

HOW TO “FEE IN” YOUR APPLICATION

After you have filed your application with the immigration judge, you must send a copy of your application to U.S. Citizenship and Immigration Services (USCIS), so they can issue you a biometrics (fingerprint) notice. This process is called a “fee-in.” The immigration judge cannot issue a final decision in your immigration case until your fingerprints have been taken.

Attached you will find a form called “Instructions for Submitting Certain Applications in Immigration Court and for Providing Biometric and Biographic Information to U.S. Citizenship and Immigration Services.” In order to complete the fee-in process, you must follow the instructions on that sheet. Below you will find the instructions for completing the fee-in process:

For I-589 applications:

- Make a copy of the first three pages of the I-589 application
- Mail those pages, along with the attached instruction sheet, to the following address:

USCIS Nebraska Service Center
Defensive Asylum Application With Immigration Court
P.O. Box 87589
Lincoln, NE 68051-7589

For I-485, I-601, I-602, EOIR 42-A and EOIR 42-B applications:

- Make a copy of the entire application
- Mail this copy, along with:
 - the application fee (in the form of a check or money order) or the immigration judge’s order granting a fee waiver (a blank fee waiver form is attached); AND
 - the \$85 biometrics fee (in the form of a check or money order)

to the following address:

USCIS Texas Service Center
P.O. Box 852463
Mesquite, Texas 75185-2463

Note: The biometrics notice will be sent to the mailing address listed on the application. If you would like the notice sent directly to you at the detention center, you should list the detention facility address as your mailing address. The address of the detention facility is: 3130 North Oakland Street, Aurora, Colorado 80010.

Once you receive the biometrics notice, send a copy to your deportation officer so they know to schedule your biometrics appointment. Bring a copy of the biometrics notice with you to your appointment and ask the officer to stamp it as proof that your fingerprints were taken. Then, make a copy of the stamped notice to present to the immigration judge at your final hearing so the judge knows your fingerprints were taken.