

## **.01 Address Change - Have Not Been Scheduled**

When a change of address is reported and the applicants HAVE NOT BEEN scheduled for an interview, the following must occur when the move is out of the local office area:

- Transfer the pending application to the correct local office.
- The new local office takes the following actions:  
Schedules the interview.  
Completes the application process.

When a change of address is reported and the applicants HAVE NOT BEEN scheduled for an interview, complete the following when the move is within the current local office area:

- Schedule the interview.
- Complete the application process.

When the change of address is REPORTED BEFORE the scheduled interview, the applicant has the choice of either of the following when the move is out of the local office area:

- Keep the scheduled appointment.
- Have the application transferred to the new local office for the interview.