Instructions for Petition for Alien Workers

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-140
OMB No. 1615-0015
Expires 04/30/2018

What is the Purpose of This Form?

Form I-140 is used to petition U.S. Citizenship and Immigration Services (USCIS) for an immigrant visa based on employment.

Who May File Form I-140?

A U.S. employer may file this petition for:

1. An outstanding professor or researcher with at least three years of experience in teaching or research in the academic area, who is recognized internationally as outstanding:

- **A.** In a tenured or tenure-track position at a university or institution of higher education to teach in the academic area;
- **B.** In a comparable position at a university or institution of higher education to conduct research in the area; or
- **C.** In a comparable position to conduct research for a private employer that employs at least three persons in full-time research activities and which achieved documented accomplishments in an academic field.

2. An alien, who in the three years preceding the filing of this petition, has been employed in a primarily managerial or executive capacity for at least one year by a firm or corporation or other legal entity and who seeks to enter the United States to continue to render services to the same employer, or to a subsidiary or affiliate, in a capacity that is managerial or executive.

3. A member of the professions holding an advanced degree or an alien with exceptional ability in the sciences, arts, or business who will substantially benefit the national economy, cultural or educational interests, or welfare of the United States.

4. A skilled worker (requiring at least two years of specialized training or experience in the skill) to perform labor for which qualified workers are not available in the United States.

5. A member of the professions with a baccalaureate degree.

6. An unskilled worker (requiring less than two years of specialized training or experience) to perform labor for which qualified workers are not available in the United States.

In addition, any employer, person, or third party may file this petition, including the alien beneficiary of the petition, if the petition is being filed for:

1. An alien of extraordinary ability in the sciences, arts, education, business, or athletics demonstrated by sustained national or international acclaim and whose achievements have been recognized in the field; or

2. A member of the professions holding an advanced degree or is claiming exceptional ability in the sciences, arts, or business, and is seeking an exemption of the requirement of a job offer in the national interest, generally known as a "National Interest Waiver" or "NIW."

General Instructions

USCIS provides forms free of charge through the USCIS website. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at **http://get.adobe.com/reader/**. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Signature. Each petition must be properly signed and filed. For all signatures on this petition, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the petition on your behalf. A legal guardian may also sign for a mentally incompetent person.

NOTE: If the petitioner is a corporation or other legal entity, only an individual who is an officer or employee of the entity who has knowledge of the facts alleged in the petition, and who has authority to sign documents on behalf of the entity, may sign the petition.

Filing Fee. Each petition must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these Instructions.)

Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the **General Requirements** and **General Evidence** sections of these Instructions.

Copies. You may submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

Translations. If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English.

How to Fill Out Form I-140

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this petition, attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks "Provide the name of your current spouse"), type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None," unless otherwise directed.

General Requirements

Initial Evidence

1. **If you are filing for an alien of extraordinary ability in the sciences, arts, education, business, or athletics (Part 2., Item Number 1.a. on the petition):**

   You must attach evidence with your petition showing that the alien has sustained national or international acclaim and that the achievements have been recognized in the field of expertise.

A. Evidence of a one-time achievement (for example, a major internationally recognized award); or

B. At least three of the following:

(1) Receipt of lesser nationally or internationally recognized prizes or awards for excellence in the field of endeavor;

(2) Membership in associations in the field, which require outstanding achievements as judged by recognized national or international experts;

(3) Published material about the alien in professional or major trade publications or other major media;

(4) Participation on a panel or individually as a judge of the work of others in the field or an allied field;

(5) Original scientific, scholarly, artistic, athletic, or business-related contributions of major significance in the field;

(6) Authorship of scholarly articles in the field in professional or major trade publications or other major media;

(7) Display of the alien's work at artistic exhibitions or showcases;

(8) Evidence that the alien has performed in a leading or critical role for organizations or establishments that have distinguished reputations;

(9) Evidence that the alien has commanded a high salary or other high remuneration for services; and

(10) Evidence of commercial successes in the performing arts, as shown by box office receipts or music or video sales.

C. If the above standards do not readily apply to the alien's occupation, you may submit comparable evidence to establish the alien's eligibility; and

D. Evidence that the alien is coming to the United States to continue work in the area of expertise. Such evidence may include letters from prospective employers, evidence of prearranged commitments such as contracts, or a statement from the alien detailing plans on how he or she intends to continue work in the United States.

2. A U.S. employer filing for an outstanding professor or researcher (Part 2., Item Number 1.b. on the petition) must file the petition with:

A. Evidence that the professor or researcher is recognized internationally as outstanding in the academic field specified in the petition. Such evidence shall consist of at least two of the following:

(1) Receipt of major prizes or awards for outstanding achievement in the academic field;

(2) Membership in associations in the academic field that require outstanding achievements of their members;

(3) Published material in professional publications written by others about the alien's work in the academic field;

(4) Participation on a panel, or individually, as the judge of the work of others in the same or an allied academic field;

(5) Original scientific or scholarly research contributions to the academic field; or

(6) Authorship of scholarly books or articles in scholarly journals with international circulation in the academic field.

B. If the above standards do not readily apply, you may submit comparable evidence to establish the beneficiary's eligibility; and

C. Evidence the beneficiary has at least three years of experience in teaching and/or research in the academic field; and

D. If you are a university or other institution of higher education, an offer of employment in the form of a letter indicating that you intend to employ the beneficiary in a tenured or tenure-track position as a teacher or in a permanent position as a researcher in the academic field; or

E. If you are a private employer, an offer of employment in the form of a letter indicating that you intend to employ the beneficiary in a permanent research position in the academic field, and evidence that you employ at least three full-time researchers and have achieved documented accomplishments in the field.

3. A U.S. employer filing for a multinational executive or manager (Part 2., Item Number 1.c. on the petition) must file the petition with a statement which demonstrates that:

A. If the worker is now employed outside the United States, he or she has been employed outside the United States for at least one year in the past three years in an executive or managerial capacity by the petitioner or by its parent, branch, subsidiary, or affiliate; or, if the worker is already employed in the United States, he or she was employed outside the United States for at least one year in the three years preceding admission as a nonimmigrant in an executive or managerial capacity by the petitioner or by its parent branch, subsidiary, or affiliate;

B. The prospective employer in the United States is the same employer or a subsidiary or affiliate of the firm or corporation or other legal entity by which the alien was employed abroad;

C. The prospective U.S. employer has been doing business for at least one year; and

D. The alien is to be employed in the United States in a managerial or executive capacity. You should include a description of the duties he or she will perform.

4. A U.S. employer (or any person, employer, or third party requesting a National Interest Waiver) who is filing for a member of the professions with an advanced degree or a person with exceptional ability in the sciences, arts, or business (Part 2., Item Number 1.d., for a petition filed by an employer with a Schedule A or individual labor certification, or Item Number 1.i., for a petition that requests a National Interest Waiver, on the petition) must file the petition with:

A. A labor certification (see the **General Evidence** section of these Instructions), or a request for a waiver of a job offer because the employment is deemed as in the national interest, with documentation provided to show that the beneficiary's presence in the United States would be in the national interest, and either:

(1) An official academic record showing that the alien has a U.S. advanced degree or an equivalent foreign degree, or an official academic record showing that the alien has a U.S. baccalaureate degree or an equivalent foreign degree and letters from current or former employers showing that the alien has at least five years of progressive post-baccalaureate experience in the specialty; or

(2) At least three of the following:

(a) An official academic record showing that the alien has a degree, diploma, certificate, or similar award from an institution of learning relating to the area of exceptional ability;

(b) Letters from current or former employers showing that the alien has at least 10 years of full-time experience in the occupation for which he or she is being sought;

(c) A license to practice the profession or certification for a particular profession or occupation;

(d) Evidence that the alien has commanded a salary, or other remuneration for services that demonstrates exceptional ability;Evidence of membership in professional associations; or

(e) Evidence of recognition for achievements and significant contributions to the industry or field by peers, governmental entities, or professional or business organizations.

(3) If the above standards do not readily apply to the alien's occupation, you may submit comparable evidence to establish the alien's eligibility.

5. A U.S. employer filing for a professional (Part 2., Item Number 1.e. on the petition) must file the petition with:

A. A labor certification (see the **General Evidence** section of these Instructions);

B. Evidence that the alien holds a U.S. baccalaureate degree or equivalent foreign degree; and

C. Evidence that a baccalaureate degree is required for entry into the occupation.

6. **A U.S. employer filing for a skilled worker (Part 2., Item Number 1.f. on the petition) must file the petition with:**
   - **A.** A labor certification (see the **General Evidence** section of these Instructions); and
   - **B.** Evidence that the alien meets the educational, training, or experience and any other requirements of the labor certification (the minimum requirement is two years of training or experience).
7. **A U.S. employer filing for an unskilled worker (Part 2., Item Number 1.g. on the petition) must file the petition with:**
   - **A.** A labor certification (see the **General Evidence** section of these Instructions); and
   - **B.** Evidence that the beneficiary meets any education, training, or experience requirements required in the labor certification.

Amended Petitions

If this petition is being filed to amend a previously filed Form I-140, select **Item Number 2.a.** in **Part 2.**, "To Amend a Previously Filed Petition," and fill in the receipt number of the previously filed petition in the space provided. This will assist USCIS in determining whether we may accept the petition for filing and provide the location of the previously filed petition for case matching purposes.

Information on Spouse and All Children of the Person for Whom You Are Filing

Part 7. Information on Spouse and All Children of the Person for Whom You Are Filing of Form I-140 requests information about the dependent spouse and children of the alien beneficiary of the petition to assist in visa processing and in order for USCIS to better determine the demand for employment-based immigrant visas at the time of filing Form I-140.

NOTE: An annotation of a dependent's intention to either apply for adjustment of status or an immigrant visa abroad in **Part 7.** of Form I-140 is not binding, but should reflect the dependent's intent at the time of filing of Form I-140.

IRS Tax or Social Security Numbers

With the exception of the categories for alien of extraordinary ability (**Part 2., Item Number 1.a.**) and National Interest Waiver (**Part 2., Item Number 1.i.**), all Form I-140 visa preference categories require a permanent job offer from a U.S. employer and the U.S. employer must file Form I-140. **All U.S. employers filing petitions in which a permanent job offer is required must have either an IRS Tax Number or a Social Security Number and must provide that nine digit number in Part 1. of Form I-140, or USCIS will reject Form I-140 with a notice that it is deficient.**

General Evidence

1. **Labor Certification**

   You must file petitions for certain classifications with an original individual labor certification from the U.S. Department of Labor (DOL) or with documentation to establish that the alien qualifies for one of the shortage occupations designated in Group I or II of the DOL's Schedule A. If an individual labor certification is required, then you must submit the **original** individual labor certification with the petition, unless the original labor certification was already provided to USCIS in support of a different petition, or the petitioner selects "Yes" for **Item Number 8.** in **Part 4.**, asking USCIS to request a duplicate original certification from the DOL.

A labor certification establishes that there are insufficient U.S. workers who are able, willing, qualified, and available to fill the position being offered to the alien at the time and place where the alien is to be employed, and that the employment of the alien, if qualified, will not adversely affect the wages and working conditions of similarly employed U.S. workers. Application for labor certification is currently made on Form ETA-9089. Labor certification applications filed before March 28, 2005, were filed on Form ETA-750. If the alien is to be employed in a Schedule A, Group I or II shortage occupation, then you may file a fully completed, uncertified Form ETA-9089 in duplicate with your petition for determination by USCIS that the alien belongs to the shortage occupation.

See 20 CFR 656 or the DOL website at **www.foreignlaborcert.doleta.gov** for further information about obtaining an individual labor certification or about Schedule A, Group I or II shortage occupations.

Effective July 16, 2007, all labor certifications expire 180 days from the date of certification. USCIS must receive any Form I-140 based on approved labor certifications before the 180 day validity period has elapsed. In instances where the ending date of the labor certification's validity period expires on a Saturday, Sunday, or legal holiday, USCIS will accept petitions with the labor certification on the next business day. USCIS will reject petitions with expired labor certifications filed after the next business day.

2. Ability to Pay Wage

Petitions which require job offers must be accompanied by evidence that the prospective U.S. employer has the ability to pay the proffered wage. You may provide evidence in the form of copies of annual reports, Federal tax returns, or audited financial statements.

In a case where the prospective U.S. employer employs 100 or more workers, you may submit a statement from a financial officer of the organization that establishes ability to pay the wage. In appropriate cases, you may submit additional evidence, such as profit/loss statements, bank account records, or personnel records.

NOTE: The U.S. employer must show the ability to pay the proffered wage from the date of filing of the labor certification, or in cases where no labor certification is required, from the date of filing of the petition, also referred to as the priority date, until the beneficiary becomes a lawful permanent resident.

3. Part 3. Information About the Person for Whom You are Filing. If the person is in the United States, provide the following information in Item Numbers 13. - 16. Provide all information, as applicable. If U.S. Customs and Border Protection (CBP) or USCIS issued you a Form I-94, Arrival-Departure Record, provide your Form I-94 number and date that your authorized period of stay expires or expired (as shown on Form I-94). The Form I-94 number also is known as the Departure Number on some versions of Form I-94.

NOTE: If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, you may have been issued an electronic Form I-94 by CBP, instead of a paper Form I-94. You may visit the CBP website at **www.cbp.gov/i94** to obtain a paper version of an electronic Form I-94. CBP **does not** charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013 with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge. If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service.

Passport and Travel Document Numbers. If you used a passport or travel document to travel to the United Sates, enter either the passport or travel document information in the appropriate space on the petition, even if the passport or travel document is currently expired.

What Is the Filing Fee?

The filing fee for Form I-140 is **$700**.

NOTE: The filing fee is not refundable, regardless of any action USCIS takes on this petition. **DO NOT MAIL CASH.** You must submit the fee in the exact amounts.

Use the following guidelines when you prepare your check or money order for Form I-140:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; **and**
2. Make the check or money order payable to **U.S. Department of Homeland Security.**

   NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."
3. If you live outside the United States, contact the nearest U.S. Embassy or U.S. Consulate for instructions on the method of payment.

Notice to Those Making Payment by Check. If you send us a check, USCIS will convert it into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If your check is returned as unpayable, USCIS will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your petition and charge you a returned check fee.

How To Check If the Fees Are Correct

Form I-140's filing fee is current as of edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.

1. Visit the USCIS website at **www.uscis.gov**, select "**FORMS**," and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Where To File?

Please see our website at **www.uscis.gov/I-140** or call our USCIS National Customer Service Center at **1-800-375-5283** for the most current information about where to file this benefit request. For TTY (deaf or hard of hearing) call: **1-800-767-1833.**

Premium Processing

Certain Form I-140 classifications are eligible for Premium Processing. To determine if your petition is eligible for Premium Processing, visit the USCIS website at **www.uscis.gov/forms/how-do-i-use-premium-processing-service**. If your petition is eligible for and you are requesting Premium Processing Services for Form I-140, you **must** also file Form I-907, Request for Premium Processing Service. **Send Forms I-140 and I-907 together according to the filing instructions for Form I-907**. Please see our website at **www.uscis.gov/I-907**. Do **NOT** send requests for Premium Processing to a USCIS Lockbox facility.

Premium Processing Service for a Pending Form I-140

If you have **already** filed Form I-140 and you wish to request Premium Processing Service, file Form I-907 with the Service Center where your Form I-140 is pending. See Form I-907 filing instructions at **www.uscis.gov/I-907** for further information. Do **NOT** send requests for Premium Processing to a USCIS Lockbox facility. You must include a copy of Form I-797C, Notice of Action, which shows your Form I-140 was accepted, or a copy of the transfer notice, if applicable, showing the location of Form I-140. To ensure that your Form I-907 is matched up with the your pending Form I-140, you **must** fully answer **Item Numbers 1. - 5.** in **Part 2.** of Form I-907. If this information is not provided, USCIS will reject your Form I-907.

Address Changes

You must notify USCIS of your new address within 10 days of moving from your previous residence. For information on filing a change of address go to the USCIS website at **www.uscis.gov/addresschange** or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

NOTE: Do not submit a change of address request to USCIS Lockbox facilities because these facilities do not process change of address requests.

Processing Information

USCIS will reject any Form I-140 that is not signed or accompanied by the correct fee with a notice that Form I-140 is deficient. You may correct the deficiency and resubmit Form I-140. A petition is not considered properly filed until accepted by USCIS.

Initial Processing. Once USCIS accepts your petition we will check it for completeness. If you do not completely fill out this petition, you will not establish a basis for your eligibility and USCIS may reject or deny your petition.

Requests for More Information. We may request that you provide more information or evidence to support your petition. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

Requests for Interview. We may request that you appear at a USCIS office for an interview based on your petition. At the time of any interview or other appearance at a USCIS office, we may require that you provide your fingerprints, photograph, and/or signature to verify your identity and/or update background and security checks.

Decision. The decision on Form I-140 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing.

Meaning of Petition Approval

Approval of a petition means you have established that the person you are filling for is eligible for the requested classification.

NOTE: This is the first step towards permanent residence. However, this does not in itself grant permanent residence or employment authorization. USCIS will provide you with information about the requirements for the person to receive an immigrant visa or to adjust status after your petition is approved.

Instructions for Industry and Occupation Codes

NAICS Code

You can obtain the North American Industry Classification System (NAICS) code from the U.S. Department of Commerce, U.S. Census Bureau at **www.census.gov/epcd/www/naics.html**. Type or print the code from left to right, one digit in each of the six boxes. If you use a code that is less than six digits, type or print the code left to right and then add zeros in the remaining unoccupied boxes. For example:

1. Type or print the code sequence 33466 as **334660**; or
2. Type or print the code sequence 5133 as **513300**.

SOC Code

You can obtain the Standard Occupational Classification (SOC) System codes from the DOL, Bureau of Labor Statistics at **www.bls.gov/soc**. Type or print the code from left to right, one digit in each of the six boxes. If you use a code which is less than six digits, type or print the code left to right and then add zeros in the remaining unoccupied boxes. For example:

1. Type or print the code sequence 19-1021 as **19-1021**; or
2. Type or print the code sequence 15-100 as **15-1000**.

USCIS Forms and Information

To ensure you are using the latest version of this petition, visit the USCIS website at **www.uscis.gov** where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Instead of waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our online system, **InfoPass**, at **infopass.uscis.gov**. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-140, we will deny your Form I-140 and may deny any other immigration benefit. In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

USCIS Compliance Review and Monitoring

By signing this form, you have stated under penalty of perjury (28 U.S.C 1746) that all information and documentation submitted with this form are complete, true, and correct. You also authorize the release of any information from your records that USCIS may need to determine eligibility for the benefit you are seeking and consent to USCIS verifying such information.

The Department of Homeland Security (DHS) has the authority to verify any information you submit to establish eligibility for the immigration benefit you are seeking at any time. USCIS' legal authority to verify this information is in 8 U.S.C. 1103, 1155, and 1184, and 8 CFR Parts 103, 204, 205, and 214. To ensure compliance with applicable laws and authorities, USCIS may verify information before or after your case is decided.

Agency verification methods may include, but are not limited to: review of public records and information; contact via written correspondence, the Internet, facsimile, other electronic transmission, or telephone; unannounced physical site inspections of residences and places of employment; and interviews. USCIS will use information obtained through verification to assess your compliance with the laws and to determine your eligibility for an immigration benefit.

Subject to the restrictions under 8 CFR 103.2(b)(16), USCIS will provide you an opportunity to address any adverse or derogatory information that may result from a USCIS compliance review, verification, or site visit after a formal decision is made on your case or after the agency has initiated an adverse action which may result in revocation or termination of an approval.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this benefit petition, and the associated evidence, is collected pursuant to Title 8 USC sections 1103 and 1153(b) and Title 8 of the Code of Federal Regulations (CFR) parts 103 and 204.

PURPOSE: The primary purpose for providing the requested information on this benefit form is to petition for an immigrant visa based on employment. The information you provide will be used to grant or deny the benefit.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your benefit request.

ROUTINE USES: The information you provide on this benefit petition may be shared with other federal, state, local, and foreign government agencies and authorized organizations 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, Index, and National File Tracking System, 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.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 65 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the petition, preparing statements, attaching necessary documentation, and submitting the petition. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy & Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0015. **Do not mail your completed Form I-140 to this address.**