### WeAreDREAMERS

NETWORK

# DACA RENEWAL BY MAIL

guide step by step





### When should I renew my DACA?

# You can renew 120-150 days before your EAD expiration date.

The NATIONAL IMMIGRATION LAW CENTER has provided us with a calculator by simply putting your expiration date of your current Employement Authorization Document it will give you a date when they recommend you to renew.

https://www.nilc.org/issues/daca/dacarenewalcalculator/

**PER USCIS WEBSITE:** USCIS' current goal is to process DACA renewal requests within 120 days. If your renewal request has been pending more than 105 days and you have not heard from us, please feel free to contact USCIS. Please contact USCIS through the <u>USCIS Contact Center</u> or by sending a message from your <u>USCIS online account</u> inbox.



CREATE A COVERED LETTER: INCLUDE ALL THE DOCUMENTS THAT YOU'LL
BE MAILING WITH YOUR APPLICATION

#### Step #1: Fill out all the applications

#### FORM G-1145,

### Electronic Notification of Acceptance of Petition/Application

#### e-Notification of Application/Petition Acceptance USCIS Department of Homeland Security U.S. Citizenship and Immigration Services What Is the Purpose of This Form? Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility General Information Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing. We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent. The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers. USCIS will also mail you a receipt notice (1-797C), which you will receive within 10 days after your application has been accept use this notice as proof of your pending application or petition. USCIS Privacy Act Statement AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS cepts immigration form. The information you provide will be used to send you a text and/or email message. DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent SCIS from providing you a text and/or email message receipting your immigration form. ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-007 -Benefits Information System and DHS/USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security Complete this form and clip it on top of the first page of your immigration form(s). Applicant/Petitioner Full Last Name Applicant/Petitioner Full Middle Name Email Address Mobile Phone Number (Text Message) Form G-1145, 09/26/14, Y

### FORM I-821d Consideration of Deferred Action for Childhood Arrivals

for Childle Department of	of Deferred Action         USCIS           hood Arrivals         Form I-821D           Homeland Security         OMB No. 1615-012           Id Immigration Services         Expires 10/31/2025
	this box if Form G-28 is attached to  Attorney State Bar Number (if any):
➤ START HERE - Type or print in black ink. Read Form  Part 1. Information About You (For Initial and  Renewal Requests)	I-821D Instructions for information on how to complete this form U.S. Mailing Address (Enter the same address on Form I-765)
I am not in immigration detention.  I am in immigration detention.  am requesting:  I limital Request - Consideration of Deferred Action for Childhood Arrivals  OR  Action for Childhood Arrivals  AND  For this Renewal request, my most recent period of Deferred Action for Childhood Arrivals expires on  (mm/dd/yyyy) ►  Full Legal Name  La. Family Name  (Lax Name)  Bb. Given Name  (First Name)	4.a. In Care Of Name (if applicable)  4.b. Street Number and Name  4.c. Apt. Ste. Fir.   4.d. City or Town  4.e. State  4.f. ZIP Code  Removal Proceedings Information  5. Are you NOW or have you EVER been in removal proceedings, or do you have a removal order issued in any other context (for example, at the border or within the United States by an immigration agent)?  Yes No  NOTE: The term "removal proceedings initiated before April 1, 1997; an Immigration and Nationality Act (INA) section 240 removal proceeding; expedited removal; reinstatement of a final order of exclusion, deportation, or removal, an INA section 217 removal after admission under the Visa Waiver Program; or removal as a criminal alien under INA section 238.



### Step #1: Fill out all the applications

**FORM I-765**,

**Application for Employment Authorization** 

FORM I-765WS Worksheet

Department of	ployment Authorization USCIS Form 1-765 Homeland Security OMB No. 1615-004 ad Immigration Services Expires 10/31/2025
For USCIS Use Only Alien Registration Number Remarks	ap Action Block
To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).  START HERE - Type or print in black ink.	his box if Form G-28 Attorney or Accredited Representative USCIS Online Account Number (if any)
Part 1. Reason for Applying	Other Names Used
I am applying for (select only one box):  1.a. Initial permission to accept employment.  1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.  NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form 1-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form 1-765 Instructions for further details.  1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)	Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.  Additional Information.  2.a. Family Name (Last Name)  2.b. Given Name (First Name)  2.c. Middle Name  3.a. Family Name (Last Name)  3.b. Given Name (First Name)  3.c. Middle Name  4.a. Family Name (Last Name)
Part 2. Information About You	4.b. Given Name (First Name)
Your Full Legal Name  1.a. Family Name (Last Name)  1.b. Given Name (First Name)  1.c. Middle Name	4.c. Middle Name
	Maga Lot

	<b>y</b>	Form I-765 Worksheet Department of Homeland Security U.S. Citizenship and Immigration Services	USCIS Form 1-765WS OMB No. 1615-004 Expires 10/31/2025
Child In the Supp that y Par 1.a. 1.b.	hood Arrivals, categories, you spaces provided, indicate you orting evidence is not required,	authorization under the (c)(14). Deferred Action, or (c)(33), Con must complete this worksheet so we can determine whether you reurrent annual income, your current annual expenses, and the to but U.S. Citizenship and Immigration Services (USCIS) with but U.S. Citizenship and Immigration Services (USCIS) with include other household members' financial information to estab	have an economic need to work, stal current value of your assets, cept and review any documentation
Par	t 2. Financial Informat	ion	
1.	My current annual income is:		
2. 3.	My current annual expenses: The total current value of my		
autho	rization, use the space below.		



#### Step # 2 - Make copies of your documents





2x2 PASSPORT PHOTOS



The main documents needed to submit with your EAD to SHOW YOUR VALID STATUS and your passport pictures

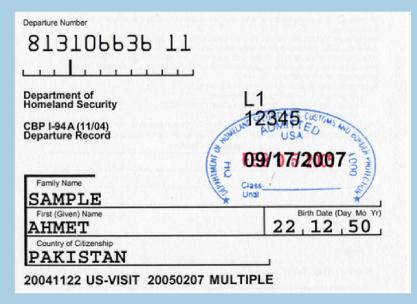
Also include any NEW documents involving removal proceedings or criminal history that you did not already submit to USCIS in a previously approved DACA request



# THIS IS ONLY IF YOU HAVE TRAVEL WITH AP Step #2 - Make copies of your documents STEP BY STEP GUIDE

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CBP I-94 Website Printout			
U.S. Customs and Border Protection  Securing America's Borders			
Get I-94 Number I-94 FAQ			
Admission (I-94) Number Retrieval			
Admission (I-94) Record Number: 69000888062			
Admit Until Date (MM/DD/YYYY): 10/10/2012			
Details provided on Admission(I-94) form:			
Family Name: LI			
First (Given) Name: LYDIA			
Birth Date (MM/DD/YYYY): 01/01/1990			
Passport Number: P123123213			
Passport Country of Issuance: Mexico			
Date of Entry (MM/DD/YYYY): 04/11/2012			
Class of Admission: B1			



TEXAS SERVICE CEN	TER
8001 Stemmons Freev	ay
Dallas, TX 75247	
(Authorizing Off	ice)
Parole Stan	ıp .
PAROLE  Until July 24 2  Purpose: DACA  July 27 24 Hou  (Date Cocation)  OFFICIAL PROPERTY OF HOME	15 38502 1348 Cofficer &



- Do not print out the applications double sided, only one side, USCIS will reject your forms.
- If you can't filled out your information in the computer, USE ONLY BLACK
   OR BLUE PEN to write your information.
- You have three options to pay the fee for the DACA renewal of \$495
   by mail, choose one: REMEMBER IT HAS TO BE TWO PAYMENTS
  - Money Order, personal check/cashiers check or the form G-1450 (Authorization for credit card transactions





Both payments are made payable to:

#### **U.S. DEPARTMENT OF HOMELAND SECURITY**



Mail your packet certified with tracking number to know when it will get delivered and keep you inform of any delays.

### The mailing address varies depending on the service providers you will use and the state where you live:

Alaska, Alabama, Arkansas, Florida, Guam, Hawaii, Idaho, Kansas, Loisiana, Minnesota, Missouri, Mississippi, Montana, North Dakota, New Mexico, Oklahoma, Puerto Rico, South Dakota, Tennesse, Texas, Utah, U.S Virgin Islands, Wyoming









**USCIS** 

Attn: DACA

P.O. Box 660045

Dallas, TX 75266-0045

**USCIS** 

**Attn: DACA (Box 660045)** 

2501 S. State Hwy. 121,

**Business Suite 400 Lewisville,** 

TX 75067-8003



### The mailing address varies depending on the service providers you will use and the state where you live:

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, West Virginia









**USCIS** 

**Attn: DACA** 

P.O. Box 5757

Chicago, IL 60680-5757

**USCIS** 

Attn: DACA (Box 5757)

131 S. Dearborn 3rd Floor

Chicago, IL 60603-5517



#### The mailing address varies depending on the service providers you will use and the state where you live:

#### California or Arizona









**USCIS** 

**Attn: DACA** 

P.O. Box 20700

Phoenix, AZ 85036-0700

**USCIS** 

Attn: DACA (Box 20700)

2108 E. Elliot Rd.

Tempe, AZ 85284-1806



#### THE SWEET WAITING TIME

**Congratulations!** You are ready to send your renewal, send it a certified PRIORITY EXPRESS MAIL (1-2 days guaranteed or your money back, visit USPS to see the cost) and now we will have to wait patiently for a response or for them to ask you for more documents/evidence.

The waiting time is currently 3-5 months, but is subject to change with the influx of requests, remember that this is why you do it in advance.

- Stay up to date with your case in case they send you an appointment for the hueyas or ask you for any evidence.
- Sign up for USPS Informed Delivery, don't miss your mail.
- If your address moves, please update USCIS immediately!
- If your case lasts more than 105 days without approval, you can make an inquiry with USCIS by calling the number **1(800) 375-5283.**
- If your case lasts more than 120 days without approval you can contact your congressman for help, visit: <a href="https://www.house.gov/representatives">https://www.house.gov/representatives</a>

### The most important thing is to renew with time! Please don't let your DACA expire!