

COMPLETING FORM AR-11, USCIS CHANGE OF ADDRESS

by Joseph S. Porta*

NOTE: Always check the website for the most recent version of this form and current filing fees!

All noncitizens, other than individuals in the United States in A or G status, are required to keep the government informed of their current address and must notify U.S. Citizenship and Immigration Services (USCIS) within 10 days of changing their address.¹ Failure to provide current address information can lead to missed deadlines, non-receipt of important notices, and unnecessary denials. Additionally, failure to provide this information can lead to removal, imprisonment, and/or fines.² Many foreign nationals do not realize that this requirement continues after they become permanent residents. It is important to advise clients that this requirement continues until they become U.S. citizens. This article will discuss how and where to properly file a change of address using the [Form AR-11, USCIS Change of Address](#), in both the paper format and through the USCIS online address change system.³

Generally speaking, it is preferred to submit the AR-11 using the online electronic change of address method, as you can simultaneously update the address on any applications or petitions pending with USCIS. However, it is important to note that the USCIS website cannot be used to change an address in the following circumstances:

- If the client is a U.S. citizen and has an approved relative petition (Form I-130, Petition for Alien Relative). In this instance, the client must follow the instructions on the approval notice regarding who to notify about the change of address.
- If the client has a pending or approved Violence Against Women Act (VAWA) I-360, T nonimmigrant I-914 (T visa), or U nonimmigrant I-918 (U visa), file the change of address, in paper format, at: USCIS, Vermont Service Center, 75 Lower Welden Street; St. Albans, VT 05479-0001. Use this same filing address to file a change of address on VAWA, T, or U related Forms I-485, I-765, I-601, I-192, I-131, or I-929.
- If the client is a U.S. citizen and has financially sponsored someone who has immigrated – in this instance within 30 days the client must file a Form I-865, Sponsor's Notice of Change of Address. The client can download Form I-865 and instructions from the USCIS website.
- If the client has an appeal pending with the Board of Immigration Appeals (BIA). In this instance, the client must notify the BIA within five days of the move by completing Form EOIR 33/BIA. Form EOIR 33/BIA is available on the [Department of Justice \(DOJ\) website](#).

COMPLETING THE AR-11

Although the Form AR-11 appears simple, what follows are practice pointers to ensure proper completion.

Articles do not necessarily reflect the views of the American Immigration Lawyers Association.

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¹ Immigration and Nationality Act (INA) §265(a).

² INA §266(b).

³ Although Department of Homeland Security (DHS) removed all pending countries for designation under National Security Entry-Exit Registration System (NSEERS) on April 28, 2011, those who did register in NSEERS should continue to file a change of address, in paper format, on [Form AR-11SR](#). 76 Fed. Reg. 23830.

Name

Insert the foreign national's complete name as it appears on the applicant's passport and birth certificate. The last name should be in all capital letters. If the client does not have a middle name, leave that space blank.

I am in the United States as a

Choose visitor, student, permanent resident, or other. If other, specify status listed on the I-94.

Country of Citizenship

List country of citizenship which is verified by the country that issued the client's passport.

A-Number

List the alien registration number (A-number) if one has been assigned. If none, leave blank.

Present Address

Insert actual physical address where the client resides. It is not acceptable to use a post office box, because it does not comply with the change of address requirements.

Last Address

List the last physical address where foreign national resided.

I Work for or Attend School At

List name and address of current employer or school. If unemployed, self-employed, or retired, so state and use the home address.

Port of Entry into United States

Choose the appropriate port of entry (POE) from list found on the [State Department's website](#).⁴ If a port is not listed choose "other." Keep in mind that the AR-11 is used to update the address information that the client indicated on the most recent I-94, Arrival and Departure Record, or AR-11 that the client submitted. If the client has not left the United States since the initial arrival, and the client doesn't remember the date of entry, you can find this date on the client's I-94 card, stamped in the client's passport or on the original DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, used for the initial entry.

Approximate Date of Entry into United States

Fill in date of entry to the United States. If unsure, look to I-94 or passport admission stamp.

If Not a Permanent Resident, My Stay in the United States Expires On

The client can find this date on the I-94 card or stamped in the passport. If a permanent resident, fill in the date of expiration of the client's I-551, as indefinite is not an acceptable answer to the online form.

Once you have provided the above information online, the USCIS website will next inquire whether you would like to apply the change of address to currently pending applications. At this juncture, it is important to download and print a copy of the completed online AR-11 for the client's records.

Next, it is possible to apply the previously updated information to any pending applications. If this is the case, then click on the link that states: "Yes, I have one or more pending applications." Note that if the foreign national has multiple applications pending (e.g., I-485, Application for Adjustment of Status, with I-765, Employment Authorization Application, and I-131, Application for Advance Parole) a separate change of address notification must be completed for each application. Once you have completed the first notification of change of address on a pending application, the website will inquire whether you have other applications pending, which will allow you to proceed to file the next notice.

⁴ Last visited June 20, 2013.

CASE INFORMATION**Receipt Number**

Please list case number from the client's I-797 receipt notice. If there is no case number, leave blank.

Form Number

Select the type of form from the list for which you wish to update address. The form number is always listed on the bottom right hand corner of each form.

State of Entry Is Required if You Selected Form OS-155A

Select the state of last entry to United States, regardless of manner of entry, or the system will not allow you to advance.

First Name, Middle Name, Last Name

This information should be auto-filled from previous entry. Check that it is accurate.

Date of Birth (month/day/year)

This information should be auto-filled from previous entry. Check that it is accurate.

Zip Code You Lived in When You Filed

This is the zip code used on the pending form for which the client is seeking to change the address.

Military Status

If a member of the military recent or actual or a military spouse, select this box.

Next, the online change of address will verify who is filing the change of address and verify customer information and the actual mailing address. The majority of the information in this section is auto-filled from the previous sections. However, there are some new fields to fill out:

If Representative Submitted a Form G-28 with the Filing:***I Am a***

Specify whether you are an applicant or a legal representative.

Representative's First and Last Name

Enter the first and last name of the representative as set forth on previously submitted Form G-28, Notice of Entry of Appearance as Attorney or Representative.

Customer Information

This information was previously entered in step one. Please make sure that it is accurate.

New Mailing Address

This information was previously entered in step one. Please make sure that it is accurate.

Previous Mailing Address

This information was previously entered in step one. Please make sure that it is accurate.

This Case Was Filed for

Specify self, child, parent, employee, or spouse and enter name and date of birth. Then list country of birth for beneficiary.

Once completed, select submit. The system will then prompt you to fill out a change of address for any remaining pending applications. Please remember to print out a confirmation after each update.

Remember that only some of the information requested on the Form AR-11 is mandatory. In fact, the form states that “[t]he data is used for statistical and record purposes and may be furnished to federal, state, local, and foreign law enforcement officials.”

PAPER FILING THE AR-11

If filing a paper AR-11, it is recommended to only fill out the required fields and to mail it to the following address:

U.S. Department of Homeland Security
Attn. Change of Address
1344 Pleasants Drive; Harrisonburg, VA 22801

For paper filings, you can [download the form](#), type in the answers and print it. The paper version is not as difficult to navigate as the electronic version. However, it also does not provide the option of updating USCIS of the foreign national's address on any pending applications or petitions. Therefore, if paper filing is chosen, and the foreign national has any cases pending, you should also call the USCIS National Customer Service Center⁵ to report the foreign national's change of address. It is prudent to retain a copy of the mailing, mail via certified mail and retain delivery receipt for your records.

⁵ (800) 375-5283.

Sample Form AR-11, USCIS Change of Address, Paper and Online Versions

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0007; Expires 12/31/2014

AR-11, Alien's Change of Address Card

*Name (Last in CAPS) DOE	*(First Name) John	(Middle Name) Joseph	I am in the United States as a: <input type="checkbox"/> Visitor <input checked="" type="checkbox"/> Permanent Resident <input type="checkbox"/> Student <input type="checkbox"/> Other _____ (Specify)										
Country of Citizenship United Kingdom	*Date of Birth (mm/dd/yyyy) 01/01/1960		A-Number (Copy Number From Alien Card) A- <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> </tr> </table>		0	1	2	3	1	2	3	1	2
0	1	2	3	1	2	3	1	2					
*Present Address (Street or Rural Route) 123 1st Street		*(City or Post Office) Los Angeles	*(State) CA	*(Zip Code) 90001									
(If the above address is temporary) I expect to remain there		0	Years	6									
			Months										
Last Address (Street or Rural Route) 321 1st Street		(City or Post Office) Los Angeles	(State) CA	(Zip Code) 90001									
I work for or attend school at: (Employer's Name or Name of School) self-employed													
(Street Address or Rural Route) 123 1st Street		(City or Post Office) Los Angeles	(State) CA	(Zip Code) 90001									
Port of Entry Into U.S. LAX	Date of Entry Into U.S. (mm/dd/yyyy) 01/01/2012		If not a Permanent Resident, my stay in the U.S. expires on: (Date - mm/dd/yyyy)										
*Signature	Date (mm/dd/yyyy) 02/14/2012												

FORMAR-11REV12/11/11Y

Form AR-11 (Rev. 12/11/11) Y

* Indicates mandatory fields that must be completed.

AR-11, Alien's Change of Address Card

This card is to be used by all aliens to report a change of address within 10 days of such change. The collection of this information is required by Section 265 of the Immigration and Nationality Act (8 U.S.C. 1305). The data is used by U.S. Citizenship and Immigration Services for statistical and record purposes and may be furnished to Federal, State, local and foreign law enforcement officials. Failure to report a change of address is punishable by fine or imprisonment and/or removal.

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

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 5 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. OMB No. 1615-0007. **Do not mail your application to this address.**

Mail Your Form AR-11 to the Address Below:

U.S. Department of Homeland Security
Citizenship and Immigration Services
Attn: Change of Address
1344 Pleasants Drive
Harrisonburg, VA 22801



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USCIS Online Change of Address

Electronic AR-11

Most non-United States (U.S.) citizens who are in the U.S. are required by law to notify DHS of any change of address with moving to a new address. Those exempt from this requirement are nonimmigrants currently in A or G status (e.g. foreign officials and international organization aliens) and certain nonimmigrants who do not possess a visa and whose current has not exceeded or will not exceed 29 days.

To notify DHS of your change of address, you must file a Form AR-11, Alien's Change of Address Card. You can now prep electronic Form AR-11 online using this tool.

All fields marked by the following symbol must be completed. *

There were problems with your entries. Please review the marked fields below.

- If not a Permanent Resident, my stay in the US expires on (month/day/year) is invalid

Customer Information

First Name *	John
Middle Name	Joseph
Last Name *	DOE
I am in the U.S. as a *	Permanent Resident
If "Other", please specify	Permanent Resident
Country of Citizenship *	England (Great Britain and Northern Ireland)
Date of Birth (month/day/year) *	01/01/1960
'A' Number (9 numbers)	A 012312312

Present Address

Present Street Address *	123 1st Street
Present City *	Los Angeles
Present State *	CALIFORNIA
Present ZIP Code *	90001

If above address is temporary, I expect to remain there

Years	0
Months	6

Last Address

Last Street Address *	321 1st Street
Last City *	Los Angeles
Last State *	CALIFORNIA
Last ZIP Code *	90001

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U.S. Citizenship and Immigration Services - Change of Address - Electronic...

Employer or School Information	
I work for or attend school at (Employer or School name)	self-employed
Street Address	123 1st Street
City	Los Angeles
State	CALIFORNIA
ZIP Code	90001

Last entry into the US	
Port of Entry into the US *	CA-Los Angeles International Airport
Approximate date of entry into the US (month/day/year) *	01/01/2012
If not a Permanent Resident, my stay in the US expires on (month/day/year) is	01/01/2022 invalid

Signature

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Confirmation Page

Your Form AR-11 electronic confirmation number is: **COA04412000465**

Thank you for completing your change of address online for legal purposes. However, if you have a pending case with USCIS, you have another step in order to have your address updated on your case. This notification only confirms that you have successfully submitted an electronic Form AR-11, Alien's Change of Address Card. If you have a pending case with USCIS, please go to "Next Step", below.

Next Step

The Form AR-11 you have just completed has not updated your address on any pending applications or petitions, but you can do that now.

Do you have any Applications or Petitions Pending with USCIS?

- [Yes, I have one or more pending applications or petitions](#)
- [No, I do not have any pending applications or petitions](#)

Print Your AR-11

Even though you are not required to print it, we encourage you to print, sign, and date it in permanent ink and keep a paper copy of the electronic submission for your own records. If you choose to print your Form AR-11, please **DO NOT** mail it in.

If you are using a 'shared' computer (for instance library or internet café), you should print but not save your AR11. If you save your AR11 to a shared computer, other users after you may be able to access it.

[Download or print your completed Electronic AR-11 for your own records. \(HTML, accessible\)](#)

[Download or print your completed Electronic AR-11 for your own records. \(PDF\)](#)

Please remember the law also requires permanent residents and U. S. citizens who have financially sponsored another person to report a change of address. The [Form I-865](#), Sponsor's Notice of Change of Address, is a legal requirement. The Form I-865 is not yet available for electronic filing so if you need to complete the Form I-865, you'll need to send it by mail.

You will need Acrobat Reader to view or print these forms in Portable Document Format (PDF). You should have the latest [Adobe Reader](#) to print this form.

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USCIS Online Change of Address

Online Change of Address Notification with a Pending Application or Petition - Step 1

How do I submit my change of address if I don't have my receipt number?

You can submit your change of address if you have not yet received a receipt number for your application.

If you have paid for your application by:

Check: You can update your address using USCIS' Change of Address Online. This requires your receipt number. Look at the cancelled check that was returned to you through your bank. On the back is the 13-digit USCIS receipt number which I (but will have different letters and numbers) ABC 01 23456789 Use your 13-digit number when you are asked to input your number in your change of address.

Money order: You can report your change of address by calling USCIS Customer Service toll-free at 1-800-375-5283, and Customer Service agent will enter your new address for you.

If you have more than one Pending Application or Petition, you will be prompted for information about them individually, or other. You will not need to re-enter all of your information, just the additional Receipt Numbers and Form Numbers for the Applications and Petitions and additional Beneficiary information you may have. You will receive a separate confirmation for each Application or Petition that you choose to update. The form below is Step 1 of 2 steps. Please follow the instructions at the end of Step 1 applications or petitions.

All fields marked by the following symbol must be completed. *

There were problems with your entries. Please review the marked fields below.

- Receipt Number (13 digits) is required for some forms is invalid

Case information

Receipt Number (13 digits) is required for some forms is invalid	WAC1111111111
Form Number *	I90
State of Entry is required if you selected form OS155A	California
First Name *	John
Middle Name	Joseph
Last Name *	DOE
Date of Birth (month/day/year) *	01/01/1960
ZIP code you lived in when you filed *	90001
Military status	
I am a member of the U.S. Military OR was recently discharged from service OR I am the spouse of a member of the U.S. Military.	

Continue to Step 2

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USCIS Online Change of Address

Online Change of Address Notification with a Pending Application or Petition - Step

All fields marked by the following symbol must be completed. *

I Am * Legal Representative

If Representative submitted a Form G-28 with the filing:

Representative First Name John

Representative Last Name Smith

Representative Firm Name Smith Law Firm

Note: This information is collected for confirmation purposes only. This information will not be used for a representative to give notice if his or her address has changed.

Customer Information

First Name * John

Middle Name Joseph

Last Name * DOE

Phone Number 2131234567

Alternate Phone Number 2132345678

Email Address johndoe@johndoe.com

'A' Number (9 numbers) A 012312312

Status in the US * Permanent Resident

Country/Region of Birth * Great Britain and Northern Ireland

Date of Birth (month/day/year) * 01/01/1960

Military status

I am a member of the U.S. Military OR was recently discharged from service OR I am the spouse of a member of the U.S. Military.

New Mailing Address

New Mailing Address * 123 1st Street

New Mailing Address Line 2 (Apt #, Unit, Suite, in c/o) N/A

New Mailing City * Los Angeles

New Mailing State * CALIFORNIA

New Mailing ZIP Code * 90001

Previous Mailing Address

Previous Mailing Address * 321 1st Street

https://egov.uscis.gov/crisgwi/go?action=coa.cm.Mailing

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Previous Mailing Address Line 2 (Apt#, Unit, Suite, in c/o) N/A

Previous Mailing City * Los Angeles

Previous Mailing State * CALIFORNIA

Previous Mailing ZIP Code * 90001

This case was filed for

Person for whom you're filing * Other

If person is 'self', the following fields are not required.

First Name John

Last Name Smith

Date of Birth (month/day/year) 01/02/1961

Beneficiary Country/Region of Birth Great Britain and Northern Ireland

Submit

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USCIS Online Change of Address

Confirmation Page

Your Online Change of Address electronic confirmation number for your Form I90 is: CA10441201047LOS. Please print your records.

Thank you for completing your change of address online.

You have successfully notified USCIS to update your address on the application or petition about which you provided info in previous screens. If you have another pending application or petition, you will receive separate Online Change of Address numbers for each application or petition in which you complete an online change of address.

You should expect USCIS to send you a notification within 45 days that we have received your Change of Address and have your pending Application or Petition. If you do not receive a notification within 45 days, please call customer service at 1-800-375-5215 and have your Online Change of Address electronic confirmation number listed above with your Pending Form Number available.

Next Step

You have indicated that you are a Legal Representative with a G-28, Notice of Entry of Appearance as Attorney or Representative, on file for this client and case.

- If this client has any other applications or petitions pending with USCIS, please click to [Create another Online Change of Address](#).
- If you would like to file a Change of Address for another client, please click to [Create a new Online Change of Address](#).

Reprint Another Electronic AR-11 Form

If you would like to reprint another copy of your Electronic AR-11 form you can [reprint another copy of your Electronic AR-11](#).

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