered the U.S. If you have a pending case with USCIS, you will also need your receipt notice showing your receipt number.

### A3. Will one AR-11 work for everyone in my family?

No, you must complete a separate AR-11 for each family member. Every foreign national in the U.S. must submit an AR-11.

### A4. Are children exempt from having to file Form AR-11?

No, unless they are U.S. citizens. Parents must complete an AR-11 for children under 14 years old.

### A5. I am an H-1B but my children were born in the U.S. Do they need to complete AR-11s?

Since they are U.S. citizens, they need not complete the Form.

### A6. I am a permanent resident who has filed for naturalization. Do I need to complete an AR-11?

Yes.

### A7. I moved some time ago and never sent USCIS the AR-11, and a petition/application has been filed since that time with my current address. Do I need to complete an AR-11?

Yes.

### A8. I have moved several times without submitting an AR-11. Now that I am more aware of this requirement, do I submit an AR-11 for each address?

No. Submit an AR-11 for your most recent change of address.

**A9. What happens if I do not file notice of change of my address with USCIS?**

The penalties for failure to notify USCIS of change of address include criminal conviction of a federal misdemeanor, imprisonment of up to 30 days, fine up to \$200. Penalties extend to detention and removal (deportation) from the U.S. if the failure was not "reasonably excusable" or "willful".

If subject to special registration, the penalties for failure to comply with any of the requirements of special registration, including failure to notify USCIS of change of address, job or school or comply with the entry, exit and reporting requirements of special registration, include denial of change or extension of status applications for failure to maintain status, removal (deportation) and exclusion from the U.S. Penalties for fraudulent statements or for "willful" failure to register include criminal conviction of a federal misdemeanor involving imprisonment of up to six months, and fine up to \$1000.

The penalties for a sponsor (Form I-864) to notify USCIS of change of address include civil penalties of \$250-\$5000.

**What is my Status?****B1. How do I answer "I am in the U.S. as a \_\_\_"?**

Choose your current status from a list of four options: Other, Permanent Resident, Student, or Visitor. If you are in the U.S. as other than a Visitor, Student, or Permanent Resident choose "Other" and specify your current nonimmigrant status, e.g. H-1B, L-1, TN, etc. If you have a pending AOS (Adjustment of Status) application, you must also choose "Other" and specify "AOS applicant."

**B2. How do I answer "A Number"?**

"A" number refers to your Alien Registration number. You have an "A" number if you filed an application for permanent residency or you are a permanent resident. If you are a permanent resident, your "A" number is located on your green card. If you have a pending adjustment application, your "A" number is listed on the I-485 receipt. You may also have an "A" number if you were in the U.S. as a J-1 (this is typically on older IAP-66 forms only, and appears as a hand-written notation starting with "A"), or if you were subject to removal proceedings.

**B3. I have a valid H-1B and my I-485 application is pending. Is my status AOS or H-1B?**

Once you file form I-485, your status is "AOS" regardless of whether your nonimmigrant status is valid or expired. You should indicate "AOS applicant".

**B4. I filed my I-485, but my H-1B expired and my company did not renew it because I have an EAD. How do I answer the question, "I am in the U.S. as \_\_\_"?**

You should indicate "AOS applicant".

**B5. I am the spouse of an H-1B holder and have a valid H-4 visa. I also have filed my I-485. How do I answer the question, "I am in the U.S. as \_\_\_"?**

You should indicate "AOS applicant".

**B6. I have a valid H-4 visa that has not expired and have filed my I-485. I also have a valid EAD and am working for an employer. How do I answer the question, "I am in the U.S. as \_\_\_"?**

You should indicate "AOS applicant".

**B7. I have a valid H-1B, a valid EAD and my I-485 application is pending. I also recently changed employers and the new employer has filed an H-1B transfer on my behalf. How do I answer the question "I am in the U.S. as \_\_\_"?**

You should indicate "AOS applicant".

## Last Address

### **C1. Is my "last address" the previous address where I lived or the address I last submitted to the USCIS (for example, on the I-94):**

"Last address" refers to the previous address where you lived.

## Port of Entry

### **D1. What was my "port of entry" into the U.S.?**

Insert the name of the city in which you last entered the U.S.

The initials for the city are on the I-94. For example, "SFR" indicates San Francisco.

### **D2. I entered the U.S. from Canada. I went through U.S. Customs and Border Protection (CBP) preflight inspection in Toronto and took a plane to Chicago. Is my port of entry Chicago or Toronto?**

List the place where you were inspected by U.S. CBP officials. In this case, the port of entry is Toronto.

### **D3. What was my "date of entry" into the U.S.?**

Insert your last date of entry into the U.S. This will be on your last I-94 if you are a nonimmigrant. If you are a permanent resident and your last entrance was as a permanent resident, then you should have an admission stamp in your passport.

## Expiration of Stay

### **E1. I am not a permanent resident and I have not filed a form I-485. How do I answer, "my stay in the U.S. expires on \_\_\_"?**

Insert the date that your nonimmigrant I-94 expires. For example, if you are on an H-1B, look at the date on your I-94 and your H-1B approval notice. If you are in F-1 status, enter "D/S" ("Duration of Stay").

### **E2. I have a valid H-1B and my I-485 application is pending. When does my stay expire?**

As you have a pending I-485 application, your stay does not expire. Indicate "AOS applicant".

### **E3. My I-485 is pending but my H-1B has expired. When does my stay expire?**

As you have a pending I-485 application, your stay does not expire. Indicate "AOS applicant".

### **E4. My nonimmigrant status has expired and I applied for an extension of status which is still pending. How do I answer "my stay in the U.S. expires on \_\_\_?"**

Indicate "extension pending".

### **E5. My nonimmigrant status has expired and I have not applied for AOS. How do I answer "my stay in the U.S. expires on \_\_\_?"**

Indicate "no status". **Caution:** If you are out of status, we strongly urge you to consult with a qualified immigration attorney immediately.