



United States Department of State

Washington, D.C. 20520

February 24, 2021

NOTICE

DEPENDENT WORK AUTHORIZATION REQUESTS

Dependents of certain diplomats (A1 and A2 visa holders), representatives of international organizations (IO), (G1, G3, and G4 visa holders), and dependents of NATO visa holders accredited to the Department of State (DoS) must obtain employment authorization before they may lawfully work in the United States. Working without authorization may lead to a number of negative consequences, such as Department of Homeland Security (DHS) terminating the alien's immigration status, being barred from adjusting status to lawful permanent residence, DHS removing the alien from the United States, as well as the possible loss of privileges and immunities.

The current processing time for dependent employment work authorization is 12-14 weeks.

Please note the following requirements and guidelines for dependents (other than at the UN, UN Missions, or TECRO/TECO) requesting employment authorization in the United States.

Only complete applications will be considered for processing. If an application is missing any information, it will be returned with a request to resubmit the entire package along with any missing information.

Applications from the following dependents will **not** be accepted:

- Sons and daughters under age 12 or over age 24
- A-2 visa holders who are permanently resident in the United States for purposes of the Vienna Conventions on Diplomatic and Consular Relations
- Members of Household
- A-3, G-2, or G-5 visa holders

Please read Sections A-C carefully, as they apply to all applications and renewals. Refer to the additional sections for G-4 and NATO visa holders as needed.

What to Expect after Submitting an Application to OFM

OFM reviews the application package, then mails the package to U.S. Citizenship & Immigration Service (USCIS) who will process and if clearly approvable, issue the EAD card.

Upon receipt of the application, USCIS will send a Notice of Receipt (Form I-797C) by mail. Use this receipt number to look up the processing status and USPS tracking number of the EAD card at: <https://egov.uscis.gov/casestatus/landing.do>.

If the Embassy or IO receives a Request for Evidence (RFE), Form I-797E, the applicant must provide the required documentation to USCIS by the deadline stated or the application will not

be processed by USCIS. The RFE and supporting materials should be sent to OFM for expediting to USCIS.

If the EAD card has not been received 14 weeks after submitting a complete application package, please contact the Office of Foreign Missions (OFM) at OFM-EAD@state.gov and provide the following information:

- Dependent's name and PID number
- Principal's employer
- Date of submission of application
- Receipt number (if available)

Lost or Stolen EAD Cards

If an applicant needs to replace a lost or stolen EAD card, a complete I-765 requesting a replacement along with 2 passport photos and a diplomatic note must be submitted to OFM.

EAD Cards Not Received

If USPS tracking indicates that a newly-issued EAD card was undeliverable or if the EAD card has not been received 14 weeks after submission of the application, email OFM-EAD@state.gov and include the applicant's name, date of birth, PID number, and USCIS receipt number (LIN).

Review the guidance below for submitting a **complete application package** for dependents requesting employment authorization:

- A. Instructions for All Applicants**
- B. Additional Instructions for Applications Based on De Facto Arrangements**
- C. Additional Instructions for Renewal Applications**
- D. Additional Instructions for G-4 Visa Holders**
- E. Additional Instructions for NATO Visa Holders**

A. Instructions for All Applications

Complete packages may be mailed via USPS, Federal Express, UPS or similar service to:

Office of Foreign Missions
Accreditation, Services, & Benefits, Attn. EAD
3507 International Place, NW
Washington, DC 20008

Applications must include:

- Diplomatic note from the Embassy or international organization, including point of contact's e-mail address. The note from the international organization should state the nationality of the principal, not the dependent.

- Form I-765, Application for Employment Authorization. (The following version must be used: <https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf>)
 - The form must be filled out with black ink or typed, with the original signature of the applicant.
 - Submit one copy of the I-765 form.
 - Use the embassy or IO address as the U.S. Mailing Address (excluding NATO).
 - Do not use white-out or any form of correction tape.
- Form I-566, Interagency Record of Request. (The following version must be used: <https://www.uscis.gov/sites/default/files/document/forms/i-566.pdf>)
 - The form must be filled out with black ink or typed. All signatures on the form must be originals.
 - Submit one copy of the I-566 form.
 - The “U.S. Physical Address” is the current residential address which must match the address that has been notified to OFM through eGov.
 - Under Part 2, Section 3, an expected end date of the principal’s tour of duty must be provided.
 - Part 8 must be completed, dated, and have an original signature of an accredited officer and a seal or stamp from the embassy or international organization.
- Provide a copy of the valid passport, visa, and Form I-94 for both the principal *and* the dependent (I-94 can be found here: <https://i94.cbp.dhs.gov/I94/#/home#section>).
- Firmly attach two (2) recent passport photos of the dependent taken within the last 12 months of submitting the application. Write the applicant’s last name and, if available for renewals, alien registration number on the back of each photo. Please review this link on guidance for photo standards: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>.
- If the applicant is a dependent over the age of 21, the applicant must have justified student status.
 - Only certain bilateral work agreements allow students age 23 or 24 to apply under this program. G-4 dependents over age 22 are not eligible.
- If the applicant is a dependent child who is physically or mentally disabled, the applicant must have a justified handicapped status. Notification of change for justified handicap must be submitted on eGov.

B. Additional Instructions for Applications Based on De Facto Arrangements

If the dependent is applying under a de facto work arrangement:

- Include a statement from the prospective employer which includes:
 - The dependent's name;
 - Hire date, salary, and hours to be worked; and
 - Description of the position and duties to be performed.
 - If the dependent intends to be self-employed, a letter must be provided which includes specific information about the prospective client(s), a copy of the advertisement that will be used to announce services, resume or CV,

description of the duties that will be performed, and proof that the dependent was previously employed in the intended field. Such letter must be signed by the dependent.

C. Additional Instructions for Renewal Applications

Renewal applications are accepted 180 days prior to the expiry date. For renewal EAD applications, also include:

- A copy of previous EAD.
- On the I-566 Part 1, item 10, include the USCIS alien number (A-number) from the front of the EAD card.
- Write the USCIS alien number (A-number) on the back of the photos.
- Federal tax transcript for each year covered by the current EAD as well as State tax returns for such years covered by the current EAD. To obtain a free federal tax transcript, visit: <https://www.irs.gov/individuals/get-transcript>
 - Applicants should have filed federal income tax Form 1040NR or 1040NR-EZ for the years during which they worked as an A or G visa holder. If federal forms 1040NR or 1040NR-EZ were not filed, the applicant must file amended tax returns.
 - All applicants **must** submit tax transcripts. 1040 series forms will not be accepted in lieu of the tax transcripts.
 - If applicant had an EAD but was never employed, applicant must include a statement certifying that he/she earned no income.
 - If an EAD was obtained based on self-employment, but employment was not secured, the applicant must provide a letter explaining what efforts were made to secure such employment to include evidence of advertisement.

D. Additional Instructions for G-4 Visa Holders

If the dependent is a G-4 visa holder,

- On Form I-566:
 - Under Part 2, item 3, an expected end date of the principal's tour of duty assignment must be provided.
 - Under Part 8, Section 2.a., check the box labeled "G-4 Regulations". Leave 2.b and 2.c blank.
- Include a statement from the prospective employer which includes:
The dependent's name;
Hire date, salary, and hours to be worked; and
Description of the position and duties to be performed.
 - If the dependent intends to be self-employed, a letter must be provided which includes specific information about the prospective client(s), a copy of the advertisement that will be used to announce services, resume or CV, description

of the duties that will be performed, and proof that the dependent was previously employed in the intended field. Such letter must be signed by the dependent.

E. Additional Instructions for NATO Visa holders

- Include:
 - Command verification letter.
 - Copy of one of the following: assignment orders, posting instructions, or NATO travel order/contract.
- On Form I-566:
 - Part 1, item 12 and Part 2, item 7 leave this field blank.
 - In Part 2, item 3, enter the end date of the tour of duty, as noted in the attached orders. This date must also match the date in the command verification letter.
 - For NATO only: applicants can file either 1040 or 1040NR forms but must submit tax transcripts.
 - Submit the application for processing to:
 - If you are a dependent of a NATO official who is stationed at Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT), your application must be processed by the U.S. Liaison Office (USLO) to SACT. Submit Form I-765 with Form I-566 and other required documents to:

**USLO to SACT
7857 Blandy Road, Suite 200
Norfolk, VA 23551-2491**

- If you are a dependent of a NATO official who is stationed outside of NATO/HQ SACT, your application must be processed and certified by the embassy, or its designated liaison office, of the NATO member that employs the principal. Submit Form I-765 with Form I-566 and other required documents to the respective embassy point of contact.

Instructions for Certifying Organizations (I-566 Part 8):

The certifying organization must follow the instructions in Part A of this document, and:

- Verify that the tour of duty end date matches both the orders and the command verification letter. The assignment must be at least six (6) months and orders must be attached.
- Ensure that a PID has been created through the eGov notification process for both the principal (Part 2, Item 7) and applicant (Part 1, Item 12.) See the next section for details.

Instructions to USLO to SACT and Embassies for Notification and Obtaining a PID

USLO to SACT or the embassy, or its designated liaison office, must enter a notification of appointment of the principal and all dependents through the Department of State eGov system. Such notification is only for the purposes of obtaining an EAD.

- OFM reviews the notification of appointment and provides a PID, usually within 2-3 business days.
- No ID will be issued, nor privileges and immunities added or changed, as a result of notifying the NATO principal and dependents through eGov.
- USLO to SACT or the embassy must update the information through eGov if the applicant or principal changes status, a change of address, or departs.

To request an eGov account, complete the online form:

<https://egov.ofm.state.gov/Home/RequestAccess>.

For eGov technical questions, contact OFMeGovHelpDesk@state.gov.