

# 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 certified H-2A applications. The Department of Labor chose a centralized email box to ensure consistency and efficiency. Amendments to H-2A applications involving the level of benefits, wages, working conditions, as well as the use of alternate approved-housing are processed under 20 C.F.R. 655.106 . The electronic extension requests, processed under regulations at 20 C.F.R. 655.106, continue to allow employers to request extensions to their approved work contract period.

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).

## Procedure

Please submit your e-mail request to [H2a.amend&extend.chicago@dol.gov](mailto:H2a.amend&extend.chicago@dol.gov). Your request should include the employer name, case number and specific reasons for the request. 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. 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 your 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](mailto:TLC.Chicago@dol.gov).

