

**INSTRUCTIONS FOR SUBMITTING CERTAIN APPLICATIONS IN  
IMMIGRATION COURT AND FOR PROVIDING BIOMETRIC AND BIOGRAPHIC INFORMATION TO  
U. S. CITIZENSHIP AND IMMIGRATION SERVICES**

**A. Instructions for Form I-589, Application for Asylum and for Withholding of Removal**

In addition to filing your Form I-589 and supporting documents with the immigration court and serving a complete copy of your Form I-589 and supporting documents on the appropriate [U.S. Immigration and Customs Enforcement \(ICE\) Office of the Principal Legal Advisor \(OPLA\) Field Location](#),<sup>1</sup> you must comply with biometrics requirements because background and security checks must be completed before the Immigration Judge can grant your application. There is no filing fee required for your Form I-589. **You DO NOT need to submit a copy of your Form I-589 or supporting documents to USCIS.**

You will be notified at your master calendar hearing before the Immigration Judge if biometrics need to be collected in your case. In most cases, DHS will conduct background and security checks using biometrics in its repository. If it cannot, you will be notified to report to a USCIS Application Support Center (ASC) for biometrics collection. Because all notices will be mailed, it is important that the immigration court have your current address. If you move, you must update your address with the immigration court by filling out and submitting the [Change of Address Form \(EOIR-33/IC\)](#),<sup>2</sup> and serving Form EOIR-33/IC on the appropriate OPLA Field Location as instructed on the Form.

- For most respondents, biometrics (such as your photograph, fingerprints, and signature) have already been collected by DHS. Therefore, it is likely that you will **not** need to have your biometrics collected again.
- If a new biometrics collection is needed for you or any of your dependents included on your Form I-589, you will receive an appointment notice (“ASC Appointment Notice”) in the mail to appear at a USCIS ASC. You will receive an ASC Appointment Notice for each individual who must appear for a biometrics appointment.
  - If you receive an ASC Appointment Notice for you or any dependents included on your Form I-589, please follow the instructions for each person to appear for their appointment to submit their biometrics.
  - If you receive an ASC Appointment Notice, but need to reschedule your appointment, use the USCIS online rescheduling tool if you have not already missed the appointment, or call the USCIS Contact Center at 800-375-5283 if you have missed the appointment. Only the USCIS Contact Center can assist with scheduling issues concerning your USCIS biometrics appointment; do not contact or visit in person another USCIS office, including an asylum office for biometrics appointment assistance.
  - If you are told in immigration court that biometrics are needed, and you either:
    - 1) do not receive an ASC Appointment Notice within three months of filing your Form I-589 with the immigration court, or
    - 2) have an individual merits hearing date that is within the next six months,call the USCIS Contact Center at 800-375-5283. Please have a copy of your filed Form I-589 available when calling the USCIS Contact Center.

**NOTE: IF YOU ARE FILING AN APPLICATION WITH THE IMMIGRATION COURT THAT IS NOT FORM I-589, SEE THE REVERSE OF THIS FORM FOR ADDITIONAL INSTRUCTIONS.**

***Important: Failure to follow these instructions and follow any additional instructions that the Immigration Judge has given you could result in delay in deciding your Form I-589 or in your Form I-589 being deemed abandoned and dismissed by the Immigration Judge.***

---

<sup>1</sup> <https://www.ice.gov/contact/field-offices?office=12>

<sup>2</sup> <https://www.justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing>

## B. Instructions for Form(s) I-485, I-191, I-601, I-602, I-881, EOIR-40, EOIR-42A, and EOIR-42B

In addition to filing your application (or applications) and supporting documents with the immigration court and serving a complete copy of all such applications and supporting documents on the appropriate [U.S. Immigration and Customs Enforcement \(ICE\) Office of the Principal Legal Advisor \(OPLA\) Field Location](#),<sup>3</sup> you must also complete the following requirements before the Immigration Judge can grant relief in your case.

Send these four items to the USCIS Texas Service Center (TSC) (see address below):

- A clear *copy* of the entire application (or applications) that you have filed with the immigration court (do not submit any supporting documents—send only the completed form or forms);
- The appropriate application fee (or fees) or copy of the Immigration Judge’s order granting your request for a fee waiver (the USCIS Fee Schedule can be found at 8 CFR 106.2 and at [uscis.gov/g-1055](https://uscis.gov/g-1055); DOJ and EOIR fees can be found at 8 CFR 103.7 & 1103.7 and at [justice.gov/eoir/eoir-forms](https://justice.gov/eoir/eoir-forms));
- A copy of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, if you are represented; and
- A copy of these instructions.

**USCIS Texas Service Center  
Attn: EOIR  
6046 N Belt Line Rd. STE 485  
Irving, TX 75038-0017**

If you must pay any fees, you must pay for **each** application, petition, or request you submit using a **single payment method** (check, bank draft, money order, or card) and not a combination of payment methods. Make checks or money orders out to: “U.S. Department of Homeland Security.” After the USCIS TSC receives the four items listed above, you will receive a USCIS fee receipt notice showing that you have paid the application fee (unless waived). Keep a copy for yourself.

You will also receive an appointment notice (“ASC Appointment Notice”) with instructions to appear at a USCIS Application Support Center (ASC) to submit your biometrics (such as your photograph, fingerprints, and signature). This ASC Appointment Notice contains your USCIS application receipt number, which you must show at the ASC. Your dependents will receive separate ASC Appointment Notices if they are required to submit biometrics.

If you or your dependents (if applicable) do not receive this ASC Appointment Notice within three months of submitting your application (or applications) to USCIS or if you have an individual merits hearing date that is within the next six months, call the USCIS Contact Center at 800-375-5283. Have a copy of your fee receipt notice available when contacting the USCIS Contact Center.

If you also filed Form I-589, Application for Asylum and for Withholding of Removal, with the immigration court, take all scheduling notices to your ASC appointment (see side A). Keep copies of all ASC Appointment Notices for your records.

You (and your dependents) must then:

- Attend the ASC appointment and obtain a biometrics confirmation document from the ASC.
- File the following with the immigration court within the time directed by the Immigration Judge:
  - The original application form, if not already filed;
  - All supporting documentation; and
  - The USCIS fee receipt notice that serves as evidence that you filed your application and paid the filing fees, if applicable (unless the Immigration Judge granted you an application fee waiver).

Keep your ASC biometrics confirmation document as proof that USCIS collected your biometrics and bring it to your immigration court hearings.

**ONLY SEND THE APPLICATIONS LISTED ABOVE TO THE USCIS TSC. ALL OTHER APPLICATIONS, INCLUDING APPLICATIONS FOR EMPLOYMENT AUTHORIZATION AND IMMIGRANT PETITIONS, WILL BE RETURNED TO YOU IF SENT TO THE TSC. FOR SUBMITTING APPLICATIONS NOT LISTED ON THIS FORM, PLEASE FOLLOW THE INSTRUCTIONS THAT ACCOMPANY THOSE SPECIFIC APPLICATIONS.**

***Important: Failure to complete these actions and follow any additional instructions that the Immigration Judge has given you could result in delay in deciding your application or in your application being deemed abandoned and dismissed by the court.***

<sup>3</sup> <https://www.ice.gov/contact/field-offices?office=12>