

START HERE - Please Type or Print and read instructions on the reverse before completing this form.

1. Type of Request: (check appropriate box)

- a. Freedom of Information Act (FOIA) (complete all items except 6)
- b. Privacy Act (PA) (item 6 must be completed in addition to all other applicable items)
- c. Amendment (PA only)

2. List below, the name and telephone number of the person to whom the information should be released. By my signature, I consent to the following (check applicable boxes):

- a. Pay all costs incurred for search, duplication, and review of materials up to \$25.00, when applicable. (see reverse)
- b. Allow the person named below to see my record or a portion of my record (specify) _____
(Consent is required for records for United States Citizens (USC) and Lawful Permanent Residents)
- c. Proof of death is attached for deceased subject (obituary or death certificate)

Please type or print all information, except where signature is requested:

Name of person authorized to see record:	Signature of person giving consent:	
Name of requester:	Daytime phone number: () -	
Address (street number and name):		Apt. No.:
City:	State:	Zip Code:

3. Action Requested (check one):

- a. Copy
- b. In-person Review

4. Information needed to search for record(s):

Specific information, document(s), or record(s) desired (identify by name, date, subject matter, and location of information):

Purpose (optional; you are not required to state the purpose for your request, however, doing so may assist the INS in locating the records needed to respond to your request.):

5. Data NEEDED on SUBJECT of Record (if data marked with an asterisk (*) is not provided records may not be located):

*Family Name:	Given Name:	Middle Initial:	
*Other names used, if any:	*Name at time of entry into the US:		I-94 Admissions #:
*Alien Registration #:	*Petition #:	*Country of birth:	*Date of birth or Age:
Names of other family members that may appear on requested record(s) (i.e. spouse, daughter, son):			Passport #:
Country of origin:	Port-of-Entry into the US:		Date of entry:
Manner of entry (air, sea, land):	Mode of travel (name of carrier):		SSAN:
*Name on Naturalization Certification:		Certificate #:	Naturalization date:
Address at time of Naturalization:		Court and location:	

6. Verification of subject's identity (see reverse for explanation) (check one box):

- a. In-person, with ID
- b. Notarized Affidavit of identity
- c. Other (specify):

Signature of Requester:

Date:

Telephone #: () -

NOTARY (normally needed from individuals who are the subject of the record sought (*see below*) or a sworn declaration under penalty of perjury.

subscribed and sworn to before me this _____ day of _____, 19_____.

Signature of Notary _____ My Commission Expires _____

OR

If a declaration is provided in lieu of a notarized signature, it must state, at a minimum, the following:

(include Notary Seal or Stamp in this space)

If executed outside the United States: "I declare (certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

If executed within the United States, its territories, possessions, or commonwealths: "I declare (certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Signature: _____"

Signature: _____"

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Applicants making false statements are subject to criminal penalties [Pub. L. 93--579.88 stat. (5 U.S.C. 552a (i)(3)).

Do Not Use This Form for the Following Reasons:

(1) Determine status of pending applications - call nearest INS office.
(2) Consular notification of visa petition approval - use Form I-824. (3) Return of Original documents - Use Form G-884. (4) For records of naturalization prior to Sept. 27, 1906, - write to the clerk of court where naturalization occurred. (5) INS arrivals prior to 1891, except for arrivals at the port of NY, which began as of June 16, 1897, - write to the National Archives.

How to Submit a Request.

Person requesting a search for **access to INS records** under the Freedom of Information or Privacy Acts may submit the completed application to the INS office nearest the applicant's place of residence. Requests may be submitted in person or by mail. If an application is mailed, the envelope should be clearly marked "*Freedom of Information*" or "*Privacy Act Information Request*."

Information Needed to Search for Records.

Please Note: Failure to provide complete and specific information as requested in item 5, may result in a delay in processing or inability to locate the records or information requested.

Verification of Identity in Person.

Requesters appearing in person for access to their records may identify themselves by showing a document bearing a photograph (*such as an Alien Registration Card, Form I-551, Citizen Identification Card, Naturalization Certificate, or passport*) or two items which bear their name and address (*such as driver's license and voter's registration*).

Verification of Identity by Mail.

Requesters wanting **access to their records** shall identify themselves by name, current address, date and place of birth, and alien or employee identification number. A notarized example of their signatures or sworn declaration under penalty of perjury must also be provided (this form or a DOJ Form 361, Certification of Identity, may be used for this purpose).

Verification of Identity of Guardians.

Parents or legal guardians must establish their own identity as parents or legal guardians and the identity of the child or other person being represented.

Authorization or Consent.

Other parties requesting nonpublic information about an individual usually must have the consent of that individual on Form G-639 or by an authorizing letter, together with appropriate verification of identity of the record subject. Notarized or sworn declaration is required from a record subject who is a lawful permanent resident or US Citizen, and for access to certain Legalization files.

Fees.

Except for commercial requesters, the first 100 pages of reproduction and two hours of search time will be furnished without charge. For requests processed under the Privacy Act, there may be a fee of \$.10 per page for photocopy duplication. For requests processed under the Freedom of Information Act, there may be a fee for quarter hours of time spent for searches and for review of records. Search fees are at

the following rates; \$2.25 clerical; \$4.50 professional/computer operator; and \$7.50 managerial. Other costs for searches and duplication will be charged at the actual direct cost. Fees will only be charged if the aggregate amount of fees for searches, copy and/or review is more than \$8.00. If the total anticipated fees amount to more than \$250.00, or the same requester has failed to pay fees in the past, an advance deposit may be requested. Fee waivers or reductions may be requested for a request that clearly will benefit the public and is not primarily in the personal or commercial interest of the requester. Such requests should include a justification.

Manner of Submission of Fees When Required.

Do not send cash. Fees must be submitted in the exact amount. When requested to do so, submit a check or a United States Postal money order (or, if application is submitted from outside the United States, remittance may be made by bank international money order or foreign draft drawn on a financial institution in the United States) made payable, in United States currency, to the "Immigration and Naturalization Service". An applicant residing in the US Virgin Islands shall make his/her remittance payable to "Commissioner of Finance of the Virgin Islands," and, if residing in Guam, to "Treasurer, Guam".

A charge of \$5.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn. Every remittance will be accepted subject to collection.

Privacy Act Statement.

Authority to collect this information is contained in Title 5 U.S.C. 552 and 552a. The purpose of the collection is to enable INS to locate applicable records and to respond to requests made under the Freedom of Information and Privacy Acts.

Routine Uses.

Information will be used to comply with requests for information under 5 U.S.C. 552 and 552a; information provided to other agencies may be for referrals, consultations, and/or to answer subsequent inquiries concerning specific requests.

Effect of Not Providing Requested Information.

Furnishing the information requested on this form is voluntary. However, failure to furnish the information may result in the inability of INS to comply with a request when compliance will violate other policies or laws.

General Information.

The Freedom of Information Act (5 U.S.C. 552) allows requesters to have access to Federal agency records, except those which have been exempted by the Act.

The Privacy Act 1974. (5 U.S.C. 552a), with certain exceptions, permits individuals (US citizens or permanent resident aliens) to gain access to information pertaining to themselves in Federal agency records, to have a copy made of all or any part thereof, to correct or amend such records, and to permit individuals to make requests concerning what records, pertaining to themselves, are collected, maintained, used or disseminated. The Act also prohibits disclosure of individuals' records without their written consent, except under certain circumstances.

Public Report Burden for this collection is estimated to average 15 minutes per response, including the time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to: US Department of Justice, Immigration and Naturalization Service, Policy Directives and Instructions Branch, Washington, DC 20536; and to the Office of Management and Budget, Paperwork Reduction Project: OMB No. 1115-0087, Washington, DC 20503.