



Artists from Abroad

Complete guide to immigration
and tax requirements

www.artistsfromabroad.org

USCIS Service Center Tips, Jurisdictions, and Contact Information

10/12/17 Update! Petitions should be sent to either the California Service Center (CSC) or Vermont Service Center (VSC) based on the U.S. state or territory where the **petitioner's company or organization's primary office is located**, rather than where the work will take place. **Also, beginning October 12, 2017, Texas-based petitioners are directed to send I-129 packages to the California Service Center.** Earlier this year, petitions for beneficiaries with work for a single employer to be done in Florida, Georgia, or North Carolina were directed to send I-129 packages to CSC, but now this, too, is to be determined based upon the location of the petitioner's primary office location. **If the petitioner's primary location is in Florida, Georgia, North Carolina, or Texas, I-129 packages should be sent to CSC effective immediately.**

Filing for Temporary Employment or Training in More Than One Location

When the temporary employment or training will be in different locations within the same U.S. state or territory, or in different U.S. states or territories, the state where the petitioner's company or organization's primary office is located will still be used to determine where the petitioner should file the Form I-129 package, regardless of the beneficiary's work location(s). For example, if the beneficiary will work or receive training in two or more different locations in the state of Arizona, and the petitioner's company's primary office is in New York, file Form I-129 with the VSC. If the beneficiary will work or receive training in a location in Arizona and in another location in Florida, and the petitioner's company's primary office is in New York, file Form I-129 with the VSC.

Listing Your Organization's Primary Address

The petitioner's company or organization's primary office should be listed in Part 1, Question 3.

Starting November 11, 2017, USCIS may reject Form I-129s that are filed at the wrong service center, and please note that P.O. boxes may not be used for a petitioner's primary address.

Refer to the USCIS website on [direct filing addresses for the Form I-129](#) for complete details.

The following pages detail which Service Center address to use for Regular vs. Premium Processing Service, and depending on the method of delivery to send I-129 packages to USCIS.

California Service Center (CSC)

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

Commonwealth of the Northern Mariana Islands (CNMI) also send to CSC but be sure to include "Attn: CNMI I-129 [*Include non-immigrant classification*]" when addressing envelope.

(*Formerly filed at Vermont, but now files at California)

The envelope must be clearly marked "Regular Processing" or "Premium Processing"

IF MAILING BY FedEx, UPS, DHL:
For Regular or Premium Processing:

USCIS California Service Center
ATTN: I-129 [*include non-immigrant classification, such as "O-1B"*]
24000 Avila Road
2nd Floor, Room 2312
Laguna Niguel, CA 92677

IF USING REGULAR MAILING SERVICE:
For Regular Processing:

USCIS California Service Center
ATTN: I-129 [*include non-immigrant classification, such as "O-1B"*]
P.O. Box 10129
Laguna Niguel, CA 92607-1012

For Premium Processing:

Premium Processing Service
USCIS California Service Center
ATTN: I-129 [*include non-immigrant classification, such as "O-1B"*]
P.O. Box 10825
Laguna Niguel, CA 92607

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

PPS Email: csc-premium.processing@dhs.gov

Traditional Expedites: Fx: 949-389-3441 and csc-ncsc-followup@dhs.gov, but read below:

To request a traditional expedite from the CSC, first call the National Customer Service Center with your request at 800-375-5283. The NCSC will assign a service request number (Example: T1B.305.10.03037.VSC) to use as a reference for any additional inquiries on the expedite request. A decision on your request will be made within 5 business days. Please email csc-ncsc-followup@dhs.gov if you have not been notified of your decision within that timeframe. Please allow an additional 5 days for a response to that inquiry. You can find the criteria used to determine if an expedite request is approved or denied on the USCIS website at www.uscis.gov.

If you contacted the National Customer Service Center with a case-related inquiry and more than 30 days have passed and you have not received a response (or if you have requested a traditional expedite and more than 5 business days have elapsed without being informed of a decision), you may email the California Service Center with your inquiry at csc-ncsc-

followup@dhs.gov. Please allow up to 5 days for a response to your follow up inquiry.

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, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, U.S. Virgin Islands, Vermont, Virginia, West Virginia

Regular & Courier Mailing

USCIS Vermont Service Center
ATTN: I-129 [*include non-immigrant classification, such as "O-1B"*]
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 [*include non-immigrant classification, such as "O-1B"*]
30 Houghton Street
St. Albans, VT 05478-2399

Tel: 866-315-5718

Fax: 802-527-4819

Email: vsc-premium.processing@dhs.gov

VSC Traditional Expedite

To request a traditional expedite, first call the National Customer Service Center with your request at 800-375-5283. The NCSC will assign a service request number (Example: T1B.305.10.03037.VSC) to use as a reference for any additional inquiries on the expedite request. A decision on your request will be made within 5 business days. Please email vsc.ncscfollowup@dhs.gov if you have not been notified of your decision within that timeframe. Please allow an additional 5 days for a response to that inquiry. You can find the criteria used to determine if an expedite request is approved or denied on the USCIS website at www.uscis.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/casestatus/landing.do>. 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 December 23, 2016. Below are the fees required for petitions postmarked on or after December 23, 2016:

- Form I-129 – \$460 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 – \$370 fee, irrespective of the number of beneficiaries.
- Form I-824 – \$465 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.
- 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, complete translations for all foreign language documents.

Find additional helpful filing guidance at

<http://www.artistsfromabroad.org/immigration-procedures/completing-the-forms/general-guidance-for-filing/>