



ICE Appointment Scheduler Quick Reference Guide

Enforcement and Removal Operations
Law Enforcement Systems and Analysis

August 2021



U.S. Immigration
and Customs
Enforcement

Law Enforcement Sensitive/ For Official Use Only

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1 Overview

This quick reference guide features guidance and steps on scheduling an appointment in the Immigration Customs Enforcement (ICE) Appointment Scheduler. The ICE Appointment Scheduler is an appointment scheduling tool which will allow individuals released by Customs and Border Protection (CBP) via an exercise of prosecutorial discretion with form I-385 to schedule an appointment with a local field office/sub office for further case processing.

2 Schedule an Appointment

1. Navigate to checkin.ice.gov
2. Select your preferred language

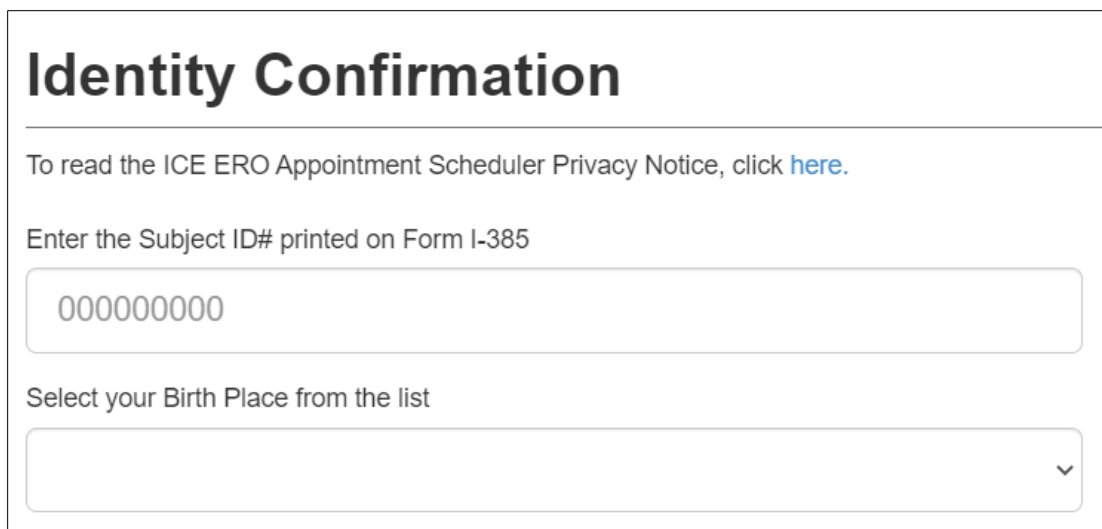


Select Preferred Language
Seleccione el Idioma Preferido

English (Inglés)

Español (Spanish)

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](#).

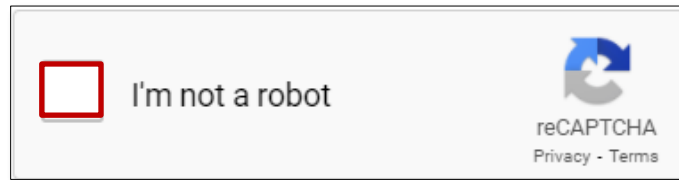
Enter the Subject ID# printed on Form I-385

000000000

Select your Birth Place from the list

NOTE: A sample of the I-385 with where you can find this information is shown on 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, and state and/or zip code of the location that you are located in 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"

20001 Search

WASHINGTON FIELD OFFICE

2675 PROSPERITY AVENUE
FAIRFAX, VA 22031

18.7 mi aprox. 32 mins

[Get directions](#)

A map interface with "Map" and "Satellite" tabs. A blue location pin is placed on the map near Fairfax, VA. The map shows major roads and surrounding areas like Lancaster, York, and Philadelphia.

NOTE: Click **Get Directions** to get directions to the field office.

- After selecting your nearest field office/sub office, click **Next**



- 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> <p> WASHINGTON FIELD OFFICE</p> <p> 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>
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NOTE: The number reflected next to *The number of individuals(s) expected to report to this appointment* does not include any attorneys or other support who are allowed to accompany you.

- Choose your 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:  WASHINGTON FIELD OFFICE  2675 PROSPERITY AVENUE FAIRFAX, VA 22031	Appointment Information:  The number of individual(s) expected to report to this appointment: 1  Estimated Appointment Duration: 1 hour
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10. Review your appointment confirmation details. You can choose to have your confirmation details printed, emailed, or texted to you.

Appointment Confirmed:

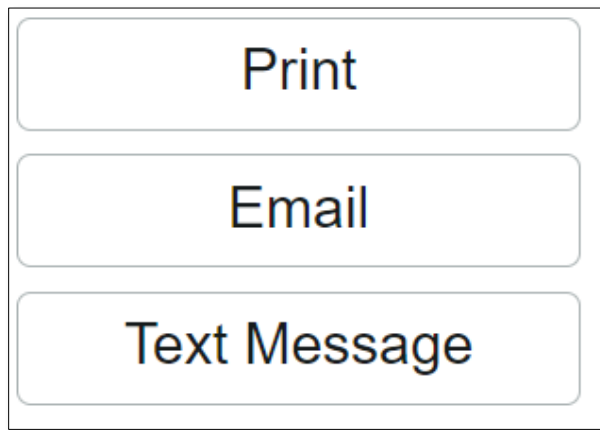
Wednesday, 28 July 2021
09:00 AM - 10:00 AM (EST) UTC-05:00
Confirmation # FOAS0001061

Please keep this confirmation number for your records.

Selected Location:  WASHINGTON FIELD OFFICE 2675 PROSPERITY AVENUE FAIRFAX, VA 22031  202-222-2222  washingtontestoffice@test.com	Appointment Information:  The number of individual(s) expected to report to this appointment: 1  Estimated Appointment Duration: 1 hour
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If you need to reschedule or are unable to make your appointment, please call 202-222-2222

NOTE: At minimum, you should write down 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

In the event that you need to retrieve your appointment details, such as your confirmation page, follow the instructions below to do so.

1. Navigate to checkin.ice.gov
2. Select your preferred language.

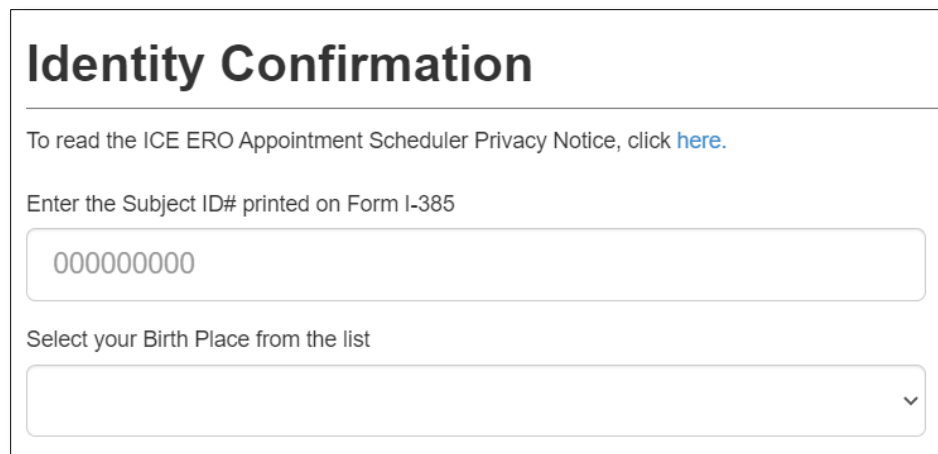


Select Preferred Language
Seleccione el Idioma Preferido

English (Inglés)

Español (Spanish)

1. 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](#).

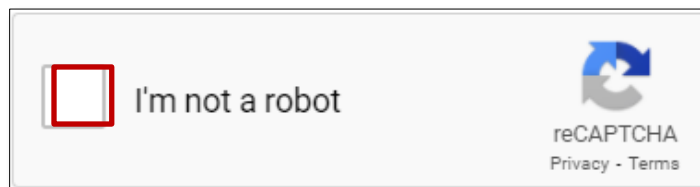
Enter the Subject ID# printed on Form I-385

000000000

Select your Birth Place from the list

▼

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



I'm not a robot

reCAPTCHA
Privacy - Terms

3. You will receive a pop up stating that an existing appointment has been found. Click **OK** to retrieve appointment details. You will be directed to your original confirmation page.