



2 | CHANGE OF ADDRESS: How do I Update My Address with ICE and the Immigration Court?

I. Change of Address Overview

	Immigration & Customs Enforcement (ICE)	Immigration Court
Why is it important?	<ul style="list-style-type: none"> If you were detained at the border or after you crossed the border, you likely have to attend ICE check-in appointments at an ICE field office. You should update your address with ICE to receive notices. 	<ul style="list-style-type: none"> The immigration court needs your current mailing address to send you notices about your court case. If you miss your court hearing, an Immigration Judge can enter a removal order, which means you could be removed from the United States.
How do I update my address?	<ul style="list-style-type: none"> Submit the ICE change of address form on the ICE Portal. See Section II. below for instructions. 	<ul style="list-style-type: none"> Step 1: Submit Form E-33, Change of Address online, in-person, or by mail to the immigration court, and Step 2: Submit a copy of the form to the government lawyer in-person or by mail. See Section III. below for instructions.
When to submit?	<ul style="list-style-type: none"> Within 5 business days of moving. 	<ul style="list-style-type: none"> Within 5 business days of moving.
What else should I know?	<ul style="list-style-type: none"> You can also schedule and re-schedule ICE check-in appointments on the ICE Portal. <ul style="list-style-type: none"> ✓ For more information, view the "Reporting to ICE" Legal Orientation Video and Handout. 	<ul style="list-style-type: none"> To request that the Immigration Judge transfer your case to the immigration court closest to your new address, you must submit a Motion to Change Venue. <ul style="list-style-type: none"> ✓ For more information, view the "Change of Venue" Legal Orientation Video and Handout.

II. Change of Address with ICE

NOTE: If you entered the country with your family, make sure to update the address for each family member.

1) Access the Change of Address Form Online

- Go to the ICE Portal Online Change of Address webpage:
<https://portal.ice.gov/ocoa>.
- Enter your A number.
 - ✓ Your A number is sometimes called a file number.
 - ✓ You can find your A number on your Notice to Appear.
- Enter your First Name.
- Enter your Last Name.
- Select your Country of Birth.
- Complete the CAPTCHA by clicking "I'm not a robot".
 - ✓ If a window with pictures appears, follow the directions, click on the correct pictures, and click "Next".
 - ✓ If a window with pictures does not appear, click "Continue".
- If a box appears that says, "Information regarding this A-number is unavailable," double check that you entered your A-number correctly.

Online Change of Address

A red asterisk (*) indicates a required field.

Select A-Number or Subject ID for verification ?

A-Number
 Subject ID

A-Number*
Must be 9 digits

00000000

Example: 123456789

First Name*

Last Name*

Country Of Birth*

Select from the list.

Check the box below to proceed.

I'm not a robot

reCAPTCHA
Privacy · Terms

Continue

2) Address Verification

- Enter your new RESIDENTIAL mailing address.
 - ✓ NOTE: You must enter a residential mailable address.
 - ✓ You cannot enter a commercial address, or an address associated with an airport (For example: O'Hare Hilton Hotel has the same address as the O'Hare International Airport – this address will be rejected.)
- Click "Continue".

3) NTA Eligibility

- If ICE records indicate that you may be eligible to receive your Notice to Appear (NTA) by mail at the new address you've entered, you will be given an option to either:
 - ✓ Receive your NTA by mail, or
 - ✓ Schedule an in-person appointment.
- Choose one of the options and click "Submit".

4) Address Change Confirmation

- On the final screen, you will receive a confirmation of your address change.
- You can enter your email address or phone number to receive the confirmation of your address change through e-mail or text message.
- Click "Submit".

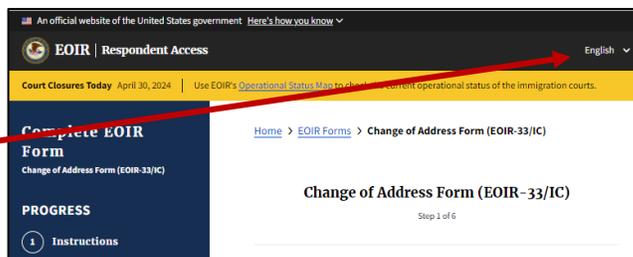
III. Change of Address with the Immigration Court

NOTE: If you entered the country with your family, make sure to update the address for each family member.

OPTION 1: UPDATE YOUR ADDRESS WITH THE IMMIGRATION COURT ONLINE

1) Access the Change of Address Form Online

- Go to: <https://respondentaccess.eoir.justice.gov/en/forms/>
- Click the first option: "Change of Address/Contact Information Form Immigration Court".
- To change the language of the webpage, click "English" and choose the language you prefer from the list.
- Review the instructions, scroll to the bottom of the page.
- Click "Next".



2) Personal Information Page

- Enter your first, middle, and last name(s).
- Enter your A number.
 - ✓ Your A number is sometimes called a file number.
 - ✓ You can find your A number on your Notice to Appear.
- Click the dropdown menu and scroll until you find the immigration court location where your case is CURRENTLY pending – NOT where you want the case to go.
 - ✓ If you do not know where your case is currently pending, check your Court Case Status online at <https://acis.eoir.justice.gov/en/> or call 1-800-898-7180.
 - ✓  View the "Court Case Status" Legal Orientation Video and Handout.
- Click "Next".

3) Former Address

- If you are completing the form for a child, you may enter the parent or guardian's name.
✓ Otherwise, skip this box.
- Enter your *former*, or **previous address** in the U.S.
✓ If you do not have a previous address in the United States, skip this section.
- If you wish to update your phone number with the court, enter your previous phone number.
✓ Otherwise, skip this box.
- If you wish to update your email address with the court, enter your previous email address.
✓ Otherwise, skip this box.
- Click "Next".

4) Current Address

- If you are completing the form for a child, you may enter the parent or guardian's name.
✓ Otherwise, skip this box.
- Enter your *current*, or **new address** in the U.S.
✓ Country: Select United States.
✓ Address 1: Enter your address number and street name.
✓ Address 2: If you have one, enter your apartment or unit number.
✓ Enter your city, state, and zip code.
- If you wish to update your phone number with the court, enter your new phone number.
✓ Otherwise, skip this box.
- If you wish to update your email address with the court, enter your new email address.
✓ Otherwise, skip this box.
- Click "Next".

5) Review Page

- Select "Click to Review" to download a PDF draft of the form.
- Open the PDF and carefully review it.
- If any information is incorrect, go back to the Change of Address form, go to the bottom of the page, and click "Back" to edit.

6) Service Page

- If the information is correct, scroll down and read the Proof of Service section.
✓ This explains that you agree to submit a copy of this form to the government lawyer.
- If you have read and understand the statement, check the box.
- Enter your name in the signature box and enter the date.
- Choose the government lawyer's office where you will send a copy of this form.
✓ Review the list closely because there may be multiple offices in the same city.
✓ If you do not know which address to select, **see Step 1 in the blue box below** for instructions.

- If you want to receive status updates from the court by email, check the box and enter your email address.
 - ✓ Remember that e-mail updates are unofficial notifications, so the court and government lawyer should still send you documents by mail.

OPT-IN TO RECEIVE STATUS UPDATES
 Do you want to receive updates by email on the status of the form you're submitting? If so, check the box below and make sure the email address is correct. If not, proceed to the Signature section.

By providing an email address, you are agreeing to receive notifications about the case electronically. Paper service is still required; electronic notification cannot replace the need to physically serve the respondent with their notices and orders as proof that the individual was served and is on notice of their hearings or orders for the purpose of pursuing an appeal or otherwise complying with the orders. The respondent is simply providing consent to receive said email notifications, not to agree that such email notifications will serve as the official service of the documents by the court or that the respondent will be expected to otherwise participate in e-filing.

Email Address

7) Signature and Confirmation Page

- Go to the signature section and read the statement. If you agree, check the box.
- Type your name to sign.
- Enter the date.
- When you are ready to submit the Change of Address form to the court, click "submit".

SIGNATURE
 I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the A-Number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

I have read and understand the statement above.

Signature Required

Required

Back Submit

8) Print 2 Copies

- Print 2 copies of the submitted form: 1) one for yourself and 2) one to submit to the government lawyer.

9) Submit a Copy to the Government Lawyer

- Remember, even though you submitted the Change of Address form to the court online, you still need to submit a printed copy of the form to the government lawyer.
- **See Step 3 in the blue box below** for instructions on how to submit a copy to the government lawyer in-person or by mail.

SERVE ICE: SUBMIT A COPY TO THE GOVERNMENT LAWYER

- **Step 1: Find the correct government lawyer office address**
 - ✓ Go to: <https://www.ice.gov/contact/field-offices>.
 - ✓ On the blue row: Choose the state where your case is currently located, select "Office of the Principal Legal Advisor," and click "Apply".
 - ✓ Find the box with the name of the immigration court city where your case is **currently** located.
 - ✓ Write down the mailing address of the government lawyer's office. Remember, for some locations, the mailing address is different from the physical address of the office.

- **Step 2: [For paper forms] Write on the form how you will send a copy to the government lawyer**
 - ✓ In person: Write "in person" next to the government lawyer's office address.
 - ✓ By mail: Write "by mail" next to the government lawyer's office address.

Step 3: Send a copy of the Change of Address form to the government lawyer

In-person (during a hearing)	In-person (at the government lawyer's filing window)	By mail
<ul style="list-style-type: none"> • Give a copy to the government lawyer who may be sitting at the table on the other side of the courtroom. 	<ul style="list-style-type: none"> • Give a copy to the clerk at the government lawyer's filing window. 	<ul style="list-style-type: none"> • Mail a copy to the government lawyer's office using the address you found from Step 1.

OPTION 2: UPDATE YOUR ADDRESS WITH THE IMMIGRATION COURT BY PAPER

1) Access the Form

In-person	By mail
<ul style="list-style-type: none"> If you are at the immigration court, you can ask the Immigration Judge or clerk for the Change of Address form and you can complete it while you are there. Take at least 3 forms because you will need to fill out 3 copies: 2 for the court and 1 for the government lawyer. 	<ul style="list-style-type: none"> If you are not going to be at court within 5 business days of moving, go to: https://www.justice.gov/eoir/eoir-forms. Click "EOIR 33/IC - Change of Address/Contact Form Immigration Court". Download the form in your preferred language.

2) Fill Out the Paper Form

- Fill out the Change of Address form.
 - ✓ Type or write your full name and A number.
 - ✓ Enter your *former*, or old address and contact information.
 - ✓ Enter your *current*, or new address and contact information.

Name— Last, First, Middle, Suffix (if applicable): Your last name(s), first name, and middle name		A-Number: Your A number
My FORMER address and phone number were:		My CURRENT address and phone number are:
"in care of" other person (if any) OLD address number, street, and unit number Number; Street; Apartment (if any)		"in care of" other person (if any) NEW address number, street, and unit number Number; Street; Apartment (if any)
OLD address city, state, and zip code City, State, and ZIP code; Country (if other than U.S.)		NEW address city, state, and zip code City, State, and ZIP code; Country (if other than U.S.)
OLD phone number (if you want to update) Phone Number (include country code if other than U.S.)		NEW phone number (if you want to update) Phone Number (include country code if other than U.S.)
OLD email address (if you want to update) Email Address		NEW email address (if you want to update) Email Address
I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the A-Number listed above, and that the information contained in this form is true and correct to the best of my knowledge.		
SIGN HERE → x		Date



- ✓ Sign and date on the bottom line.
- Fill out the bottom of this form. This section confirms that you will "serve ICE," which means you will send a copy of the Change of Address form to the government lawyer.
 - ✓ On the first line, write your name and the date you submit the form to the government lawyer.
 - ✓ Write the address of the government lawyer's office you are sending the form to. **See Step 1 in the blue box below** for instructions on how to find the correct address.
 - ✓ After the address, write whether you plan to submit a copy to the government lawyer's office in-person or by mail. **See Step 2 in the blue box below** for instructions.
 - ✓ Do NOT check the box at the bottom - this is for lawyers who e-file this form.
 - ✓ Sign on the bottom line.

PROOF OF SERVICE	
I, <u>Your full name</u> , provided a copy of this Change of Address Form on, <u>Date</u> to the	
<small>(Name) (date)</small>	
to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at:	
<u>Government lawyer's office address</u>	<u>"in person" OR "by mail"</u>
<small>(Indicate if electronic/mail service, or in-person or mail service (provide Number and Street, City, State, ZIP Code))</small>	
By signing, I agree to provide a copy of this Change of Address Form to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at the location I selected above. I understand that I can provide DHS with a copy either electronically through the DHS eService portal (register at https://eservice.registration.ice.gov), or by mail or personal delivery.	
<input type="checkbox"/> No service needed. I am an ECAS-registered user who filed through the ECAS Case Portal.	
SIGN HERE → x	Signature



- 3) Make Copies** • Make copies or complete the forms with the same information so that you have **3 identical documents**.

4) Submit the Form to the Court	In-person (during a hearing)	In-person (at the court clerk's filing window)	By mail
	<ul style="list-style-type: none"> • Give 2 copies to the judge. • The judge should return one to you with a date stamp confirming when you filed it with the court. 	<ul style="list-style-type: none"> • If you do not have a hearing within 5 days, you can submit the 2 copies at the court clerk's filing window. • The clerk should return one copy to you with a date stamp confirming when you filed it with the court. 	<ul style="list-style-type: none"> • If you do not plan to be at the court within 5 days from the date you moved, you must mail the form. • Mail 2 copies to the court. If possible, include a self-addressed, pre-stamped envelope in your mailing. • Find the court's address when you check your case status online. <ul style="list-style-type: none"> ✓ If you complete the form on a computer, on page 2 of the form, click "Select Immigration Court", and choose the immigration court where your case is currently located. The court's address will appear on the address line in the form. • The court should use the self-addressed envelope to mail you one of the copies with a date stamp confirming when you filed it with the court.

- 5) Submit a Copy to the Government Lawyer** • Remember, even though you submitted the Change of Address form to the court, you still need to submit a copy of the form to the government lawyer.
- **See Step 3 in the blue box below** for instructions on how to submit a copy to the government lawyer's office in-person or by mail.

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- **Step 1: Find the correct government lawyer office address**
 - ✓ Go to: <https://www.ice.gov/contact/field-offices>.
 - ✓ On the blue row: Choose the state where your case is currently located, select "Office of the Principal Legal Advisor," and click "Apply".
 - ✓ Find the box with the name of the immigration court city where your case is **currently** located.
 - ✓ Write down the mailing address of the government lawyer's office. Remember, for some locations, the mailing address is different from the physical address of the office.
- **Step 2: [For paper forms] Write on the form how you will send a copy to the government lawyer**
 - ✓ In person: Write "in person" next to the government lawyer's office address.
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In-person (during a hearing)	In-person (at the government lawyer's filing window)	By mail
<ul style="list-style-type: none"> • Give a copy to the government lawyer who may be sitting at the table on the other side of the courtroom. 	<ul style="list-style-type: none"> • Give a copy to the clerk at the government lawyer's filing window. 	<ul style="list-style-type: none"> • Mail a copy to the government lawyer's office using the address you found from Step 1.