



USCIS FOIA Request

- The Freedom of Information Act (“FOIA”) allows the public to request access to records from certain federal agencies.
- A USCIS FOIA request allows clients to view copies of their immigration records (a.k.a. their “alien” or “A File”) or another person’s immigration records.
- FOIA requests are useful for discovering unknown information about clients’ immigration histories that is needed to complete their applications or to provide the best legal advice.
- To submit a FOIA request you will need the subject of record’s:
 - current name, name at the time of entry into the U.S.; and any other names used;
 - A-Number;
 - parents’ and other family members’ names that may appear in the A File;
 - date and country of birth;
 - mailing address and contact information;
 - signature or electronic consent (see below).
- It is helpful, but not necessary, to include the subject of record’s: Form I-94 arrival-departure record number; passport or other travel document number; USCIS online account number; and prior application or petition receipt number(s).
- FOIA requests can be submitted online or by email, fax, or mail.
- To submit a request online:
 - go to <https://first.uscis.gov/> and create an MyUSCIS account;
 - enter the required information about the request and subject of record; and
 - enter the subject of record’s email address or cell phone number so that he or she may provide verification of identity and consent; **or**

- upload a signed Form G-639; **or**
 - upload a signed Form G-28 **and** separate letter containing the subject of record's full name, current address, date of birth, place of birth, and A number, with a notarized signature or signed under penalty of perjury.
 - *As of March, 2020, an online request may also be submitted using a different system at: <https://www.dhs.gov/dhs-foia-privacy-act-request-submission-form>.*
- To submit a request by email, fax, or mail, you should complete Form G-639 and send it to:
 - uscis.foia@uscis.dhs.gov;
 - (816) 350-5785 or (802) 860-6908; or
 - U.S. Citizenship and Immigration Services
National Records Center (NRC)
FOIA /PA Office
P.O. Box 648010
Lee's Summit, MO
64064-8010
 - Requests submitted by email, fax, or mail may have longer processing times than those submitted online.
 - After you submit the request you will receive a tracking number. Eventually, the results will be available online or sent by mail depending on how you submitted the request.
 - USCIS may charge a processing fee of up to \$25 for the request.
 - Resources:
 - Form G-639 and Instructions, *available at* <https://www.uscis.gov/g-639>.
 - Annotated Form G-639.
 - USCIS FOIA Request Guide (2019), *available at* https://www.uscis.gov/sites/default/files/files/nativedocuments/USCIS_FOIA_Request_Guide.pdf.
 - ILRC, Guide to Completing FOIA Requests (2019), *available at* https://www.ilrc.org/sites/default/files/resources/foia_dhs_practice_advisory_-_2019.pdf.