

**I-865, Sponsor's Notice
of Change of Address****Instructions**

Read these instructions carefully to properly complete this form. 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 any, at the top of each sheet and indicate the number of the item that refers to your answer. Include the part and letter or number of the item on the form relating to the additional information you are providing (example: Part 2, Z).

What Is the Purpose of Form I-865?

The purpose of Form I-865, Sponsor's Notice of Change of Address is to report a sponsor's new address. You will need to supply USCIS a completed and signed Form I-865.

When Should I Use Form I-865?

If at any time in the past you completed Form I-864, Affidavit of Support, to sponsor an immigrant, you are required to report your change of address within 30 days of the change if the sponsorship agreement is still in force.

The sponsorship agreement remains in force until the sponsored immigrant:

1. Becomes a U.S. citizen;
2. Can be credited with 40 quarters of work;
3. Departs the United States permanently and either formally abandons lawful permanent resident status (by filing Form I-407) or is formally held in a removal proceeding to have abandoned that status;
4. In a removal proceeding, loses the lawful permanent resident status that the sponsored immigrant obtained based on your Form I-864; or
5. Dies.

How Do I File Form I-865?

A separate Form I-865 must be submitted for each person who is filing a notice of address change. Follow the steps below to complete the form:

Step 1 - Fill Out Form I-865.

Step 2 - Submit Your Form I-865.

Step 1. Fill Out Form I-865

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."

This form is divided into **Parts 1** through **4**. The following information should help you fill out the form.

Part 1 - Information About You, the Sponsor

1. **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.

2. **Date of Birth** - Use eight numbers to show your date of birth (example: May 1, 1979, should be written 05/01/1979).
3. **Place of Birth** - Give the name of the country where you were born. Include also the city and State or province.
4. **A Number** - This is your USCIS file number. If you do not have an Alien Registration Number (A-Number) or do not know it, leave this blank or write "None."
5. **U.S. Social Security Number** - This is your U.S. Social Security Number. If you do not have a U.S. Social Security Number, leave this blank.
6. **U.S. Citizen** - Check the appropriate box if you are a U.S. citizen and provide proof of your citizenship if you became a U.S. citizen following the filing of your Form I-864, Affidavit of Support, or submission of a prior Form I-865 address change.
7. **Lawful Permanent Resident** - Check the appropriate box if you are a permanent resident.
8. **New Home Address** - Provide your new physical street address. 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.
9. **New Mailing Address** - Provide your mailing address, if different from your home address.
10. **Telephone Number** - Provide a telephone number with area code where you can be reached during the day.

Part 2 - Information on Sponsored Immigrant(s)

1. Give the requested information about the sponsored immigrant(s). If there is more than one immigrant, use a separate sheet(s) of paper to provide complete information.

Part 3 - Signature

1. You, the sponsor, must sign and date the notice. If you do not sign the form, the notice will be returned as incomplete.

**Part 4 - Signature of Person Preparing Form,
If Other Than the Sponsor**

1. If you, the sponsor, did not fill out Form I-865, the preparer must also sign, date, and give his or her address.

Step 2. Submit Your Form I-865

You must include the following items:

1. **Your signed and completed Form I-865;**

2. Filing Fee. There is no filing fee for Form I-865;

3. Retain a copy of your completed form. You should retain in your records (1) a copy of the completed Form I-865, and (2) evidence that you sent the original Form I-865 to the correct USCIS office and USCIS received the original Form I-865.

USCIS will accept this documentation as proof that you complied with the requirement to file Form I-865. For example, if you send Form I-865 using the U.S. Postal Service, you should keep with your file copy of Form I-865, the U.S. Postal Service certified mail receipt or Express Mail shipping label along with a return receipt, both bearing postmarks and the address where you mailed Form I-865.

If you send Form I-865 by a commercial delivery service, you should keep with your file copy of Form I-865, a photocopy of the shipping label, and signature proof of delivery.

4. Submit your Form I-865. Where the notice should be sent depends on where you now live. See below to determine where to mail your notice.

If your new address is in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Jersey, New Hampshire, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virginia, West Virginia, or the U.S. Virgin Islands, mail the notice to:

**USCIS - Vermont Service Center
75 Lower Weldon Street
St. Albans, VT 05479-0001**

If your new address is in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, or Texas, mail the notice to:

**USCIS - Texas Service Center
P.O. Box 851804
Mesquite, TX. 75185-1804**

If your new address is in Arizona, California, Guam, Hawaii, or Nevada, mail the notice to:

**USCIS - California Service Center
P.O. Box 10485
Laguna Niguel, CA 92607-0485**

If you live anywhere else in the United States, mail the notice to:

**USCIS - Nebraska Service Center
P.O. Box 87485
Lincoln, NE 68501-7485**

Processing Information

If the sponsor fails to give notice of a **change in his or her address**, as required in 8 U.S.C. 1183a(d) and 8 CFR 213a.3, **the sponsor may be liable for the civil penalty** established by 8 U.S.C. 1183a(d). The amount of the civil penalty will depend on whether the sponsor failed to give this notice knowing that the sponsored immigrant(s) has received means-tested public benefits.

NOTE: If the sponsor is a permanent resident, he or she must file Form AR-11, Alien Change of Address Card, to comply with the change of address requirement in 8 CFR 265.1, as well as filing Form I-865.

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 website 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 website. 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.

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.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-865, you will face severe penalties provided by law and may be subject to criminal prosecution.

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, Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2210. OMB No. 1615-0076. **Do not mail your application to this address.**

Part 3. Sponsor's Signature *(Read the information on penalties in the instructions before completing this part)*

I certify, under penalty of perjury under the laws of the United States of America, that all the information provided on this notice is true and correct.

Signature

Date *(mm/dd/yyyy)*

Part 4. Signature of Person Preparing Form, If Other Than Above *(Sign below)*

I declare that I prepared this request at the request of the above person, and it is based on all information of which I have knowledge.

Preparer's Signature

Preparer's Printed Name

Date *(mm/dd/yyyy)*

Preparer's Firm Name *(if applicable)*

Preparer's Address

Daytime Phone Number *(with area code)*

Fax Number *(if any)*

E-Mail Address *(if any)*