



# Instructions for Sponsor's Notice of Change of Address

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

USCIS  
Form I-865

## 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. If you, as a sponsor, change your address, you must submit a completed and signed Form I-865 to U.S. Citizenship and Immigration Services (USCIS).

## 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. Receives credit for 40 quarters of work;
3. Departs the United States permanently and either formally abandons lawful permanent resident status (by filing Form I-407, Record of Abandonment of Lawful Permanent Resident Status) 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.

**NOTE:** Each sponsor must submit a separate Form I-865 to report an address change, even if sponsors share the same address.

## General Instructions

USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**Signature.** Each notice must be properly signed and filed. For all signatures on this notice, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under guardianship, your legal guardian may print your name and sign Form I-865 for you. "Legal guardian" includes any person who is appointed and authorized by law to protect your estate as a result of your incapacity. The legal guardian must present proof of the appointment as legal guardian of your estate and a copy of an order from the appointing court or agency specifically permitting the guardian to make your income and assets available for the support of the sponsored immigrant .

**Filing Fee.** See Form G-1055, available at [www.uscis.gov/forms](http://www.uscis.gov/forms), for specific information about the fees applicable to this form.

**Copies.** You may submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

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**Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English.

### ***How To Fill Out Form I-865***

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this notice, use the space provided in **Part 6. Additional Information** or attach a separate sheet of paper; type or print your name at the top of each sheet; indicate the **Page Number, Part Number,** and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks “Provide the name of your current spouse”), type or print “N/A,” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “None,” unless otherwise directed.

### **Specific Instructions**

Form I-865 is divided into **Parts 1.** through **6.** The following information should help you fill out the notice.

#### **Part 1. Information About You (Sponsor)**

**Item Number 1.a. - 1.c. Your Full Name.** Provide your Family Name (Last Name), Given Name (First Name), and Middle Name.

**Item Number 2. Date of Birth.** Provide your date of birth in the mm/dd/yyyy format.

**Item Numbers 3.a. - 5. Your New Physical Address.** Provide your new physical address in the spaces provided. Do not provide a post office box (PO Box) number in the spaces. Also, include the date that your physical address change became effective in the mm/dd/yyyy format and indicate if your physical address is the same as your mailing address.

**Item Numbers 6.a. - 7. Your New Mailing Address.** Provide your new mailing address, including “In Care Of Name,” if applicable. Also, include the date that your mailing address change became effective in the mm/dd/yyyy format.

**NOTE:** You do not need to complete these **Item Numbers** if your new mailing address is the same as your new physical address.

#### **Part 2. Information on the Sponsored Immigrants**

**Item Numbers 1.a. - 8.** Provide the names and Alien Registration Numbers (A-Number) (if any) of the immigrants you are sponsoring. If you are sponsoring more than four immigrants, provide the requested information for each additional immigrant in the space provided in **Part 6. Additional Information.**

#### **Part 3. Sponsor’s Statement, Contact Information, Certification and Signature.**

**Item Numbers 1.a. - 6.b.** Select the appropriate box to indicate that you either read this notice yourself or someone interpreted this notice for you from English to a language in which you are fluent. If applicable, select the box to indicate if someone prepared this notice for you. Further, you must sign and date your notice and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every notice **MUST** contain the signature of the sponsor (or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

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#### **Part 4. Interpreter's Contact Information, Certification, and Signature.**

**Item Numbers 1.a. - 6.b.** If you used anyone as an interpreter to read the Instructions and questions on this notice to you in a language in which you are fluent, the interpreter must fill out this section, provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, and his or her email address (if any). The interpreter must sign and date the notice.

#### **Part 5. Contact Information, Statement, Certification, and Signature of the Person Preparing this Notice, If Other Than the Sponsor.**

**Item Numbers 1.a. - 8.b.** This section must contain the signature of the person who completed your notice, if other than you, the sponsor. If the same individual acted as your interpreter and your preparer, that person should complete both **Part 4.** and **Part 5.** If the person who completed this notice is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you prepare this notice **MUST** sign and date the notice. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your notice is an attorney or accredited representative, he or she must also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your notice.

#### **Part 6. Additional Information**

**Item Numbers 1.a. - 6.d.** If you need extra space to provide any additional information within this notice, use the space provided in **Part 6. Additional Information.** If you need more space than what is provided in **Part 6.,** you may make copies of **Part 6.** to complete and file with your notice, or attach a separate sheet of paper. Include your name at the top of each sheet; indicate the **Page Number, Part Number,** and **Item Number** to which your answer refers; and sign and date each sheet.

*We recommend that you print or save a copy of your completed notice to review in the future and for your records.*

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 that 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 (USPS), you should keep with your file copy of Form I-865, the USPS 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 a photocopy of the shipping label and signature proof of delivery.

#### **Where To File?**

Please see our Web site at [www.uscis.gov/I-865](http://www.uscis.gov/I-865) or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this notice. For TTY (deaf or hard of hearing) call: **1-800-767-1833.**

#### **Address Change (For Lawful Permanent Resident Sponsors)**

If the sponsor is a lawful permanent resident, he or she must file Form I-865 **AND** comply with the change of address requirement in 8 CFR 265.1 He or she must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address go to the USCIS Web site at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) or contact the USCIS National Customer Service Center at **1-800-375-5283.** For TTY (deaf or hard of hearing) call: **1-800-767-1833.**

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## Processing Information

**Initial Processing.** Once USCIS accepts your notice, we will check it for completeness. If you do not completely fill out this notice, USCIS may reject your notice.

**Requests for More Information.** We may request that you provide more information or evidence to support your notice. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

**Decision.** The decision on Form I-865 involves a determination of whether you have provided the required information to update your address in USCIS records. USCIS will notify you in writing if your notice is rejected.

## USCIS Forms and Information

To ensure you are using the latest version of this notice, visit the USCIS website at [www.uscis.gov](http://www.uscis.gov) where you can obtain the latest USCIS forms and immigration-related information. If you do not have internet access, you may call the USCIS Contact Center at **1-800-375-5283** and ask that we mail a form to you. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Please visit us at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) to get basic information about immigration services and ask questions about a pending case. Through our digital self-help tools and live assistance, the USCIS Contact Center provides a pathway for you to get consistent, accurate information and answers to immigration case questions.

## Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-865, we will reject your Form I-865, and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

If you fail to give notice of your change of address, as required by 8 U.S.C. 1183a(d) and 8 CFR 213a.3, you may be liable for the civil penalty established by 8 U.S.C. 1183a(d)(2). The amount of the civil penalty will depend on whether you failed to give this notice because you were aware that the immigrants you sponsored had received Federal, state, or local means-tested public benefits. If the failure to report your change of address occurs with knowledge that the sponsored immigrant received means-tested public benefits (other than benefits described in section 401(b), 403(c)(2), or 411(b) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, such failure may result in a fine of not less than \$2,000 or more than \$5,000. Otherwise, the failure to report your change of address may result in a fine not less than \$250 or more than \$2,000.

## USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this notice of change of address, and the associated evidence, is collected under Section 213A(d) the Immigration and Nationality Act (INA).

**PURPOSE:** The primary purpose for providing the requested information on this notice is to document your address change with USCIS within 30 days of the change during the period in which an affidavit of support is enforceable.

**DISCLOSURE:** Failure to report a change of address may result in a civil penalty pursuant to INA Section 213A(d)(2).

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**ROUTINE USES:** DHS may share the information you provide on this benefit application with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System] which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also make the information available, as appropriate, for law enforcement purposes or in the interest of national security.