



U.S. Citizenship and Immigration Services

USCIS Service of Process Notice

Effective immediately and until further notice, U.S. Citizenship and Immigration Services (USCIS), Office of the Chief Counsel is not accepting personal service of process for actions against USCIS or its personnel in their **official capacity**, due to the on-site staffing shortages caused by the COVID-19 circumstances.

The following procedures do not modify the requirements of Federal Rules of Civil Procedure, Rule 4(i)(3) regarding service on an officer or employee sued in his or her individual capacity and should not be used in any action to attempt to perfect service upon any Department officer or employee sued in his or her individual capacity.

Service of Process of Summons and Complaints

Pursuant to Federal Rules of Civil Procedure, Rule 4(i)(2), mail summons and complaints against the Department or its personnel in their official capacity by registered or certified mail, to:

USCIS
Office of the Chief Counsel
20 Massachusetts Avenue, NW
Room 4210
Washington, DC 20529

To aid in prompt handling of any summons and complaint, parties are encouraged to also email a copy to: uscis.serviceofprocess@uscis.dhs.gov

Service of Process for Subpoenas

Email subpoenas requesting information or records from USCIS or its employees in their official capacity to: uscis.serviceofprocess@uscis.dhs.gov

Last Reviewed/Updated: 03/20/2020