



Guide for Completing a Form I-765, *Application for Employment Authorization*, under the Family Reunification Task Force (FRTF) Process on behalf of Individuals in the United States with FRTF parole-in-place (PIP)

1. Include a copy of the **Cover Letter** to USCIS Lockbox Staff and place it **on top** of each Form I-765, Application for Employment Authorization, available at uscis.gov/i-765.
2. Complete a **separate** Form I-765 for each individual and in capital letters at the top of the first page of each Form I-765 write “**ATTN: FRTF PIP**” for those who obtained parole-in-place while in the U.S. Answer all questions fully and accurately. In particular:
 - Part 1 – Check box for **Initial** permission to accept employment (Question 1.a.)
 - Part 2 – Information About You
 - Provide **Family Name** (Question 1) of
 - Provide a complete **U.S. address** in either:
 - U.S. Mailing Address (Questions 5.a. – 5.f.) or
 - U.S. Physical Address (Questions 7.a. – 7.e.)

Note: USCIS will mail official notices to the address you provide (unless specified otherwise on an executed Form G-28).

 - Provide **Date of Birth** (Question 20)
 - Enter “(c)(11)” for **Eligibility Category** (Question 27). Use only the first two boxes.
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 - Part 3 – **Signature** of Applicant (Question 7.a.)
3. Include the following initial evidence:
 - a. If you obtained FRTF parole-in-place while in the U.S., provide a copy of your Form I-94 USCIS sent you showing you obtained PIP.

*Please note: Two identical color passport-style photographs are **NOT** required, even though pages 25-26 of the [Instructions for Form I-765](#) state the requirement.*

4. Complete Form [G-1145, E-Notification of Application/Petition Acceptance](#), with your contact information to receive **e-notification** (email and U.S. domestic text message) when USCIS accepts your application.

Applications must be filed at the USCIS address listed below **only**:

USCIS Phoenix Lockbox

For US Postal Service, FedEx, UPS, and
DHL deliveries
USCIS

Attn: FRTF PIP-HP (I-765)
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034-4850

Please ensure that **ALL** steps outlined above have been followed. Missing pages of the Form I-765 and/or missing initial evidence may lead to processing delays.