



# Artists from Abroad

Complete guide to immigration  
and tax requirements

[www.artistsfromabroad.org](http://www.artistsfromabroad.org)

## **USCIS Service Center Tips, Jurisdictions, and Contact Information**

**Update!** Petitions should be sent to either the California Service Center or Vermont Service Center. If the artist is working/performing at a single address, file with the service center with jurisdiction over that address. If the artist is working/performing at more than one address (no matter how close they are to one another!), file with the service center with jurisdiction over the *petitioner's* address. For example, if the artist will work at two addresses in Phoenix, Arizona, and the petitioner is located in New York, the petition should be filed with the Vermont Service Center. Petitions filed to the incorrect address will be rejected and returned to the petitioner.

### **California Service Center (CSC)**

**Jurisdiction:** Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming

The envelope must be clearly marked “Regular Processing” or “Premium Processing”

**IF MAILING BY COURIER:**  
**For Regular Processing or Premium Processing:**

USCIS  
California Service Center  
ATTN: I-129  
24000 Avila Road  
2<sup>nd</sup> Floor, Room 2312  
Laguna Niguel, CA 92677

**IF USING REGULAR MAILING SERVICE:**  
**For Regular Processing:**

USCIS  
California Service Center  
ATTN: I-129  
P.O. Box 10129  
Laguna Niguel, CA 92607-1012

**For Premium Processing:**

Premium Processing Service  
USCIS  
California Service Center  
ATTN: I-129  
P.O. Box 10825  
Laguna Niguel, CA 92607-1012

*(continued)*

**Contact Information for the California Service Center (CSC)**

Regular Processing for I-129s only: Ph: 800/375-5283

Premium Processing: Ph: 949/831-8550 Fx: 949/389-3460 Email: [csc-premium.processing@dhs.gov](mailto:csc-premium.processing@dhs.gov)

Traditional Expedites: Fx: 949/389-3441

In an extreme emergency, the following phone numbers are provided for assistance Monday through Friday from 9:00am – 2:00pm: 949/389-3007; 949/389-3252

**Vermont Service Center (VSC)**

**Jurisdiction: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, West Virginia**

**Regular & Courier Mailing**

USCIS  
Vermont Service Center  
ATTN: I-129  
75 Lower Welden Street  
St. Albans, VT 05479-0001  
Tel: 800/375-5283

**Premium Processing**

Premium Processing Service  
USCIS  
Vermont Service Center  
ATTN: I-129  
30 Houghton Street  
St. Albans, VT 05478-2399  
Tel: 866/315-5718 Fax: 802/527-4819  
Email: [vsc-premium.processing@dhs.gov](mailto:vsc-premium.processing@dhs.gov)

**National Customer Service Center (NCSC) – 800/375-5283**

USCIS Office of Business Liaison – 800/357-2099

NCSC TDD (hearing impaired) – 800/767-1833

NOTE: For the present, NCSC handles all calls relating to service center activities except for premium processing-related contacts. Additional information on NCSC capabilities is on the USCIS web site (see Useful Web Links appendix). Dealing with NCSC can be a frustrating experience.

With the USCIS receipt number, you may check the status of your case on line at <https://egov.uscis.gov/cris/Dashboard.do?sessionId=cbask8KMBigGk5aFA4F2s>. Bookmark this page! You can also check processing times from this link and set up an account so USCIS will automatically email you with any status updates on your case.

**FEES and GENERAL NOTES:**

**Note:** U.S. Citizenship and Immigration Services (USCIS) announced increases in petition filing fees on November 23, 2010. Below are the fees required for petitions postmarked on or after November 23, 2010.

- Form I-129 – \$325 fee per petition, irrespective of group size or whether the petition is new, for an extension, or for a change of status. Use separate checks.
- We strongly recommend that O and P petitions be sent by overnight delivery (Federal express, UPS, etc.)
- Form I-539 – \$290 fee, irrespective of the number of beneficiaries.

- Form I-824 – \$405 fee per I-824.
- Form I-907 (premium processing) – \$1,225 per petition, payable by separate check.
- Use business or personal check, money order or cashier's check, payable to "Department of Homeland Security."
- ALWAYS mark the exterior of the envelope with the type of petition or application included, and for premium processing, if applicable.
- For traditional expedites, mark the exterior envelope with red dots and "Expedite Requested" in big letters.
- When filing more than one petition or application that are related, clip or rubber band them together under a sheet marked "Related Cases: Do Not Separate in Mailroom."
- General order of documents for I-129: fee payment, stapled to middle-left of I-907, if applicable; return FedEx mailer if I-907 used; fee payment stapled to middle-left of I-129; I-129 Supplement; return FedEx mailer if no I-907; beneficiary list if applicable, union consultation if applicable; cover letter outlining the benefit sought and identifying the attached support evidence; supporting documentation.
- 2-hole punch all materials at the top, and use Acco-type fasteners.
- Complete all blanks, using "N/A" or "None" where appropriate, but do not enter "N/A" if "None" is appropriate entry, and vice versa.
- Submit certified translations for all foreign language documents