



# Instructions for Interagency Record of Request - A, G, or NATO Dependent Employment Authorization or Change/Adjustment To/From A, G, or NATO Status

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

USCIS  
**Form I-566**  
OMB No. 1615-0027  
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## What Is the Purpose of Form I-566?

Form I-566 provides 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), including the Office of Foreign Missions (DOS OFM), and Visa Office (DOS Visa);
2. U.S. Department of Defense (DOD), including the United States Liaison Officer to the North Atlantic Treaty Organization/Headquarters, Supreme Allied Commander Transformation (USLO to NATO/HQ SACT);
3. North Atlantic Treaty Organization/Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT);
4. Foreign diplomatic missions and international organizations; and
5. 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

1. **A-Number:** Alien Registration Number assigned to an alien's administrative file.
2. **8 CFR:** Title 8, Code of Federal Regulations.
3. **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 a requestor.
4. **PID:** Personal Identification Number. This is the number provided to eligible A and G nonimmigrants by the DOS. This number is provided to eligible NATO nonimmigrants by the certifying organization.

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5. **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.
  6. **Statement from Prospective Employer:** The 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 telephone number, name, and original signature of the person making the statement.
  7. **Statement from School:** The 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 telephone number, name, and original signature of the school official making the statement.
  8. **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**

1. Notification of Appointment (E-Gov)
2. Notification of Change (E-Gov)

### **USCIS Forms**

1. Form I-94, Arrival-Departure Record, issued to nonimmigrants upon arrival in the United States
2. Form I-129, Petition for a Nonimmigrant Worker
3. Form I-407, Record of Abandonment by Alien of Status as Lawful Permanent Resident
4. Form I-485, Application to Register Permanent Residence or Adjust Status
5. Form I-508, Request for Waiver of Certain Rights, Privileges, Exemptions, and Immunities
6. Form I-508F, Request for Waiver of Certain Rights, Privileges, Exemptions, and Immunities for French Nationals, used by French nationals in conjunction with Form I-508
7. Form I-551, Permanent Resident Card
8. Form I-539, Application to Extend/Change Nonimmigrant Status
9. Form I-765, Application for Employment Authorization

## **General Instructions**

Each individual seeking an immigration benefit must file a separate Form I-566.

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 request must be properly signed and filed. For all signatures on this request, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the request on your behalf. A legal guardian also may sign for a mentally incompetent person.

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**Filing Fee.** There is no filing fee for Form I-566. However, the associated petition or application may have a filing fee. Read the Instructions on any associated petition or application submitted with this request for fee information.

**Biometric Services Fee.** If you file this request with USCIS, you do not need to include a biometric services fee at the time you submit it. If you are later notified that you must submit biometrics, you will receive a biometric services appointment notice with instructions on how to submit the additional biometric services fee. If you file this request with an agency other than USCIS, please check with that agency to determine if and when you must submit biometric services fees.

**Evidence.** At the time of filing, you must submit all evidence and supporting documentation listed in the **Evidence Requirements** section of these Instructions.

**Biometric Services Appointment.** USCIS may require that you appear for an interview or provide fingerprints, photograph, and/or signature at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. After USCIS receives your request and ensures it is complete, we will inform you in writing, if you need to attend a biometric services appointment. If an appointment is necessary, the notice will provide you the location of your local or designated USCIS Application Support Center (ASC) and the date and time of your appointment or, if you are currently overseas, instruct you to contact a U.S. Embassy, U.S. Consulate, or USCIS office outside the United States to set up an appointment.

If you are required to provide biometrics, at your appointment you must sign an oath reaffirming that:

1. You provided or authorized all information in the request;
2. You reviewed and understood all of the information contained in, and submitted with, your request; and
3. All of this information was complete, true, and correct at the time of filing.

If you fail to attend your biometric services appointment, USCIS may deny your request.

**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.

**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 the translator is competent to translate from the foreign language into English. The certification must include the translator's signature, should contain the translator's printed name and the date, and it may also contain the translator's contact information.

### **How To Fill Out Form I-566**

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this request, use the space provided in **Part 7. Additional Information** or attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) 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.

4. You must submit two copies of the request. Sign and date both copies of the request. Both copies of the request must have an original signature in **Part 4**. If both copies of the request are not signed, the agency adjudicating your benefit will return your request as incomplete. A parent or guardian may sign, if appropriate.

## 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. If one of the provisions in **Items 1. - 4.** below applies to you, contact the diplomatic mission, international organization, USLO to NATO/HQ SACT, or the Defense Attaché's Office at the embassy of the NATO member that employs the principal alien; or
3. The G-4 dependent employment regulations found in 8 CFR 214.2(g).

If one of these provisions applies, 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;
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; or
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.** (Select box **1.a., 1.b.,** or **1.c.**), and **4.** on Form I-566. If an interpreter or preparer assisted you, they must fill out and sign **Part 5.** and/or **Part 6.**

If you have a question about which provision and dependent category applies to you, contact your diplomatic mission or international organization. If you are a NATO dependent, contact one of the following: USLO to NATO/HQ SACT (if your serving spouse or parent is posted at, to include those attached in support of, NATO/HQ SACT, or posted at a NATO Agency in the United States); or The Defense Attaché's Office at the embassy of the NATO member that employs the principal alien (if your serving spouse or parent, including military and civilian employees of the sending nation, is posted throughout the United States on NATO or National orders or employment contract, but who are not affiliated with NATO HQ SACT or a NATO Agency).

As an alternative, you can send an email to the DOS OFM at [OFM-EAD@state.gov](mailto:OFM-EAD@state.gov).

## Evidence Requirements

### What Evidence Should You Submit?

You must submit all evidence requested in these Instructions with your request. If you fail to submit required evidence, USCIS may reject or deny your request for failure to submit requested evidence or supporting documents in accordance with 8 CFR 103.2(b)(1) and these Instructions.

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.

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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 **Items 1. - 3.** above) recognized by 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.

#### **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.,** (select **Item Number 2.a.**), and **4.** Complete **Part 2.** if you are **NOT** applying as the principal alien. If an interpreter or preparer assisted you, they must fill out and sign **Part 5.** and/or **Part 6.** 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 as the principal alien.
2. Section 247(a), immigrant to A or G nonimmigrant:
  - A. Complete Form I-566, **Parts 1., 3.,** (select **Item Number 2.b.**), and **4.** Complete **Part 2.** if you are **NOT** applying as the principal alien. If an interpreter or preparer assisted you, they must fill out and sign **Part 5.** and/or **Part 6.** Attach DS-2003 or DS-2004 form, as appropriate, if you are applying as the principal alien.

**NOTE:** If you are a lawful permanent resident who wishes to be employed by an A or G mission or organization while retaining your lawful 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.,** (select **Item Number 2.c.**), and **4.** Complete **Part 2.** if you are **NOT** applying as the principal alien. If an interpreter or preparer assisted you, they must fill out and sign **Part 5.** and/or **Part 6.**
4. Adjustment from A, G, or NATO nonimmigrant to immigrant status:

Complete Form I-566, **Parts 1., 3.,** (select **Item Number 2.d.**), and **4.** Complete **Part 2.** if you are **NOT** applying as the principal alien. If an interpreter or preparer assisted you, they must fill out and sign **Part 5.** and/or **Part 6.** 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 INA of September 11, 1957

Complete Form I-566, **Parts 1., 3.,** (select **Item Number 2.e.**), and **4.** Complete **Part 2.** if you are **NOT** applying as the principal alien. If an interpreter or preparer assisted you, they must fill out and sign **Part 5.** and/or **Part 6.**

### ***Submitting Form I-566***

Form I-566 must include the following items.

**NOTE:** If your request is urgent, you may indicate urgency by attaching a typed or printed request. The agency adjudicating your request will make every effort to expedite processing.

#### **Submit your request as follows:**

**1.** If you are requesting employment:

You must attach a completed and signed Form I-765 to Form I-566 and include all required documentation. See Form I-765 instructions for additional information.

**A.** 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.

**B. Dependent of NATO-1 Through NATO-6 -- (c)(7).** If you are a dependent of a NATO nonimmigrant who is stationed at Supreme Allied Command Transformation (SACT), NATO HQ, submit Form I-765 with Form I-566 to:

**USLO to NATO/HQ SACT  
7857 Blandy Rd, Suite 200  
Norfolk, VA 23551-2491**

If you are a dependent of a NATO nonimmigrant who is stationed outside of NATO/HQ SACT, submit Form I-765 with Form I-566 to the Defense Attaché's Office at the embassy of the NATO member that employs the principal alien. For more details on NATO member embassy contacts and on documents required, visit the DOS website [www.state.gov/ofm](http://www.state.gov/ofm) under the topic "Dependent Work Authorization."

If you have questions regarding the process or document requirements, email [OFM-EAD@state.gov](mailto:OFM-EAD@state.gov).

If a bilateral dependent employment agreement contains a numerical limitation on the number of dependents authorized to work, then the USLO to NATO/HQ SACT, NATO/HQ SACT, or the Defense Attaché's Office at the embassy of the NATO member that employs the principal alien will consult with DOS to determine whether this numerical limitation has been reached. If a bilateral dependent employment agreement contains a numerical limitation on the number of dependents authorized to work, then the USLO to NATO/HQ SACT, NATO/HQ SACT, or the Defense Attaché's Office at the embassy of the NATO member that employs the principal alien will consult with DOS to determine whether this numerical limitation has been reached.

NATO/HQ SACT or the Defense Attaché's Office at the embassy of the NATO member state that employs the principal alien will forward certified packages to DOS OFM who, in turn, will send 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.** If you are requesting a change/adjustment of status:

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).

**C. 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 Form I-129).

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

**(1) 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.

**(2) A-1, A-2, G-1, or G-2 nonimmigrant applying under Section 13 of the INA 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.

## Specific Instructions

Form I-566 is divided into **Parts 1. - 10.** 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)

**Item Numbers 1.a. - 1.c. Full Name.** Provide your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.

**Item Numbers 2.a. - 2.e. Physical Address.** Provide 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 (PO Box) number here.

**Item Numbers 3.a. - 3.f. Mailing Address.** Provide your mailing address, if different from your home address.

**Item Number 4. Date of Birth.** Provide your date of birth (mm/dd/yyyy) in the space provided as it is shown on your birth certificate or other government-issued identity document.

**Item Numbers 5. - 6. Country of Birth and Country of Citizenship or Nationality.** Provide the name of the country of your birth and the name of the country of your citizenship or nationality. Use the current names of the country of your birth and country of your citizenship or nationality.

**Item Number 7. Gender.** Select male or female.

**Item Number 8. Marital Status.** Select the appropriate box.

**Item Number 9. Alien Registration Number (A-Number).** This is your A-file number. If you do not have an A-Number or do not know it, leave this blank.

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**Item Number 10. U.S. Social Security Number.** Provide your U.S. Social Security Number. If you do not have one, leave this blank.

**Item Number 11. DOS Personal Identification Number (PID).** This is the number provided to eligible A and G nonimmigrants by DOS. If you are an eligible NATO nonimmigrant dependent applying for work authorization, the PID is provided by the certifying officer or official. NATO nonimmigrants should leave this field blank.

**Item Number 12. USCIS Online Account Number (if any).** If you have previously filed an application, petition, or request using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. You can find your USCIS Online Account Number by logging in to your account and going to the profile page. If you previously filed certain applications, petitions, or requests on a paper form via a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. If you received such a notice, your USCIS Online Account Number can be found at the top of the notice. If you were issued a USCIS Online Account Number, enter it in the space provided. The USCIS Online Account Number is not the same as an A-Number.

**Item Numbers 13. - 16. Form I-94 Arrival-Departure Record.** If U.S. Customs and Border Protection (CBP) or USCIS issued you a Form I-94, Arrival-Departure Record, provide your Form I-94 number and date that your authorized period of stay expires or expired (as shown on Form I-94). The Form I-94 number also is known as the Departure Number on some versions of Form I-94.

**NOTE:** If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, you may have been issued an electronic Form I-94 by CBP, instead of a paper Form I-94. You may visit the CBP Web site at [www.cbp.gov/i94](http://www.cbp.gov/i94) to obtain a paper version of an electronic Form I-94. CBP **does not** charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013 with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP Web site without charge. If your Form I-94 cannot be obtained from the CBP Web site, it may be obtained by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS **does** charge a fee for this service.

**Passport and Travel Document Numbers.** If you used a passport or travel document to travel to the United States, enter either the passport or travel document information in the appropriate space on the request, even if the passport or travel document is currently expired.

**Item Number 17. Date of Last Entry Into the United States.** Provide the date you last entered the United States.

**Item Number 18. Current Immigration Status.** Provide your current status. If you changed status after admission to the United States, give your new status.

**Item Number 19. Relationship to Principal (if applicable).** Provide your relationship to the principal requestor.

## **Part 2. Information About Principal Alien**

**Item Numbers 1.a. - 12.** If you are the principal alien, complete this section.

## **Part 3. Type of Request**

**Item Numbers 1. - 2.e.** Select the appropriate boxes and fill in any spaces that apply to your request.

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

**Item Numbers 1.a. - 6.b.** Select the appropriate box to indicate whether you read this request yourself or whether you had an interpreter assist you. If someone assisted you in completing the request, select the box indicating that you used a preparer. Further, you must sign and date your request and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every request **MUST** contain the signature of the requestor (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable.

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## **Part 5. 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 request 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 request.

## **Part 6. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requestor**

**Item Numbers 1.a. - 8.b.** This section must contain the signature of the person who completed your request, if other than you, the requestor. If the same individual acted as your interpreter **and** your preparer, that person should complete both **Part 5.** and **Part 6.** If the person who completed this request is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this request **MUST** sign and date the request. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your request is an attorney or accredited representative whose representation extends beyond preparation of this request, he or she may be obliged to also submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your form.

## **Part 7. Additional Information**

**Item Numbers 1.a. - 7.d.** If you need extra space to provide any additional information within this request, use the space provided in **Part 7. Additional Information.** If you need more space than what is provided in **Part 7.**, you may make copies of **Part 7.** to complete and file with your request, or attach a separate sheet of paper. Include your name and A-Number (if any) 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 request to review in the future and for your records.**

## **Part 8. Certification by Diplomatic Mission, International Organization, NATO/HQ SACT, or NATO Member State (For Official Use Only)**

**Item Numbers 1. - 9.i.** Do not fill out this part. It is for official use only.

## **Part 9. DOS OFM, DOS Visa Office, NATO/HQ SACT, and/or USUN USE ONLY**

**Item Numbers 1. - 6.** Do not fill out this part. It is for official use only.

## **Part 10. USCIS USE ONLY**

**Item Numbers 1. - 5.** Do not fill out this part. It is for USCIS use only.

### **What Is the Filing Fee?**

There is no filing fee for Form I-566. However, the associated petition or application may have a filing fee. Read the Instructions on any associated petition or application submitted with this request for fee information.

### **Where To File?**

Please see our Web site at [www.uscis.gov/I-566](http://www.uscis.gov/I-566) or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this request. For TTY (deaf or hard of hearing) call: **1-800-767-1833.**

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## Address Change

A requestor who is not a U.S. citizen 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 [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**.

**NOTE:** Do not submit a change of address request to USCIS Lockbox facilities because the Lockbox does not process change of address requests.

## Processing Information

**Initial Processing.** Once USCIS accepts your request, we will check it for completeness. If you do not completely fill out this request, you will not establish a basis for your eligibility and USCIS may reject or deny your request.

**Request for More Information.** We may request that you provide more information or evidence to support your request. 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.

**Request for Interview.** We may request that you appear at a USCIS office for an interview based on your request. At the time of any interview or other appearance at a USCIS office, we may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.

**Decision.** The decision on Form I-566 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.

## USCIS Forms and Information

To ensure you are using the latest version of this request, visit the USCIS Web site 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 order USCIS forms by calling the Forms Request Line at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can schedule an appointment on line at [www.uscis.gov](http://www.uscis.gov). Select “Schedule an appointment online” and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.

## Penalties

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

## USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this request, and the associated evidence, is collected under the Immigration and Nationality Act, section 101.

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**PURPOSE:** The primary purpose for providing the requested information on this request is to determine if you have established eligibility for the immigration benefit for which you are filing. DHS will use the information you provide to grant or deny the immigration benefit you are seeking.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision in your case or result in denial of your request.

**ROUTINE USES:** DHS may share the information you provide on this request with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records], which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.

### 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 Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 1 hour and 25 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the request, preparing statements, attaching necessary documentation, and submitting the request. 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 Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0027. **Do not mail your completed Form I-566 to this address.**

### Check List

- Did you fill out the request completely?
- Did you print two copies?
- Did you sign both copies?
- Did you attach all other required documents?