

Instructions

NOTE: Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if you have one, at the top of each sheet and indicate the number of the item to which the answer refers. The Bureau of Citizenship and Immigration Services (CIS) is comprised of offices of the former Immigration and Naturalization Service (INS).

Use Form I-824 to request further action on an approved petition or application.

You will need to give us:

- A completed and signed Form I-824
- A copy of the original approval notice
- Filing fee

See Step 3 for specific filing instructions.

When Should I Use Form I-824?

You should use Form I-824 to request the Bureau of Citizenship and Immigration Services (CIS) to provide further action on a **previously approved** petition or application.

NOTE: The CIS will not process Form I-824 if your petition or application has been denied or has not yet been approved. This form should not be used to verify the status of a pending petition or application.

How Do I File Form I-824?

You may file this form at any time while the application or petition is valid.

A separate Form I-824 must be filed for each action being requested. Follow the steps below to complete your application:

Step 1 - Reason for Filing Form I-824

Step 2 - Fill Out the Form I-824

Step 3 - Submit Your Application

Notice

The CIS wants to make sure that you receive the requested benefit. To do this, we may ask for more evidence, interview you and/or conduct an investigation. **If you give us false documents, misrepresent facts or otherwise engage in fraud, the CIS will take appropriate action.** This means we will not only deny your application, you may lose current and future immigration benefits. You may also face penalties, including criminal and/or civil prosecution leading to fines and/or imprisonment.

Step 1. Reason for Filing Form I-824.

The reasons why you may request further action are listed in the next column. Check the box in **Part 2** of Form I-824 that applies to your request.

If you are requesting:

- A duplicate approval notice. **Check Box A.**
NOTE: The duplicate notice will contain only the information listed on the original Form I-797, Notice of Action. A replacement employment card, Form I-94 or any other CIS authorization document will not accompany the duplicate approval notice.
- The CIS to notify a different U.S. Consulate or Port-of-Entry concerning the approval of an application or petition. **Check Box B.** If approved, the CIS will cable information regarding the approval of your application or petition to a different consulate or Port-of-Entry than originally requested.
- The CIS to send your approved immigrant visa to the U.S. Department of State's National Visa Center (NVC). **Check Box C.** This is to request the CIS to send your approved immigrant visa to the U.S. Department of State through the NVC.
- The CIS to notify a U.S. Consulate that your status has been adjusted to permanent resident. **Check Box D.** This is to request the CIS to notify a specific U.S. Consulate that your status has been adjusted to that of a lawful permanent resident so that your spouse and/or child(ren) may apply for an immigrant visa. This notification is available only on following-to-join immigrant relative visas based on a principal's employment, fiance(e) or diversity status.
- The CIS to notify the U.S. Department of State of your U.S. citizenship status. **Check Box E.** This is to request the CIS to notify the U.S. State Department that you have become a U.S. citizen through naturalization.

NOTE: You may also notify the U.S. Department of State of your status as a U.S. citizen by submitting a copy of your naturalization certificate to the National Visa Center, 32 Rochester Avenue, Portsmouth, NH 03801-2909.

You may not file this form to request:

- A duplicate notice for an application or petition that is pending or has been denied; or

- A duplicate approval notice naming a spouse or child(ren) accompanying or following-to-join the principal beneficiary on an approved immigrant petition; or
- The CIS to cable information to the U.S. Consulate regarding the approval of your expired nonimmigrant application or petition; or
- The CIS to cable information to the U.S. Consulate regarding an employment based application or petition if your employment for the original petitioner has ended; or
- The CIS to notify a U.S. Consulate of the approval of a Form I-600A, Application for Advance Processing of Orphan Petition, and/or a Form I-600, Petition to Classify Orphan as an Immediate Relative.

- **Date of Birth** - Use eight numbers to show your date of birth (example: May 1, 1979, should be written 05/01/1979).
- **IRS Tax #** - If you are filing this application on behalf of a business or organization, give the Internal Revenue Service Tax Number of the business or organization.
- **A #** - This is your Alien Registration Number (immigration file number). If you do not have an A number or do not know it, leave this blank.
- **U.S. Social Security #** - If you do not have a U.S. Social Security number, leave this blank.

Part 2 - Reason for request.

- Check one box that applies to your particular request.

Part 3 - Additional information.

- Provide the requested information regarding the original application or petition.

Part 4 - Signature.

- As the applicant, you must sign and date your Form I-824. If you do not sign the form, the application will be returned as incomplete.

Part 5 - Signature of person preparing form, if other than applicant.

- If you, the applicant, did not fill out Form I-824, the preparer must also sign, date and give his or her address.

Step 3. Submit Your Form I-824.

Your must include the following items.

- **Your signed and completed Form I-824.**
- **Filing fee.** The filing fee for a Form I-824 is **\$195.00.**

Use the following guidelines when you prepare your check or money order:

- The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and

Step 2. Fill Out the Form I-824.

Use **black ink**. Type or print clearly using **capital** letters. If an item does not apply to you, write "N/A." If the answer is none, write "NONE."

This form is divided into **Parts 1** through **5**. The following information should help you fill out the form.

Part 1. Information about you.

- **Family Name** (Last name) - Give your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.
- **Company or Organization Name** - Give the entity's complete name if the petitioner or applicant is a company or organization.
- **Home or Business Address** - Give your physical street address. This must include a street number and name or a rural route number. Do not put a post office box (P.O. Box) number here.
- **Mailing Address** - Give your mailing address, if different from your home or business address.
- **Daytime Phone Number** - Give a complete number with area/country codes where you can be reached during the day.
- **Country of Birth** - Give the name of the country where you were born.
- **Country of Citizenship** - Give the name of the country of which you are a citizen.

-- Make the check or money order payable to the **U.S. Department of Homeland Security**, unless:

- If you live in Guam and are filing your application there, make it payable to the **Treasurer, Guam**.
- If you live in the U.S. Virgin Islands and are filing your application there, make it payable to the **Commissioner of Finance of the Virgin Islands**.

NOTE: Please spell out U.S. Department of Homeland Security. Do not use the initials "USDHS" or "DHS."

Your check or money order must be honored by the bank or financial institution on which it is drawn. If it is not, we will charge you a \$30.00 fee and your application and any document issued to you will not be valid.

• **Evidence.**

Attach copies, showing the front and back of the following documents, if available.

- A copy of the original petition or application.
- A copy of the Form I-797, Notice of Action, for the original petition or application.
- A copy of the Form N-550, Certificate of Naturalization.

Do not send original documents unless instructed to do so.

• **Submit your application.**

You should submit this form and any related evidence to the CIS office that approved the original petition or application. This could be either a CIS Service Center or local CIS office.

Processing Information.

Our goal at the CIS is to process all applications fairly. The processing time will vary, depending on the specific circumstances of each case. We may reject an incomplete application. We may deny your application if you do not give us the requested information or do not go to a scheduled interview.

Address Changes. If you change your address, you must fill out a Form AR-11, Alien's Change of Address Card, and mail it to the office where the Form I-824 was originally filed. Write "Form I-824" in the lower left hand corner of the address side of the AR-11.

CIS Forms and Information. To request CIS forms, call our toll-free forms line at **1-800-870-3676**. You may also get CIS forms and information about immigration laws and regulations by calling our National Customer Service Center at **1-800-375-5283** or from the CIS internet website at **www.uscis.gov**.

Privacy Act Notice. The CIS will use the information on Form I-824 to determine your eligibility for the request. We may provide information on your application to other government agencies.

Paperwork Reduction Act Notice. An agency may not conduct or sponsor an information collection and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is as follows: (1) 5 minutes to learn about the law and form; (2) 5 minutes to complete the form; (3) 15 minutes to assemble and file the application; for a total estimated average of 25 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you may write to the Bureau of Citizenship and Immigration Services, HQRF5, 425 "I" Street, N.W., Room 4034, Washington, DC 20529. **Do not mail your completed application to this address.**

Check List

- Did you completely fill out and sign the form?
- Did you attach all required evidence?
- Did you attach a check or money order for the **\$195.00** fee?

You should keep copies of your application and documents for your records.

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

I-824, Application for Action on an Approved Application or Petition

START HERE - Please type or print in black ink.

FOR CIS USE ONLY

Part 1. Information about you. *(Person filing this application)*

Family Name <i>(Last name)</i>	Given Name <i>(First Name)</i>	Middle Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Company or Organization Name

Home or Business Address - Street Number and Name Apt./Suite #

<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>
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City	State or Province
<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>

Zip/Postal Code	Country
<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>

Mailing Address - Street Number and Name Apt./Suite #

<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>
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C/O *(in care of):*

City	State or Province
<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>

Zip/Postal Code	Country
<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>

Daytime Phone # *(Area/Country Code)*

Country of Birth	Country of Citizenship
<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>

Date of Birth <i>(mm/dd/yyyy)</i>	IRS Tax # <i>(if any)</i>
<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>

A # <i>(if any)</i>	U.S. Social Security # <i>(if any)</i>
<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>

Part 2. Reason for request (check one):

I am requesting: *(Check one box.)*

- A. A duplicate approval notice.
- B. The CIS to notify a different U.S. Consulate or Port-of-Entry about the approval of an application or petition. Please notify the U.S. Consulate or Port-of-Entry at:
- C. The CIS to notify a U.S. Consulate that my status has been adjusted to permanent resident. Please notify the U.S. Consulate at:
- D. The CIS to send my approved immigrant visa to the National Visa Center (NVC).
- E. The CIS to notify the U.S. Department of State of my U.S. citizenship status.

Returned	Receipt
Date	
Date	
Resubmitted	
Date	
Date	
Reloc Sent	
Date	
Date	
Reloc Rec'd	
Date	

Remarks

Action Block

To Be Completed by
Attorney or Representative, if any.

Fill in box if G-28 is attached to represent the applicant.

ATTY State License #

Part 3. Additional information.

1. Give the following information about the original petition or application.

Type of Petition or Application (*Form Number*)

Receipt Number (*On Form I-797, Notice of Action*)

Filing Date of Petition or Application (*mm/dd/yyyy*)

Approval Date (*mm/dd/yyyy*)

2. Give the following information about the petitioner or applicant for the original petition or application.

Current/Most Recent Immigration Status

Naturalization/Citizenship Certificate Number

3. Give the following information about the principal beneficiary of the original petition or application.

Family Name (*Last Name*)

Given Name (*First Name*)

Middle Name

Date of Birth (*mm/dd/yyyy*)

Country of Birth

A # (*if any*)

Home Address - Street Number and Name

Apt. #

City

State or Province

Zip/Postal Code

Country

Mailing Address - (if different from home address)

Street Number and Name/P.O. Box Number

C/O (*In Care Of*)

City

State or Province

Zip/Postal Code

Country

Daytime Phone (*Area/Country Code and Number*)

Part 4. Signature. *Read the information on penalties in the instructions before completing this part.*

I certify, under penalty of perjury under the laws of the United States of America, that this information and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that the Bureau of Citizenship and Immigration Services needs to determine eligibility for the benefit sought.

Signature

Daytime Phone Number (*with area code*)

Date (*mm/dd/yyyy*)

NOTE: *If you do not completely fill out this form or fail to submit required documents listed in the instructions, you may not be found eligible for the requested benefit and this application may be denied.*

Part 5. Signature of person preparing form, if other than above. (*Sign below.*)

I declare that I prepared this at the request of the applicant and it is based on all information of which I have knowledge.

Signature

Print or Type Your Name

Firm Name and Address

Date (*mm/dd/yyyy*)

Fax Number (*if any*)

Daytime Phone Number (*with area code*)