

How to Prepare and File a Form I-765, Employment Authorization Document (EAD)

What is an EAD?

This form is filed when you are requesting a work authorization document (work permit) that allows you to legally work in the United States. You may also use to request a Social Security Number, another form of identification.

USCIS issues the following types of EADs:

Initial EAD: This document allows you to work in the United States

Replacement EAD: Replaces lost, stolen, or mutilated EAD. Can also replace an EAD with incorrect information, such as misspelled name

Renewal EAD: Renews your EAD. Do not file more than 180 days after expiration.



NOT ALL NONCITIZENS ARE ELIGIBLE FOR EADS!

Who qualifies for an EAD?

EADs require an eligibility category. The most common are:

- **C (8):** Asylum applications that have been pending for 150 days
- **C (9):** Pending Adjustment of Status, (Green Card)
- **C (11):** Parolee by receiving CBP and presenting at Port of Entry

To see if you qualify, visit the full list of eligibility categories here: <https://www.uscis.gov/employment-authorization>

What to Include with your EAD Application:

1. Form I-765, Application for Employment Authorization
2. Form I-912, Fee Waiver, if you qualify
3. Form I-94 (Arrival/Departure record) if you received one

Print a copy here: <https://i94.cbp.dhs.gov/search/recent-search>

4. Proof asylum application has been pending more than 150 days, such as stamp on application or receipt notice
5. **Proof of Identification:** copy of passport, consular ID, Matricula, or birth certificate (with English translations)
6. Two (2) Passport Style Photos

Part 1: Reason for Applying

Mark which best describes your reason for applying. There are three options to choose from:

1A: First time applying

1B: EAD replacement (if lost, stolen, damaged, or corrections to EAD)

1C: EAD renewal (attach copy of current employment authorization document, for example EAD card)

Part 2: Information About You

Be prepared to provide your personal information. You may use official documents to complete this section.

1A-1C. Full Legal Name: Provide full name in the following order: Last name(s), First name, Middle name

5A-5F. Your U.S. Mailing Address: **Confirm this is a safe address to receive mail from.** USCIS will mail your receipt and EAD to the address you provided.

Other Information

8. Alien Registration Number (A-number):

What is an A-number?

A nine-digit number that can be found on most immigration documents, forms, and petitions.

- Notice to Appear
- Form I-94, Arrival/Departure Record
- EAD or LPR card, if renewing

13-17B. Social Security Number: Write in your social security number, if you have one. If you would like to receive one, mark 'YES' on 14-15 and provide full name of father and mother on 16.A.-17.B.

Part 3: Information about your Last Arrival

21A. Form I-94 Arrival-Departure record:

If applicable, you would provide the Admission (I-94) Number found on your Form I-94. You may also use to find the following:

- Admit until date
- Date of your last arrival into U.S.
- Immigration Status of Last Arrival

24. Immigration Status at Your Last

Arrival: Provide the letter/number that matches your status when you entered. Can be found on visa or Form I-94

25. Your Current Immigration Status

27. Eligibility Category: enter (letter) (number) under space provided.

To find your eligibility category go here:

<https://www.uscis.gov/employment-authorization>

I am applying for (select only one box):

1.a. ☐ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Special Evidence Requirements:

Some eligibility categories require additional evidence.

Refer to this checklist to find your eligibility category's requirements: <https://www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only>

Attach a copy to application. NEVER submit originals.

How to Mail Out:

After you have reviewed, signed, and attached required documents

Different categories will file with different addresses

Find your I-765 Application filing address here:

<https://www.uscis.gov/i-765-addresses>



If you do not mail to the correct location, it will take longer for USCIS to process your application.