

## APPENDIX A

### Mailing Addresses

<b>A</b>	<p><b>If sending by:</b></p> <p>courier</p> <p>hand delivery</p> <p>same day delivery</p> <p>overnight or express delivery (including U.S. Postal Service "Express Mail")</p>	<p><b>Use this address:</b></p> <p>Board of Immigration Appeals Clerk's Office 5107 Leesburg Pike, Ste. 2000 Falls Church, Virginia 22041</p>	<p><b>Remember that:</b></p> <p>Deliveries <i>must be received</i> during normal window hours.</p> <p>Window hours are 8:00 am-4:30 pm (Eastern time), Monday-Friday, except federal holidays.</p> <p>For further information, call (703) 605-1007.</p>
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<b>B</b>	<p><b>If sending by:</b></p> <p>U.S. Postal Service, any class (except "Express Mail")</p> <p>priority mail</p> <p>certified mail</p> <p>registered mail</p> <p>return receipt requested mail</p>	<p><b>Use this address:</b></p> <p>Board of Immigration Appeals Clerk's Office P.O. Box 8530 Falls Church, VA 22041</p>	<p><b>Remember that:</b></p> <p>Use caution when there is a filing deadline. Deadlines are determined by when the mailing is <i>received</i> by the Clerk's Office.</p> <p>When there is a filing deadline, try to use a delivery method from Table A.</p>
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When the intended recipient of correspondence is a particular person or office within the Board, the sender should label the envelope or packaging to the attention of that person or office. Example: "ATTN: Oral Argument Coordinator"