

ARTISTS FROM ABROAD
Complete Guide to Immigration & Tax Requirements for Foreign Guest Artists

USCIS Service Center Tips, Jurisdictions, and Contact Information

Update! Petitions filed on or after April 2, 2007 must be mailed to either the California Service Center or Vermont Service Center, depending on the location where the work will be performed. If the work will be performed in more than one jurisdiction, then the location of the petitioner determines the jurisdiction. For example, if the artist(s) will work in Arizona and Texas, and you, the petitioner, are located in New York, file the petition 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”

Overnight deliveries:

24000 Avila Road
2nd Floor, Room 2312
Laguna Niguel, CA 92677

Regular mail:

P.O. Box 10129
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 Email: 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 Processing

75 Lower Welden Street
St. Albans, VT 05479
Tel: 800/375-5283

Premium Processing

30 Houghton Street
St. Albans, VT 05478-2399
Tel: 866/315-5718 Fax: 802/527-4819
Email: vsc-premium.processing@dhs.gov

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National Call 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. Go to: <https://egov.immigration.gov/cris/jsps/index.jsp> and click on the “Online” link on the right. 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) has announced a substantial increase in petition filing fees. The Premium Processing fee remains \$1,000. Below are the fees required for petitions postmarked on or after July 30, 2007.

- Form I-129 – \$320 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 – \$300 fee, irrespective of the number of beneficiaries.
- Form I-824 – \$340 fee per I-824.
- Form I-907 (premium processing) – \$1000 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.