

## Disclaimer



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- All lines are muted and will remain muted throughout the webinar.
- Today's presentation is not intended for media attribution.
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### Questions



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- Submit written questions to us through the Q&A box that appears to the right of the slide deck on your screen.
- We will review every question submitted and determine if we can address concerns arising from the stakeholder community.
- Due to time constraints, we may not be able to answer every question.

When we get to the question and answer portion of the webinar:

- Submit written questions through the "Q&A box" on the right side of your screen.
- Due to time constraints, we may not be able to answer every question.

| Our Agenda Today                                    | U.S. Citizenship<br>and Immigration<br>Services |
|---|---|
| Current Status of the DACA Policy                   |   |
| • Who can submit Form I-821D online                 |   |
| Creating a USCIS online account                     |   |
| • Submitting Form I-821D concurrently w/ Form I-765 |   |
| <ul> <li>Form navigation</li> </ul>                 |   |
| <ul> <li>Completing the form</li> </ul>             |   |
| <ul> <li>Upload evidence</li> </ul>                 |   |
| <ul> <li>Format requirements</li> </ul>             |   |
| Benefits of the USCIS Online Account                |   |
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Hello Everyone. Thank you for joining today's webinar where we will review concurrent online filing of Form I-821D for DACA renewals and Form I-765, Application for Employment Authorization.

During our time together I will briefly review the current status of the DACA policy and explain who can submit Form I-821D online. We'll show you how to create a USCIS online account and how to submit Form I-821D concurrently with Form I-765. We'll show you how to navigate your account and the online form, how to complete your forms, and how to upload evidence. We'll talk about formatting requirements for evidence, and lastly, we'll show you all the benefits you'll receive from having a USCIS online account.



DHS is complying with the July 16, 2021, court order issued in *State of Texas, et al., v. United States, et al.* 

- Individuals whose DACA requests were granted prior to this decision continue to have DACA while their individual grant remains valid and may continue to request and receive DACA renewal grants and employment authorization.
- Current DACA recipients may continue to apply for and receive advance parole documents.



Consistent with the district court order, we continue to *accept* initial DACA requests (using the paper version of form I-821D) and renewal DACA requests (using the paper form OR online filing of Form I-821D), as well as the required concurrent filing of Forms I-765 and I-765WS. However, under the July 16, 2021 order, we are prohibited from *granting* any <u>initial DACA requests</u> and accompanying requests for employment authorization. Also consistent with that order, we will continue to grant or deny <u>renewa</u>I DACA requests, according to existing policy.



Only those who previously received DACA will be able to file using the online Form I-821D. Individuals who are requesting DACA for the first time will have to submit a paper form until we roll out Phase 2 for online filing of new **initial** DACA requests.

Let's discuss who can submit DACA renewals using online Form I-821D:

An individual may be considered for Renewal of DACA if they've met the guidelines for consideration of Initial DACA and they:

- Did not depart the United States on or after August 15, 2012 without advance parole;
- Have continuously resided in the United States since they submitted their most recent request for DACA that was approved up to the present time;
- Have not been convicted of a disqualifying crime: felony offense, a significant misdemeanor offense, or three or more other misdemeanor offenses, and does not otherwise pose a threat to national security or public safety.



We have many webpages on USCIS.gov website dedicated to DACA. Please visit the website you see here, uscis.gov/i-821d, for related links to filing tips, guidance, additional information about the current status of the DACA policy and the Texas court order, and our Frequently Asked Questions. The paper form instructions for Form I-821D are the same as for the online form. Please consult our webpages and form instructions for additional information. Please make sure you're accessing a secure government website by checking for the "dot gov" in the address of the webpage.



There are several ways to access the online account. On our USCIS.gov homepage, there is an activity tile called "File Online." This section has information on filing online, and where to get started creating an account.

Also, on the top right there is a sign in link where users can sign into their account if they have one, or create a new account if they don't have one.

And, users can easily find where to log in using the URLs shown on the right.



One of the most helpful pages on our website is the file online page...shown here. This page has many resources to get you started with online filing, including videos that are also posted on YouTube.

If you are new to the USCIS online account, you may want to watch our video, shown here, "How to Create a USCIS Online Account." In just two minutes, you can see the steps required to create an account and get started.

After you watch the video, there is a quick link on this page to help you create an account if you choose.



This is what the account sign in interface looks like. Account creation is easy.

Each account must have a unique email address. This also means you cannot share your account or account log in information with anyone else.

Each time you log in, you must enter your email address and password, and then enter a one-time PIN, which you can get via text message, email, or authentication app. This two-factor verification is designed to protect your privacy.

Once you enter the verification code, you are taken to the USCIS online account onboarding page.

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USCIS owns the image(s)
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Here you see the USCIS online account onboarding page. There are four activity tiles showing the things you can do in your online account.

For our purposes today, we're going to choose File a form online.

| Select the form you want to file online.<br>I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)<br>Use this form to request consideration of Renewal of Deferred Action for Childhood Arrivals (DACA)<br>Deferred action is a discretionary determination to defer removal action of an individual as an act<br>prosecutorial discretion.<br>Applicants filing Form I-821D must also file Form I-765, Application for Employment Authorization,<br>and Form I-765 Worksheet, Form I-765WS. You must fill out the paper Form I-765WS and upload th<br>completed copy with your application.<br>Learn more about <u>DACA</u> .<br><b>% Concurrent filing available</b><br>We will present Form I-765 for you to complete after you sign Form I-821D. This will allow you t<br>submit both forms at the same time.<br>Start form | <ul> <li>To submit Forms I-821D and<br/>I-765 together (concurrent<br/>filing) you will fill out Form<br/>I-821D first.</li> <li>Once Form I-821D is<br/>complete, the system will ask<br/>you to fill out Form I-765.</li> </ul> |
|--|---|
|--|---|

Here is where you would choose Form I-821D from the dropdown where you see the red arrow. Filing Form I-821D also requires concurrent filing for Form I-765 and I-765WS – the worksheet portion of Form I-765. We will not consider deferring action in your case unless your Form I-821D is accompanied by Form I-765, with fees, and Form I-765WS. If you do not include Form I-765 & I-7675WS with your Form I-821D as well as all applicable fees, you will not be able to submit your forms.

There is no cost for submitting online Form I-821D. However, the cost for filing Form I-765 is \$495, including the biometrics fee, and cannot be waived.

When filing Form I-821D online, you can complete all three forms in your USCIS online account, and sign and pay all at once. Filing online also means you cannot forget to sign or pay for your form before submitting.



The form overview page explains who is eligible to file the form, the cost of filing, highlights certain documents you can provide, and outlines the required DACA biometrics. It discusses what happens after you submit your request, such as tracking your case, responding to requests from us for information, and informs you about the decision process.



The form overview page provides helpful information about navigating the form online. The online form and paper form gather the same information. The form overview page tells you to answer all questions in the Getting Started section first. This way, we can customize the rest of the form's questions with conditional logic. The answers you provide determine the questions you'll be asked later. It is important to start at the beginning of an online form and follow it to the end. Don't jump around and never skip any questions.

We automatically save answers so you can work at your own pace. You can sign out and resume working anytime. If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.



All our online forms have a left rail navigation with drop downs that show you the different subject sections. It's a vertical list of topics.

The system saves your answers automatically as you move from section to section in your form. The dropdown arrows you see to the right of each section on this screenshot will collapse and expand to show you the subsections of the form.

The left rail navigation of the online form has six sections and subsections showing the categories of questions you'll be asked. They are:

- Getting Started
- About You
- Moral Character
- Evidence
- Additional Information, and
- Review and Submit

We recommend that you submit as complete a filing as possible. Review each question to see if it applies to you. The online form automatically saves your answers as you move from section to section. You should start at the beginning and move to the end without skipping any sections. Our forms have what's called "conditional logic" built into them. This means that your answers to some questions determine the questions that are asked later. For example, if you indicate you never served in the military, you will not be asked to list your branch of service.



You must state your reason for completing Form I-821D. You must request a DACA renewal to submit this form online.

**PLEASE NOTE:** USCIS strongly encourages you to file your renewal request within the recommended 150-120 day filing period to minimize the possibility that your current period of DACA will expire before you receive a decision on your renewal request. Filing more than 150 days in advance could result in an overlap between your current DACA and your renewal. This means your renewal period may extend for less than a full two years from the date that your current DACA period expires.



If you are submitting a Renewal Request, you do not need to re-submit documents you already submitted with your previous, initial DACA request. You only need to submit **new** documents pertaining to removal proceedings or criminal history that you never submitted before. If we need more information from you, we will send a Request for Evidence to you explaining what we need.

You should submit new documents if:

- You are currently in exclusion, deportation, or removal proceedings (please note: you do not need to submit these documents if your case was administratively closed); or
- You have been charged with, or convicted of, a felony or misdemeanor. You do not need to submit these documents if you already submitted them with a previous DACA request. You should keep all documents that support how you meet the DACA guidelines so you can provide them if we ask for them.

Always follow the file requirements shown on the evidence upload section, as you see here. The top error we see is requestors saving their files in the wrong format, including prohibited characters in the file name, or the file size was too large. We added these instructions to better explain the requirements so you can avoid this pain point.



Here's what the evidence formatting requirements are: The only permitted characters for file names are: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses. No special characters, no foreign language characters – only English letters.

What you see here on the right side of the screen is an example of the message the online account will give if you make a mistake with the file format or naming convention. The system will not allow the document to upload until this is corrected. Always review the format requirements...this will save you frustration.



After you've uploaded your evidence, the last section you'll come to is Review and Submit. This is where you will see the form filing fee and you will have the opportunity to correct any errors in your form.

You need to check your request before you submit it to be sure you've provided all required information. If you haven't, you'll see a red alert. This is a hard stop. You cannot submit your request without addressing these issues. If you see a yellow alert, this means we would like you to provide the information, but it won't stop you from submitting your request. If you see a green alert, that means you're clear to sign and submit your request.



Here is where you would choose the "View draft snapshot" to review your form and correct any errors. You have the option of printing the form or viewing a pdf of the form, printing or saving to an electronic file. This version contains an "Electronic Form Only" watermark, and you should not print the form pdf and mail it us. This is only for you to print or save.

| Applicant's statement  |  |  |  |
|--|--|--|--|
| You must read and agree to the statement below   | v.                                       | Finish the I-821D and c  | continue to the I-765  |
| I can read and understand English, and hav<br>understand every question and instruction<br>as well as my answer to every question.                           | e read and<br>on this application,       | By finishing this form, your Forr<br>changes can be made. Please ma<br>Form I-821D is complete and accu<br>make any edits after finishing, you | n I-821D will be locked and no further<br>ike sure that the information on your<br>irate before continuing. If you need to<br>u will need to create a new Form I-821D. |
| <ul> <li>I have read and agree to the requestor's statement</li> <li>Requestor's signature</li> <li>You must provide your digital signature below</li> </ul> | v by typing                              | Next, you will continue to Form I-<br>can pay for and submit both form   | 765. Once you complete Form I-765, you<br>s at the same time.  |
| your full legal name. If you do not completely<br>request, or if you do not submit the required<br>listed in the Instructions, we may deny your r            | fill out this<br>documents<br>equest. We |  |  |

Filing online means you won't forget to sign your form. You must attest by checking the box for the applicant's statement and place your signature in the box provided by typing it in. The online account will not allow an applicant to submit a form without a signature, so there is no chance of your form being rejected due to a missing signature.

After you sign this section, choose "Finish and continue" and move onto Form I-765. You will pay when the forms are completed at the end.

| tion of Deferred Action for Childhood Arrivals (DACA) 2022 e filling out your I-765. Status Complete View PDE |
|---|
| ition of Deferred Action<br>2022<br>e filling out your I-765.<br>Status                                       |
| t<br>2  |

If you cannot complete your forms in one session, we will save your application as a draft, and you can resume working on it another time. The system will show you a date in which your draft will expire. Your draft will be saved for 30 days from the last day you worked on it. You must make one change to it within those 30 days, or your draft will be deleted, and you'll need to start a new application.

Here you see the draft card in your account after signing back into your account. As an example, you can see Form I-821D is completed, and you can view a pdf version of the form and save it for your records or print it. This case card also shows that Form I-765 is still in progress. Please remember that, according to this case card, the I-821D is "completed" but it has not been submitted. You will submit and pay for both forms at the end when they're complete.



A yellow alert like you see here is a warning. Here the system is telling you that if your eligibility category is not "(c)(33)" you must file a paper Form I-765. If you are not eligible to file Form I-821D online concurrently with Form I-765, your case may be denied. Please refer to our paper form instructions to determine your eligibility status using the website link you see here.



Form I-765's navigation is structured the same as Form I-821D: There are five sections with subsections in the left rail:

- Getting Started
- About You
- Evidence
- Additional Information, and
- Review and Submit

PLEASE NOTE: Since you are filing under the (c)(33) category, you are not required to submit additional documentation <u>for your Form I-765</u> beyond what you submitted with your first, initial Form I-821D, <u>other</u> <u>than the Form I-765WS</u>.

| Form I-   | · <b>7</b> 6! | 5WS  |           |                                | .S. Citizer<br>nd Immig<br>ervices |
|---|---------------|--|-----------|--------------------------------|------------------------------------|
| I-765, Application for<br>Employment Authoriz   | ation         | I-765WS. Worksheet   |           |                                |                                    |
| Getting Started<br>About You  | ~             | Download, complete, and upload <u>Form I-765WS</u> so that we can determine whether<br>you have an economic need for work.   |           |                                |                                    |
| Evidence<br>2 x 2 photo of you<br>Employment Authorizatio<br>Document<br>Form I-765WS | n             | File requirements         • Clear and readable         • Accepted file formats: JPG, JPEG, PDF, TIF or TIFF         • No encrypted or password-protected files         • If your documents are in a foreign language, upload a full English translation the translator's certification with each original document.         • Upload no more than five documents at a time         • Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses | File name | Document<br>I-765WS, Worksheet | Action                             |
| Additional Information<br>Review and Submit   | ~             | Maximum size: 6MB per file     Choose or drop files here to upload   |           |                                |                                    |

You must file Form I-765 Worksheet to demonstrate that you have an economic necessity to work. We will review your current annual income, your current annual expenses, and the total current value of your assets. You do not need to include other household members' financial information to establish your own economic necessity.

You will need to complete a paper Form I-765WS and upload it as a document to your account. Please be sure to follow our file requirements so your form will upload successfully. The screenshot on the right shows what a successful upload looks like if the file requirements are followed.

| Additional Information   | If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing. | rensh<br>nigra |
|--------------------------|--|----------------|
|                          | If you do not need to provide any additional information, you may leave this section blank.  |                |
| I-765, Application for   |  |                |
| Employment Authorization | Section  |                |
|                          | Evidence   |                |
| Contract Contract        | Page   |                |
| Getting Started V        | Proof of identity 🔹  |                |
| About You 🗸              | Question   |                |
| Evidence 🗸               | Proof of Identity 👻  |                |
| Additional Information   | Additional information   |                |
| Additional information   | I provided proof of identity and nationality.  |                |
| Additional information   |  |                |
| Review and Submit 🗸 🗸    |  |                |
|                          | 45/500   |                |
|                          | Save response Cancel   |                |

Under the additional information section, you'll have an opportunity to provide us with clarification or additional information. This section can be helpful in providing additional information about your answers in the Getting Started, About You or Evidence sections. From the available dropdowns, you can choose one of those three sections, the appropriate page and exact question. You can also use the free text field to write a narrative in 500 characters or less. There is no limit to the number of submissions in this section.



Before you submit your form, the system will review it to make sure it's complete and accurate. The part of your process will show you how much you need to pay for your forms. It will also alert you if we need any more information, such as a question you didn't answer. If you receive the green alert you see here, you can move on by checking the box to attest that you read and understand English, and sign your form by typing your name in the box - just as you did for Form I-821D. You will then move forward with paying and submitting your form.

**Please note:** Once you pay and submit Form I-765, your form will be locked, and no further changes can be made. Please make sure the information on your Form I-765 is complete and accurate before continuing. If you need to make any edits after finishing, you will need to create both a new Form I-821D and a new Form I-765. Next, you will continue to the pay and submit page where you can pay for and submit both your Form I-821D and Form I-765 at the same time.



Follow the steps through to the Pay.gov site. This is a secure government site where you can choose to pay with a U.S. bank account withdrawal or debit card or a credit card. The steps and information are much like any online purchase. The system will confirm your payment and you can choose to go back into your account.

| Caco Ca           | rd.                                    |  | U.S. Citizen         |
|-------------------|--|--|----------------------|
| Lase La           | <b>u</b>                               |  | Services             |
| Your Drafts       |  |  |                      |
| % Concurrent fili | ng                                     |  |                      |
| I-821D Cons       | ideration of Deferred Action fo        | r Childhood Arrivals (DACA)                  |                      |
| We are process    | sing your form. It can take up to 72 h | ours for all of your case information to sho | w on your home page. |
| Form              | Status                                 | Action                                       |                      |
| I-821D            | Submitted                              | N/A  |                      |
| I-765             | Submitted                              | N/A  |                      |
|                   |  |  |                      |
|                   |  |  |                      |
|                   |  |  |                      |

After you pay and submit your forms, you can choose the "Go back to my case" button. There you will see the case card that confirms your submission of Form I-821D with concurrent filing of Form I-765. It can take up to 72 hours for all your case information to show in your account.

Now let's show you what you can do in your account.

| Your Cases  |  |
|---|--|
| I-821D Consideration of Deferred Action for Childhood Arrivals (DACA)<br>Submitted on April 5, 2022 Receipt #IOE9123456789<br>View PDF ~  |  |
| Case status Case history Documents April 8, 2022  |  |
| Case Is Being Actively Reviewed By USCIS<br>As of April 8, 2022 we are actively reviewing your Form I-821D, Consideration of Deferred Action for Childhood Arrivals<br>Receipt Number IOE9123456789. Our records show nothing is outstanding at this time. We will let you know if we need<br>anything from you. If you move, go to <u>www.uscis.gow/addresschange</u> to give us your new mailing address. |  |
| Current as of today at 11:44 a.m.   |  |

One of the best features of your account is contained in your case card. A case card is automatically created for each form you submit. A case card contains three tabs: case status, case history, and the documents tab. The case status tab is linked to our case status online page. This tab shows the same current case status information that would show on our case status web page. Your receipt number is also listed here as well as a link to the pdf version of your completed form, which contains an "Electronic Only Watermark."

| Case | Card: Case History   |                                | U.S. Citizenship<br>and Immigration<br>Services |
|------|--|--------------------------------|---|
|      | Your Cases<br>I-821D, Consideration of Deferred Action for Childhood Arrivals  |                                |   |
|      | Submitted on April 5, 2022 Receipt #IOE9123456789<br>View PDF $\checkmark$<br>Case status Case history Documents<br>Case history   |                                |   |
|      | Status<br>Case Is Being Actively Reviewed By USCIS   | Date<br>August 16, 2022        |   |
|      | We scheduled you for a biometrics appointment<br>We received your Form I-821D, Consideration of Deferred Action for Childhood Arrivals and sent you a<br>receipt notice. | July 16, 2022<br>April 8, 2022 |   |
|      |  |                                |   |
|      |  |                                | 33  |

The second tab is the "case history" tab, which shows you the status of your case at each stage, and the date in which it occurred.

| ase Card  | : Docume   | ents Tab   |  | U.S. Citi<br>and Imn<br>Services  |
|---|--|--|--|---|
| Your Cases  |  |  |  |   |
| I-821D Consideration of Deferred<br>Submitted on April 5, 2022   Receipt # IOE5504374<br>View PDF ▼<br>Case status Case history Documen | l Action for Childhood Arrivals (DAG                         | CA)<br>I-765 Application for Employmen<br>Submitted on April 5, 2022   Receipt # IOE55043749<br>View PDF ~ | t Authorization  |   |
| USCIS Notices   |  | Case status Case history Document  | is <b>***</b>  |   |
| File  | Date Sent  | USCIS Notices  |  |   |
| Receipt Notice,pdf  | April 5, 2022  | File   | Date Sent  | Action  |
| Your uploads<br>You may upload additional evidence that you be  | lieve may assist USCIS in adjudicating your applicat         | Receipt Notice.pdf   | April 5, 2022  | N/A   |
| requested. USCIS will consider the timeliness and File  | d relevance of unrequested evidence when making.<br>Document | Your uploads   |  |   |
| Birth Certificate.jpg   | Identity/Travel Documents                                    | You may upload additional evidence that you bell<br>requested. USCIS will consider the timeliness and      | eve may assist USCIS in adjudicating your applic<br>relevance of unrequested evidence when makin | ation, even if the evidence was not specifically<br>g a decision about your case. |
| TEST.pdf  | Identity/Travel Documents                                    | File   | Document   | Date added  |
|   |  | 1765 Additional Responses.pdf  | Additional Response(s)   | April 5, 2022   |
|   |  |  |  |   |

The Documents tab is where we post your receipt notice, and where you'll have access to it should you need it. You can also print or save it to your files. The documents tab is also where you have access to the documents you uploaded to your case, as well as the notices we post to your account. You can sign up to be notified by text message or email whenever we post a notice.

| USCIS | owns | the | image( | s) |
|-------|------|-----|--------|----|
|-------|------|-----|--------|----|

| Account Feature         |                    |                     | U.S. Citizenship<br>and Immigration<br>Services |
|-------------------------|--------------------|---------------------|---|
|                         | Edit Account       |                     |   |
| Primary Email           | ls_15_app@test.com | <i>&amp;</i> Edit   |   |
| Recovery Email          | None               | <i>₿</i> Edit       |   |
| Change Password         | ****               | <i>I</i> ∉ Edit     |   |
| Two-Step Verification   | Authentication App | <i>I</i> ∉ Edit     |   |
| Mobile Phone            | None               | <i>I</i> ∉ Edit     |   |
| Password Reset Question | ns                 | <i>I</i> ∉ Edit     |   |
| Backup Code             |                    | View/Edit           |   |
| Account Activity        |                    | View                |   |
| Done Editing My Account | $\longrightarrow$  | Delete Your Account |   |
| <u>usc</u>              | is.gov/addresscha  | inge                |   |
|                         |                    |                     | 35  |

If you've created a profile and you have a pending case, you can also choose to edit your account information from the settings option in your account profile. You can:

- Change the email address associated with the account
- Change how you receive the one-time verification code
- Change your password and the password reset questions and answers
- You can also provide an optional recovery email address, which can be used to reset your password if you lose access to your primary email account.
- By editing the backup code portion of your account, you can generate a new backup code or export as a .pdf for your records.
- You can also see a historical view of when you accessed your account and what device was used at that time. You can also see what profile changes were made to your account as well as the date and time of those changes.

You <u>CANNOT</u> edit your name, date of birth, A-Number, or Online Account Number after you submit a case.

Remember to update your address so you receive all notices and documents about your case. You can update your address in your account profile. And you also must notify us using our Change of Address tool using the URL you see here.

Another great feature of the USCIS online account is the ability to delete an account by choosing the "Delete Your Account" button.

#### Accounts can only be deleted if:

- They have not created a profile
- They have no pending cases
- There is no data in the account



And with that, we will move into our question and answer session. We may not be able to address every question. We will try to address as many questions as possible.

We ask that you please limit your questions to the scope of today's topic, online filing for Form I-821D with concurrent filing for Form I-765. We invite you to share any other comments or general feedback on this engagement with us at: <u>Public.Engagement@uscis.dhs.gov</u>.

Again, our subject matter experts today will not be able to respond to any questions regarding interpretations of policy, or that may pertain to pending litigation against USCIS. Nor can they respond to any casespecific questions.

END





Thank you for attending our webinar for online Form I-821D with concurrent filing for Form I-765.

Please take advantage of our online resources illustrated in our webinar today to assist you.

If you would like to receive the latest updates from USCIS, you can subscribe at: <u>uscis.gov/outreach</u>.

As always, we invite the public to submit feedback on this engagement to the USCIS Public Engagement Division at:

public.engagement@uscis.dhs.gov. Please be sure to include "Online filing for Form I-821D" in the subject heading of your email.

Again, thank you for joining us, and we appreciate your interest in this important topic.

Please enjoy the remainder of your day.

# **About this Presentation**



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