

HOW TO UPDATE YOUR ADDRESS WITH THE IMMIGRATION COURT, ICE, AND USCIS FOR NON-CITIZENS IN REMOVAL PROCEEDINGS

MICHIGAN

If there were one location to change your address for all of the immigration-related agencies and departments, we would not have created this guide. Please follow these instructions to ensure you do not miss a hearing, lose an important document/notice in the mail, and overall, stay on top of your case(s). This advisory is designed for individuals without attorneys.

If you have an attorney, your attorney may have a different method to notify these agencies and/or departments so inform them as soon as possible.

****NOTE:** If you entered the United States with member(s) of your family, they will each need to notify these agencies and department of their new address too.

ICE



What is ICE?

ICE stands for Immigration and Customs Enforcement. ICE is part of the federal Department of Homeland Security (DHS). ICE is focused on enforcing immigration law in the interior of the United States. This means, for most individuals in removal proceedings, ensuring that they attend their immigration court hearings and if ordered removed, depart the United

States. It is likely that you have occasional “check-in” appointments with ICE and may also be set up with their SmartLink app from BI/ISAP.

Do I need to update my address with ICE?

Yes!

How do I update my address with ICE?

- Fill out the form online at <https://onlinechangeofaddress.ice.gov/ocoa> (this system is new, so do not panic if they do not find your information. Simply call the number below if the system is not working for you).
- Or call [1-833-383-1465](tel:1-833-383-1465)
- If you are enrolled in the ISAP program, you can update your address on your application but will still need to update here, too.

What should I do if I want to move to another state?

If you want to move to another state, please contact the ICE officer assigned to your case BEFORE you move. By contacting them ahead of time, they will be able to transfer your case to a new ICE office in your new state.



IMMIGRATION COURT

What is the Immigration Court?

The Immigration Court is part of the federal Department of Justice (DOJ), within the Executive Office for Immigration Review (EOIR). This is where you will have your immigration hearing(s) with the Immigration Judge.

Do I need to update my address with the Immigration Court?

Yes, if you are in removal proceedings, even if your case has been administratively closed. You will need to fill out the [EOIR-33 Change of Address form](#). This is a blue form that you can pick up at the local court or find/download from the Immigration Court at <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>.

How do I know if I have a case in the Immigration Court?

Call [1-800-898-7180](tel:1-800-898-7180) or access <https://acis.eoir.justice.gov/en/> to find out. Both systems prompt you for your A Number. This number is likely on all your immigration documents. It has nine digits.

If your A number does not show up in the Immigration Court systems, that means that your case has not been sent to the Court; therefore, you do not need to notify the court about a change in address because your case is not there (yet). It is common to have a Notice to Appear showing an upcoming hearing date at the court, but if the systems above cannot verify your information, likely, your hearing is not happening. You can always call the court clerk to verify.

Ok, I have a hearing with the Court. How do I update my address?

- Fill out the Change of Address form online at <https://respondentaccess.eoir.justice.gov/en/forms/eoir33ic/>
- Or you can complete in *legible handwriting* the blue paper that came with your Notice of Hearing. This is also available in the Immigration Court's lobby and at <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>. Once completed, this can be filed at the court window or by mail to:

Executive Office for Immigration Review
477 Michigan Ave, Suite 440
Detroit, MI 48226

You will also need to send a copy of that same form to the government attorney representing ICE (Office of Principal Legal Advisor) in Immigration Court. Please mail it to:

Office of the Principal Legal Advisor, Detroit
333 Mt. Elliott Street, 2nd Floor
Detroit, MI 48207

What should I do if I'm moving to another state?

You do not need the Court's permission to move to another state. However, if you want to move your case to a court closer to your new home, you will need to ask for permission through a filing called **Motion to Change Venue**. If you do not submit this document, your case will remain in the Detroit court, and you will need to return to Michigan for your hearings.

How do I fill out the Motion to Change Venue?

Please contact our office, the Immigration Court Helpdesk at the Michigan Immigrant Rights Center, by calling [313-329-7900](tel:313-329-7900) to set an appointment to talk further.



U.S. Citizenship and
Immigration Services

What is USCIS?

USCIS stands for the U.S. Citizenship and Immigration Services. They are another agency within DHS that processes payments (when required for the Immigration Court) and adjudicates petitions and applications that fall outside the Immigration Court's jurisdiction. It is the agency that will schedule your biometrics (fingerprinting) appointment.

Do I need to update my address with USCIS?

Probably. Once you have applied for any immigration benefit, even if it is at the Immigration Court, there is some component of your case(s) at USCIS. For example, asylum applicants are required to send the first three pages of their asylum applications to USCIS for biometric appointments even when the full application is filed with the Immigration Court. Applications for TPS, Employment Authorization, and more are adjudicated by USCIS. You can update your address with USCIS by filling out the AR-11 Change of Address form.

How do I do that?

- This can be completed online at: <https://egov.uscis.gov/coa/coa/changeLocale.do?localeLang=en> . Make sure to include the receipt number(s) of any pending application(s)/petition(s).
- You can also download Form AR-11 from USCIS at <https://www.uscis.gov/ar-11> and mail to the address on the second page of the form.

What should I do if I want to move to another state?

You do not need to request permission from USCIS if you are moving to another state.



One more thing: mail forwarding!

The United States Postal Service (USPS) can forward your mail to a new address for up to 12 months without paying a fee. For a small fee, USPS can forward your mail for another six (6) months (for a total of 18 months). Please visit your local post office for more details/forms as doing this online may require identity verification that may be difficult as a non-citizen.