U.S. Citizenship and Immigration Services

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. 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 (PIP) while in the United States. Answer all questions fully and accurately. In particular:

   o Part 1 – Check box for **Initial** permission to accept employment (Question 1.a.)

   o 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.

      (c)(11)( )

   o 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 **<u>NOT</u>** 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 Tempe Lockbox

   For FedEx, UPS, and DHL deliveries
      USCIS

Attn: FRTF PIP-HP (I-765)
2108 E. Elliot Rd.
Tempe, AZ 85284-1806

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.