



**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 07/31/2012

**What Is the Purpose of This Form?**

Use Form I-824 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) action **on a previously approved** application or petition.

**NOTE:** USCIS will not approve Form I-824 if your previous application or petition has been denied, revoked, withdrawn, or terminated.

This form cannot be used to verify the status of a pending application or petition. However, in accordance with 8 CFR 103.5b(a), this form may be filed with the original application or petition.

If you are currently a lawful permanent resident (LPR) and gained LPR status through a T or U visa, the only option available to you on Form I-824 is option "a" - duplicate approval notice.

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

**Do not file Form I-824 if you:**

1. are requesting follow-to-join benefits for your spouse and/or child(ren), and you are in one of the following classifications:
  - a. you have been issued an immigrant visa at a U.S. Embassy or a consulate via consular processing and have been admitted to the United States as a lawful permanent resident on an immigrant visa; or
  - b. you currently have refugee status after you were admitted to the United States; or
  - c. you were granted status in the United States as an asylee; or
  - d. you have gained your lawful permanent resident (LPR) status through a T or U visa.

You do not qualify to request follow-to-join benefits for options "b," "c," "d," or "e" on Form I-824 under **Part 2, Reason for Request**.
2. are requesting further action on an application or petition that has been denied, revoked, terminated or withdrawn; or
3. are requesting a correction of an error on your previously approved application or petition; or
4. are requesting a copy of the approved Form I-485 application or Form N-400 application for your personal records; or
5. are requesting a duplicate approval notice of an approved immigrant visa petition naming the spouse or child(ren) who are accompanying or following to join you; or
6. are requesting USCIS to send information to the U.S. Department of State regarding the approval of your expired nonimmigrant application or petition; or
7. are requesting USCIS to send information to the U.S. Department of State regarding an employment-based application or petition if your employment for the original petitioner has ended; or
8. are requesting USCIS to notify the U.S. Department of State 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; or

9. are requesting 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, file Form I-765, Application for Employment Authorization;
- b. a Form I-94, Arrival/Departure Record, file Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Document;
- c. a Form I-551, Permanent Resident Card, file Form I-90, Application to Replace Permanent Resident Card;
- d. a Form I-512 or I-512L, travel document, 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.

## General Instructions

Each application must be properly signed and filed. A photocopy of a signed application or a typewritten name in place of a signature is not acceptable.

Each application must be accompanied by the appropriate filing fee.

An application is not considered properly filed until accepted by USCIS.

**Evidence.** You must submit all required initial evidence along with all the supporting documentation with your application at the time of filing.

**Copies.** Unless specifically required that an original document be filed with an application or petition, a legible photocopy may be submitted. Original documents submitted when not required may remain a part of the record, and will not be automatically returned to you.

**Translations.** Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

You may file this form at anytime while the previously approved application or petition is valid or pending.

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 extra space is needed to complete any item, attach a continuation sheet, write your name and Alien Registration Number (A-Number) (if any), at the top of each sheet of paper, indicate the **Part** and **Item Number** to which your answer refers, and date and sign each sheet.
3. Answer all questions fully and accurately. If an item is not applicable or the answer is "none," leave the space blank.

## Specific Instructions

This form is divided into **Parts 1** through **5**. The following information will help you fill out the form.

### Part 1. Information About You

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

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

1. If you are the applicant or petitioner of the previously approved application or petition, check the appropriate box, and provide the information as follows:

**NOTE:** If you are the petitioner as a company or organization, provide the information in **Item Numbers 1. - 15.** in **Part 1. Information About You**, if applicable.

**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.

**3. Company or Organization Name**

If the petitioner on the previously approved petition is a company or organization, provide the entity's complete name.

**4. Current/Recent Immigration Status**

Provide your current or most recent immigration status.

**5. Certificate of Naturalization or Citizenship Number**

If you are a naturalized U. S. citizen and checked Box "a", "b", "d", or "e" in **Part 2. Reason for Request**, provide your Certificate of Naturalization or Citizenship Number.

**6. Alien Registration Number (A-Number)**

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.

**7. Date of Birth**

Use eight numbers to show your date of birth (example: May 1, 1979, should be written 05/01/1979).

**8. Country of Birth**

Provide the name of the country where you were born.

**9. IRS Tax Number (if any)**

If you are filing this application on behalf of a business or organization, provide the Internal Revenue Service Tax Number of the business or organization.

**10. 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.

**11.a. - 11.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 (P.O. Box).

**12.a. - 12.i. Mailing Address**

Provide your mailing address, if different from your physical address.

**13. Daytime Telephone Number (if any)**

Provide a telephone number where you can be reached during the day. Include area, country, and city codes, if applicable.

**14. Mobile Phone Number (if any)**

Provide a mobile phone number where you can be contacted.

**15. E-Mail Address (if any)**

Provide an E-Mail address where you can be reached.

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## Part 2. Reason for Request

The reasons for requesting further action are listed below. Check the box that applies to your particular request. (*Check only one box.*)

### If you are requesting:

1. A duplicate approval notice of the application or petition, **check box "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 the Form I-797, Approval Notice.

**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. 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, **check box "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.

**NOTE:** This notification is not available for E, R and T or U visa approval notification.

3. USCIS to notify a U.S. consulate through the U.S. Department of State's National Visa Center (NVC) that your status has been adjusted to that of a permanent resident based on an approved Form I-485 application, **check box "c."** This will permit your spouse and/or child(ren) 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 permanent resident status; and
- b. you wish to have your spouse or child(ren) 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); or (3) a religious worker or VAWA (Form I-360) petition, or (4) a diversity case number.

**NOTE:** (1) This notification is not available if you have been issued an immigrant visa at a U.S. Embassy or consulate and have been 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 dependent(s). You may direct your inquiry by sending an e-mail to [NVCInquiry@state.gov](mailto:NVCInquiry@state.gov) or by writing to the National Visa Center, Attn: WC, 32 Rochester Avenue, Portsmouth, NH 03801-2909.

(2) This notification is not available if you have been admitted to the United States as a refugee or were granted status in the United States as an asylee. Please refer to the Form I-730, Refugee/Asylee Relative Petitions, for specific information on follow-to-join benefits for your spouse or unmarried child(ren) under 21 years of age.

(3) Please note that the approval of a Form I-824 does not guarantee a visa will be granted by the U.S. Consulate overseas.

4. USCIS to send your approved immigrant visa petition to the U.S. Department of State's National Visa Center (NVC), **check box "d."**

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

5. USCIS to notify the U.S. Department of State that you have become a U.S. citizen through naturalization **check box "e."**

**NOTE:** If you want to notify the Department of State that you have become a U.S. citizen through naturalization, you may do so by sending your request along with a copy of your naturalization certificate, without fee, *directly* to the National Visa Center, ATTN: NZ, 31 Rochester Avenue, Portsmouth, NH 03801.

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### Part 3. Additional Information

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

If you checked Box "a", "b", "d", or "e" in **Part 2. Reason for Request**, provide the information in **Item Numbers 2.a. - 4.i.** in **Part 3. Additional Information**, if applicable.

If you checked Box "c" in **Part 2. Reason for Request**, provide the requested information in **Item Numbers 5.a. - 10.** in **Part 3. Additional Information**, for each family member for whom you are requesting follow-to-join benefits.

### Part 4. Signature of Applicant

As the person filling out this application, you **must sign and date** the form. **If you do not sign the form, it will be returned to you as incomplete.** Read the section entitled "**Penalties**" in these instructions before signing the application.

### Part 5. Signature of Person Preparing This Form, if Other Than the Applicant

If you, the applicant, did not fill out Form I-824, the person who filled out this form must also sign and date this form, and provide his or her complete address and contact information.

### Required Documentation

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

1. A copy of the previously approved application or petition.
2. A copy of Form I-797, Notice of Action, for the previously approved application or petition.
3. A copy of Form N-550, Certificate of Naturalization.

### What Is the Filing Fee?

The fee for this application is **\$405.**

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."

**Notice to Those Making Payment by Check.** If you send us a check, it will be converted 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 will be shown on your regular account statement. You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize USCIS to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, USCIS may try to make the transfer up to two times.

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

The fee on this form is current as of the edition date appearing in the lower left corner of this page. However, because USCIS fees change periodically, you can verify if the fee is 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. Telephone the USCIS National Customer Service Center at **1-800-375-5283** and ask for the fee information. For TDD (hearing impaired) call **1-800-767-1833.**

## Where To File?

Please see our Web site at [www.uscis.gov/i-824](http://www.uscis.gov/i-824) or call the USCIS National Customer Service Center at **1-800-375-5283** for the most current information about where to file this benefit request. For TDD (hearing impaired) call **1-800-767-1833**.

## Address Changes

If you changed your address, you must inform USCIS of your new address. 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 TDD (hearing impaired) call **1-800-767-1833**.

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

## Processing Information

**Any Form I-824 that is not signed or accompanied by the correct fee will be rejected with a notice that Form I-824 is deficient.** You may correct the deficiency and resubmit Form I-824.

### Initial Processing

Once Form I-824 has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form or file it without required initial evidence, you will not establish a basis for eligibility, and we may deny your Form I-824.

### Requests for More Information or Interview

We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

### Decision

The decision on Form I-824 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

## USCIS Forms and Information

To ensure you are using the latest version of this form, 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. You may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by telephoning our USCIS National Customer Service Center at **1-800-375-5283**. For TDD (hearing impaired) call **1-800-767-1833**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through USCIS' Internet-based system, **InfoPass**. To access the system, visit the USCIS Web site. 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 this request, we will deny the benefit you are filing for, 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 form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

**PURPOSE:** The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

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

**ROUTINE USES:** The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy)]. The information may also be made available, 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, and completing 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 Avenue, N.W., Washington, DC 20529-2140. OMB No. 1615-0044. **Do not mail your completed Form I-824 to this address.**