

# HOW DO I COMPLETE MY ICE CHECK-IN?

Updated October 2022

It is important to complete **ALL** your check-ins, whether electronically or in person, with U.S. Immigration and Customs Enforcement (ICE). If you were recently released from the border, follow the steps below to check-in with ICE:

My ICE Check-In is scheduled in Chicago:

Check in by sending an email to [ICEChicagoReporting@ice.dhs.gov](mailto:ICEChicagoReporting@ice.dhs.gov) with the information listed to the right. You do not need to go in person.

My ICE Check-In is scheduled outside of Chicago:

1. Call the ICE Field Office where you are scheduled and leave a voicemail with your full name and A Number, notifying that you are in Chicago. Visit [ice.gov/contact/field-offices](https://ice.gov/contact/field-offices) for office numbers.
2. Email [ICEChicagoReporting@ice.dhs.gov](mailto:ICEChicagoReporting@ice.dhs.gov)

I received *Form I-385: Notice to Report* with no check-in date:

And I plan to **STAY** in Illinois:

Email [ICEChicagoReporting@ice.dhs.gov](mailto:ICEChicagoReporting@ice.dhs.gov) with the information listed to the right. State that you want to schedule a check-in in Chicago.

And I plan to **MOVE** to another state:

1. Visit [ice.gov/check-in](https://ice.gov/check-in) and click "ICE Appointment Scheduler."
2. Select your language, then enter the Subject ID number and birthplace listed on your I-385 form.
3. Follow the instructions to schedule your check-in.

Include the following in **ALL** emails to ICE:

- ☒ Full name for you and any family members reporting with you
- ☒ A Number, Subject ID Number or both (on your paperwork)
- ☒ Current address (if shelter, include address and write "temporary")
- ☒ Current phone number with area code
- ☒ If you need an ICE officer to sign for your check-in, send a clear photo of the document you need signed as an attachment to your email.

## HOW DO I CHANGE MY ADDRESS WITH THE IMMIGRATION COURT?

**IF YOU ARE IN REMOVAL PROCEEDINGS**, you must keep your address updated with the Executive Office for Immigration Review (EOIR, Immigration Court). You are in removal proceedings if you received a **Notice to Appear (NTA)**. If you were recently released from the border **AND** you have an NTA, follow the steps below:

While in temporary shelter:

- Wait to change your address until you have secured permanent housing
- Until then, check the status of your case **at least once a week** using the **EOIR Automated Case Information Hotline** by calling **1-800-898-7180** or online at [acis.eoir.justice.gov/en/](https://acis.eoir.justice.gov/en/)
- You will need your A Number to check your case status



Use **Form EOIR-33** to change your address with ICE and EOIR (Immigration Court). You must file a separate Form EOIR-33 for **EACH** person who has a case pending in immigration court. You will need 3 copies of the form:

- 1** Send Form EOIR-33 online or by mail to the Immigration Court:
    - Online: [respondentaccess.eoir.justice.gov/en/forms/eoir33ic/](https://respondentaccess.eoir.justice.gov/en/forms/eoir33ic/) or scan QR code
    - Download at [justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing](https://justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing)
  - 2** Print and send a physical copy of Form EOIR-33 to the ICE Office of the Principal Legal Advisor (OPLA) for your assigned court: [ice.gov/contact/field-offices](https://ice.gov/contact/field-offices). For court in Chicago, send to **525 West Van Buren Street, Suite 701, Chicago IL 60607**.
  - 3** Keep a copy of Form EOIR-33 for your records.
- !** Send all documents to the Immigration Court and ICE via certified mail so you have proof you sent them. You can send certified mail from any post office. Save the receipt with your records.



**IMPORTANT! If you do not appear for all of your ICE Check-Ins and Immigration Court hearings, you can be detained and/or ordered deported.**



Chicago Legal Protection Fund

