

PRACTICALITIES: USCIS WASHINGTON FIELD OFFICE (WAS)

Physical Location and Mailing Address:

US Citizenship and Immigration Services
2675 Prosperity Avenue
Fairfax, VA 20598

Mailing Address for the Office of Adjudications:

Washington Field Office - District 7 MS 2440
US Citizenship and Immigration Services
2675 Prosperity Avenue
Fairfax, VA 20598

DROP BOX

If you wish to submit correspondence addressed to WAS regarding a pending matter, such as a response to a Request for Evidence (RFE) in person, you may place it in the drop box. Any materials submitted must be sealed in an envelope with a return address, and must be date-stamped using the machine provided on top of the drop box. Additionally, all documents submitted to WAS must have a cover page indicating your client's name and A-number, and the Receipt number of the application in connection with which you are submitting the document.

The drop box at WAS is located just beyond the security area at the public entrance. Drop-box hours are from 7:30AM to 4:00PM, Monday through Friday (except federal holidays).

Note: Materials submitted via the drop box are processed more quickly than materials sent by mail because mailed materials require additional security screening. Therefore, we strongly encourage you to use the drop-box if possible.

PERSONAL INQUIRIES AT WAS

In order to speak with an Immigration Service Officer in person, you must first schedule an INFOPASS appointment by visiting the USCIS website at: <http://infopass.uscis.gov/>.

REQUESTING TO RESCHEDULE OR POSTPONE AN INTERVIEW

If you want to reschedule or postpone your interview, send a request to the following email address: <mailto:was.interviewreschedule@dhs.gov> Your request should include an

Baltimore
201 N. Charles St.
Suite 920
Baltimore, MD 21201
Tel: 410-999-1900
Fax: 410-630-7539
baltimore@tahirih.org

Greater DC | National
6402 Arlington Blvd.
Suite 300
Tel: 571-282-6161
Fax: 571-282-6162
TTY: 711
Falls Church, VA 22042
greaterdc@tahirih.org
justice@tahirih.org

Houston
1717 St. James Place
Suite 450
Houston, TX 77056
Tel: 713-496-0100
Fax: 713-481-1793
houston@tahirih.org

www.tahirih.org

explanation regarding the conflict that prevents you or your client from attending the scheduled interview, along with any corresponding documentary evidence.

You may also go in person to the office and drop off reschedule requests in the designated drop box.

GETTING TO WAS

If you or your client plans to travel to WAS by public transportation, you should take the orange line to the Dunn Loring-Merrifield Metro Station. The station is located at 2700 Gallows Road, about two blocks away from the WAS building.

If you are driving to WAS, the parking garage is located behind the building and costs a small fee. The entrance to the parking garage is hard to see from the street, but it may be accessed from Prosperity Avenue by turning into the entrance driveway that is between the USCIS building at 2675 Prosperity Avenue and Merrilee Drive (turn left onto the driveway to the parking garage if you are driving West on Prosperity Ave., coming from Gallows Road).

ENTRY TO THE BUILDING AND WAITING AREA

You must pass through security and a metal detector to enter the building. You may need to show your photo ID, such as a driver's license or a passport; and you must show your interview notice or INFOPASS appointment notice either to the security guards or at a counter left of the metal detector area. Be sure to give a copy of the interview notice to your client so she may enter.

If you are there for an INFOPASS appointment, you will be directed to a room left of the entrance area on the ground floor, after showing your appointment notice.

If you are there for an interview, you will be directed to the second floor, which has a large waiting room where you can meet your client. Additional information about the Washington Field Office can be found online at the [USCIS website](#).

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