



**Instructions for Application for  
Action on an Approved Application or Petition**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
**Form I-824**  
OMB No. 1615-0044  
Expires **09/30/2015**

### What Is the Purpose of **Form I-824**?

Use Form I-824, **Application for Action on an Approved Application or Petition**, to request further action on a previously approved application or petition.

### When Must I Use Form I-824?

You must use Form I-824 to request U.S. Citizenship and Immigration Services (USCIS) or **U.S.** Customs and Border Protection (CBP) action on a **previously approved** application or petition.

**NOTE:** USCIS or CBP will not approve Form I-824 if your previous approval **is** expired or **was** revoked.

**You cannot use Form I-824** to verify the status of a pending application or petition. However, in accordance with 8 CFR section 103.9, this **application** may be filed with the original application or petition.

#### **For applications previously approved by CBP**

You must use Form I-824 to request that CBP issue a duplicate of your Form I-192, Application for Advance Permission to Enter as Non-Immigrant, or Form I-121, Application for Permission to Reapply for Admission into the United States After Deportation or Removal, approval notice if the original **was** lost, stolen, or mutilated.

**You may also obtain a duplicate of an indefinite waiver that was issued prior to April 1, 1998. An indefinite waiver may be on Form I-185, Canadian Border Crossing Card (BCC) or on Form I-194 which shows the validity period as "indefinite." You may obtain a duplicate of a previously issued indefinite waiver as long as your waiver was not revoked or voided.**

### When Should I Not File Form I-824?

**Do not file Form I-824 with USCIS** if you are requesting follow-to-join benefits for your spouse and/or **children**, and you are in one of the following classifications:

1. You **were** issued an immigrant visa at a U.S. Embassy or **U.S. Consulate** via consular processing and **were** admitted to the United States as a **lawful permanent resident (LPR)** on an immigrant visa;
2. You **were granted** refugee status after you were admitted to the United States;
3. You were granted status in the United States as an asylee; or
4. You have gained your **LPR** status through a T or U visa.

**Do not file Form I-824 with USCIS**, if you are requesting:

1. Further action on an application or petition that **was** denied, revoked, terminated or withdrawn;
2. A correction of an error on your previously approved application or petition;
3. A copy of the approved Form I-485, **Application to Register Permanent Residence or Adjust Status**, or Form N-400, **Application for Naturalization**, for your personal records
4. A duplicate approval notice of an approved immigrant visa petition naming the spouse or **children** who are accompanying or following to join you;
5. USCIS to send information to the U.S. Department of State (**DOS**) regarding the approval of your expired nonimmigrant application or petition;
6. USCIS to send information to **DOS** regarding an employment-based application or petition if your employment for the original petitioner has ended;

7. USCIS to notify **DOS** of the approval of Form I-600A, Application for Advanced Processing of Orphan Petition, and/or Form I-600, Petition to Classify Orphan as an Immediate Relative, as well as the approval of Form I-800A, Application for Determination of Suitability to Adopt a Child from a Convention Country;
8. An action on an approved application that was filed with CBP; or
9. A replacement of the following documents: Employment Authorization Document (EAD), **Form I-94 Arrival-Departure Record, Form I-551, Permanent Resident Card, or Form I-512/I-512L**, travel document.

To request replacement of:

- A. An EAD, **you must** file Form I-765, Application for Employment Authorization;
- B. **Form I-94 Arrival-Departure Record, you must** file Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Document;
- C. **Form I-551, Permanent Resident Card, you must** file Form I-90, Application to Replace Permanent Resident Card;
- D. **Form I-512 or I-512L, travel document, you must** file Form I-131, Application for Travel Document.

These forms can be found on the USCIS Web site at [www.uscis.gov](http://www.uscis.gov). Select the "FORMS" tab.

**Do not file Form I-824 with CBP if you are requesting:**

1. A duplicate approval notice that **is** expired or **was** revoked;
2. A correction of an error on your approval notice (**visit** [www.cbp.gov](http://www.cbp.gov) for instructions on how to request **a** correction to your approval notice); or
3. Action on an approved application or petition that was filed with USCIS.

## General Instructions

USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**Signature.** Each application must be properly signed and filed. For all signatures on this application, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the application on your behalf. A legal guardian may also sign for a mentally incompetent person.

**Filing Fee.** Each application must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these Instructions.)

**For individuals filing this application with CBP:** Please refer to CBP's Web site at [www.cbp.gov](http://www.cbp.gov) (go to the search box and type "**Form I-824**," "**I-824**," or "**824**") for further instructions.

**Evidence.** At the time of filing, you must submit all evidence and supporting documentation listed in the **Specific Instructions** section of these Instructions.

**Copies.** You may submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

**Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English.

**NOTE:** You may file this application at any time while the previously approved application or petition is valid or pending.

**NOTE:** A separate Form I-824 must be filed for each action being requested.

### How To Fill Out Form I-824

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this application, use the space provided in **Part 7. Additional Information** or attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks "Provide the name of your current spouse"), type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None," unless otherwise directed.

### Specific Instructions

This **application** is divided into **Parts 1. - 7.** The following information will help you fill out the **application**.

**If you are the applicant or the petitioner** of the previously approved application or petition, and you are now requesting action in **Part 2., Item Number 1.a. or Item Number 1.b.** of this application, you must complete and sign this application.

**If you are the principal applicant** who filed Form I-485 and you are now requesting action in **Part 2., Item Number 1.c.** of this application, **you must complete and sign this application.**

Only the petitioner of the previously approved immigrant visa petition may file Form I-824, if action in **Part 2., Item Number 1.d. or Item Number 1.e.** is requested. You must provide the A-Number (in **Part 1., Item Number 6.** of the **application**) or the Receipt Number of the previously approved petition (in **Part 3., Item Number 1.b.** of this application), and complete and sign this application.

**Item Number 1. If you are the applicant or petitioner** of the previously approved application or petition, **select** the appropriate box, and provide **all the requested** information.

**NOTE: If the petitioner is a company or organization**, provide the **entity's** information in **Part 1.** of the **application**, if applicable.

**Item Numbers 2.a. - 2.c. Your Full Legal Name.** Provide your full legal family name (last name), given name (first name), and middle name. If you have two last names, include both names. If a company or organization is the petitioner on the previously approved petition, leave these spaces blank.

**Item Number 3. Company or Organization Name (if any).** If the petitioner on the previously approved petition is a company or organization, provide the entity's complete name.

**Item Number 4. Current/Recent Immigration Status.** Provide your current or most recent immigration status. **If you are a U.S. citizen**, type or print "N/A."

**Item Number 5. Certificate of Naturalization or Citizenship Number (if any).** If you are a naturalized U. S. citizen and **select Part 2., Item Number 1.a., Item Number 1.b., Item Number 1.d., or Item Number 1.e.**, provide your Certificate of Naturalization or Citizenship Number.

**Item Number 6. Alien Registration Number (A-Number) (if any).** This is your Alien Registration Number (immigration file number). If you do not have an A-Number or do not know it, leave this space blank.

**Item Number 7. Date of Birth.** Provide your date of birth in mm/dd/yyyy format (for example: May 1, 1979, should be written 05/01/1979).

**Item Number 8. Country of Birth.** Provide the name of the country where you were born.

**Item Number 9. Country of Citizenship or Nationality.** Provide the country of citizenship or nationality of the principal applicant or petitioner.

**Item Number 10. IRS Tax Number (if any).** If you are filing this application on behalf of a business or organization, provide the Internal Revenue Service (IRS) Tax Number of the business or organization.

**Item Number 11. U. S. Social Security Number.** If you are filing as an individual, provide your U.S. Social Security Number in the spaces provided. If you do not have a U.S. Social Security Number, leave the spaces blank.

**Item Number 12. USCIS ELIS Account Number (if any).** If you have previously filed an application, petition, or request using the USCIS Electronic Immigration System (USCIS ELIS), provide the USCIS ELIS Account Number you were issued by the system. The USCIS ELIS Account Number is **not** the same as an A-Number. If you were issued a USCIS ELIS Account Number, enter it in the space provided.

**Item Numbers 13.a. - 13.i. Mailing Address.** Provide your mailing address, if different from your physical address.

**Item Numbers 14.a. - 14.h. Physical Address.** Provide your physical street address. This must include a street number and name or a rural route number. Do not provide a post office box (PO Box).

## Part 2. Reason for Request

**For individuals filing this application with CBP:** Select **Item Number 1.a.** to request a duplicate of your Form I-192, Application for Advance Permission to Enter as **Nonimmigrant**, approval notice or your Form I-121, Application for Permission to Reapply for Admission into the United States After Deportation or Removal, approval notice if the original notice **was** lost, stolen, or mutilated, or a duplicate of an indefinite waiver was previously issued in conjunction with Form I-185, Nonresident Alien Canadian Border Crossing Card (BCC).

**NOTE:** If your Form I-192 approval notice expires in less than **six** months, please consider submitting a new Form I-192.

**For individuals filing this application with USCIS.** The reasons for requesting further action are listed below. Select the box that applies to your particular request (**Select only one** box).

1. If you are requesting a duplicate approval notice of the application or petition, **select Item Number 1.a.**

**NOTE:** The duplicate approval notice contains only the information regarding the approval as listed on the original Form I-797, Notice of Action. The duplicate approval notice does not include a copy of the previously approved application or petition; it only includes Form I-797.

**NOTE:** A replacement Employment Authorization Document (EAD) card, Permanent Resident Card, travel document or any other USCIS authorization document **will not** accompany the duplicate approval notice.

2. If you are requesting USCIS to notify a new U.S. **Consulate** (different from that originally requested) through the U.S. Department of State's National Visa Center (NVC) or Kentucky Consular Center (KCC) concerning the approval of a nonimmigrant visa petition or to notify a new Port-of-Entry (different from that originally requested) concerning the approval of a waiver application, **select Item Number 1.b.** If approved, USCIS will send information regarding the approval of your nonimmigrant visa petition to a new U.S. **Consulate** through the NVC or the KCC, or the approval of your waiver application to a new Port-of-Entry different from that originally requested.
3. If you are requesting USCIS to notify a U.S. Consulate through the NVC that your status **was** adjusted to that of a **lawful** permanent resident based on an approved Form I-485, **select Item Number 1.c.** This will permit your spouse and/or **children** to apply for an immigrant visa and follow-to-join you in the United States.

**This notification is available if:**

- A. An Immigration Judge or USCIS approved your **lawful** permanent resident status; and

**B.** You wish to have your spouse or **children** follow-to-join you in the U.S. based on a previously approved Form I-485 that was based upon:

- (1) **A** family preference visa petition (Form I-130);
- (2) **An** employment-based visa petition (Form I-140);
- (3) **A** religious worker or VAWA (Form I-360) petition, or
- (4) **A** diversity case number.

**This notification is not available if:**

**A.** You **were** issued an immigrant visa at a U.S. Embassy or **U.S. Consulate** and **were** admitted to the United States as a lawful permanent resident. You may contact the NVC for information on how to request follow-to-join benefits for your dependents. You may direct your inquiry to **our** Public Inquiry Form (<http://travel.state.gov/content/visas/english/contact/ask-nvc.html>) or by writing to the National Visa Center, at:

**National Visa Center  
ATTN: WC  
31 Rochester Avenue  
Portsmouth, NH 03801**

**B.** You **were** admitted to the United States as a refugee or were granted status in the United States as an asylee. Please refer to Form I-730, Refugee/Asylee Relative Petitions, for specific information on follow-to-join benefits for your spouse or unmarried **children** under 21 years of age.

**NOTE:** The approval of Form I-824 does not guarantee a visa will be granted by the U.S. Consulate overseas.

**4.** If you are requesting USCIS to send your approved immigrant visa petition to the NVC, **select Item Number 1.d.**

**NOTE:** If the beneficiary has already gained lawful permanent **resident** status through the approval of Form I-485, this option is no longer available.

**5.** If you are requesting USCIS to notify DOS that you have become a U.S. citizen through naturalization, **select Item Number 1.e.**

**NOTE:** If you want to notify **DOS** that you have become a U.S. citizen through naturalization, you may do so by attaching your naturalization certificate to the Public Inquiry Form, <http://travel.state.gov/content/visas/english/contact/ask-nvc.html>, or sending your request along with a copy of your naturalization certificate directly to the **National Visa Center** at:

**National Visa Center  
ATTN: WC  
31 Rochester Avenue  
Portsmouth, NH 03801**

**Part 3. Other Information**

Provide the information about the previously approved application or petition in **Item Numbers 1.a. - 1.d.**

If you **select Part 2., Item Number 1.a., Item Number 1.b., Item Number 1.d., or Item Number 1.e.**, provide the information in **Part 3., Item Numbers 2.a. - 4.i.**, if applicable.

If you **select Part 2., Item Number 1.c.**, provide the requested information in **Part 3., Item Numbers 5.a. - 34.**, for each family member for whom you are requesting follow-to-join benefits.



**Part 4. Applicant's Statement, Contact Information, Certification, and Signature.** Select the appropriate box to indicate that you either read this application yourself or someone interpreted this application for you from English to a language in which you are fluent. If applicable, select the box to indicate if someone prepared this application for you. Further, you must sign and date your application and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every application **MUST** contain the signature of the applicant (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

**Part 5. Interpreter's Contact Information, Certification, and Signature.** If you used anyone as an interpreter to read the instructions and questions on this application to you in a language in which you are fluent, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, and his or her email address (if any). The interpreter must sign and date the application.

**Part 6. Contact Information, Statement, Certification, and Signature of the Person Preparing this Application, If Other Than the Applicant.** This section must contain the signature of the person who completed your application, if other than you, the applicant. If the same individual acted as your interpreter **and** your preparer, that person should complete both **Part 5.** and **Part 6.** If the person who completed this application is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you prepare this application **MUST** sign and date the application. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your application is an attorney or accredited representative, he or she must also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative or Form G-28I, Notice of Entry of Appearance as Attorney In Matters Outside the Geographical Confines of the United States, along with your application, if his or her representation extends beyond preparation of this application.

**Part 7. Additional Information.** If you need extra space to provide any additional information within this application, use the space provided in **Part 7. Additional Information.** If you need more space than what is provided in **Part 7.**, you may make copies of **Part 7.** to complete and file with your application, or attach a separate sheet of paper. Include your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

**We recommend that you print or save a copy of your completed application to review in the future and for your records.**

## Required Documentation

Attach copies, showing the front and back of the following documents, if **applicable**:

1. If you select **Part 2., Item Numbers 1.a., 1.b., 1.c., or 1.d.**, provide a copy of Form I-797 for the previously approved application or petition; **or**
2. If you select **Part 2., Item Number 1.e.**, provide a copy of Form N-550, Certificate of Naturalization.

## What Is the Filing Fee?

The filing fee for Form I-824 is **\$405**.

**NOTE:** The filing fee is not refundable, regardless of any action USCIS takes on this application. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

**Use the following guidelines when you prepare your check or money order for the Form I-824 fee:**

1. 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**
2. Make the check or money order payable to **U.S. Department of Homeland Security**.  
**NOTE:** Spell out U.S. Department of Homeland Security; do not use the initials “USDHS” or “DHS.”
3. When applying with CBP, you must make your check or money order payable to U.S. Customs and Border Protection. 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. Certain CBP-designated **Ports-of-Entry** and certain CBP-designated preclearance offices may accept payment in the form of cash or credit cards.
4. **If you live outside the United States, contact the nearest U.S. Embassy or U.S. Consulate for instructions on the method of payment.**

**We recommend that you contact the CBP-designated **Port-of-Entry** or CBP preclearance office where you intend to be processed for payment instructions.** Please visit [www.cbp.gov](http://www.cbp.gov) (go to the search box and type “Form I-824,” or “I-824” or “824”).

**Notice to Those Making Payment by Check.** If you send us a check, USCIS will convert it into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If USCIS cannot complete the EFT because of insufficient funds, we may try to make the transfer two additional times.

#### **How To Check If the Fees Are Correct**

Form I-824 filing fee is current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.

1. Visit the USCIS Web site at [www.uscis.gov](http://www.uscis.gov), select “FORMS,” and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

### **Where To File?**

#### **For applicants filing with USCIS:**

Please see our Web site at [www.uscis.gov/I-824](http://www.uscis.gov/I-824) or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this application. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

#### **For applicants filing with CBP:**

Please file this application request at a designated CBP land border **Port-of-Entry** or a CBP preclearance office listed on [www.cbp.gov](http://www.cbp.gov) or mail to U.S. Customs and Border Protection, Admissibility Review Office at the address specified on [www.cbp.gov](http://www.cbp.gov).

### **Address Change**

#### **If you filed this application with USCIS:**

You must notify USCIS of your new address within 10 days of moving from your previous residence. For information on filing a change of address go to the USCIS Web site at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

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**NOTE:** Do not submit a change of address request to USCIS Lockbox facilities because these facilities do not process change of address requests.

**If your application is pending with CBP:**

You may change your address by writing via regular mail or via email to the Admissibility Review Office/U.S. Customs and Border Protection.

**Mailing address:** Please refer to [www.cbp.gov](http://www.cbp.gov) for the most updated mailing address of the Admissibility Review Office.

**Email address:** [Inquiry.waiver.aro@cbp.dhs.gov](mailto:Inquiry.waiver.aro@cbp.dhs.gov).

**Do not send a Change of Address Request to USCIS or a USCIS Lockbox facility.**

## Processing Information

**Initial Processing.** Once USCIS accepts your application we will check it for completeness. If you do not completely fill out this application, you will not establish a basis for your eligibility and USCIS may reject or deny your application.

**Requests for More Information.** We may request that you provide more information or evidence to support your application. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

**Requests for Interview.** We may request that you appear at a USCIS office for an interview based on your application. At the time of any interview or other appearance at a USCIS office, we may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.

**Decision.** The decision on Form I-824 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.

## USCIS Forms and Information

To ensure you are using the latest version of this application, visit the USCIS Web site at [www.uscis.gov](http://www.uscis.gov) where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our online system, **InfoPass**, at [infopass.uscis.gov](http://infopass.uscis.gov). Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

## Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-824, we will deny your Form I-824 and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.



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## USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, section 101.

**PURPOSE:** The primary purpose for providing the requested information on this application is to request further action on a previously approved application or petition.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision in your case or result in denial of your application.

**ROUTINE USES:** The Department of Homeland Security (DHS) may share the information you provide on this application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS-USCIS-001 - Alien File, Index, and National File Tracking System; DHS-USCIS-007 - Benefits Information System; DHS-CBP-006 - Automated Targeting System; and DHS-CBP-011 - U.S. Customs and Border Protection TECS] which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy) and [www.state.gov](http://www.state.gov). DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.

## 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 25 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. 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 Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0044. **Do not mail your completed Form I-824 to this address.**

06/04/2015