

MAKING A CERTIFICATE OF SERVICE

To make a Certificate of Service, write on a piece of paper the following information, sign it, date it, and mail it to the following address with copies of what you sent the Immigration Court or the Board of Immigration Appeals:

I certify that I served a copy of the attached materials on the Department of Homeland Security by causing them to be placed in first class mail, postage prepaid, addressed as follows:

District Counsel– Trial Attorney Unit
Department of Homeland Security
John F. Kennedy Federal Building, Room 425
15 New Sudbury Street
Boston, MA 02203

on this _____ day of _____ month, 2014.

Date: Signature:

CHANGE OF ADDRESS

If you move, you must tell the government and the Immigration Court of your new address. If you do not tell them and the Court sends a notice of a hearing to an old address and you miss the hearing, the Immigration Judge can order you deported. Send your change of address to the Immigration Court and the District Counsel, listed above, for cases heard in the Boston Immigration Court. You are also required to inform the U.S. Citizenship and Immigration Services (USCIS) of a change of address within 10 days of completing your move. You fill out USCIS Form AR-11 and mail it to the address shown on the form. You can find this form at www.uscis.gov.