



# Instructions for Notice of Appeal or Motion

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

USCIS  
**Form I-290B**  
OMB No. 1615-0095  
Expires 08/31/2021

## What Is the Purpose of Form I-290B?

Form I-290B, Notice of Appeal or Motion, is primarily used to file:

1. An **appeal** with the Administrative Appeals Office (AAO); or
2. A **motion** with the U.S. Citizenship and Immigration Services (USCIS) office that issued the latest decision in your case (including a field office, service center, or the AAO).

Please visit [www.uscis.gov/i-290b/jurisdiction](http://www.uscis.gov/i-290b/jurisdiction) for the immigration benefit types that are eligible for an appeal or motion using this form.

Schools may also use Form I-290B for appeals or motions regarding certain denials of Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Student, filed with the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP), or when SEVP withdraws its approval for nonimmigrant students to attend the school. The notice letter from SEVP will include instructions for filing an appeal and/or motion, if applicable.

## Who May Not File Form I-290B?

1. If you are the **beneficiary** of a petition or application, you **MAY NOT** file an appeal or motion unless specifically permitted by law. Beneficiaries of valid employment-based immigrant visa petitions who are eligible to change jobs or employers and who have properly requested to do so under the Immigration and Nationality Act (INA) section 204(j), 8 U.S.C. 1154(j), are considered affected parties for revocation proceedings, including appeals and motions of revocations, relating to the immigrant visa petitions filed on their behalf. USCIS must first make a favorable determination concerning the beneficiary's porting eligibility in order for the beneficiary to be eligible to participate in the revocation proceeding as an affected party.
2. Do not use this form to file an appeal with the Board of Immigration Appeals (BIA). The BIA has jurisdiction over appeals of Form I-130, Petition for Alien Relative, and Form I-360, Self-Petition for a Widow(er) of a U.S. Citizen. You may file an appeal with the BIA using Form EOIR-29, which is available on our website at [www.uscis.gov/eoir-29](http://www.uscis.gov/eoir-29) and at the Department of Justice website at [www.justice.gov/eoir/list-downloadable-eoir-forms](http://www.justice.gov/eoir/list-downloadable-eoir-forms).
3. **Do not use this form to appeal a discretionary Adam Walsh "no risk" determination.** Regardless of the form type being appealed, you may not appeal a discretionary Adam Walsh Act (AWA) "no-risk" determination to either the BIA or the AAO. Instead, you must file a motion with the office that issued the adverse discretionary determination in order to request an administrative review of that determination.

However, the AAO does have jurisdiction in AWA cases to review determinations regarding general eligibility requirements, including whether the required relationship has been established and whether an offense qualifies as a "specified offense against a minor."

4. Do not use this form for appeals of Special Agricultural Worker or Legalization applications. You must file these appeals on Form I-694, Notice of Appeal of Decision Under Sections 245A or 210 of the Immigration and Nationality Act. Form I-694 is available at [www.uscis.gov/i-694](http://www.uscis.gov/i-694).

## General Instructions

USCIS provides forms free of charge through the USCIS website. 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 Contact 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**. If you are filing this form electronically, you must follow the instructions provided on the USCIS website at [www.uscis.gov/file-online](http://www.uscis.gov/file-online).

**Timeliness.** If you are appealing a decision to revoke the approval of an immigrant petition under 8 CFR 205.2, you must file the appeal within **15 calendar days** of the date of service of the unfavorable decision (or within **18 calendar days** if we mailed the decision to you). For all other cases, you must file your appeal or motion within 30 calendar days (or within 33 calendar days if we mailed the decision to you).

**NOTE:** If we sent you the decision by mail, the “date of service” is the date we mailed the decision, not the date you received it. See 8 CFR 103.8(b). Decisions are normally mailed the same day they are issued.

USCIS will reject a late appeal. However, the office that issued the unfavorable decision may determine that the untimely appeal meets the requirements of a motion to reopen or a motion to reconsider and issue a separate decision.

USCIS will dismiss a late motion. However, we may excuse the failure to timely file a **motion to reopen** if you demonstrate that the delay was both reasonable and beyond your control.

**Signature.** Each form must be properly signed and filed. For all signatures on this form, USCIS will not accept a stamped or typewritten name in place of a signature. If you are filing this form electronically, when authorized, USCIS will accept your signature in an electronic format. A parent, legal guardian or other individual may sign on behalf of a child under the age of 14. A legal guardian may also sign for a mentally incompetent person. If the request is not signed or if the requisite signature on the request is not valid, USCIS will reject the request. See 8 CFR 103.2(a)(7)(ii)(A).

**NOTE:** If you are a corporation or other legal entity, only an individual who is an officer or employee of the entity who has knowledge of the facts alleged in the request, and who has authority to sign documents on behalf of the entity, may sign the appeal or motion.

**Validity of Signatures.** USCIS will consider a photocopied, faxed, or scanned copy of the original handwritten signature acceptable for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten ink signature.

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

**Evidence.** At the time of filing, you must submit all evidence and supporting documents listed in the **Specific Instructions** and/or **What Evidence Must You Submit** sections of these Instructions. If you are electronically filing this form, you must follow the instructions provided on the USCIS online filing website, at [www.uscis.gov/file-online](http://www.uscis.gov/file-online).

**Biometric Services Appointment.** USCIS may require that you appear for an interview or provide biometrics (fingerprints, a photograph, and/or a signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your appeal or motion. After USCIS receives your appeal or motion and ensures it is complete, we will inform you in writing or by email notice if you e-file your form, if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if you are currently overseas, instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to set up an appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the form,
2. You reviewed and understood all of the information contained in, and submitted with, your form, and
3. All of this information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may dismiss your appeal or motion.

**Copies.** You should 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 the processing of an application, petition, or request. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs the original.

**NOTE:** If you submit original documents when not required or requested by USCIS, **your original documents may be immediately destroyed upon receipt.**

**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.

### How to Fill Out Form I-290B

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this form, 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

Form I-290B is divided into **Parts 1.** through 7.

#### Part 1. Information About the Applicant or Petitioner

**Item Numbers 1.a. - 1.c. Full Name.** If you are filing this appeal or motion as an individual, provide your full legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate. If you have only one name, enter the name in the Family Name (Last Name) field. **Do not complete this item if a business or organization is filing this appeal or motion.**

**Item Number 2. Date of Birth.** If you are filing this appeal or motion as an individual, provide your date of birth. **Do not complete this item if a business or organization is filing this appeal or motion.**

**Item Number 3. Business or Organization Name** (if applicable). If a business or organization is filing this appeal or motion, provide its complete name, without abbreviations.

**Item Number 4. Alien Registration Number** (A-Number, if applicable). This is the USCIS (or former Immigration and Naturalization Service (INS)) file number. It begins with an “A” and can be found on a Permanent Resident Card (commonly called a Green Card) or on correspondence from the Department of Homeland Security (DHS) or USCIS. If you do not have an A-Number, leave this blank.

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**Item Number 5. USCIS Online Account Number** (if any). If the applicant or petitioner has previously filed an application, petition, or request using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications, petitions, or requests on a paper form at a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. If you received such a notice, your USCIS Online Account Number can be found at the top of the notice. If you were issued a USCIS Online Account Number, enter it in the space provided. The USCIS Online Account Number is not the same as an A-Number. If you do not have a USCIS Online Account Number, leave this blank.

**Item Numbers 6.a. - 6.i. Mailing Address.** Provide the applicant's or petitioner's complete mailing address (including military APO/FPO address, if applicable).

**Item Numbers 7.a. - 7.i. Alternate or Safe Mailing Address.** If you are filing an appeal or motion related to a decision on a Violence Against Women Act (VAWA) petition, T nonimmigrant application, or U nonimmigrant petition, and you do not feel safe receiving mail about the appeal or motion at your home address, provide a safe mailing address in **Part 1., Item Numbers 7.a. - 7.i.** If you are filing an appeal or motion related to a Special Immigrant Juvenile petition, you may use this space to designate an alternate address to receive mail regarding your Form I-290B. The safe or alternate address may be a post office box, the address of a friend, your attorney, a community-based organization that is helping you, or any other address where you can safely and timely receive mail. If you have an attorney or accredited representative, you may also direct USCIS to send your correspondence to his or her business address by selecting the applicable item(s) on Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, **Part 4.**

If you are filing an appeal or motion related to a VAWA petition, T nonimmigrant application, or U nonimmigrant petition, and you do not provide a safe address in **Part 1., Item Numbers 7.a. - 7.i.**, we may use the address you provided in **Part 1., Item Numbers 6.a. - 6.i.** or the address of your preparer if you listed one on your Form I-290B.

## **Part 2. Information About the Appeal or Motion**

You must clearly indicate if you are filing an appeal or a motion. The notice you received with the unfavorable decision will state whether you may file an appeal or a motion. Although you may be eligible to file both an appeal and a motion, you may only file one or the other using a single Form I-290B. **If you select a box for both an appeal and a motion, we may dismiss or reject your form.** The requirements for appeals are located at 8 CFR 103.3, and the requirements for motions are located at 8 CFR 103.5.

If you are filing an appeal, select one box from **Item Numbers 1.a. - 1.c.**

**NOTE:** The office that issued the unfavorable decision will review your appeal before sending it to the AAO. See 8 CFR 103.3(a)(2). If the office determines that favorable action is warranted, it may treat your appeal as a motion and approve your application or petition. If you do not submit any supporting evidence concurrently with your appeal, the office will not treat the appeal as a motion to reopen before sending it to the AAO. If the office decides that favorable action is not warranted, it will forward your appeal to the AAO for review.

Select the box for **Item Number 1.a.** if you are submitting a brief and/or additional evidence with your appeal.

Select the box for **Item Number 1.b.** if you are not submitting a brief and/or additional evidence with your appeal, but you will submit a brief and/or additional evidence **directly to the AAO** within 30 calendar days of filing your appeal.

Select the box for **Item Number 1.c.** if you will not be submitting any brief or additional evidence in support of your appeal.

If you are filing a motion, select one box from **Item Numbers 2.a. - 2.c.** Select the box for **Item Numbers 2.a.** if you are filing a motion to reopen. Select the box for **Item Number 2.b.** if you are filing a motion to reconsider. Select the box for **Item Number 2.c.** if you are filing a combined motion to reopen and motion to reconsider. Unlike an appeal, you must submit any brief and/or additional evidence with your motion.

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You cannot appeal the AAO's decision to the AAO. If you do, USCIS will reject your appeal. However, you may file a motion on an AAO decision.

**Item Number 3. Immigration Form That is the Subject of This Appeal or Motion.** Provide the form number for the application or petition that is the subject of your appeal or motion (for example, Form I-140, Form I-360, Form I-129, Form I-485, Form I-601). **Only type or print one form number.** You may only file an appeal or motion for one application or petition at a time. If you want to file appeals or motions on multiple applications or petitions, you must file a separate Form I-290B for each application or petition. Please also note, if you file an appeal on a dismissed motion and provided such an appeal is permitted under 8 CFR 103.5(a)(6), the AAO will limit its review to whether the motion was properly dismissed and will not review the merits of the underlying benefit request.

**Item Number 4. Receipt Number for the Application, Petition, or Other Request.** Provide the receipt number for the application or petition that is the subject of your appeal or motion. **Only type or print one receipt number.**

A receipt number is an inventory control number **USCIS** assigned to a **case**. Receipt numbers generally start with three letters (EAC, LIN, MSC, NBC, SRC, WAC, or YSC) followed by a series of numbers (for example, SRC 12 345 67890). Receipt numbers are located on USCIS-issued notices.

**Item Number 5. Requested Immigrant or Nonimmigrant Classification.** Provide the specific classification requested (for example, H-1B, R-1, O-1, EB-1, EB-2, EB-3) (if applicable).

**Item Number 6. Date of the Unfavorable Decision.** Provide the date of the decision that is the subject of your appeal or motion, in mm/dd/yyyy format.

**Item Number 7. Office That Issued the Unfavorable Decision.** Provide the name of the office that issued the decision that is the subject of your appeal or motion. If you are filing a motion on an AAO decision, the correct office is "Administrative Appeals Office (AAO)."

### **Part 3. Basis for the Appeal or Motion**

**You must provide a statement regarding the basis for your appeal or motion in the space provided in Part 3.** If you need additional space to provide your statement, use **Part 7. Additional Information** or a separate sheet of paper. If you attach a separate sheet of paper, type or print the name and A-Number (if any) used in **Part 1.** 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.

**Appeal:** Provide a statement that specifically identifies an erroneous conclusion of law or statement of fact in the decision you are appealing. **You MUST provide this information with the Form I-290B, even if you intend to file a brief later.** Your appeal must address all grounds of ineligibility identified in the unfavorable decision. If you do not address an issue in a statement on this form or in a supporting brief, we may deem it waived for the appeal. A waived ground of ineligibility may be the sole basis for a dismissed appeal. If you need extra space to complete this section, use the space provided in **Part 7. Additional Information.**

**Motion to Reopen:** A motion to reopen must state new facts and must be supported by documentary evidence demonstrating eligibility for the requested immigration benefit at the time you filed the application or petition.

**Motion to Reconsider:** A motion to reconsider must state the reasons for reconsideration and must be supported by any pertinent precedent decisions to establish that the decision was based on an incorrect application of law or service policy, if applicable. The motion must also establish that the decision was incorrect based on the evidence of record at the time of the decision.



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**Combined Motions to Reopen and Reconsider:** You may file a combined motion to reopen and motion to reconsider. We will separately determine whether the combined motion satisfies the requirements of a motion to reopen and a motion to reconsider. We may grant both motions, grant one motion but dismiss the other, or dismiss both motions.

**Part 4. Applicant’s or Petitioner’s Statement, Contact Information, Certification, and Signature**

Complete **Section A, Item Numbers 1.a. - 8.b.**, if you are filing an appeal or motion based on an application or petition filed by an individual. Complete **Section B, Item Numbers 1.a. - 8.b.**, if you are filing an appeal or motion based on a petition filed by a business or organization. Select the appropriate box to indicate whether you read this form yourself or whether you had an interpreter assist you. If someone assisted you in completing the form, select the box indicating that you used a preparer. You must sign and date your form and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). If you are completing **Section B** as an authorized signatory of a business or organization, you must also provide your full legal name and title. Every form **MUST** contain the signature of the applicant or petitioner (or parent, legal guardian, or authorized signatory, if applicable). We will not accept a stamped or typewritten name in place of a signature.

**Part 5. Interpreter’s Contact Information, Certification, and Signature**

**Item Numbers 1.a. - 7.b.** If you used anyone as an interpreter to read the Instructions and questions on this form 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, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the form.

**Part 6. Contact Information, Declaration, and Signature of the Person Preparing this Form, if Other Than the Applicant or Petitioner**

**Item Numbers 1.a. - 8.b.** This section must contain the signature of the person who completed your form, if other than you, the applicant or petitioner. 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 form is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this form **MUST** sign and date the form. We will not accept a stamped or typewritten name in place of a signature. If the person who helped you prepare your form is an attorney or accredited representative, he or she may also need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your form. All appeals filed by an attorney or representative on behalf of an applicant or petitioner must contain a new, properly completed Form G-28, signed after the denial and listing the Form I-290B as the form covered by the Form G-28.

**Part 7. Additional Information**

**Item Numbers 1.a. - 7.d.** If you need extra space to provide any additional information within this form, including the statement regarding the basis for the appeal or motion from **Part 3.**, 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 form, or attach a separate sheet of paper. Type or print the name and A-Number (if any) used in **Part 1.** 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 form for your records.**

## What Evidence Must You Submit?

If you do not submit all information or evidence requested in these Instructions, USCIS may reject or dismiss your appeal or motion.

For motions, you must file any brief and/or additional evidence together with Form I-290B. All motions must also contain a statement about whether the USCIS decision that is the basis of the motion is, or has been, the subject of any judicial proceeding; and, if so, the court, nature, date, and status or result of the proceeding.

There are additional evidentiary requirements for a motion to reopen an application or petition denied due to abandonment. See 8 CFR 103.5(a)(2).

For appeals, **any brief or additional evidence submitted after you file Form I-290B must be sent directly to the AAO**, even if the appeal has not yet been transferred to the AAO.

**NOTE:** The term record of proceeding (also referred to as the record or the official record of proceeding) means the official history of any benefit request, hearing, examination, proceeding, notice to appear, or adjudicative action before DHS. In addition to the benefit request or other initiating document, the record of proceeding includes:

1. The recordings or transcripts of hearings or interviews, exhibits, prior benefit requests, and any other evidence relied upon in the adjudication;
2. Documents filed in connection with the proceedings, including motions and briefs;
3. The DHS officer's determination;
4. Notice of appeal or certification;
5. The Administrative Appeals Office, Board, or other appellate determination;
6. Motions to reopen and reconsider; and
7. Documents submitted in support of appeals, certifications, or motions. DHS may exclude classified information to ensure compliance with 6 CFR part 7, 8 CFR 103.2(b)(16)(iv), or any other applicable law or policy.

For the AAO's mailing address, visit [www.uscis.gov/aa0](http://www.uscis.gov/aa0). The submission must clearly identify the related appeal. If you have filed multiple related appeals with the AAO, you must provide separate copies of any brief and/or additional evidence for each appeal. Otherwise, the AAO may not be able to consider the submitted information for the related appeals.

You may request an oral argument before the AAO in Washington, D.C., by submitting a letter attached to Form I-290B. The letter must explain specifically why an oral argument is necessary (for example, why you cannot properly address your argument in writing.) The AAO has sole discretion to grant or deny the request. If the AAO grants your request, it will inform you of the date, time, place, and conditions of the oral argument. The U.S. Government does not provide interpreters for oral arguments.

## What Is the Filing Fee?

The filing fee for Form I-290B is **\$675**.

No fee is required if you are filing Form I-290B to appeal a denial of a petition for a special immigrant visa by an Iraqi or Afghan national who worked for or on behalf of the U.S. Government in Iraq or Afghanistan.

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

### Payments by Check or Money Order

Use the following guidelines when you prepare your check or money order for the Form I-290B fee:

1. The checks 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. If you live outside the United States, contact the nearest U.S. Embassy or U.S. Consulate for instructions on the method of payment

**Notice to Those Making Payment by Check.** If you send USCIS a check, we 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 your check is returned as unpayable, USCIS will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your form and charge you a returned check fee.

### **Payments by Credit Card**

If you are filing your Form I-290B at a USCIS Lockbox facility, you can pay your filing fee using a credit card. Please see Form G-1450, Authorization for Credit Card Transactions, at [www.uscis.gov/G-1450](http://www.uscis.gov/G-1450) for more information.

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

Form I-290B’s 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 if the fees are correct by following one of the steps below:

1. Visit the USCIS website at [www.uscis.gov](http://www.uscis.gov), select “FORMS” and check the appropriate fee; or
2. Visit the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) to get answers to your questions and connect with a live USCIS representative. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**NOTE:** You only need to pay one filing fee if you are filing an appeal or motion relating to a single application or petition, even if the application or petition has multiple beneficiaries.

### **Fee Waiver**

USCIS may waive the fee for Form I-290B under 8 CFR 103.7(c) if you can show an inability to pay and:

1. The appeal or motion is from a denial of an immigration benefit request for which you were not required to pay a fee; or
2. The fee for the underlying application or petition could have been waived.

If you believe you may be eligible for a fee waiver, please review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

## **Where To File?**

Use the chart at [www.uscis.gov/i-290b-addresses](http://www.uscis.gov/i-290b-addresses) or visit the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) to connect with a USCIS representative for the most current information about where to file this form. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. We will not consider your Form I-290B as received unless you file it at the proper location.

**DO NOT FILE FORM I-290B DIRECTLY WITH THE AAO.**



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## Address Change

An applicant or petitioner who is not a U.S. citizen must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address, go to the USCIS website at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) or reach out to the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) for help. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**NOTE:** Do not submit a change of address request to the USCIS Lockbox facilities because the Lockbox does not process change of address requests. If you have an online account, you may also change your address in the USCIS online filing system by logging into your user account and updating your Account Profile.

The AAO's mailing address is available at [www.uscis.gov/ao](http://www.uscis.gov/ao) or by calling the USCIS Contact Center at **1-800-375-5283**.

To find out where your case is currently located, call the USCIS Contact Center number, or visit the USCIS website at: <https://egov.uscis.gov/casestatus/landing.do>.

## Processing Information

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

**Requests for More Information.** We may request that you provide more information or evidence to support your appeal or motion. We may also request that you provide the originals of any copies you submit. If we request an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

**Decision.** The decision on Form I-290B involves determining whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing or, for forms filed electronically, through an electronic notice.

## USCIS Forms and Information

To ensure you are using the latest version of this form, visit the USCIS website 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 the USCIS Contact Center at **1-800-375-5283**. The USCIS Contact Center provides information in English and Spanish. 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 schedule an appointment online at [www.uscis.gov](http://www.uscis.gov). Select "Tools," then under "Self Service Tools," select "Make an Appointment" and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.

## Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-290B, we will dismiss your appeal or motion, and may deny (or revoke the approval of) 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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## DHS Privacy Notice

**AUTHORITIES:** The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act section 103 and 8 CFR Sections 103.3 and 103.5.

**PURPOSE:** The primary purpose for providing the requested information on this form is to enable you to file an appeal or motion to reopen or motion to reconsider certain decisions by USCIS or a bond breach determination issued by U.S. Immigration and Customs Enforcement. DHS will use the information you provide on this form to adjudicate your appeal or motion.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number (if applicable), and any requested evidence, may delay a final decision or result in dismissal of your appeal or motion.

**ROUTINE USES:** DHS may share the information you provide on this form 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 forms [DHS/USCIS/ICE/CBP-001-Alien File, Index, and National File Tracking System, DHS/USCIS-007 - Benefits Information System, and DHS/USCIS-018 Immigration Biometric and Background Check] and published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System and Associated Systems and DHS/USCIS/PIA-062 Administrative Appeals Office Case Management System], which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). 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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 1 hour and 30 minutes per response including the time for reviewing, gathering the required documentation and information, completing the form, preparing statements, attaching necessary documentation, and submitting the form. 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. 1615-0095. **Do not mail your completed Form I-290B to this address.**