

Change of Address and Change of Venue Guide for Sponsors and Immigrant Youth

What are the Change of Address and Change of Venue, and when are they required?

- Youth in immigration proceedings must file the Change of Address (form EOIR-33) within 5 days of moving. Filing this form ensures the youth receives all correspondence related to their case at their new address.
- Youth may file a Change of Venue when they move far away and want the Immigration Court to transfer their case to the court closest to their new address.

Where should we send the Change of Address and Change of Venue?

- When you file a Change of Address or Change of Venue, you must send two copies: one copy goes to the Immigration Court where the youth's case is currently assigned, and a second copy goes to the Department of Homeland Security office (DHS-ICE OPLA) that corresponds to that court.
- You can download the blank Change of Address form EOIR-33, which includes Immigration Court addresses, at: <https://www.justice.gov/eoir/eoir-forms>.
 - Scroll down to select "EOIR 33/IC – Change of Address/Contact Form Immigration Court." Choose the youth's preferred language from the dropdown menu.

EOIR 33/IC - Change of Address/Contact Form Immigration Court



- On the second page of the EOIR-33 form, there is a box that says "Select Immigration Court." Click the box to view a list of Immigration Court locations and select the correct one.
- Once you select a court, the form fills in the correct address automatically.

Use the dropdown menu below to select the immigration court where your case is pending to populate the mailing address automatically.

Select Immigration Court

Adelanto

Annandale

U.S. Department of Justice
Executive Office for Immigration Review
Immigration Court

Fold Here

- You can find the DHS-ICE Offices of the Principal Legal Advisor (OPLA) at this link to send the second copy of the documents: <https://www.ice.gov/contact/field-offices>.

How do we identify the youth's assigned Immigration Court so we know where to send the Change of Address and Change of Venue?

- You can find the youth's assigned Immigration Court by calling the EOIR hotline at 1-800-898-7180 or checking the EOIR website (<https://acis.eoir.justice.gov/en/>) every week to check the status of the youth's case and whether they have been assigned an immigration court hearing.
- Once the youth's information is in the system and assigned to an Immigration Court, you should send the Change of Address and Change of Venue to the assigned Immigration Court and the corresponding DHS-ICE OPLA office.

Can we file the Change of Address and Change of Venue online?

- You can submit the Change of Address online to both the Immigration Court and DHS-ICE (OPLA).
 - Submit the Change of Address to the Immigration Court at: <https://respondentaccess.eoir.justice.gov/forms/eoir33ic/>.
 - Submit the Change of Address to DHS-ICE (OPLA) at: <https://eserviceregistration.ice.gov/>.
 - To file online with DHS-ICE (OPLA), you must create an account in the DHS eService Portal as a "Pro Se Individual" (a person representing themselves). If you choose not to create an account, you must mail a hard copy of the Change of Address form to the appropriate DHS-ICE OPLA office.
- You cannot file a Change of Venue online. You must mail the Change of Venue to the youth's assigned Immigration Court and the corresponding DHS-ICE OPLA office, as described previously.

What should we do if the youth's case does not appear in the EOIR system? Where should we send the Change of Address and Change of Venue in that case?

- The Immigration Court does not take jurisdiction over the youth's case until DHS files the Notice to Appear (NTA) with the court. If the youth's case does not yet appear in the EOIR system, do not send the Change of Address or Change of Venue yet. Continue checking the EOIR hotline or website weekly until the youth is assigned an Immigration Court. Once the court is assigned, send the documents to both the Immigration Court and the corresponding DHS-ICE OPLA office.

What does it mean if the Change of Address and Change of Venue are rejected?

- If a youth's case is not yet in the EOIR system, the Change of Address and Change of Venue will be rejected because the Immigration Court does not yet have jurisdiction over the youth's case. You should continue checking the EOIR hotline or website every week until the youth is assigned an Immigration Court.

Who should sign the Change of Address and Change of Venue?

- The sponsor or caregiver can sign the documents for the youth. Youth who are 14 or older can sign the documents themselves.
- Case workers and social service providers may help complete the documents, but they should not sign them for you.

How can we confirm that the court received the Change of Address and Change of Venue?

- It is recommended that you send the documents by certified mail, so you receive a receipt as proof that you sent the documents and they were delivered.
- You or your case worker can also call the Immigration Court to confirm that the court received the Change of Address and Change of Venue. You can find Immigration Court phone numbers here: <https://www.justice.gov/eoir/immigration-court-operational-status>.

What should we do if we sent the documents, but the youth's court hearing location has not changed? Is the youth still required to attend the hearing?

- Call the Immigration Court where the youth's hearing is scheduled to confirm that the court received the Change of Address and Change of Venue. Depending on the court, the Immigration Judge may not process the Change of Venue until the time of the youth's hearing, or the court may ask that the youth call in at their hearing time to "appear" by phone.
- Unless otherwise instructed by the judge's clerk, the youth should prepare to appear for their court hearing in person. The Immigration Judge can issue a deportation order if the youth does not appear for court, even if a Change of Address or Change of Venue is pending.

What is the correct way to fill out the Change of Address and Change of Venue?

- You can review examples with step-by-step instructions for completing both the Change of Address and Change of Venue documents on the following pages.
- You should fill out both forms in English. The versions shown are only samples meant to guide you.

Completing the Change of Address and Change of Venue

Important Notes:

1. Gather the youth's alien registration number (A-number), new address, new phone number, previous address, and blank copies of both the Change of Address form and the Change of Venue template.
2. Make two copies of each document. Before sending them, save a third copy or take a photo of the completed forms for your personal records.
3. Send the original documents to the Immigration Court currently assigned to the youth's case.
4. Send copies of the document to the DHS-ICE OPLA office that corresponds to the Immigration Court where the youth's hearing is scheduled.
5. It is recommended to send the documents by certified mail so you receive a delivery receipt.
6. After you mail the documents, continue checking the EOIR hotline or website to confirm that the youth's hearing was moved to a closer location.

Other questions?

- Watch our step-by-step instructional video on completing the Change of Address and Change of Venue in [Spanish](#) and English (COMING SOON).
- This handout is for information only and not intended to serve as legal advice. If you have additional questions or need more assistance with the Change of Address and Change of Venue, consult an attorney. See the following lists of legal service providers:
 - [National Immigration Legal Services Directory \(Immigration Advocates Network\)](#)
 - [EOIR List of Pro Bono Legal Services Providers](#)
 - [USCRI Humanitarian Legal Services Division](#)
 - [USCRI Community Resource Directory](#)

Change of Address Sample (Page 1 of 2)

U.S. Department of Justice

Change of Address/Contact Information Form Immigration Court

Executive Office for Immigration Review

Instructions: To complete this form, fill out all blanks below, including proof of service, which certifies that you will provide a copy of this form to the Department of Homeland Security (DHS). After filling in the blanks and signing both the declaration and proof of service, you must submit the form electronically, in person, or by mail. If submitting electronically, file in Respondent Portal at <https://respondentaccess.eoir.justice.gov>. Attorneys and fully accredited representatives submitting this form electronically must file in Case Portal at <https://portal.eoir.justice.gov>. If submitting by mail, follow the mailing instructions on Page 2. You must submit a separate copy of this form for each individual who has a case pending in immigration court and whom the change of information affects.

You must file this form with the immigration court within five working days of the change to your contact information, or your receipt of a charging document (e.g., a Notice to Appear) with incorrect contact information. The immigration court will send all official correspondence (e.g., notices, decisions) to the address you provide. The immigration court will only make any change(s) to your contact information in EOIR's records upon receipt of this form; the immigration court will not change your contact information based on different information on pleadings, motions, or other communications with the court.

If you fail to appear at any hearing before an immigration judge when notice of that hearing or other official correspondence was served on you or sent to the address you provided, DHS may take you into custody. In addition, the immigration court may conduct your hearing in your absence and enter an order of removal, deportation, or exclusion against you. If the court enters such an order, you may be ineligible for certain forms of relief from removal under the Immigration and Nationality Act as follows:

- If you are in *removal* proceedings: You will be subject to an order of removal for a period of ten years after the date of entry of the final order. You may also become ineligible for voluntary departure, cancellation of removal, and adjustment of status or change of status.
- If you are in *deportation* proceedings: You will be subject to an order of deportation for a period of five years after the date of the entry of the final order. You may also become ineligible for voluntary departure, suspension of deportation or voluntary departure, and adjustment of status or change of status.
- If you are in *exclusion* proceedings: Your application for admission to the United States may be considered withdrawn.

Name – Last, First, Middle, Suffix (if applicable): Youth's name (last name, first name, middle name)	A-Number: Youth's A-number
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My FORMER address and phone number were:	My CURRENT address and phone number are:
Previous Sponsor/Caregiver name (if applicable) "in care of" other person (if any)	Current Sponsor/Caregiver name "in care of" other person (if any)
Previous address (number, street, apt. #) Number; Street; Apartment (if any)	Current address (number, street, apt. #) Number; Street; Apartment (if any)
City, state, zip code City, State, and ZIP code; Country (if other than U.S.)	City, state, zip code City, State, and ZIP code; Country (if other than U.S.)
Phone number (###) ### - #### Phone Number (include country code if other than U.S.)	Phone number (###) ### - #### Phone Number (include country code if other than U.S.)
Email address Email Address	Email address Email Address

I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the A-Number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

SIGN HERE **Sponsor/Caregiver or Youth 14+ signature** _____ **Date (month/day/year)** _____
Signature Date

Sponsor/Caregiver or Youth 14+ name _____ **PROOF OF SERVICE** _____ **Date (month/day/year)** _____
(Name) _____ (date) _____
to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at:
Address of DHS-ICE OPLA office where the case is currently assigned

(Indicate if electronic/email service, or in-person or mail service (provide Number and Street, City, State, ZIP Code))

By signing, I agree to provide a copy of this Change of Address Form to the Office of the Principal Legal Advisor for DHS Immigration and Customs Enforcement-ICE at the location I selected above. I understand that I can provide DHS with a copy either electronically through the DHS eService portal (register at <https://eservice.registration.ice.gov>), or by mail or personal delivery.

No service needed. I am an ECAS-registered user who filed through the ECAS Case Portal.

SIGN HERE **Sponsor/Caregiver or Youth 14+ signature** _____
Signature

Change of Address Sample (Page 2 of 2)

SERVICE INSTRUCTIONS

1. Provide a copy of the completed form to the DHS ICE Office of the Principal Legal Advisor (OPLA) per the method you specified in the PROOF OF SERVICE above. Copies provided electronically can be done through DHS ICE eService Portal, located at <https://eserviceregistration.ice.gov>. Addresses for DHS ICE OPLA Field Locations where copies can be mailed or delivered in-person are available online at <https://www.ice.gov/contact/legal>. Failure to comply with these requirements may result in EOIR rejecting the filing.
2. To mail the form to the immigration court, fold the page at the dotted lines marked "Fold Here" so that the address is visible. (**Important:** Ensure the address section is visible after you fold the page.)
3. Staple, or otherwise secure, the folded form along the open end marked "Fasten Here."
4. Place appropriate postage stamp in the area marked "Place Stamp Here."
5. Write your return address in the area marked "PUT YOUR ADDRESS HERE."
6. Mail the original form to the immigration court.

Fold Here

PUT YOUR ADDRESS HERE

Four horizontal lines for entering the mailing address.

Use the dropdown menu below to select the immigration court where your case is pending to populate the mailing address automatically.

Select Immigration Court
Select Immigration Court
Adelanto
Annandale

Place
Stamp
Here

U.S. Department of Justice
Executive Office for Immigration Review
Immigration Court

Three horizontal lines for entering the return address.

Should match
the immigration
court where the
youth's case is
currently
assigned.

Fold Here

Privacy Act Notice

The information on this form is required by 8 U.S.C. § 1229(a)(1)(F)(ii) and 8 C.F.R. § 1003.15(d)(2) in order to notify EOIR's immigration court of any change(s) of address or phone number. The information you provide is mandatory. Failure to provide the requested information limits the notification you will receive and may result in adverse consequences noted above. EOIR may share this information with others in accordance with approved routine uses described in EOIR's system of records notice EOIR-001, Records and Management Information System, and EOIR-003, Practitioner Complaint-Disciplinary Files.

Fasten Here

Form EOIR-33/IC

Change of Venue Sample

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT

Name and Address of Immigration Court Currently Assigned (Number, street, #)

City, state, zip code

IN THE MATTER OF:)

Youth's name (last name, first name, middle name))

(JUVENILE RESPONDENT'S NAME / NOMBRE COMPLETO Y VERDADERO))

Youth's A-number)

(JUVENILE RESPONDENT'S ALIEN NUMBER/ NÚMERO DE INMIGRANTE))

IN REMOVAL

PROCEEDINGS

(JUVENILE CASE)

MOTION FOR CHANGE OF VENUE

The JUVENILE RESPONDENT in this matter is residing at the following address.

Youth's current address

Number, street, apt. #

City, state, zip code

United States of America

JUVENILE RESPONDENT requests that his/her case be transferred to the Immigration Court closest to JUVENILE RESPONDENT'S place of residence.

Date (month/day/year)

(date / FECHA DE FIRMA - mes, día y año)

Date (month/day/year)

(date / FECHA DE FIRMA - mes, día y año)

Youth's signature if 14 or older

(Juvenile Respondent's signature / FIRMA DE MENOR)

Sponsor/Caregiver signature

(Adult Sponsor's signature / FIRMA DE ADULTO)

Sponsor/Caregiver name

(Adult Sponsor's name / ESCRIBA NOMBRE DE ADULTO)

Sponsor/Caregiver phone number (###) ### - ####

(Adult Sponsor's telephone number / NÚMERO DE TELÉFONO)

CERTIFICATE OF SERVICE

I certify that I have today placed in first class mail a true copy of the foregoing Motion to Change Venue in an envelope addressed as follows:

Address of DHS-ICE OPLA office where youth's case is currently assigned

Sponsor/Caregiver or youth 14+ signature

(Adult Sponsor's signature / FIRMA DE ADULTO)

Date (month/day/year)

(Date / FECHA)

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT

IN THE MATTER OF:)
)
)

(JUVENILE RESPONDENT'S NAME / **NOMBRE COMPLETO Y VERDADERO**))
)

(JUVENILE RESPONDENT'S ALIEN NUMBER/ **NÚMERO DE INMIGRANTE**))
_____)

IN REMOVAL
PROCEEDINGS
(JUVENILE CASE)

MOTION FOR CHANGE OF VENUE

The JUVENILE RESPONDENT in this matter is residing at the following address.

United States of America

JUVENILE RESPONDENT requests that his/her case be transferred to the Immigration Court closest to JUVENILE RESPONDENT'S place of residence.

(date / **FECHA DE FIRMA - mes, día y año**)

(Juvenile Respondent's signature / **FIRMA DE MENOR**)

(date / **FECHA DE FIRMA - mes, día y año**)

(Adult Sponsor's signature / **FIRMA DE ADULTO**)

(Adult Sponsor's name / **ESCRIBA NOMBRE DE ADULTO**)

(Adult Sponsor's telephone number / **NÚMERO DE TELÉFONO**)

CERTIFICATE OF SERVICE

I certify that I have today placed in first class mail a true copy of the foregoing Motion to Change Venue in an envelope addressed as follows:

(Adult Sponsor's signature / **FIRMA DE ADULTO**)

(Date / **FECHA**)