

From: Groves, Jason
Sent: Thursday, July 23, 2009 3:39 PM
To: Bishop, Marie; Keeling, Rita; Koch, Diane; Meier, Christa; Skinner-Marshall, Denise; Smith, Phil; White, Kathi; Fortson, Irene
Cc: Laird, Veronica; Taylor, Edna; Griffin, Earl
Subject: CORRECTION RE: New Process for Documenting Domestic Change of Addresses -- Please Disseminate
Importance: High

It has been brought to my attention that I inadvertently provided a link for the Special Registrant Change of Address Card, Form AR-11SR. With this e-mail I am correcting the mistake and providing a link to the proper form <http://www.uscis.gov/files/form/ar-11.pdf>. If you compare the two side-by-side they are almost identical. To clarify, at this time, I am not aware of a need for ANY foreign national in our facility to complete an AR-11SR.

Again I apologize for the confusion; please inform your locations of this correction ASAP.

Jason

From: Groves, Jason
Sent: Friday, June 05, 2009 5:42 PM
To: Griffin, Earl; Bishop, Marie; Keeling, Rita; Koch, Diane; Laird, Veronica; Skinner-Marshall, Denise; Smith, Phil; South Atlantic Area (Betty Bracey); White, Kathi
Subject: New Process for Documenting Domestic Change of Addresses -- Please Disseminate
Importance: High

Effective immediately, in addition to documenting a change of address on their ARS-230 foreign nationals in ARS facilities will be required to complete a Form AR-11 SR (Alien Change of Address Card) in accordance with Section 265 of the Immigration and Nationality Act (8 U.S.C. § 1305). The form can be found online at: <http://www.uscis.gov/files/form/ar-11sr.pdf>. This change in procedures will apply to all foreign nationals regardless of their immigration status (i.e. Permanent Residents are **NOT** exempted from this requirement).

The form will be completed by the foreign national and provided to their host who will forward a copy to their Area Office with 48 hours. As a courtesy to the foreign national, hosts will mail the original form to the Department of Security's (DHS) Bureau of U.S. Citizenship and Immigration Services (USCIS) London, Kentucky Office as listed on the form.

When updating the ARS-230 (which should be sent to the Area Office at the same time as the copy of the AR-11 SR), the date the form was sent to USCIS will be listed in the comment section below the box for the new address.

Please note:

- Foreign nationals who are not Permanent Residents should leave “Number from Alien Card” blank;
- Only those foreign nationals who are employees of ARS should list ARS as their ‘employer’ where they are asked to list the name of their employer or school;
- Students and Exchange Visitors whose I-94 (Arrival – Departure Form) lists “D/S” should instead provide the end of their program as reflected on their I-20 or DS-2019 where asked for the ‘expiration of their stay in the U.S.’

I realize that this new requirement will not earn me any new admirers but requiring foreign nationals to complete a change of address card is to the foreign national's benefit as much as ARS' not to mention is required under U.S. law.

It should go without saying that if you receive complaints or encounter obstinate hosts/foreign nationals that you let me know.

Thanks,

Jason