

H-2A Amend and Extend Mailbox Fact Sheet

Purpose

The H-2A Amend and Extend Mailbox is set up to enable H-2A users to quickly and easily request amendments or extensions to their certified H-2A applications. The Department of Labor (Department) chose a centralized email box to ensure consistency and efficiency. Any change(s) to H-2A applications pertaining to the periods of employment, the number of workers requested and withdrawal requests should be requested through this mailbox. The regulatory citations listed below allow the employers to request and the Department to consider any changes made to the terms and conditions on the H-2A application.

20 CFR 655.122 Three-Fourth Guarantee
20 CFR 655.145 Amendments
20 CFR 655.170 Extensions
20 CFR 655.172 Withdrawals

Previously, amendment, extension and withdrawal requests were made by mail, fax and email to individual analysts. Now, all amendment and extension requests will go through an electronic mailbox to the Chicago National Processing Center (NPC).

Procedure

Please submit your e-mail request to H2a.amend&extend.chicago@dol.gov. Your request should include the employer name, case number and specific reasons for the request. All requests must be signed by the **employer**. Since this is an email box, you may either scan the signed request or after you send the email request, fax a signed request ATTN: H-2A Amend & Extend to (312)886-1688. The H-2A Amend and Extend Mailbox will be continuously monitored by the Chicago NPC. Your requests will be handled as expeditiously as possible. If you have an emergency request please ensure you indicate "Emergency Request" in the subject line and include your justification in body of the e-mail.

Questions:

If you have any questions about this new procedure, please email the Chicago NPC at TLC.Chicago@dol.gov.