



United States Department of State

Washington, D.C. 20520

January 29, 2026

NOTICE

USCIS New Photo Policy for Employment Authorization Applications

The Office of Foreign Missions (OFM) informs all missions that, effective **December 12, 2025**, the U.S. Citizenship and Immigration Services (USCIS) has changed its photo submission policy for Employment Authorization Document (EAD) applications.

As of December 12, 2025, USCIS is requiring an in-person photograph to be taken at an Application Support Center (ASC) as part of the EAD application process. Following submission of an application for an EAD in eGov, applicants will receive a standardized “ASC Appointment Notice” via postal mail (exemplar enclosed) to the mailing address provided on the I-765 with details regarding their ASC appointment. Missions are advised that the “ASC Appointment Notice” is a general communication that is sent to all work authorization applicants and is not specific to foreign mission member dependents. As such, select portions of the notice are not applicable and may be disregarded. USCIS will collect a photograph for identity verification purposes; however, the collection of additional biometric identifiers, including fingerprints, will not be required. Missions are further advised that USCIS or FBI will not be conducting a criminal history check on foreign mission member dependents.

At the ASC appointment, applicants must bring:

- The “ASC Appointment Notice” received via mail
- A valid, unexpired photo ID (passport, Department of State ID)

If an applicant cannot attend the scheduled ASC appointment, they may request to reschedule through USCIS online account or by calling the USCIS Contact Center at 800-375-5283.

Please note, applicants should still continue to submit an electronic passport photo with their application to OFM.

Missions may direct questions concerning Employment Authorization Applications to OFM-FMS@state.gov.

Exemplar of “ASC Appointment Notice” Received by Mail:

ASC Appointment Notice		CASE TYPE	NOTICE DATE 01/14/2026
APPLICATION/PETITION/REQUEST NUMBER		USCIS A#	CODE
ACCOUNT NUMBER	TCR	SERVICE CENTER CSC	PAGE 1 of 3



READ THIS ENTIRE NOTICE CAREFULLY. To process your application, petition, or request, U.S. Citizenship and Immigration Services (USCIS) must collect your biometrics. Please appear at the Application Support Center (ASC) at the date and time specified. **TO REQUEST THAT USCIS RESCHEDULE YOUR APPOINTMENT, SEE THE INSTRUCTIONS AT THE BOTTOM OF THIS NOTICE. IF YOU FAIL TO APPEAR AS SCHEDULED, USCIS WILL CONSIDER YOUR BENEFIT REQUEST ABANDONED AND IT MAY BE DENIED.**

APPLICATION SUPPORT CENTER USCIS BALTIMORE 1323 Bedford Avenue Pikesville MD 21208	DATE AND TIME OF APPOINTMENT 01/30/2026 08:00AM
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WHEN YOU APPEAR AT THE ASC FOR BIOMETRICS SUBMISSION, YOU MUST BRING:

- THIS APPOINTMENT NOTICE.** If you received multiple ASC notices, bring **all** notices to your first appointment, and
- PHOTO IDENTIFICATION.** You must bring a valid government identification different than the name on your ASC notice, bring supporting or Application to Replace Permanent Resident Card (Form I-9 Card).

If you are sick, do not visit a USCIS office, follow the instruction may interfere with your biometrics submission. USCIS may request Cell phones or electronic devices must be turned off during biometrics submission. For more information regarding your ASC appointment, visit <https://uscis.gov>.

NOTE: If an ASC closes due to weather or other reasons, USCIS will notify you by email. You will receive a new ASC appointment notice. You must update your address if you move. For instructions, visit <https://uscis.gov>. USCIS may use your biometrics to check the criminal history record of immigration documents (e.g., Green Card, Employment Authorization Document, and Nationality Act).

You may obtain a copy of your FBI record using the procedures at <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary>. If you cannot attend your scheduled appointment, you may request to reschedule by calling 1-800-375-5283 (TTY 800-767-1833). You must make a good cause for rescheduling. If you fail to make a request before your appointment, USCIS may consider your application, petition, or request abandoned. See <https://www.uscis.gov/forms/filing-guidance-preparing-for-biometrics>. If you cannot leave your home/hospital due to a serious ongoing medical condition, you may request a medical exception. See <https://www.uscis.gov/forms/filing-guidance-preparing-for-biometrics>. Instructions on the back of this notice under "Notice for People with Disabilities".

If you have any questions regarding this notice, please contact the USCIS Contact Center at 1-800-375-5283 (TTY 800-767-1833).

Important Information for Your Biometric Services Appointment

- You must have a scheduled biometric services appointment before arriving at an Application Support Center (ASC). You must bring your printed ASC appointment notice (Form I-797C). Your notice has specific instructions on what you should bring to your ASC appointment including valid photo identification such as your Permanent Resident Card ("Green Card"), passport, or driver's license) and the completed Applicant Information Worksheet (AIW) below.
- Only those necessary to assist you with transportation or your appointment should accompany you to the ASC. This includes attorneys and interpreters.
- Family groups may appear together, even if they are scheduled for a different day.
- Military members may appear at an ASC during normal operating hours without an appointment.
- If you arrive more than 15 minutes before your appointment, you may be asked to wait to be processed.
- On the day of your appointment, please check for office closures or delays here: www.uscis.gov/about-us/uscis-office-closings
- ASCs do not provide information services or case services relating to the status of applications, petitions, or requests. To track the status of an immigration application, petition, or request, visit: <https://egov.uscis.gov/>

FBI Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

APPLICANT'S INFORMATION WORKSHEET (AIW)

NAME: FIRST MIDDLE LAST

LIST ANY OTHER NAMES USED (MAIDEN NAME, PREVIOUS MARRIAGE, ALIAS, ETC.):

1) FIRST MIDDLE LAST

2) FIRST MIDDLE LAST

DATE OF BIRTH (MM/DD/YY)	COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP
SEX: (CHECK ONE) ☐ MALE ☐ FEMALE	RACE: (CHECK ONE) ☐ ASIAN ☐ BLACK ☐ CAUCASIAN/LATINO	☐ NATIVE AMERICAN ☐ UNKNOWN
EYE COLOR: (CHECK ONE) ☐ BLACK ☐ BLUE ☐ BROWN ☐ GRAY ☐ GREEN	☐ HAZEL ☐ MAROON ☐ MULTICOLOR ☐ PINK ☐ UNKNOWN	HAIR COLOR: (CHECK ONE) ☐ BALD ☐ BLACK ☐ BLOND OR STRAWBERRY ☐ BLUE ☐ BROWN ☐ GRAY ☐ GREEN
		☐ ORANGE ☐ PINK ☐ PURPLE ☐ RED OR AUBURN ☐ SANDY ☐ WHITE ☐ UNKNOWN

HEIGHT: FEET-INCHES OR CENTIMETERS WEIGHT: POUNDS OR KILOGRAMS

When you provide your digital signature, you will be attesting to the following:
 I declare under penalty of perjury that I have reviewed and understand the document(s) identified by the receipt number displayed on the screen above, and that all the information in these materials is complete, true, and correct. This includes any:

- application, petition, or request that I submitted;
- application, petition, or request that I provided on behalf of my derivative beneficiary;
- application, petition, or request that was submitted on my behalf; and
- supporting documents, applications, petitions, or requests filed with my application, petition, or request that I (or my attorney or accredited representative) filed with USCIS, or that was filed on my behalf.

RETURN "AIW" TO APPLICANT

