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**Important Notice Concerning
CIS Change Of Address Requirement**

Recent concerns about tracking the whereabouts of foreign nationals have caused the United States Citizenship and Immigration Services (“CIS,” formerly the INS) to publicize a longstanding but largely ignored U.S. immigration regulation concerning changes of address. This regulation requires that all foreign nationals residing in the U.S. in nonimmigrant or permanent resident status (i.e., anyone who is not a U.S. citizen) notify the CIS in writing of any change in their residential address within ten days of any move. Individuals must complete and sign Form AR-11, Alien’s Change of Address Card, and mail it to the CIS office in London, Kentucky that is indicated on the form (presently, U.S. Dept. of Homeland Security, U.S. Citizenship and Immigration Services, Change of Address, P.O. Box 7134, London, KY 40742-7134). A separate form must be completed for each foreign national family member in the U.S.; parents should sign the form on behalf of their children under age 14.

Form AR-11, Alien’s Change of Address Card, can be found at the CIS web site, <http://www.immigration.gov/graphics/formsfee/forms/ar-11.htm>. This form may be downloaded and printed. The form is also available at CIS offices. As the CIS has recently stated its intention to strictly enforce this regulation, we recommend that any foreign nationals employed by our clients complete this form and mail it to the CIS within 10 days of any change of address. A new form must be filed for each change of address.

The penalties for not complying with the change of address requirement are fines of up to \$200 or imprisonment for not more than 30 days. Perhaps more importantly, failure to comply with the change of address requirement may be a ground for removal (deportation) from the U.S.