### 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 <a href="here">here</a> for an example of an NTA or <a href="here">here</a> for an example of an ORR.

# Immigration Court:

 If you are in removal proceedings, you are required to notify the Court <u>and</u> the correlating ICE Attorney's Office within <u>5</u> <u>days</u> of moving to a new address.

When and Why to Change your Address with the

- 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.
- o 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.

## 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.

#### What You'll Need:

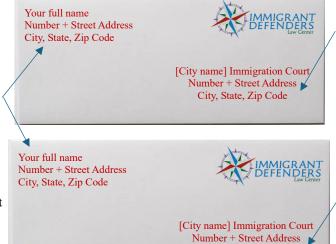
- 2 copies of the E-33 form, 2 envelopes, and stamps for each person needing to file a Change of Address. You will be sending two (2) forms per person. One form will be sent to the address of the *current* Immigration Court your hearing is scheduled at. The 2<sup>nd</sup> copy will be sent to the correlating 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 Anumber to look up your hearing details on the EOIR website <a href="here.">here.</a>
- Address of the OPLA office that correlates with your *current* Immigration Court address.

#### The Final Step:

Copy the *exact* same information to the 2<sup>nd</sup> 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.



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.

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

### **SAMPLE CHANGE OF ADDRESS (E-33) FORM**

Write your name in the format specified

Find your A# on your immigration documents and write it here

Name – Last, First, Middle, Suffix (if applicable): Last name, First name, Middle Name A-Number: XXX-XXX

Write your *OLD* address information on this side of the column. You can verify this information on your Notice to Appear or immigration documents.

My FORMER address and phone number were:	My CURRENT address and phone number are:		
"in care of" other person (if any)	"in care of" other person (if any)		
Your full name	Your Full Name		
Number; Street; Apartment (if any)	Number; Street; Apartment (if any)		
OLD Street number, Street name, Apartment number	NEW Street number, Street name, Apartment number		
City, State, and ZIP code; Country (if other than U.S.)	City, State, and ZIP code; Country (if other than U.S.)		
OLD City name, State, Zip code	NEW City name, State, Zip code		
Phone Number (include country code if other than U.S.)	Phone Number (include country code if other than U.S.)		
OLD Phone Number (if applicable)	NEW Phone Number (if applicable)		
Email Address	Email Address		
OLD Email (if Applicable)	NEW Email (if Applicable)		

Write your <u>NEW</u> address and/or contact information on this side of the column. Note the format in which the form asks to have the address filled out. You can leave the spaces blank for information you do not need to update.

Sign your name here

Will the OPLA address associated

with the

Immigration Court

listed on your

immigration

documents. This is

NOT the same as

your Immigration

Court.

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the A-Number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

Write the date using the format
- "Month/Day/Year"

SIGN HERE

Your Full Name

Signature

PROOF OF SERVICE

, provided a copy of this Change of Address Form on, MM/DD/YYYY

to the

Date

to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at:

Full address of the OPLA office correlated to your CURRENT Immigration Court

(Indicate if electronic/email service, or in-person or mail service (provide Number and Street, City, State, ZIP Code))

By signing, I agree to provide a copy of this Change of Address Form to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at the location I selected above. I understand that I can provide DHS with a copy either electronically through the DHS eService portal (register at <a href="https://eserviceregistration.ice.gov">https://eserviceregistration.ice.gov</a>), or by mail or personal delivery.

☐No service needed. I am an ECAS-registered user who filed through the ECAS Case Portal.

SIGN HERE

Signature

Sign your name here

NOTE: All

Immigration forms must be written with **black** or **blue** ink pens.

For children under 14, a parent or guardian can sign on their behalf.

