



# 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**

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. **As of October 12, 2017, Texas-based petitioners have been 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.**

### **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, 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  
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 [*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](mailto:csc-premium.processing@dhs.gov)

First and foremost, USCIS urges everyone to utilize online self-service [applicant tools](#) and to create a USCIS online account to check on the status of a case. For inquiries that cannot be resolved through the self-help tools, and to request a traditional expedite from the CSC, petitioners may call the [USCIS Contact Center](#) with your request at 800-375-5283. The Contact Center 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. You can find the criteria used to determine if an expedite request is approved or denied on the USCIS website at [www.uscis.gov](http://www.uscis.gov).

## 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](mailto:vsc-premium.processing@dhs.gov)

### **VSC Traditional Expedite**

To request a traditional expedite, petitioners may call the [USCIS Contact Center](#) with your request at 800-375-5283. The Contact Center 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. You can find the criteria used to determine if an expedite request is approved or denied on the USCIS website at [www.uscis.gov](http://www.uscis.gov).

**USCIS Contact Center** – 800-375-5283  
USCIS Office of Business Liaison – 800-357-2099  
NCSC TDD (hearing impaired) – 800-767-1833

NOTE: For the present, the USCIS Contact Center handles all calls relating to service center activities except for premium processing-related contacts. Additional information on that office's capabilities is on the USCIS web site.

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) periodically increases petition filing fees, so always check [uscis.gov](http://uscis.gov) for the latest fee amounts as well as the latest editions of forms. Below are the fees required for petitions as of February 2019:

- 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-907 (premium processing) – \$1,410 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/>

\*\*If anyone encounters updated guidance or change in policy that is not reflected above, please let us know at [askus@artistsfromabroad.org](mailto:askus@artistsfromabroad.org). Thank you!