

# Practice Advisory: Changing Your Office Address with U.S. Citizenship and Immigration Services (USCIS)

Your immigration program moved to a new location and you have numerous cases currently pending with USCIS in which a *G-28, Notice of Entry of Appearance as Attorney or Accredited Representative* was submitted. You need to update your office address on file with USCIS and make certain that your office receives all USCIS notices while this change takes place. The following are some recommendations for how to proceed with this process.<sup>1</sup>

- 1) Take inventory of all your open cases that are currently active and pending with USCIS.
  - a. Use your case management database to generate case status report or manually compile a spreadsheet that contains the following case information:
    - Client name;
    - A number;
    - Receipt number;
    - Type of case (or immigration form); and
    - Locate which USCIS office the case is currently pending.

Investing in a good case management database is highly recommended since it serves many purposes including, but not limited to, generating case reports efficiently for use with government agencies and funders.

- b. Use this opportunity for case review and case status. Note any case deadlines that require immediate attention such as an interview, request for evidence and other filing deadlines.
- 2) Send the following information to the USCIS office for cases *you know* that is pending at that location:
  - a. Spreadsheet or report with the case information noted above;
  - b. Cover letter on your agency stationery clearly stating “**Attorney Change of Address**” in clear, bold letters;
  - c. Mark “**Attorney Change of Address**” on front of the envelope to ensure USCIS takes notice of this change; and
  - d. Mail documents certified with return receipt.
- 3) Send the following information to the client for cases *you don't know* which USCIS office it is currently pending:
  - a. Letter informing client of the new office location and to sign and mail back the G-28 form and receipt notice so you know which case the G-28 is associated with;
  - b. Copy of the receipt notice;
  - c. Blank page 3 of the G-28 for them to sign and stapled or paper clipped with the receipt notice; and
  - d. Pre-addressed envelope for clients to mail back the signed G-28 and receipt notice.

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<sup>1</sup> The recommendations are compiled from various sources including information shared by Catholic Charities of Dallas and the USCIS website, <https://www.uscis.gov/forms/filing-your-form-g-28>.

- 4) Complete a change of address with U.S. Postal Service in case some notices from USCIS were sent to the former address.
- 5) If possible, periodically check for mail at the former office location in case some notices from USCIS were sent to the former address.