

**U.S. Department of Labor
Employment and Training Administration
Office of Foreign Labor Certification**

H-2A Amend and Extend Mailbox Fact Sheet

Purpose

The H-2A Amend and Extend Mailbox is set up to enable H-2A users to quickly and easily request amendments or extensions to their H-2A applications. The Department of Labor chose a centralized email box to ensure consistency and efficiency. Amendments to H-2A applications involving the use of substitute approved-housing by the SWA at 20 C.F.R. 655.122(d)(6), the number of workers or period of employment prior to issuance of a final determination at 20 C.F.R. 655.145, and post-certification extensions to the period of employment at 20 C.F.R. 655.170, may be processed using these procedures.

Previously, amendment and extension requests were made by mail, fax and email to individual analysts. Now, all amendment and extension requests will go through an electronic mailbox to the Chicago National Processing Center (NPC).

Procedures

Please submit your e-mail request to H2a.amend&extend.chicago@dol.gov. Your e-mail request should include the following information:

- ✓ ETA Case Number
- ✓ Employer Legal Business Name
- ✓ Date of Filing with the NPC
- ✓ Start Date of Work
- ✓ Specific reason(s) supporting the requested amendment or extension under the applicable regulatory requirements

All requests must be signed by the **employer**. Since this is an email box, you may either scan the signed request or after you send the email request, fax a signed request ATTN: H-2A Amend & Extend to 312-886-1688.

The H-2A Amend and Extend Mailbox will be continuously monitored by the Chicago NPC staff. Your requests will be handled as expeditiously as possible. If you have an emergency request please ensure you annotate "Emergency Request" in the subject line and include the appropriate justification in body of the e-mail.

Questions

If you have any questions about this new procedure, please email the Chicago NPC at TLC.Chicago@dol.gov.