## **HOW DO I COMPLETE MY ICE CHECK-IN?**

**Updated October 2022** 

Include the following in

ALL emails to ICE:

A Number, Subject ID Number or both

Current address (if shelter, include

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.

address and write "temporary")

Full name for you and any family

members reporting with you

(on your paperwork)

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 with the information listed to the right. You do not need to go in person.

My ICE Check-In is scheduled outside of Chicago:

I received Form I-

385: Notice to

Report with no

check-in date:

- 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 for office numbers.
- 2. Email ICEChicagoReporting@ice.dhs.gov

## And I plan to STAY in Illinois:

Email 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 and click "ICE Appointment Scheduler."
- 2. Select your language, then enter the Subject ID number and birthplace listed on your I-385 form.

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3. Follow the instructions to schedule your check-in.

## **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/
- You will need your A Number to check your case status

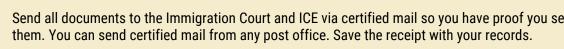


Use Form EOIR-33 to change your address with ICE and EOIR (Immigration Court). You must file a separate Form EOIR-33 for EACH person who has a case pending in immigration court. You will need 3 copies of the form:

- Send Form EOIR-33 online or by mail to the Immigration Court:
  - Online: respondentaccess.eoir.justice.gov/en/forms/eoir33ic/ or scan QR code
  - Download at justice.gov/eoir/form-eoir-33-eoir-immigration-court-listing
- 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. For court in Chicago, send to 525 West Van Buren Street, Suite 701, Chicago IL 60607.



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.





Once you have permanent

housing: