

DACA Mailing Guide

**** This guide is a work in progress. Since this a new program offered by the government, be aware that this form will undergo several updates as the program evolves. Please check keep an eye out for updates on our website at <http://www.advancingjustice.net>. ****

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Put Your Organizational Skills to Work

To make it easier for the person reviewing your packet, you might want to mark each document with “exhibit tabs” and reference them in your cover letter.

For example, if you mark the copy of your birth certificate as, “Exhibit A,” you will note in your cover letter, under a section titled, “Proof of Identity,” “Exhibit A – Birth Certificate.” When you do that, the reviewer will know what he or she is looking it when they see your birth certificate labeled “Exhibit A.”

Before you mail, DUPLICATE!

You should photocopy and create an electronic copy of all supporting documents that you intend to send to USCIS. On each photocopied sheet that does not have identifying information, include your full name, address, and phone number.

You should also create and attach a cover letter to your packet explaining attached documents and how they correspond to each question.

Did You Remember to Pay the U.S. Department of Homeland Security?

When you send your application packet to USCIS, you **should** send it U.S. Certified Mail with a “Return Receipt” attached.

Finally, do remember to include a check for **\$465.00** to the “U.S. Department of Homeland Security.” Do **NOT** abbreviate “Department” or “Security.”

WAIT! Before you send it off, look at the Step 2 and 5 FOR FINAL REVIEW.

Before you send this application off, please also remember to include a final checklist showing you have attached everything asked for by USCIS. We have created one for you in this toolkit with the help of USCIS.

**If Everything Checked Out, You Have Completed Your Application.
CONGRATULATIONS!**

You now have several options to choose from regarding your application.

1. You may scan your application and all supporting documents and have us review it for you free of charge. It should take no more than two weeks for our immigration attorneys to review your documents to let you know whether you should submit your application to USCIS. Our e-mail address is daca@apalc.org.
2. You could find a local immigration attorney to review your documents before submission.
3. If you are confident that you have completed everything, meet all the eligibility requirements, and have no criminal history, then you may submit the application yourself. Where you currently live will determine where you must send your application. Please see below to see where you should send your application.

I live in ...	U.S.Postal Service	USPS Express Mail/Courier
Arizona, California	<p>USCIS Phoenix Lockbox Facility</p> <p>USCIS P.O. Box 20700 Phoenix, AZ 85036-0700</p>	<p>USCIS Phoenix Lockbox Facility</p> <p>USCIS Attn: DACA 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
Alaska, Alabama, Arkansas, Florida, Guam, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Mississippi, Montana, North Dakota, Nebraska, New Mexico, Oklahoma, Puerto Rico, Saipan, South Dakota, Tennessee, Texas, Utah, U.S. Virgin Islands, or Wyoming.	<p>USCIS Dallas Lockbox Facility</p> <p>USCIS P.O. Box 660045 Dallas, TX 75266-0045</p>	<p>USCIS Dallas Lockbox Facility</p> <p>USCIS ATTN: DACA 2501 S. State Hwy. 121, Business Suite 400 Lewisville, TX 75067</p>
Colorado, Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Massachusetts, Maryland, Maine, Michigan, Nevada, North Carolina, New Hampshire, New Jersey, New York, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Virginia, Vermont, Washington, Wisconsin, or West Virginia.	<p>USCIS Chicago Lockbox Facility</p> <p>USCIS P.O. Box 5757 Chicago, IL 60680-5757</p>	<p>USCIS Chicago Lockbox Facility</p> <p>USCIS Attn: DACA 131 S. Dearborn – 3rd Floor Chicago, IL 60603-5517</p>

Do you like live status updates? If so, you might want to consider e-Notifications.

Finally, if you would like to receive **e-notifications** from USCIS regarding the status of your application, remember to complete form **G-1145**. You will continue to receive paper correspondence from USCIS, but signing up for e-notifications would give you real-time status updates.

You may access that form at <http://www.uscis.gov> by searching for “G-1145.” The direct link is <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=d9056d4e88ac3210VgnVCM100000b92ca60aRCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>.

Now What?

Once USCIS receives your application, you will receive a receipt from USCIS within several weeks. Make sure you check your mail. If you signed up for electronic notification, you should also receive an e-mail or text message notifying you of USCIS’ receipt of your packet.

Given the large number of applicants, USCIS has estimated that it would take at least 60 days to upwards of 90 days to process each application. USCIS will notify you if there are any changes. They will also notify you for a photo and fingerprints.

USCIS must notify you whether they approve or deny your request for Deferred Action. Please be patient, and we wish you the best of luck.