

# AR-11 FILING INSTRUCTIONS

## ORDER#

PREPARED FOR

PREPARED ON

## Contact Us

786-551-1119

[support@citizenconcierge.org](mailto:support@citizenconcierge.org)

## Filing Check List

**Step 1:** Review, sign, and date your form

**Step 2:** Make a copy of your completed form for your records

**Step 3:** Mail the completed form to USCIS

### Step 1: Review, sign, and date your form

Step 1: Review, sign and date your form It is important to carefully review your printed form before submitting it to USCIS to ensure that all information is accurate and complete. Any mistakes or omissions may cause delays or rejection of your form. Please note that it is the applicants responsibility to review and ensure the accuracy of the completed form, and Citizen Concierge cannot accept responsibility for any rejection or denial of a form due to the applicants failure to review it.

Once you have thoroughly reviewed the form and are confident that it is complete and accurate, sign your full name in the box labeled "Signature" and write the date in the box labeled "Date (mm/dd/yyyy)" using the month/day/year format.

### Step 2: Make a copy of your final application for your records

CitizenConcierge recommends that you make a copy of the application for your own records.

### Step 3: Mail the completed form to USCIS

Use a common business (#10) envelope or 9" x 12" envelope (if you prefer to mail it flat). Be sure to write your return address in the upper left corner of the envelope. This is important in case there are any issues with the delivery of the mail, as the mail carrier will be able to return it to the address provided in the upper left corner of the envelope.

Write the USCIS address on the center:  
U.S. Department of Homeland Security  
Citizenship and Immigration Services  
Attn: Change of Address  
1344 Pleasants Drive  
Harrisonburg, VA 22801

Insert your Form AR-11 in the envelope and mail from a post office by certified mail or a courier service that provides a return receipt.

It is advisable to take your envelope to a post office to ensure that you have included the proper postage and to use certified mail or a courier service, as recommended by Citizen Concierge. This will help you to track the delivery of your application and ensure that it reaches its intended destination. Additionally, it is recommended that you keep your return receipt in a safe place, such as with your other immigration-related paperwork, for your own records.

### **What You Should Know**

It is mandatory to file Form AR-11 to report a change of address within 10 days of moving, even if more than 10 days have already passed.

If you have a pending application or petition with USCIS, it is important also to contact USCIS by phone to update your address. Failure to update your address on a pending application or petition could result in a failure to receive critical communication related to your case.

### **Prepare immigration paperwork correctly, guaranteed**

CitizenConcierge provides self-directed software to prepare immigration applications accurately and file correctly. Our support packages include detailed instructions for supporting documents and how to organize your application documents. Individuals, attorneys and non-profits use the service on desktop or mobile device to prepare immigration forms accurately, avoiding costly delays and rejections

**Use CitizenConcierge to prepare these packages**

- Form I-129F, Petition for Alien Fiancé
- Form I-130, Petition for Alien Relative
- Form I-131, Application for Travel Document
- Form I-485, Application to Adjust Status
- Form I-751, Petition to Remove Conditions on Residence
- Form I-765, Application for Employment Authorization
- Form N-400, Application for Naturalization
- Form I-90, Application to Replace Permanent Resident Card
- ... and several other forms. For a complete list of services and prices, visit <https://citizenconcierge.org/all-uscis-forms/>