



**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 G-56 tells you when to report to a U.S. Immigration and Customs Enforcement (ICE) Field Office for processing. 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 at 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.

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.

Reporting 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.





**Department of Homeland Security
Immigration and Customs Enforcement**

Name:

A# or Subject ID#:

Date:

Please come in to 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.

OFFICE LOCATION	To be added
DATE AND HOUR	To be added
ASK FOR	<u>Duty Officer</u>
REASON FOR APPOINTMENT	Responding to the Notice to Appear (NTA) so you can finish processing, including fingerprints, to hear about next steps and to tell us if you have changed your address.
BRING WITH YOU	<p>Please bring evidence of your current address, this can include the following:</p> <ul style="list-style-type: none"> a. utility bill b. lease agreement or pay stub c. letter or affidavit from someone you live with <p>Please also bring any identity pr 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 at XXXXXXXX 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.



Appointment Confirmed:

Tuesday, October 19, 2021

01:00 PM - 02:00 PM (PST) UTC-08:00

Confirmation # **FOAS0000000**

Please keep this confirmation number for your records.

Selected Location:



LOS ANGELES FIELD OFFICE
300 NORTH LOS ANGELES STREET
LOS ANGELES, CA 90012



888-351-4024



losangeles.outreach@ice.dhs.gov

Appointment Information:



The number of individual(s) expected to report to this appointment: **1**



Estimated Appointment Duration: **1 hour**

If you need to reschedule or are unable to make your appointment, please call 888-351-4024

Required Documentation

- Form I-385
- Appointment confirmation page
- Proof of address
- All official U.S. and foreign identification such as birth or marriage certificates and passports.
- As applicable, individuals must bring any and all immigration records such as applications and decisions, criminal arrest and conviction records and any evidence of rehabilitation, school or training program records, documentation of serious physical or mental illness, pregnancy, and/or disability, or evidence of U.S.

property ownership or other considerable assets in the community.

- Individuals represented by attorneys must also provide a signed Form G-28, Notice of Entry of Appearance as Attorney.



Please check in at the 7TH Floor, Room 7621.

Ensure you bring the documents given to you by the CBP/BP Officer and bring passports, identity documents, birth certificates, etc for everyone in your family you entered with.

Example



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 subject to removal.

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 in removal proceedings, your hearing may be held in your absence and a final 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 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 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 signed and 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.



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.aialawyer.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/ 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**.



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. 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.