

Volume XI – E-Filing Form I-765

Purpose

The purpose of this document is to highlight key aspects of the I-765 E-Filing module for prospective employers wishing to E-File an Application For Employment Authorization (Form I-765). The following screenshots are a preview of the I-765 on-line E-Filing Form and can be used as a reference to prepare for E-Filing the I-765 petitions.

In this document the following topics will be addressed:

- [Processing Location of I-765 Filed on the Basis of a Pending I-485 at a USCIS District/Sub Office](#)
- [I-765 E-Filing Eligibility](#)
- [Submitting No Cost Applications](#)
- [I-765 and Concurrent E-Filing](#)
- [Supporting Documentation for the I-765](#)
- [I-765 Mailing Addresses for Supporting Documentation](#)

Processing Location of I-765 Filed on the Basis of a Pending I-485 at a USCIS District/Sub Office

- The **fourth web page** of the I-765 contains a field that allows the applicant to note the office location of the I-485 (if applicable).
- Provide the I-485 receipt number and any other relevant data about I-485 status.
- An I-765 filed on the basis of a pending I-485 (shown at right) will be processed at the National Benefits Center (NBC). You should not contact the office where your I-485 is located because that office will not be reviewing the E-Filed I-765 case.

Manner of Last Entry into the U.S.: (Visitor, Student, etc.)

Current Immigration Status: (Visitor, Student, etc.)

Please select your eligibility status:

For (c)(9) eligibility status only
Please select the location where your I-485 is pending:

Please provide information concerning your eligibility status:

In order to electronically process your application, you must provide information for the items marked *.

The text entered here will be printed on a continuation sheet.

Continuation Sheet

Form I.D.: 5431

Full Name: HUI W HSBAG LIU

Organization Name:

Receipt Number: LNO48504487

Referenced Question Label:
Purpose of trip:

Page: _____ Section: _____

Visit husband in Taiwan. I intend to make frequent trips. I am filing to avoid implication that I may be abandoning my U.S. residence.

I-765 E-Filing Eligibility

E-Filing is not for everyone and there are a number of situations where you must continue to use the paper-based process in order to properly file your petition. These situations include when you are applying for a filing fee waiver or requesting that your case be expedited.

In addition, the E-Filing system is NOT currently programmed to accept applications for many eligibility codes under certain categories of 274a.12(a) and 274a.12(c).

- The following applicants are NOT eligible to E-File the I-765:
 - Applicants who request to expedite their case;
 - Applicants who are applying for a waiver of the filing fee;
 - Applicants who live outside the US, Guam, Puerto Rico, and the US Virgin Islands;
 - Applicants who are filing to correct data due to INS/USCIS administrative error; and
 - Applicants who fall under certain categories of 274a.12(a) and 274a.12(c) (See web content for details).

Submitting No Cost Applications

An applicant should NOT submit more than one of the same no cost applications. That will not speed up the processing time. Submitting duplicate no cost applications will adversely affect USCIS ability to process applications.

I-765 and Concurrent E-Filing

- The I-765 is available for concurrent E-Filing with the following (see web content for details):
 - I-129 (only when an I-539 is being filed too);
 - I-131 (only if the I-765 is filled out first);
 - I-539;
 - I-821; and
 - I-907 (only when an I-129 and I-539 are being also being filed).

Form Checklist

Below is the fee/fees for all forms currently in your application.

Form	Description	Fee
I-765 - Doe, John	I-765 Application Fee	\$ 175.00
Total due from filer:		0

Example of option given to add additional forms to concurrently E-File with the I-765

I-765 - Doe, John [Add I-131](#)

Add New Form by selecting hyperlinked form preceded by Add.

- The I-765 must always be filed concurrently with an I-821. The E-Filing system will automatically generate an I-765 for completion after and I-821 is filled out.

Supporting Documentation for the I-765

Review I-765 paper form instructions to determine if copies of documents may need to be submitted.

- Hardcopy photos will not need to be submitted.

I-765 Mailing Addresses for Supporting Documentation

If you have E-Filed your petition, but were unable to save and/or print the PDF version of the petition and confirmation receipt notice, you should:

- Wait to receive the official receipt notice (Form I-797) in the mail;
- Note the receipt number on the I-797; and
- Mail the supporting documentation to the addresses below, if the petition is a non-premium processing case.
 - Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed petition.

PDF Troubleshooting

If the PDF Confirmation Receipt Page did not generate, or you were unable to save and/or print the PDF version of the Confirmation Receipt Page, DO NOT FILE AGAIN. Send an e-mail request to E-Filing.Support@dhs.gov and include your Receipt Number in the e-mail message.

IF...	THEN ...
Your petition receipt number begins with “ WAC ”	Send supporting documentation to: California Service Center Attn: E-Filed I-765 P.O. Box 10 765 Laguna Niguel, CA 92607-0765
Your petition receipt number begins with “ LIN ”	Send supporting documentation Nebraska Service Center Attn: E-Filed I-765 PO Box 87373 Lincoln, NE 68501-7373
Your petition receipt number begins with “ SRC ”	Send supporting documentation Texas Service Center Attn: E-Filed I-765 P.O. Box 852401 Mesquite, TX 75185-2401
Your petition receipt number begins with “ EAC ”	Send supporting documentation Vermont Service Center Attn: E-Filed I-765 75 Lower Welden Street St. Albans, VT 054790001