
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)
     - 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.
     (c)(11)
   - Part 3 – Signature of Applicant (Question 7.a.)

3. Include the following initial evidence:
   - 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

Page 1
07/20/22
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.