



USCIS Update

Dec. 3, 2008

New Mailing Address Format for USCIS National Capitol Region Offices

WASHINGTON—U.S. Citizenship and Immigration Services (USCIS) announced today a new address format for offices within the National Capital Region (NCR), affecting all USCIS headquarters offices, the Arlington Asylum Office, and the Washington District Office.

In order to ensure the timely delivery of USCIS mail, correspondence addressed to the affected offices should list a unique mailstop and corresponding ZIP code + 4 number. The mail will be delivered to each office according to the mailstop and ZIP code + 4 number provided. If the address does not list a mailstop and corresponding ZIP code + 4 number, the correspondence will still be delivered but may be subject to minor delays as a result of the new mail process.

For example, the new format the Information and Customer Service Division, which handles all general inquiries, is:

Information and Customer Service Division MS 2260
U.S. Citizenship & Immigration Services
111 Massachusetts Ave. N.W.
Washington, D.C. 20529-2260

This address format change does not apply to USCIS offices outside the National Capital Region (such as the Baltimore District). It also currently does not apply to the Alexandria Application Support Center.

Please see the attached list for the unique mailstop and corresponding ZIP code + 4 number of each affected office.

-USCIS-

USCIS National Capitol Region Offices
Mailstop and Zip Code Plus Four Chart

Mailstop Office Name	Address	Zip Code	Plus 4	Mail-stop #
Office of the Director	20 Massachusetts Ave. N.W.	20529	2000	2000
Office of the Executive Secretariat	20 Massachusetts Ave. N.W.	20529	2020	2020
--Regulatory Management Division	111 Massachusetts Ave. N.W.	20529	2210	2210
Office of Emergency Management & Safety	111 Massachusetts Ave. N.W.	20529	2230	2230
Office of Administrative Appeals (AAO)	20 Massachusetts Ave. N.W.	20529	2090	2090
Office of Citizenship	20 Massachusetts Ave. N.W.	20529	2010	2010
Office of Communications (OCOM)	20 Massachusetts Ave. N.W.	20529	2160	2160
Office of Equal Opportunity & Inclusion (EOI)	20 Massachusetts Ave. N.W.	20529	2015	2015
Office of the Chief Counsel (OCC)	20 Massachusetts Ave. N.W.	20529	2120	2120
Office of Information Technology (OIT)	111 Massachusetts Ave. N.W.	20529	2250	2250
Office of Policy and Strategy (OPS)	20 Massachusetts Ave. N.W.	20529	2140	2140
Office of Security & Integrity (OSI)	111 Massachusetts Ave. N.W.	20529	2270	2270
--Physical Security, Administrative Security, Investigations	111 Massachusetts Ave. N.W.	20529	2270	2270
Office of Planning, Budget and Finance	20 Massachusetts Ave. N.W.	20529	2130	2130
--Lockbox Operations Division	633 3rd Street N.W.	20529	2300	2300
Office of Administration	20 Massachusetts Ave. N.W.	20529	2050	2050
--Asset Management & Contract Support	20 Massachusetts Ave. N.W.	20529	2080	2080
--Facilities Management	20 Massachusetts Ave. N.W.	20529	2040	2040
Office of Human Capital (Front Office)	20 Massachusetts Ave. N.W.	20529	2070	2070
--Training & Career Development (TCDD)	111 Massachusetts Ave. N.W.	20529	2071	2071
--Human Capital Management Division (HCMD)	20 Massachusetts Ave. N.W.	20529	2070	2070
--Workforce Relations Division (WRD)	20 Massachusetts Ave. N.W.	20529	2070	2070
USCIS Transformation Office (2 nd floor)	633 3rd Street N.W.	20529	2305	2305
USCIS Transformation Office (6 th floor)	633 3rd Street N.W.	20529	2306	2306

This list will change as offices within the National Capitol Region relocate.

USCIS National Capitol Region Offices
Mailstop and Zip Code Plus Four Chart

Mailstop Office Name	Address	Zip Code	Plus 4	Mail-stop #
Domestic Operations	20 Massachusetts Ave. N.W.	20529	2110	2110
Service Center Operations	20 Massachusetts Ave. N.W.	20529	2060	2060
Operations Planning Division	111 Massachusetts Ave. N.W.	20529	2220	2220
Office of Field Operations	20 Massachusetts Ave. N.W.	20529	2030	2030
Information and Customer Service Division & General Correspondence	111 Massachusetts Ave., N.W.	20529	2260	2260
Policy and Regulatory Management (PRM)	111 Massachusetts Ave. N.W.	20529	2211	2211
Enterprise Service Division	111 Massachusetts Ave. N.W.	20529	2035	2035
Integrated Document Production (IDP)	20 Massachusetts Ave, N.W.	20529	2036	2036
National Security & Records Verification Directorate (NSRV)	111 Massachusetts Ave. N.W.	20529	2240	2240
IT Program Executive Office	111 Massachusetts Ave. N.W.	20529	2245	2245
Records Division	1200 First Street N.E.	20529	2200	2200
--Electronic Records Branch	1200 First Street N.E.	20529	2201	2201
--Mission Support Branch	1200 First Street N.E.	20529	2202	2202
--Mail Management Branch	1200 First Street N.E.	20529	2203	2203
--Records Operations Branch	1200 First Street N.E.	20529	2204	2204
--Policy and Implementation Branch	1200 First Street N.E.	20529	2205	2205
--Genealogy	1200 First Street N.E.	20529	2206	2206
--Historical Records & Archives Branch	111 Massachusetts Ave. N.W.	20529	2180	2180
--USCIS Mail Center	1200 First Street N.E.	20529	2800	2800
Fraud Detection & National Security Division	111 Massachusetts Ave. N.W.	20529	2280	2280
--Fraud Detection Branch	111 Massachusetts Ave. N.W.	20529	2282	2282
--National Security Branch	111 Massachusetts Ave. N.W.	20529	2284	2284
--Intelligence Branch	111 Massachusetts Ave. N.W.	20529	2286	2286
--Mission Support Branch	111 Massachusetts Ave. N.W.	20529	2288	2288

This list will change as offices within the National Capitol Region relocate.

USCIS National Capitol Region Offices
Mailstop and Zip Code Plus Four Chart

Mailstop Office Name		Address	Zip Code	Plus 4	Mail-stop #
	Verification Division (front office and branches without a separate mail stop)	470 E. L'Enfant Plaza S.W.	20529	2600	2600
	--E-Verify Operations Branch	470 E. L'Enfant Plaza S.W.	20529	2610	2610
	--SAVE Branch	470 E. L'Enfant Plaza S.W.	20529	2620	2620
	--Status Verification Operations Branch	2221 South Clark St., Arlington, VA	22202	N/A	2630
	--Monitoring & Compliance Branch	2461 South Clark St., Arlington, VA	22202	N/A	2640
Refugee, Asylum & International Operations Directorate (RAIO) (front office, Asylum Division and International Operations Division)					
	Refugee Affairs Division	111 Massachusetts Ave. N.W.	20529	2290	2290
Arlington Asylum Office					
		1525 Wilson Blvd., Arlington, VA	20598	2500	2500
Washington District Field Office - District 7					
		2675 Prosperity Avenue, Fairfax, VA	20598		
	Office of the Director / Mission Support	2675 Prosperity Avenue	20598	2400	2400
	Chief Counsel / Community Relations	2675 Prosperity Avenue	20598	2400	2400
	Congressional Relations / Office of Information	2675 Prosperity Avenue	20598	2420	2420
	Office of Citizenship	2675 Prosperity Avenue	20598	2440	2440
	National Security & Records Verification / OSI	2675 Prosperity Avenue	20598	2460	2460
	Office of Records	2675 Prosperity Avenue	20598	2480	2480

This list will change as offices within the National Capitol Region relocate.