

**Instructions for I-566, Interagency Record of Request**

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

**A, G, or NATO Dependent Employment Authorization or  
Change/Adjustment To/From A, G, or NATO Status**

**Instructions**

**NOTE:** Read these instructions carefully. If you need more space to complete an answer, use a separate sheet of paper. Write your name and Alien Registration Number (A-Number), if you have one, and your Personal Identification Number (PID), if you have one, at the top of each sheet and indicate the number of the item to which the answer refers.

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

Form I-566 provides necessary information to establish your eligibility to request certain immigration benefits. Such benefits may be available to:

1. An eligible dependent of an A, G, or NATO nonimmigrant requesting employment authorization;
2. An A, G, or NATO nonimmigrant requesting a change to another nonimmigrant status, or if you are currently in another nonimmigrant status and have been offered a position that requires you and any dependents to be reclassified as an A, G, or NATO nonimmigrant; or
3. An A, G, or NATO nonimmigrant requesting adjustment to lawful permanent resident.

**Form I-566 generally accompanies other forms. There is no filing fee for Form I-566.**

**When Should I Use Form I-566?**

Use Form I-566 to facilitate the application process for various benefits that may be available to you if you are, or wish to be in A, G, or NATO nonimmigrant status. Form I-566 provides information needed to identify you and the person from whom your status is, or will be, derived (the principal alien). Form I-566 assists government agencies and organizations to adjudicate applications for immigration benefits, including requests for employment authorization and change or adjustment of status. The government agencies and organizations involved in the process are:

1. U.S. Department of State (DOS);
2. U.S. Department of Defense (DOD);
3. North Atlantic Treaty Organization/Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT); and
4. U.S. Citizenship and Immigration Services (USCIS).

You must use this form if:

1. You are applying for employment authorization as an eligible A-1, A-2, G-1, G-3, G-4, or NATO 1-6 dependent. (Definitions and eligibility requirements may be found in 8 CFR 214.2(a), 214.2(g), and 214.2(s)); **or**
2. You are applying for a change or adjustment of status to or from A, G, or NATO status.

**Definitions**

**A-Number** - Alien Registration Number assigned to an alien's administrative file.

**8 CFR** - Title 8, Code of Federal Regulations.

**Certifying Officer or Official:** A chief of a diplomatic mission, international organization director, or authorized deputy, NATO member state official, or NATO/HQ SACT Legal Advisor who is authorized to certify information about an applicant.

**PIN:** Personal Identification Number. This is the number provided to eligible A and G nonimmigrants by the DOS.

**Principal Alien:** A nonimmigrant admitted to work exclusively for a foreign government, international organization, or NATO in A, G, or NATO status from whom family members derive their A, G, or NATO status.

**Statement from Prospective Employer:** A statement on the employer's letterhead identifying the dependent. It must describe the position offered, duties to be performed, salary offered, hours to be worked, and verifying that the dependent possesses the qualifications for the position. The statement must include the phone number, name, and original signature of the person making the statement.

**Statement from School:** A statement on the letterhead of the dependent's post-secondary school that identifies the dependent, certifies that he or she is a full-time student, identifies the courses being taken and the credit hours being carried, and provides the expected graduation date. The statement must include the phone number, name, and original signature of the school official making the statement.

**Statement from physician:** A statement on the letterhead of the dependent's physician identifying the dependent and the certifying physician. It must identify the dependent's condition, describe the symptoms, provide a prognosis, and certify that the dependent is physically/mentally unable to establish, re-establish, or maintain a home of his or her own. The statement must include the phone number, name, and original signature of the physician making the statement.

**DOS Forms**

**DS-2003**, Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer

**DS-2004**, Notification of Appointment of Foreign Government Employee

## **USCIS Forms**

**I-94**, Arrival-Departure Record, issued to nonimmigrants upon arrival in the United States

**I-129**, Petition for a Nonimmigrant Worker

**I-407**, Abandonment by Alien of Status as Lawful Permanent Resident

**I-485**, Application to Register Permanent Residence or Adjust Status

**I-508**, Waiver of Rights, Privileges, Exemptions, and Immunities

**I-508F**, Form used by French nationals in conjunction with Form I-508

**I-551**, Permanent Resident Card

**I-539**, Application to Extend/Change Nonimmigrant Status

**I-765**, Application for Employment Authorization

### **How Do I File Form I-566?**

A separate Form I-566 must be filed for each individual seeking an immigration benefit. Use the following instructions to complete your request.

### **General Instructions**

#### **Reason for Filing Form I-566**

##### **Dependent Employment Authorization**

Your request for employment authorization as an A, G, or NATO dependent may be based on either:

1. A formal, written bilateral agreement between the United States and the country that employs the principal alien;
2. A *de facto* arrangement between the United States and the country that employs the principal alien (employment authorization under a *de facto* arrangement requires that the principal is a national of the country that employs him or her); **or**
3. The G-4 dependent employment regulations found in 8 CFR 214.2(g).

If you have a question about which provision may apply to you, contact the diplomatic mission, international organization, NATO/HQ SACT, or DOD command that employs the principal alien.

If one of the provisions in 1, 2, 3, or 4 applies to you, you must also show that you are an eligible dependent of a principal alien. Eligible dependents are the:

1. Spouse or unmarried child under 21 years of age; **or**
2. Dependent unmarried son or daughter who is a full-time, post-secondary student between 21 and 23 years of age (or between 21 and 25 years of age under certain bilateral agreements);

3. Dependent unmarried son or daughter who is mentally or physically unable to care for him or herself and cannot establish his or her own household;
4. Other dependent recognized by the DOS as qualifying (only applicable to dependents of A or G principal aliens).

If you meet one of these conditions and believe you are eligible to apply for employment authorization, complete **Parts 1, 2, 3 (Check Box "1a", "1b" or "1c"), 4, and 5** on Form I-566.

#### **Evidence Requirements**

1. If you are filing as the spouse or unmarried child under 21 years of age:
  - A. Bilateral agreement - Submit documentation as specified in the applicable agreement;
  - B. *De facto* arrangement or G-4 regulations - Submit a statement from your prospective employer.
2. If you are filing as the dependent unmarried son or daughter who is a full-time, post-secondary student between 21 and 23 years of age (or between 21 and 25 years of age under certain bilateral agreements):
  - A. Bilateral agreement - Submit documentation as specified in the applicable agreement and a statement from your school;
  - B. *De facto* arrangement or G-4 regulations - Submit a statement from your prospective employer and school.
3. If you are filing as the dependent unmarried son or daughter who is mentally or physically unable to care for yourself and cannot establish your own household:
  - A. Bilateral agreement - Submit documentation as specified in the applicable agreement and a statement from your physician;
  - B. *De facto* arrangement or G-4 regulations - Submit a statement from your prospective employer and physician.
4. If you are filing as a dependent of an A-1, A-2, G-1, G-3, or G-4 principal alien (other than a dependent listed in 1 through 3 above) recognized by the DOS as qualifying:
  - A. Bilateral agreement - Submit documentation as specified in the applicable agreement;
  - B. *De facto* arrangement or G-4 regulations - Submit a statement from your prospective employer.
5. If you are requesting an extension of your employment authorization, submit the required documents noted above and any other documents required by the principal alien's sponsoring agency.

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## **Change To/From Nonimmigrant A, G, or NATO Status or Adjustment of Status**

### **1. Change of nonimmigrant status to A, G, or NATO nonimmigrant:**

Complete Form I-566, **Parts 1, 3 (check Box "2a"), 4, and 5.** Complete Part 2 if you are *not* applying to be the principal alien. Attach the required supporting documents:

- A. Form I-94 and Form I-539; and
- B. DS-2003 or DS-2004 form, as appropriate, if you are applying to be the principal alien.

### **2. Section 247(a), immigrant to A or G nonimmigrant:**

- A. Complete Form I-566, **Parts 1, 3 (check Box "2b"), 4, and 5.** Complete Part 2 if you are *not* applying to be the principal alien. Attach a DS-2003 or DS-2004 form, as appropriate, if you are applying to be the principal alien.

**NOTE:** If you are a permanent resident who wishes to be employed by an A or G mission or organization while retaining your permanent resident status, contact the USCIS District Office having jurisdiction over your residence for instructions. (See section 247(b) of the Immigration and Nationality Act for more information.)

### **3. Change to other nonimmigrant status from A, G, or NATO:**

Complete Form I-566, **Parts 1, 3 (check Box "2c"), 4, and 5.** Complete Part 2 if you are *not* applying to be the principal alien.

### **4. Adjustment from A, G, or NATO nonimmigrant to immigrant status:**

Complete Form I-566, **Parts 1, 3 (check Box "2d"), 4, and 5.** Complete Part 2 if you are *not* applying to be the principal alien. Attach these required supporting documents:

- A. Form I-94 and Form I-485 package;
- B. Form I-508;
- C. If you are a French national, Form I-508F; and
- D. All documentation required to establish eligibility for the status you are requesting.

### **A-1, A-2, G-1, or G-2 nonimmigrant applying under Section 13 of the Act of September 11, 1957**

Complete Form I-566, **Parts 1, 3 (check Box "2e"), 4, and 5.** Complete Part 2 if you are *not* applying to be the principal alien.

## **Step 1. Fill Out Form I-566**

Use **black ink.** Type or print clearly using **capital** letters. If an item does not apply to you, write "N/A." If the answer is none, write "**None.**"

If you need extra space to answer any item, attach a sheet of paper and at the top of each sheet, write your name, A-Number (if any), and Personal Identification Number (if available). Indicate the item number to which the answer refers.

**NOTE:** If you are filling out this form by hand, complete only Pages 1 and 2. When you are done, make a photocopy of these pages. If you are filling out this form electronically, input your information on the first two pages; Pages 3 and 4 will be automatically populated. When you print the form, you will get two completed copies. *No matter how you fill out the form, both copies must have an original signature.*

Form I-566 is divided into Parts 1 through 8. The following information will help you fill out the form:

### **Part 1. Information About You** (*The person seeking employment authorization or change/adjustment of status.*)

**Family Name** (Last name) - Give your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.

**Home Address** - Give your physical street address in the United States. This must include a street number and name or a rural route number. Do not put a post office box (P.O. Box) number here.

**Mailing Address** - Give your mailing address, if different from your home address.

**Daytime Phone #** (include area code) - Give a phone number in the United States where you may be reached during the day.

**Marital Status** - Check the appropriate box. If you are divorced or widowed, mark "Not Married."

**A-Number** - This is your file number. If you do not have an A-Number or do not know it, leave this blank.

**Social Security #** - Give your U.S. Social Security Number. If you do not have one, leave this blank.

**I-94 #** - Give the number on the Form I-94, Arrival-Departure Document, you received upon your most recent admission into the United States.

**DOS Personal Identification # (PID)** - This is the number provided to eligible A and G nonimmigrants by the DOS.

**Date of Last Entry Into the U.S.** - Give the date you **last** entered the United States.

**Current Immigration Status** - Give your current status. If you changed status after admission to the United States, give your new status.

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## Part 2. Information About Principal Alien

If you are a dependent family member filing for employment authorization or change/adjustment of status to or from an A, G, or NATO nonimmigrant status, complete this part.

## Part 3. Type of Request

Check and fill in any boxes that apply to your request.

## Part 4. Certification

Sign and date Form I-566 (both copies). If both copies of the form are not signed, your request will be returned as incomplete. A parent or guardian may sign, if appropriate.

## Part 5. Your Personal Information

You, the person making the request, must complete this part to assist the agencies involved in responding to your request.

## Parts 6, 7, and 8 Are for Official Use Only

Page 2, with only Part 5 filled in, must be submitted with your request. Parts 6, 7, and 8 is for official use only.

## Step 2. Submitting Form I-566

Form I-566 must include the following items.

- 1. Signed and completed Form I-566.** Two copies of pages 1 and 2 pages of the form must be submitted. Both copies must have an original signature in Part 4.  
**NOTE:** If your request is urgent, you may so indicate by attaching a written request. Every effort will be made to expedite processing.
- 2. Filing fee.** There is no fee for filing Form I-566. However, there may be a filing fee for the associated petition or application. If the petition or application is submitted with this request, read the instructions on the associated form for fee information.
- 3. Evidence.** Attach copies of the front and back of the documents you need to support your request. See **Reason for Filing Form I-566** for detailed document requirements. **Do not send original documents unless instructed to do so.** An ordinary legible photocopy (standard 8 1/2 x 11 letter size) may be submitted. Original documents submitted when not required will remain a part of the record.

**NOTE:** Documents not in English must have a full English translation. The translator must provide a statement that the translation is complete and correct and that he or she is competent to translate the foreign language into English.

- 4. Submit Form I-566.** Use the following instructions to determine how to submit Form I-566:

### A. If You Are Requesting Employment

**NOTE:** A completed and signed Form I-765 must be attached to Form I-566 and include all required documentation. See Form I-765 instructions for additional information.

Submit your request as follows:

- 1. A and G Dependents:** Submit your complete Form I-566 package, including Form I-765, to the DOS office in Washington, DC, through your diplomatic mission or international organization. In New York City, the United Nations (UN) and UN missions must submit the package to the U.S. Mission to the UN (USUN).

The DOS or USUN will forward favorably endorsed requests directly to USCIS. If your Form I-765 is approved, USCIS will transmit your employment authorization in accordance with current procedures.

- 2. NATO Dependents:** Submit your complete Form I-566 package, including Form I-765, to NATO/HQ SACT Legal Affairs, 7857 Blandy Road, Suite 100, Norfolk, VA 23551-2490. Questions regarding the process or document requirements may be directed to HQ SACT by calling **(757) 747-3640**.

If a bilateral dependent employment agreement contains a numerical limitation on the number of dependents authorized to work, NATO/HQ SACT or DOD will consult with DOS to determine whether this numerical limitation has been reached. NATO/HQ SACT or DOD will forward favorably endorsed requests directly to USCIS.

If your Form I-765 is approved, USCIS will transmit your employment authorization in accordance with current procedures.

### B. If You Are Requesting a Change/Adjustment of Status. Submit your request as follows:

- 1. Submit the following requests to your diplomatic mission, international organization, or NATO/HQ SACT.**
- a. Change of nonimmigrant status to A, G, or NATO status:**

The diplomatic mission, international organization, or NATO/HQ SACT will forward your Form I-566 and Form I-539 package to the DOS/Visa Office or USUN. The DOS/Visa Office or USUN will forward favorable endorsements to USCIS.

- b. Section 247(a), immigrant to A or G nonimmigrant:

**Upon receipt of your Form I-566 with a favorable DOS endorsement**, submit both copies of Form I-566, your Permanent Resident Card Form I-551, and Form I-407 to the USCIS office having jurisdiction (see instructions on Form I-407).

2. **Submit the following request directly to DOS/ Visa Office or USUN:**

Change to other nonimmigrant status **from** A, G, or NATO:

**Upon receipt of a favorable endorsement from the DOS/Visa Office or USUN**, submit both copies of Form I-566, Form I-94, Form I-539, or Form I-129 (as appropriate), and all documentation required to establish eligibility for the requested status to the USCIS office having jurisdiction (see instructions on Form I-539 or I-129).

3. **Submit the following request directly to the USCIS office having jurisdiction (see instructions on Form I-485):**

- a. Adjustment from A, G, or NATO nonimmigrant **to** immigrant:

**NOTE:** For such request, a DOS/USUN/ NATO/HQ SACT favorable endorsement is not required prior to USCIS adjudication of the adjustment application.

- b. A-1, A-2, G-1, or G-2 nonimmigrant applying under Section 13 of the Act of September 11, 1957. USCIS will forward this request to the DOS/Visa Office or USUN, as appropriate. The DOS/Visa Office or USUN will advise USCIS of its official position, the date of onset and termination of status, and whether there are any objections to the requested adjustment under Section 13.

### Processing Information

Our goal at USCIS is to process all requests fairly. The processing time will vary depending on the specific circumstances of each case. We may reject an incomplete request. We may deny your request if you do not give us the required information or do not go to a scheduled interview.

### Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with Form I-566, we will deny Form I-566 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

### Privacy Act Notice

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of Form I-566.

### USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations, and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our Internet Web site at **www.uscis.gov**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our Internet-based system, **InfoPass**. To access the system, visit our 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.

### 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 15 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 Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. OMB No. 1615-0027; Expires 01/31/2012. **Do not mail your application to this address.**

### Check List

If you filled out Form I-566 by hand, did you:

- Completely fill out the form?
- Make two copies?
- Sign both copies?

If you filled out Form I-566 electronically, did you:

- Completely fill out the form?
- Sign both copies?

**AND:**

- Is Page 2 of both copies attached?
- Did you attach all other required documents?

For your records, you should keep copies of your Form I-566.