



ICE Appointment Scheduler Quick Reference Guide

Enforcement and Removal Operations
Law Enforcement Systems and Analysis

November 2021



U.S. Immigration
and Customs
Enforcement

Law Enforcement Sensitive/ For Official Use Only

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1 Overview

This Quick Reference Guide (QRG) features guidance and steps on how to schedule an appointment using the Immigration and Customs Enforcement (ICE) Appointment Scheduler. The ICE Appointment Scheduler is an appointment scheduling tool that allows individuals released by Customs and Border Protection (CBP) via an exercise of prosecutorial discretion with the Form I-385, to schedule an appointment with a local field office/sub office for further processing.

2 Schedule an Appointment

1. Navigate to <https://checkin.ice.gov>.
2. Select your preferred language.

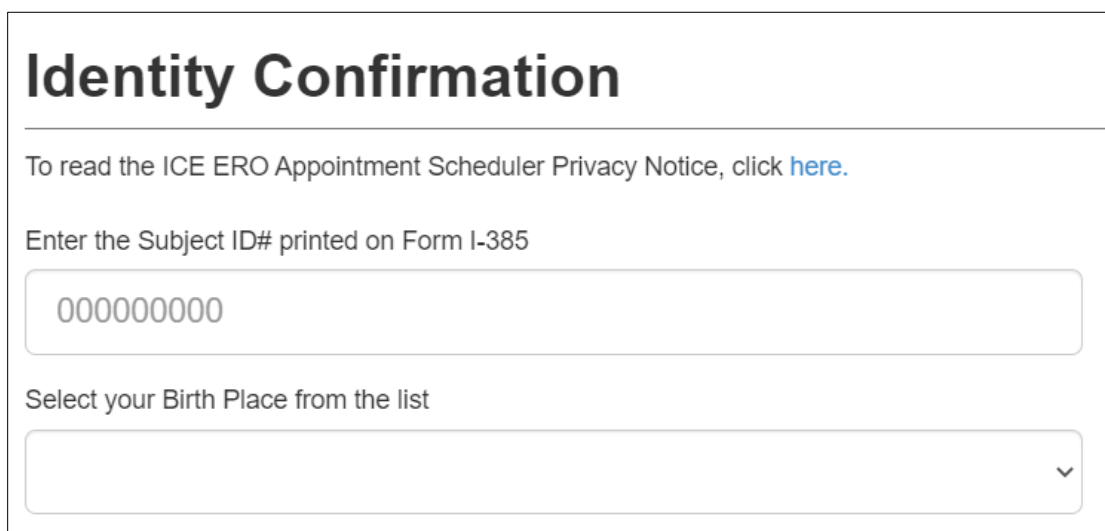


Select Preferred Language

English Español Português

Kreyòl Ayishen Français

3. Enter the subject ID and select the place of birth printed on your Form I-385.



Identity Confirmation

To read the ICE ERO Appointment Scheduler Privacy Notice, click [here](#).

Enter the Subject ID# printed on Form I-385

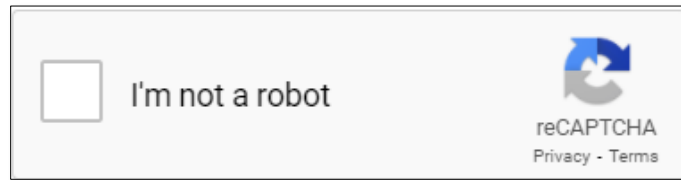
000000000

Select your Birth Place from the list

▼

NOTE: A sample Form I-385 that shows where this information can be found is to the right of the screen.

- Click the checkbox to complete the CAPTCHA and then click **Submit**. You may need to answer an additional CAPTCHA.



- Enter the address, city, state, and/or zip code where you are located and click **Search**. It is recommended that you select the ERO office that is closest to you, (i.e., the least number of miles, or time, away from the address or zip code you entered).

Schedule an Appointment at a Local ICE ERO Office

Enter your address, city and state, and/or ZIP code to find an ICE ERO office near you.

For example: "123 Main Street San Diego, CA 92101", "San Diego, CA", "92101"

🔍 Search

WASHINGTON FIELD OFFICE

2675 PROSPERITY AVENUE
FAIRFAX, VA 22031

18.7 mi aprox. 32 mins

Get directions

Map

Satellite

***TIP:** Click the “Get Directions” button to get directions to the field office.*

- After selecting the nearest field office/sub office, select **Continue**.
- Review the *Selected Location* and *Appointment Information*. The *Appointment Information* includes the number of individuals in your family unit expected to appear for your appointment.

Appointment

<p>Selected Location:</p> <div style="margin-top: 10px;"> 🏠 WASHINGTON FIELD OFFICE </div> <div style="margin-top: 10px;"> 📍 2675 PROSPERITY AVENUE, FAIRFAX, VA 22031 </div>	<p>Appointment Information:</p> <div style="margin-top: 10px;"> 👥 The number of individual(s) expected to report to this appointment: 1 </div> <div style="margin-top: 10px;"> 🕒 Estimated Appointment Duration: 1 hour </div>
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NOTE: The number reflected next to **“The number of individuals(s) expected to report to this appointment”** does not include attorneys or other support permitted to accompany you if they have completed the proper paperwork to do so.

- Choose the preferred date and time of your appointment by clicking on an available timeslot under your preferred date. Use the forward and back arrows on the top left corner of the calendar, or the dropdown menu to skip to a different week. Once you’ve chosen an available timeslot, click **Schedule**.

Select an appointment date to show the available times.

Select Next Available: 27 July, 2021, 08:00 AM

Today < > July 25 - 31, 2021 ▾

Sunday 25	Monday 26	Tuesday 27	Wednesday 28	Thursday 29	Friday 30	Saturday 31
No Slots Available	No Slots Available	08:00 AM	08:00 AM	08:00 AM	08:00 AM	No Slots Available
		09:00 AM	09:00 AM	09:00 AM	09:00 AM	
		10:00 AM	10:00 AM	10:00 AM	10:00 AM	
		11:00 AM	11:00 AM	11:00 AM	11:00 AM	
		12:00 PM	12:00 PM	12:00 PM	12:00 PM	
		01:00 PM	01:00 PM	01:00 PM	01:00 PM	

Time Zone : US/Eastern | 1 Hour time slots

Select Next Available: **Next Week** July, 2021, 08:00 AM

Today < > July 25 - 31, 2021 ▾

Sunday 25	July 2021 ▾ < ○ >						
No Slots Available	S	M	T	W	T	F	S
	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7

Time Zone : US/Eastern | 1 Hour time slots


Selected time: 09:00 AM


OK





Schedule

9. Review the date and time you have chosen, and then confirm your appointment by clicking **Confirm**.

Confirm Appointment for:

 **Wednesday, 28 July 2021**

 **09:00 AM - 10:00 AM**
(EST) UTC-05:00

Selected Location:	Appointment Information:
 WASHINGTON FIELD OFFICE  2675 PROSPERITY AVENUE FAIRFAX, VA 22031	 The number of individual(s) expected to report to this appointment: 1
	 Estimated Appointment Duration: 1 hour

Cancel Confirm






10. Review your appointment confirmation details. You can choose to have your confirmation details printed, emailed, or texted to you.

Appointment Confirmed:

Wednesday, 28 July 2021
09:00 AM - 10:00 AM (EST) UTC-05:00

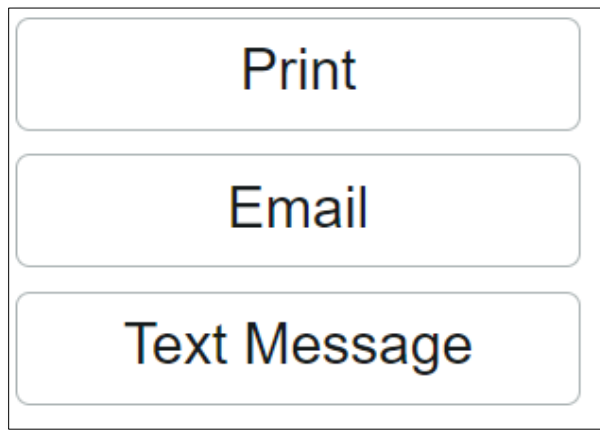
Confirmation # FOAS0001061

Please keep this confirmation number for your records.

Selected Location:	Appointment Information:
 WASHINGTON FIELD OFFICE 2675 PROSPERITY AVENUE FAIRFAX, VA 22031	 The number of individual(s) expected to report to this appointment: 1
 202-222-2222	 Estimated Appointment Duration: 1 hour
 washingtontestoffice@test.com	

If you need to reschedule or are unable to make your appointment, please call 202-222-2222

NOTE: At minimum, it is recommended you record your appointment confirmation number and the details of your appointment.



11. Make note of the required documentation for your appointment.

Required Documentation

- Form I-385
- Appointment confirmation page
- Proof of address
- Individuals represented by attorneys must also provide a signed Form G-28, Notice of Entry of Appearance as Attorney.
- All official U.S. and foreign identification such as birth or marriage certificates and passports.
- As applicable, individuals must bring any and all immigration records such as applications and decisions, criminal arrest and conviction records and any evidence of rehabilitation, school or training program records, documentation of serious physical or mental illness, pregnancy, and/or disability, or evidence of U.S. property ownership or other considerable assets in the community.

12. Once you have finished reviewing and saving your confirmation details, click **End Session**.



3 Retrieve Appointment Confirmation

If you need to retrieve your appointment details such as your confirmation page, follow the instructions below:

1. Navigate to <https://checkin.ice.gov>.
2. Select your preferred language.

Select Preferred Language

English

Español

Português

Kreyòl Ayishen

Français

3. Enter the subject ID and place of birth printed on your Form I-385.

Identity Confirmation

To read the ICE ERO Appointment Scheduler Privacy Notice, click [here](#).


Enter the Subject ID# printed on Form I-385

Select your Birth Place from the list

▼

4. Complete the CAPTCHA and click **Submit**.

I'm not a robot



reCAPTCHA
Privacy - Terms

5. You will receive a pop up stating that an existing appointment has been found. Click **View Appointment Confirmation Page** to retrieve appointment details. You will be directed to your original confirmation page.

✕

Existing Appointment Found

There is an existing appointment found from the information that you have entered. Please select one of the options below:

Return to HomepageCancel Your AppointmentReschedule Your AppointmentView Appointment Confirmation Page

4 Reschedule Your Appointment

If you need to reschedule your appointment, follow the instructions below.

To reschedule your appointment:

1. Navigate to <https://checkin.ice.gov> and re-enter your Subject ID and Country of Birth found on the Form I-385.

Identity Confirmation

To read the ICE ERO Appointment Scheduler Privacy Notice, click [here](#).

Enter the Subject ID# printed on Form I-385

000000000

Select your Birth Place from the list

▼

2. You will receive a message window stating that an existing appointment has been found. Click **Reschedule Your Appointment**.

✕

Existing Appointment Found

There is an existing appointment found from the information that you have entered. Please select one of the options below:

Return to Homepage

Cancel Your Appointment

Reschedule Your Appointment

View Appointment Confirmation Page

- Enter the address, city, state, and/or zip code where you are located and click **Search**. It is recommended that you select the ERO office that is closest to you, (i.e., the least number of miles, or time, away from the address or zip code you entered).

Schedule an Appointment at a Local ICE ERO Office

Enter your address, city and state, and/or ZIP code to find an ICE ERO office near you.

For example: "123 Main Street San Diego, CA 92101", "San Diego, CA", "92101"

Q Search

WASHINGTON FIELD OFFICE

2675 PROSPERITY AVENUE
FAIRFAX, VA 22031

18.7 mi aprox. 32 mins

Get directions

Map
Satellite

- Select an available date and time for your appointment.

Select an appointment date to show the available times.

Select Next Available: 27 July, 2021, 08:00 AM

Today

<

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July 25 - 31, 2021 ▾


Sunday 25	Monday 26	Tuesday 27	Wednesday 28	Thursday 29	Friday 30	Saturday 31
No Slots Available	No Slots Available	08:00 AM	08:00 AM	08:00 AM	08:00 AM	No Slots Available
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		10:00 AM	10:00 AM	10:00 AM	10:00 AM	
		11:00 AM	11:00 AM	11:00 AM	11:00 AM	
		12:00 PM	12:00 PM	12:00 PM	12:00 PM	
		01:00 PM	01:00 PM	01:00 PM	01:00 PM	





Time Zone : US/Eastern | 1 Hour time slots

- Review the date and time you have chosen, and then confirm your appointment by clicking **Confirm**. Your appointment will be rescheduled for the new date and time you selected.

Confirm Appointment for:

 Wednesday, 28 July 2021

 09:00 AM - 10:00 AM
(EST) UTC-05:00

<p>Selected Location:</p> <p> WASHINGTON FIELD OFFICE 2675 PROSPERITY AVENUE  FAIRFAX, VA 22031</p>	<p>Appointment Information:</p> <p> The number of individual(s) expected to report to this appointment: 1</p> <p> Estimated Appointment Duration: 1 hour</p>
--	---

Cancel

Confirm

5 Cancel Your Appointment

To cancel your appointment:

1. Navigate to <https://checkin.ice.gov> and re-enter your Subject ID and Country of Birth found on your I-385 form.

Identity Confirmation

To read the ICE ERO Appointment Scheduler Privacy Notice, click [here](#).

Enter the Subject ID# printed on Form I-385

000000000

Select your Birth Place from the list

▼

2. You will receive a pop up stating that an existing appointment has been found. Click **Cancel Appointment**.

✕

Existing Appointment Found

There is an existing appointment found from the information that you have entered. Please select one of the options below:

Return to HomepageCancel Your AppointmentReschedule Your AppointmentView Appointment Confirmation Page

3. You will receive another pop up asking you to confirm the cancellation. Click **Ok**. Your appointment will be cancelled.

Appointment Cancellation Request

Please confirm you want to cancel your appointment - FOAS0025966?

BackOk

4. You should schedule another appointment as soon as you can to ensure you are processed by your local ICE office in a timely manner. For instructions on how to reschedule your appointment, [see Section 4](#).