

How to Prepare and File a Form E-33 [Change of Address/Contact Information]

How do I know if I am in removal proceedings?

- ✓ You are likely to be in removal proceedings if you have a court date at an Immigration Court. You can check any forms you received from ICE officials.
- ✓ Look for a Notice to Appear (NTA), an Order of Release on Recognizance (ORR). Click [here](#) for an example of an NTA or [here](#) for an example of an ORR.

How do I know if my current address is not updated?

- ✓ Check your immigration documents! Your NTA and/or ORR will list all the information filed with ICE and CBP.

When and Why to Change your Address with the Immigration Court:

- If you are in removal proceedings, you are required to notify the Court *and* the correlating ICE Attorney's Office within **5 days** of moving to a new address.
- Your court hearing is often scheduled at the court closest to the address you gave to ICE officials upon entering the United States. If you recently moved, all official correspondence, including any updates to your next court hearing, will continue to be sent to the address filed with U.S Immigration until they receive an E-33 form.
- If you do not update your address with the Courts, **you will not receive important mail** that may contain updates to your court hearing, requests for more information from you, etc.

What You'll Need:

- **2 copies of the E-33 form, 2 envelopes, and stamps for each person needing to file a Change of Address.** You will be sending two (2) forms per person. One form will be sent to the address of the *current* Immigration Court your hearing is scheduled at. The 2nd copy will be sent to the correlating Office of the Principal Legal Advisor (OPLA). See [here](#) for a list of U.S Immigration Courts and their correlating OPLA offices.
- **Your old address and the new address you recently moved to.** Street name, number, city, state, and zip code.
- **Your 'A' number.** Your A-number is a 9-digit identification number assigned to you and can be found on most documents you received when entering the United States by an ICE Officer. This is often on the top right corner of your "Notice to Appear".
- **The current Immigration Court address you're assigned to.** This is NOT the court you wish to have your next hearing moved to. You can find this information on the **bottom** of your Notice to Appear, or by using your A-number to look up your hearing details on the EOIR website [here](#).
- **Address of the OPLA office** that correlates with your *current* Immigration Court address.

The Final Step:

Copy the *exact same* information to the 2nd copy. Place each copy in an envelope. See the images to know how to address them. Remember, each person should fill 2 copies *each*.

Write your name and *current* address in the upper right-hand corner as the return address. If the envelope does not get delivered, it will get sent back to you.

Caution: Everything in these envelopes are examples. Do not copy it word for word. Fill out your own information + addresses in their place.

Your full name
Number + Street Address
City, State, Zip Code



[City name] Immigration Court
Number + Street Address
City, State, Zip Code

Write the address of your Immigration Court here. Make sure everyone sending a form is sending it to the right address of their courts. They might not be the same.

Your full name
Number + Street Address
City, State, Zip Code



[City name] Immigration Court
Number + Street Address
City, State, Zip Code

Write the address of the ICE Attorney's office (OPLA) corresponding to your court here.

