

## Replace a Lost or Stolen Employment Document (EAD Card)

Did you lose the Employment Authorization Document (EAD) you received from the US government? Maybe you never received it because it was lost in the mail? Follow these instructions to get a new card mailed to you as soon as possible.

Once you follow this process, you are allowed to use the receipt notice you receive from the US government for your replacement application as an I-9 document for up to 90 days of employment. See the [USCIS I-9 Receipt web page](#) for more details. However, we advise you **NOT** to travel internationally while waiting for a replacement EAD card.

### STEP 1

**Get a new I-20 from International Affairs if you don't have, or never received, a copy of your OPT approval notice from the US government.**

If you do NOT have a copy of your OPT approval notice, you must get a new I-20. Email your international student adviser for assistance.

### STEP 2

**Gather and prepare all the items you need to send in your application to the government to replace a lost or stolen EAD.**

Gather and prepare these items:

- A check or money order for \$410 made payable to the 'US Department of Homeland Security.' If paying by check, be sure that your name and address are pre-printed on it. If you have to hand write in either your name or address on the check then we recommend getting a money order instead.
- A completed Form I-765. Be sure to download the latest version at [uscis.gov](#). It's best to type your information into the form, print it, then sign it.
  - For the checkbox at the top of the form, be sure to select "**replacement.**"
  - For item 12 of the form, check "yes."
- A completed Form G-1145 if you wish to be notified by text or email about your application.
- Photocopies of all your previously issued I-20s; include I-20s from previous schools if applicable. You will also need to include a photocopy of the new I-20 you just received from International Affairs.
- A photocopy of your F-1 visa (except for citizens of Canada and Bermuda)
- Your latest I-94 clearly indicating that you are in F-1 status
- A photocopy of your passport identification page, clearly indicating your passport name, nationality, date of birth, and the passport expiration date
- Two passport style photos (name and I-94 card number and SEVIS number written on the back) Photos must be taken within the last 30 days and cannot have previously been used for a passport, visa, or other US government-related application.
- A copy of any previously-issued EAD (if applicable)
- A copy of the approval notice you received for your OPT application AND a copy of the barcode sheet that came with your EAD (if possible)

- A letter to the US government explaining the circumstances, including a copy of a police report (if applicable). If you never received the EAD card at all, be sure to clearly state that in the letter.

### **STEP 3**

#### **Send your replacement application to the US government.**

Send your application to the US Citizenship and Immigration Services by FedEx or UPS. USCIS must receive it within 30 days of the date your I-20 was issued.

**If the address on your I-765 is in Colorado, mail your application to:**

**USCIS  
Attn: NFB AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034**

**If you live in a different region of the US, confirm with your international student adviser the address you should send your OPT application.**

### **STEP 4**

#### **Confirm the US government received your application and track your application status.**

Receive an electronic receipt from USCIS within 2-3 weeks and a paper receipt within 3-5 weeks.