26. BLANK TAPES/CD's

If you receive a blank VHS tape, cassette or CD with a FOIA/PA Request, return it to the Requestor.

27. VIDEO REPRODUCTION

As responsive records are scanned into FIPS; when the scanner encounters any type of media, they forward the alien file to FST when their scanning is complete. The FST staff assigned to audio/video reproduction will copy the media and insert a Discussion that it is complete. Once the case is processed, the processor will send an e-mail to the FST mailbox with the case number and the page(s) number where the media can be located. FST will pull the media and process/make any necessary redactions. The media will be mailed to the Requestor separately.

28. CONGRESSIONAL REQUESTS AND APPEALS

Most FOIA/PA requests with congressional correspondence are written on behalf of a constituent and are actually a FOIA/PA request for an individual's records. These cases should also have an instruction sheet from Congressional, NRC. Simply create the case according to the directions. If you open a case with congressional correspondence, but there is no instruction sheet, please create the case as you normally create any other case, including staffing for the file and creating the acknowledgment letter or final action letter. After you have created the acknowledgment letter and staffing, or the final action letter, as appropriate, please send an e-mail to Congressional, NRC. The subject of the e-mail should be "Congressional Correspondence and the body of the e-mail should be the control number. Please CC your supervisor. Next, create a discussion entitled "Congressional Inquiry" and state in the comment field that you have sent an e-mail to Congressional, NRC. Finally, pend the case.
However, true congressional requests are requests from a congressman or senator for information which usually does not relate to an alien file or receipt file. The case should have an instruction sheet from Congressional, NRC. SIG processes true congressional requests. Simply create the case according to the directions and pend the case.

29. INCORRECT PAGE COUNTS:

The OA room will give final action letters with responsive records to the team supervisors if the page count in the letter differs from the amount of pages printed. The supervisors will distribute to team members to correct the page counts.

1. Using FIPS Standalone, go into the case that corresponds to the final action letter (NRC2010_ _ _ _ _). After the case is opened, determine the corrective action

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

needed by comparing the responsive records in the case to the printed responsive records.

2. Correct the final action letter and reprint the letter.

3. Attach the reprinted final action letter to the responsive records.

4. Take the reprinted final action letter with the responsive records to the OA room to be mailed out.

5. Write the User ID Number of the person who created the final action letter in the upper right corner of the incorrect letter, and notate on the letter the corrections that you made. Do this in a controlled manner so that you and the supervisor are the only ones who see this paperwork.

6. Stack the incorrect final action letters in a separate pile. Write "ERRORS" on a post-it note and stick the post-it note to the top page to identify these as the incorrect letters.

7. Give the incorrect letters to the Team supervisors. The supervisors will give the incorrect final action letters to a FOIA supervisor daily for distribution and review.

30. ALIEN'S STATUS VERIFICATION LETTERS:

The National Records Center no longer issues certified Status Verification Letters to aliens. These letters were usually issued to individuals who had lost their Naturalization Certificates and needed verification of their status to apply for a passport or old age pension benefits in another country. If you get a request for certified Status Verification Letters, refer these individuals to USCIS.GOV to make an INFOPASS appointment.

31. INQUIRY FOR FILE REVIEW:

If you receive an e-mail regarding an inquiry for a file review, and the request is not in regard to a FOIA request, do not call the person or forward the e-mail to another NRC Division. Forward the e-mail to a Supervisor.

32. RECORDS LOCATOR QUEUE

Cases assigned to Records Locator queue will require some kind of action. Some of the most common reasons are:

- The staffing has to be re-pended (please refer to section 33)
- Additional PII needed to verify the correct file (please refer to section 32.7)
- Requestor docs have been received (please refer to section 32.8)
- The wrong records were scanned into the case (please refer to section 32.9)
- We need to send an interim interest letter to an incarcerated individual (please refer to section 32.10)
- The file is lost or we got a response of not found or consolidated from a service center (please refer to section 32.11)
- Requestor writes to request the record on paper (please refer to section 32.12)
- Requestor wants to change the track of their case (please refer to section 34).

32.1 Start by reading Discussions. It is important to read all Discussions as well as insert Discussions as necessary. Listed below are points/actions that you should consider while working cases assigned to Records Locator queue.

32.2 Always check the alien number(s) in CIS to verify its accuracy before proceeding.

32.3 Always check cases in FIPS for duplicates searching all offices using the Alien number and name of the subject of record. If the subject of the request is a petition, it may help to search by the Requestor to see if that petition has already been addressed.

32.4 Read and follow directions in any Discussion found in the case regardless of the age of the case or who put them in. If there is a question, see your supervisor before proceeding with any action on the case.

32.5 Any time you create a new staffing for the same A-file or receipt, you must cancel the one it replaces.

32.6 If the A file has been scanned in and we are waiting on a T-file, review T-file staffings in NFTS History. If the T-file has been deleted or combined with an A-file or is from a RAFACS conversion, then cancel the pending T-file staffing, because the T-files no longer exist. Send the case to the processor.

32.7 Additional PII needed: Sometimes when a processor retrieves a case, he or she will determine that additional PII is needed from the requestor/subject. You will have to create another Acknowledgement Letter and check the other documentation box. The Requestor Documentation Attachment will automatically be added to the Acknowledgement Letter. Check the boxes required and pend the case for Requestor Documentation. If the processor is asking for information that is already present in the scanned documents, put in a Discussion asking for clarification on what the processor is requesting. You may also have to point them

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

to the slot where the information is currently contained. Send the case to Unit Chief with a Discussion.

If the request was for specific documents, please remember to add the specific documents sentence to the new acknowledgement letter the same as in the original acknowledgement letter. If the specific document information sentence was done incorrectly in the original acknowledgment letter, please add an appropriate specific document information sentence to the new acknowledgment letter. That sentence gives us our legal basis for providing only the specific document requested. It also gives the Requestor an opportunity to clarify if the request was poorly worded or if we misunderstood. If we do not add the specific document information sentence to the new acknowledgment letter, the processor must process the entire file.

32.8 If we have received pending Requestor Documentation: Review the information provided. If the Requestor/subject adequately provided the requested PII and/or certification of agreement, request the file.

32.8.1 The Requestor/subject may respond negatively to the request for PII. For instance, we might have asked for A-Number and/or Petition/Receipt number, and they responded "none" or "unknown" to both. If we receive a negative response, please attempt to locate an alien file and staff, matching as much of the PII as possible. If you find a file, pend the case for responsive records based on best available information and create a Discussion saying you did so. If you are unable to find a file, close as FC. For the procedure, please see section 16b, Failure to Comply Case Closings.

32.8.2 The Requestor/subject may not return the VOI or certification of agreement we asked for. If so, generate a FC letter and replace the contents of the letter with the appropriate FC letter depending on the version of the G-639. Create a Discussion explaining the FC. Send the case to the Up-front Approver when you are finished.

The three versions of the FC letter:

O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_G-639_Unperfected Letter_for_3-31-2015 or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_Unperfected Letter or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_ Unperfected Letter for Older G-639 version

32.8.3 If a request for certification of agreement is returned but the Requestor says he or she is a third party Requestor (they have no relationship to the subject of the record and cannot or will not get certification of agreement), do not request the file.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Create a Discussion with your findings and close as TD. Please refer to section 16a, TD (total denial) CASE CLOSINGS.

32.9 Wrong Records. Occasionally you will pull a case in Records Locator queue and there is a Discussion stating the wrong records have been scanned into the case. This will require some investigative work before a solution can be determined.

32.9.1 Did the Case Creator use the wrong alien number? If so, please request the correct file. You must then send an e-mail to NRC, FIPS Problem, FOIA PROGRAM, and Tracy Bellisime and ask that the wrong records be removed.

32.9.2 Did the Requestor ask for a copy of a petition they filed on behalf of a beneficiary? If so, the case was probably set up incorrectly. Check first to see if there are two cases for the Requestor. If not, you will need to correct the one that exists to become a request for the beneficiary's information. Locate the correct records and re-staff only if you have the beneficiary's PII and VOI. If not, close as FC. For Procedure, please see section 16.

32.9.3 Did the scanning contractor scan the wrong records into the case? If you've reviewed the entire file and there was no mistake made by the FOIA unit, it is possible that the scanning contractor has scanned the wrong file into this case. Here are the steps to follow if you believe this may have happened:

32.9.3.1 Look for a pending case for the records that were scanned into your case.

32.9.3.2 If you locate a case, check to see if the responsive records have been scanned.

32.9.3.3 If the responsive records are not scanned into the case, send an e-mail to NRC, FIPS Problem, FOIA PROGRAM, and Tracy Bellisime and ask them to move the responsive records from your case over to the correct case. Also ask them to remove the responsive records from your case and staffing response to "pending."

32.9.3.4 If the pending case already has records scanned in, review those records.

32.9.3.4.1 Are they the correct records for that case? If so, then you will need to verify that they are a duplicate of the ones in your case.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

32.9.3.4.2 If they are duplicates, then you do not have to do anything with that case.

32.9.3.4.3 Send an e-mail to NRC, FIPS Problem asking them to remove the wrong records from the staffing response and responsive records slots and re-set their status to "pending."

32.10 Mailing address is a detention facility. If you open a case in Records Locator queue and there is a Discussion instructing you to create an interim response letter because the individual is incarcerated:

32.10.1 The request must be over six months old before we send out the interim letter. If your case meets this criterion, create an Interim Interest Letter.

32.10.2 If the interim interest letter is returned saying the subject is no longer in custody and we do not have another address for the subject, you can close the case FC. For the procedure, please refer to section 16. **Do not close out the case FC without the returned mail.**

32.10.3 If the individual is still incarcerated and still interested in receiving the record, send the case to the processing queue.

32.11 If you open a case in Records Locator queue and there is a document scanned into the Staffing Response and the Responsive Records slot which has been changed to Inactive, look at the document scanned in to the Staffing Response.

32.11.1 If you are creating a case and the receipt is located at the NVC, do not redirect to the NVC. Have the screen prints of the receipt scanned in as responsive records. Make sure the track is TRACK I.

32.11.2 If the receipt file is marked Lost, File Destroyed, File Cannot Locate, or Rejected, please refer to section 12.18.14, *Receipt files; Lost receipt file, File destroyed, File cannot locate or File Rejected.*.

32.12 Paper. If a Requestor in the United States asks for his or her records on paper, uncheck "Print to CD" box create a Discussion citing the reason. Next, go to the Tasks tab and create a Status letter. In the Status letter, write, "This letter serves to notify you that we will be providing your records on paper."

33. REPENDING IN RECORDS LOCATOR QUEUE

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

33.1 Do not create a Discussion that you repended the case; the system automatically creates a record of case action.

33.2 If you open a case in Records Locator queue and the file has not been scanned in nor is there any staffing response, you will probably have to repend the responsive records slot. However, before you repend the responsive records, verify the location of the A-file in NFTS and on the 9504 screen in CIS.

33.2.1 If the file has moved to another FCO, you should cancel the current file request and create a new one to reflect the new FCO.

33.2.2 If that file has moved from the original staffing location and is now in-transit to the NRC or has been received at the NRC, repend. Do NOT cancel the original file request or re-staff to RAFACS/CIS.

33.2.3 Do not cancel file requests and re-staff just because the request is old and has been pending for an extended period. Canceling file requests and re-staffing due to age affects the aging reports and makes it impossible to track these pending cases properly. Please continue to repend these cases as necessary. FIPS automatically sets a new due date at 60 days. If it is an RDF staffing, please change the new due date to 365 days.

33.3 If the file has been received by NRC and NFTS shows scanning, image processing, image problem files, streamliners (anything except a shelf location) repend.

33.4 If a SIG case comes up for repending in Records Locator queue, please repend and notify NRC, FOIASIG of this. Insert the case number on the subject line.

33.5 If NFTS shows the file is at the NRC and the location is SEIT Admin "FOIA files awaiting partner" do further research. If there is an A-file and a T-file that will be scanned in together when the other arrives, then repend. If there are two separate staffings for files, then e-mail NRC, FOIAFILEREQ to research and to have the file scanned in if necessary.

33.6 Not used.

33.7 When repending a case in Records Locator, please follow these steps:

33.7.1 Search for any duplicates

33.7.1.1 If you find a duplicate, refer to section 6.4, Search for Duplicate Cases.

33.7.2 If you do not find a duplicate:

A. Under the Contents tab, on the Staffing Letter to which you want to repend.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

B. Left-click on either the Staffing Response or Responsive Records and do not move the mouse to another location on the page until the drop-down menu appears.
C. Click on Manage Document from the drop-down menu.
D. On the right side of the pop up screen, you will see Days to Pend with a box showing 60. Leave the number of days 60 unless it is an RDF or a Lost File Staffing-please refer to sections 12.7.2 and 12.7.3 for Lost File Instructions.
E. If repending an overdue RDF staffing, type 365 in the Days to Pend box before you click on Update Due Date.

34. CHANGING THE TRACK OF A CASE

We do not change the track of a case except in the following instances:

34.1 The Requestor is narrowing the scope of their request from a Track 2 case to a Track 1 case. Prepare a status letter and advise the Requestor that their case is now on the simple track.

34.2 The Requestor has responded to our acknowledgment letter stating that he or she did not mean specific documents only, and this would cause us to move a case from Track 1 to Track 2. Prepare a status letter and advise the Requestor that their case is now in the complex track.

34.3 The Requestor has a Track 1 or 2 case and provides the required documentation to change their request to a Track 3. Prepare a status letter and advise the Requestor that their case is now in Track 3.

When you change the track of a case, ensure you click the "SAVE" button prior to exiting the case. After you have changed the track, send an e-mail to NRC, FIPSPROBLEM and copy NRC, FOIA PROGRAM and your supervisor. The e-mail should include the case number and the action you took.

35. RESPONSIVE RECORDS SCANNED IN WITH STAFFING RESPONSE

(b)(6)

Occasionally the responsive records are scanned in behind the staffing response, instead of into the responsive records slot. These cases then appear in the processing queue, but cannot be processed. If this occurs, send an email to NRC, FIPSPROBLEM, copy NRC, FOIA Program, [redacted] and your supervisor. Please insert a Discussion explaining the problem and send the case to Unit Chief.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Sometimes the case has not come up for processing yet and you encounter this situation in Records Locator queue. If that happens, create a Discussion indicating the problem (Responsive Records scanned into Staffing Response slot), and send a message to NRC, FIPSPROBLEM with the following information:

A. The NRC control number of the case,

B. The A number or Receipt Number of the records,

C. The staffing sequence they are scanned into, and

D. The number of pages scanned in.

Finally, send the case to Unit Chief so that the problem can be resolved.

36. Deleted

37. RE-STAFFING

There should be a discussion directing you to re-staff. If you are unsure about what to do, please contact a member of FST. The two most common re-staffing scenarios are:

- The file moved to another office – and we have to cancel pending slot and staff to the correct FCO. ***Do not confuse this with files that are now in-transit to NRC.**

- The current staffing is not correct (for example - an Atlanta general staffing instead of an Atlanta ICE staffing). In that scenario, we must cancel the pending slot and re-staff properly. If you are unsure, consult a member of FST.

38. FOIA SAFE

Cases staffed to the FOIA Safe are processed in the NRC queue.

While working Records Locator queue, if you pull a case that has been staffed to the FOIA Safe, **NEVER** cancel the staffing. Pend it for responsive records.

The RPC for the FOIA Safe is ZW0004.

If you see an RPC of "**ZW**" anywhere, it is a classified file.

39. IN TRANSIT FILES

If NFTS shows a file is now in transit to the NRC, repend. ***Do not cancel the staffing and re-staff to NRC.**

40. MODIFICATION OF RECEIPT DATES

Modification of receipt dates is a serious matter. Final approval authority to modify a receipt date is ACD or higher. Any decision to modify a receipt date must take into consideration the negative effect such an action will have on the integrity and accuracy of the data in FIPS, as well as possible legal consequences.

41. FST DIRECTED PROJECTS

Occasionally, FST may have special projects that require your assistance.

FST paralegals must receive prior approval from a supervisor before approaching any member of the team member for assistance on such projects.

Supervisors will select the person(s) to assist with the projects as needed.

APPENDIX A: PHONE NUMBERS

NRC/FOIA Fax:	816-350-5785, 5786, 5787
ILD Incoming Call Line:	816-350-5560
Human Resource Office:	816-350-5661
CIS Forms:	
By Phone:	1-800-870-3676
Website:	www.uscis.gov
National Customer Service:	1-800-375-5283
EOIR	800-898-7180

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

APPENDIX B: ADDRESSES

MAILING ADDRESS OF NRC:

PO Box 648010
Lee's Summit, MO 64064-8010

PHYSICAL LOCATION OF NRC:

150 Space Center Loop
Lee's Summit, MO 64064

MAILING ADDRESS OF NBC:

National Benefits Center
PO Box 648005
Lee's Summit, MO 64064

MAILING ADDRESS OF CBP:
U.S. Customs and Border Protection
FOIA Division
90 K Street, NE, 9th Floor
Washington, DC 20229-1181
MAILING ADDRESS OF ICE:

Immigration and Customs Enforcement
Freedom of Information Act Office
800 North Capitol Street, 5th Floor, Suite 585
Washington, DC 20536

MAILING ADDRESS OF NATIONAL VISA CENTER:

U.S. Department of State
Attn: Sheryl Walter
Office of Information Programs & Services, SA-2
A/GIS/IPS/RL/RC
515 22nd Street, NW
Washington, DC 20522-8001

MAILING ADDRESS FOR APPEALS

DHS, USCIS, NRC
FOIA Appeals Office
150 Space Center Loop, Suite 500
Lee's Summit, MO 64064-2139

APPENDIX C: NATIONAL VISA CENTER VALID CONSULATE PREFIX CODES

ABD- Abu Dhabi (United Arab Emirates)

ABJ – Abidjan (Ivory Coast)

ACC- Accra (Ghana)

ACK- Auckland (New Zealand)

ADD- Addis Ababa (Ethiopia)

ALG – Algiers (Algeria)

AMN – Amman (Jordan)

AMS – Amsterdam (Holland)

ANK – Ankara (Turkey)

ANT – Antananarivo (Madagascar)

ASM – Asmara (Eritrea)

ASN – Asunción (Paraguay)

ATA – Almaty (Kazakhstan)

ATH – Athens (Greece)

BCH – Bucharest (Romania)

BDP – Budapest (Hungary)

BEN – Bern (Switzerland)

BGH – Post not Assigned

BGN – Bridgetown (Barbados)

BGT – Bogota (Colombia)

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

BLZ – Belize City (Belize)

BMB – Bombay (aka Mumbai, India)

BNK – Bangkok (Thailand)

BNS – Buenos Aires (Argentina)

BRS – Brussels (Belgium)

BRT – Beirut (Lebanon)

BUJ – Bujumbura (Burundi)

CDJ – Ciudad Juarez (Mexico)

CLM – Colombo (Sri Lanka)

COT – Cotonou (Benin)

CPN – Copenhagen (Denmark)

CRO – Cairo (Egypt)

CRS – Caracas (Venezuela)

CSB – Casablanca (Morocco)

DBL – Dublin (Ireland)

DHK – Dhaka (Bangladesh)

DJI – Djibouti (Djibouti)

DKR – Dakar (Senegal)

DMS – Damascus (Syria)

DOH – Doha (Qatar)

DRS – Dar Es Salaam (Tanzania)

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

FRN – Frankfurt (Germany)

FTN – Freetown (Sierra Leone)

GEO – Georgetown (Guyana)

GTM – Guatemala City (Guatemala)

GUZ – Guangzhou (Canton)

GYQ – Guayaquil (Ecuador)

HAV- Havana (Cuba)

HCM – Ho Chi Minh City (Saigon)

HLS – Helsinki (Finland)

HML – Hamilton

HNK – Hong Kong

HRE – Harare (Zimbabwe)

ISL – Islamabad (Pakistan)

JAK – Jakarta (Indonesia)

JHN – Johannesburg (South Africa)

JRS – Jerusalem (Israel)

KDU – Kathmandu (Nepal)

KEV – Kyiv (Ukraine)

KHF – Khartoum (Sudan)

KIN – Kinshasa (Congo)

KLL – Kuala Lumpur (Malaysia)

KNG – Kingston (Jamaica)

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

KWT – Al Kuwait aka Kuwait City (Kuwait)

LGS – Lagos (Nigeria)

LIB – Libreville (Gabon)

LIL – Lilongwe (Malawi)

LMA – Lima (Peru)

LND – London (United Kingdom)

LOM – Lome (Togo)

LPZ – La Paz (Bolivia)

LSB – Lisbon (Portugal)

LUA – Luanda (Angola)

LUS – Lusaka (Zambia)

MDD – Madrid (Spain)

MDR – Madras aka Chennai (India)

MNA – Manama (Bahrain)

MNG – Managua (Nicaragua)

MNL – Manila (Philippines)

MOS – Moscow (Russia)

MRV – Monrovia (Liberia)

MST – Muscat (Oman)

MTL – Montreal (Canada)

MTV – Montevideo (Uruguay)

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

NHA – Naha

NMY – Niamey (Niger)

NPL – Naples (Italy)

NRB – Nairobi (Kenya)

NSS – Nassau (Bahamas)

NWD – New Delhi (India)

OSL – Oslo (Norway)

OUG – Ouagadougou (Burkina Faso)

PHP – Phnom Penh (Cambodia)

PIA – Praia (Cape Verde)

PNM – Panama City (Panama)

PRG – Prague (Czech Republic)

PRM – Paramaribo (Suriname)

PRS – Paris (France)

PTD – Ponta Delgada (Azores)

PTM – Port Moresby (Papua New Guinea)

PTP – Port-au-Prince (Haïti)

PTS – Port of Spain (Trinidad & Tobago)

RDJ – Rio de Janeiro (Brasil)

RID – Riyadh (Saudí Arabia)

RKJ – Reykjavik (Iceland)

RNG – Rangoon (Burma)

SAA – Sana'a (Yemen)

SAR – Sarajevo (Bosnia & Herzegovina)

SDO – Santo Domingo (Dominican Republic)

SEO – Seoul (Korea)

SGP – Singapore

SKO – Skopje (Macedonia)

SNJ – San José (Costa Rica)

SNS – San Salvador (El Salvador)

SNT – Santiago (Chile)

SOF – Sofia (Bulgaria)

STK – Stockholm (Sweden)

SUV – Suva (Fiji)

SYD – Sydney (Australia)

TAI – Taipei

TAL – Tallinn (Estonia)

TBL – Tbilisi (Georgia)

TGG – Tegucigalpa (Honduras)

THT – Tashkent (Uzbekistan)

TIA – Tirana (Albania)

TKY – Tokyo (Japan)

TLV – Tel Aviv (Israel)

TNS – Tunis (Tunisia)

VAC – Vancouver (Canada)

VNN – Vienna (Austria)

VNT – Vientiane (Laos)

WRW – Warsaw (Poland)

YDE – Yaounde (Cameroon)

YRV – Yerevan (Armenia)

ZGB – Zagreb (Croatia)

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

APPENDIX D: CASE CLOSING CODES

PD – The case has been processed, responsive records were released in part.

G1 – The case has been processed, responsive records were released in full.

DP – The case was closed as a duplicate of another case.

ER – Created in error (see section 15).

WD – Case was closed as a withdrawal.

NA – FOIA/PA not applicable (see section 14).

NR – The case was closed as no record. We have conducted a thorough search of all databases for any files relating to the subject and found no results. All (non-responsive) screen prints are scanned in as CSD.

UT – Unable to locate alien file. We know there is a record, but it is lost. We may close cases if the alien file is marked as lost and it has been more than one year, but we must be able to prove we conducted a thorough search of all systems.

FC – Case closed for failure to comply (see section 16b).

FP – Cases close failure to pay when Requestors fail to submit payment.

RD – Advise Requestor to contact another government agency to acquire records. We tell the Requestor whom they should contact to obtain records responsive to their request.

RF – Cases forwarded to DHS components. We tell the Requestor the name of the agency we referred their request to.

TD – Total Denial (see section 16a).

APPENDIX E: FORMS

www.uscis.gov

Title	Form Number
Change of Address	AR-11
Alien's Change of Address Card	AR-11SR
Genealogy Index Search Request	G-1041
Genealogy Records Request	G-1041A
Notice of Entry of Appearance as Attorney or Representative	G-28
Biographic Information	G-325
Biographic Information	G-325A
Biographic Information	G-325B
Biographic Information	G-325C
Freedom of Information Act/Privacy Act Request	G-639
Verification Request (Non-SAVE agencies)	G-845
Document Verification Request Supplement	G-845 Supplement
Document Verification Request (SAVE Agencies)	G-845S
Return of Original Documents	G-884
Application for Replacement/Initial Nonimmigrant Arrival-Departure Document	I-102
Petition for a Nonimmigrant Worker	I-129
Petition for Alien Fiance(e)	I-129F

Title	Form Number
Nonimmigrant Petition Based on Blanket L Petition	I-129S
Petition for Alien Relative	I-130
Application for Travel Document	I-131
Affidavit of Support	I-134
Immigrant Petition for Alien Worker	I-140
Application for Advance Permission to Return to Unrelinquished Domicile	I-191
Application for Advance Permission to Enter as a Non-Immigrant	I-192
Application for Waiver for Passport and/or Visa	I-193
Application for Permission to Reapply for Admission into the United States After Deportation or Removal	I-212
Application for Removal	I-243
Notice of Appeal or Motion	I-290B
Petition for Amerasian, Widow(er), or Special Immigrant	I-360
Affidavit of Financial Support and Intent to Petition for Legal Custody for Public Law 97-359 Amerasian	I-361
Request to Enforce Affidavit of Financial Support and Intent to Petition for Legal Custody for P.L. 97-359 Amerasian	I-363
Application to Register Permanent Residence or Adjust Status	I-485
Supplement A to Form I-485	I-485 Supplement A
Instructions for I-485, Supplement C, HRIFA	I-485 Supplement C
Instructions for I-485, Supplement E	I-485 Supplement E

Title	Form Number
Waiver of Rights, Privileges, Exemptions and Immunities (Under Section 247(b) of the INA)	I-508
Waiver of Rights, Privileges, Exemptions, and Immunities	I-508F
Immigrant Petition by Alien Entrepreneur	I-526
Application To Extend/Change Nonimmigrant Status	I-539
For persons seeking V nonimmigrant status while in the United States or extension of V status.	I-539, Supplement A
Interagency Record of Request – A, G or NATO Dependent Employment Authorization or Change/Adjustment to/from A, G or NATO Status	I-566
Application for Asylum and Withholding of Removal	I-589
Petition to Classify Orphan as an Immediate Relative	I-600
Application for Advance Processing of Orphan Petition	I-600A
Application for Waiver of Ground of Inadmissibility	I-601
Application By Refugee For Waiver of Grounds of Excludability	I-602
Application for Waiver of the Foreign Residence Requirement (under Section 212(e) of the Immigration and Nationality Act, as Amended)	I-612
Health and Human Services Statistical Data for Refugee/Asylee Adjusting Status	I-643
Application for Status as a Temporary Resident Under Section 245A of the Immigration and Nationality Act	I-687
Application for Waiver of Grounds of Inadmissibility Under Sections 245A or 210 of the Immigration and Nationality Act	I-690
Report of Medical Examination and Vaccination Record	I-693
Notice of Appeal of Decision Under Sections 245A or 210 of the Immigration and Nationality Act	I-694

Title	Form Number
Application to Adjust Status from Temporary to Permanent Resident (Under Section 245A of Public Law 99-603)	I-698
Refugee/Asylee Relative Petition	I-730
Petition to Remove the Conditions of Residence	I-751
Application for Employment Authorization	I-765
Application for Replacement of Northern Mariana Card	I-777
Petition to Classify Convention Adoptee as an Immediate Relative	I-800
Application for Determination of Suitability to Adopt a Child from a Convention Country	I-800A
Application for Family Unity Benefits	I-817
Application for Temporary Protected Status	I-821
Application for Action on an Approved Application or Petition	I-824
Petition by Entrepreneur to Remove Conditions	I-829
Inter-Agency Alien Witness and Informant Record	I-854
Affidavit of Support Under Section 213A of the Act	I-864
Contract Between Sponsor and Household Member	I-864A
Affidavit of Support Under Section 213A of the Act	I-864EZ
Poverty Guidelines	I-864P
Intending Immigrant's Affidavit of Support Exemption	I-864W
Sponsor's Notice of Change of Address	I-865
Application for Suspension of Deportation or Special Rule Cancellation of Removal (Pursuant to Section 203 of Public Law 105-100 (NACARA))	I-881

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Title	Form Number
Employment Eligibility Verification	I-9
Application to Replace Permanent Resident Card	I-90
Application for Authorization to Issue Certification for Health Care Workers	I-905
Request for Premium Processing Service	I-907
Application for T Nonimmigrant Status	I-914
Petition for U Nonimmigrant Status	I-918
Petition for Qualifying Family Member of a U-1 Nonimmigrant	I-929
Application to File Declaration of Intention	N-300
Request for a Hearing on a Decision in Naturalization Proceedings (Under Section 336 of the INA)	N-336
Monthly Report Naturalization Papers	N-4
Application for Naturalization	N-400
Request for Certification of Military or Naval Service	N-426
Application to Preserve Residence for Naturalization Purposes	N-470
Application for Replacement Naturalization/Citizenship Document	N-565
Application for Certificate of Citizenship	N-600
Application for Citizenship and Issuance of Certificate under Section 322	N-600K
Application for Posthumous Citizenship	N-644
Medical Certification for Disability Exceptions	N-648

APPENDIX F: USEFUL ACRONYMS

AAPM	Affirmative Asylum Procedures Manual
ABC	American Baptist Churches
ACLU	American Civil Liberties Union
ACPA	Assistant Chief Patrol Agent
ADDE	Assistant District Director for Examinations
ADDD	Assistant District Director for Deportation
ADDI	Assistant District Director for Investigations
ADIS	Arrival Departure Information System
AFM	Adjudicators Field Manual
A-File	Alien Registration File (basic Alien File)
AILA	American Immigration Lawyers Association
AO	Asylum Officer
AOBTC	Asylum Officer's Basic Training Course
AOIC	Assistant Officer in Charge
ARB	Administrative Review Board
ARC	Alien Registration Card
ASC	Application Support Center
ASIS	Anti-Smuggling Information System
AUSA	Assistant United States Attorney
ATF	(Bureau) Alcohol, Tobacco and Firearms

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

AVL	Asylum Virtual Library
BBAT	Bond Backlog Action Team
BCAA	Background Check and Adjudicative Assessment
BCIC	Border Crossing Identification Card
BCC	Border Crossing Card
BCIS	Bureau of Citizenship and Immigration Services
Bene	Beneficiary
BEP	Backlog Elimination Plan
BIA	Board of Immigration Appeals; or Bureau of Indian Affairs
BLS	Bureau of Labor Statistics
BOP	Bureau of Prisons
BORTAC	Border Patrol Tactical Unit
BORSTAR	Border Patrol Search, Trauma and Rescue team
BP	Border Patrol
BRP	Backlog Reduction Plan
BSS	Biometric Storage System
CAA	Cuban Adjustment Act
CAP	Criminal Alien Program
CAPES	Classification and Placement Evaluation System
CARRP	Controlled Application Review and Resolution Program
CBO	Congressional Budget Office / Community Based Organization
CBP	Customs and Border Protection

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

CCB	Child Care Bureau
CCD	Consular Consolidated Database
CDC	Center for Disease Control
CDSO	Collateral Duty Security/Safety Officer
CFR	Code of Federal Regulations
CIA	Central Intelligence Agency
CIO	Chief Information Officer
CIS	Central Index System
CLAIMS	Computer Linked Application Information Management Systems
CMHS	Center for Mental Health Services
COA	Class of Admission or Change of Address
COMSEC	Communications Security
CONUS	Continental United States
COOP	Continuity of Operations Plan
COTR	Contracting Officer Technical Representative
COW	Central Office Washington
CP	Case Processor
CPA	Chief Patrol Agent
CPO	Chief Privacy Officer
CSAT	Computer Security Awareness Training
CSD	Case Supporting Documents

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

CSPA	Child Status Protection Act
CSRS	Civil Service Retirement System
CSWP	Customer Service Web Portal
CUI	Controlled Unclassified Information
CUSA	Citizenship USA
DACS	Deportable Alien Control System
DAO	District Adjudication Officer
DD	District Director
D&D	Detention & Deportation
DDD	Deputy District Director
DDP	Detention and Deportation Program
DEA	Drug Enforcement Agency
DEO	Detention Enforcement Officer
DFS	Designated Fingerprint Service
DHS	Dept. of Homeland Security
DLEA	Designated Law Enforcement Agency
DOC	Dept. of Commerce
DOD	Dept. of Defense
DOE	Date of Entry; or Dept. of Energy
DOJ	Dept. of Justice
DORA	District Office Rapid Adjudication
DOS	Dept. of State

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

DP	Duplicate
DRO	Detention and Removal Office
EABM	Enforce Apprehension Booking Module
EAC	Eastern Adjudications Center
EAD	Employment Authorization Document
EAP	Employee Assistance Program
EARM	Enforce Alien Removal Module
ECN	Enterprise Collaborative Network
EDMS	Enterprise Document Management System
EEOC	Equal Employment Opportunity Commission
EEV	Employment Eligibility Verification
EFF	Electronic Frontier Foundation
EFOIA	Electronic Freedom of Information Act (initiative)
EIR	Entrepreneur in Residence
ELIS	Electronic Immigration System
ENFORCE	Enforcement Case Tracking System
EOIR	Executive Office of Immigration Review
eOPF	Electronic Official Personnel Folder (eOPF)
EPA	Environmental Protection Agency
ER	Created in Error
ERO	Eastern Regional Office

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

ESC	Eastern Service Center
ETC	Eastern Telephone Center
EVD	Extended Voluntary Departure
EWI	Entry Without Inspection
FAA	Federal Aviation Administration
FARES	Fees and Applications Receipt and Entry System
FBI	Federal Bureau of Investigation
FC	Failure to Comply
FCC	Federal Communications Commission
FCO	File Control Office
FD-258	Fingerprint Card
FDL	Forensic Document Laboratory
FDNS	Fraud Detection National Security
FDNS-DS	Fraud Detection National Security – Data System
FDU	Fraud Detection Units
FEDVIP	Federal Employees Dental and Vision Insurance Program
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
FIPS	Freedom of Information & Privacy Act Processing System
FISMA	Federal Information Security Management Act

FLETC	Federal Law Enforcement Training Center
FMLA	Family Medical Leave Act
FOD	Field Office Director
FOH	Federal Occupational Health
FOIA	Freedom of Information Act
FOSC	Fugitive Operations Support Center
FOUO	For Official Use Only
FPS	Federal Protective Service
FRC	Federal Records Center
FSM	Field Security Manager
FST	FOIA Support Team
G-28	Notice of Entry of Appearance as Attorney or Representative
G-325	Biographic Information
G-325A	Biographic Information
G-639	Freedom of Information/Privacy Act Request
GAO	Government Accountability Office
GIS	Government Information Specialist
GILS	Government Information Locator Service
GPO	Government Printing Office
GSA	General Services Administration
HCFSA	Health Care Flexible Spending Account

HHS	Dept. of Health and Human Services
HQASM	Headquarters Asylum Division
HRIFA	Haitian Refugee Immigration Fairness Act of 1998
HRSA	Health Resources and Services Administration
HSA	Health Savings Account
HSPC	Houston Service Processing Center
HUD	Dept. of Housing and Urban Development
I-90	Application to Replace Permanent Resident Card (Green Card)
I-129	Petition for Nonimmigrant Worker
I-129F	Petition for Alien Fiancée
I-130	Petition for Alien Relative
I-131	Application for Travel Document
I-134	Affidavit of Support
I-140	Immigrant Petition for Alien Worker
I-212	Application for Permission to Reapply for Admission into the United States After Deportation or Removal
I-360	Petition for Amerasian, Widow(er) or Special Immigrant
I-485	Application to Register Permanent Residence or to Adjust Status
I-485A	Supplement to Form I-485
I-485B	NACARA Supplement to Form I-485 Instructions
I-539	Application to Extend/Change Nonimmigrant Status
I-551	Alien Registration Card (Green Card)

I-589	Application for Asylum and Withholding of Removal
I-600	Petition to Classify Orphan as an Immediate Relative
I-751	Petition to Remove Conditions of Residence
I-765	Application for Employment Authorization
I-821	Application for Temporary Protected Status
I-864	Affidavit of Support under Section 213A of the Act
IA	Immigration Agent; or Investigative Assistant
IBF	Identity and Benefit Fraud (program)
IBIS	Interagency Border Inspection System
ICE	Immigration and Customs Enforcement
ICE-BFU	ICE Benefit Fraud Unit
ICEPIC	ICE Pattern Analysis and Information Collection
ICF	Immigration Card Facility
ICS	Information and Customer Service
IDDMS	Integrated Digitization Document Management Program
IDENT	Automated Biometric Identification System
IDMS	Identity Management System
IDP	Individual Development Plan
IE	Immigration Examiner
II	Immigration Inspector
IIRIRA	Illegal Immigration Reform and Immigrant Responsibility Act of 1996
IJ	Immigration Judge

IMMACT	Immigration Act of 1990
INA	Immigration and Nationality Act
INS	Immigration and Naturalization Service (legacy)
INTCA	Immigration and Naturalization Technical Corrections Act of 1994
INTERPOL	International Criminal Police Organization
IO	Information Officer
IRCA	Immigration Reform and Control Act
IRS	Internal Revenue Service
ISAP	Intensive Supervision Appearance Program
ISCPM	Identity and Security Checks Procedures Manual
ISO	Immigration Services Officer (USCIS)
ISRS	Image Storage and Retrieval System
ISSM	Information Systems Security Manager
ISSO	Information Systems Security Officer
IT	Information Technology
ITSR	Information Technology Service Request
JABS	Joint Automated Booking Stations
JPATS	Justice Prisoner and Alien Transportation Service
JTTF	Joint Terrorism Task Force
KST	Known or Suspected Terrorist
LAPR	Lawfully Admitted Permanent Resident

LAPS	Legalization Application Processing System
LEAD	Leadership Education and Development
LES	Law Enforcement Sensitive
LESC	Law Enforcement Support Center
LIFE	Legal Immigration Family Equity (Act)
LIN	Northern Service Center (Lincoln, NE)
LOU	Limited Official Use
LPR	Lawful Permanent Resident
LULAC	League of United Latin American Citizens
MFAS	Marriage Fraud Amendment System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
N-300	Application to File Declaration of Intention
N-400	Application for Naturalization
N-565	Application for Replacement of Naturalization/Citizenship Document
N-600	Application for Certification of Citizenship
NACARA	Nicaraguan Adjustment and Central American Relief Act of 1997
NACS	Naturalization Application Casework System
NAILS	National Automated Immigration Lookout System
NARA	National Archives and Records Administration
NBC	National Benefits Center
NCIC	National Crime Information Center

NCJRS	National Criminal Justice Reference Service
NFTS	National File Tracking System
NIIS	Non-immigrant Information System
NLETS	National Law Enforcement Telecommunications System
NLRB	National Labor Relations Board
NOID	Notice of Intent to Deny
NQP	Naturalization Quality Procedures
NR	No Record (we are not able to find any record)
NRC	National Records Center / Nuclear Regulatory Commission
NSA	National Security Agency
NSC	Northern Service Center / National Security Council
NSI	National Security Information
NSRV	National Security Records and Verification
NTA	Notice to Appear
NVC	National Visa Center
NWIRP	Northwest Immigrant Rights Project
OA	Office Automation
OCC	Office of Chief Counsel
OCDETF	Organized Crime Drug Enforcement Task Force
OCIO	Office of the Chief Information Officer
OCSE	Office of Child Support Enforcement

OEM&S	Office of Emergency Management & Safety
OEP	Occupant Emergency Plan
OEPC	Office of Emergency Preparedness and Coordination
OFR	Office of the Federal Register
OIC	Officer in Charge
OIG	Office of the Inspector General
OIS	Office of Immigration Statistics
OIT	Office of Information Technology
OMB	Office of Management and Budget
OPF	Official Personnel File
OPLA	Office of the Principal Legal Advisor
OPM	Office of Personnel Management
OPSEC	Operational Security
ORR	Office of Refugee Resettlement
ORS	Office of Records Services
OSC	Order to Show Cause / Office of Special Council
OSCE	Office of Child Support Enforcement
OSI	Office of Security and Integrity
OTD	Office of Training and Development
OUO	Official Use Only
OVC	Office for Victims of Crime
OWCP	Office of Workers' Compensation Programs

PA	Privacy Act
PAIC	Patrol Agent in Charge
PC	Peace Corps
PCII	Protected Critical Infrastructure Information
PCQS	Person-Centric Query System
PIA	Privacy Impact Assessment
PII	Personally Identifiable Information
PLAIN	Plain Language Action and Information Network
POC	Point of Contact
POE	Port of Entry
PTA	Privacy Threshold Assessment
PTIG	Privacy Technology Implementation Guide
RAC	Resident Agent in Charge
RAFACS	Receipt and Alien File Accountability and Control System
RAIO	Refugee Asylum and International Operations
RAPS	Refugee, Asylum and Parole System
RAVU	Refugee Access Verification Unit
RD	Redirected to another agency outside DHS
RDF	Records Digitization Facility
RF	Referred to a DHS component other than USCIS
RL	Records Locator

RNACS	Redesigned Naturalization Application Casework System
ROH	Record Operations Handbook
RPC	Responsible Party Code
RTD	Refugee Travel Document
SA	Special Agent
SAC	Special Agent in Charge
SAMS	Sunflower Asset Management System
SAO	Supervisor Adjudications Officer
SAVE	Systematic Alien Verification for Entitlement
SAW	Special Agricultural Worker
SBU	Sensitive But Unclassified
SCCLAIMS	Service Center CLAIMS
SDAO	Supervisory District Adjudications Officer
SDEO	Supervisory Detention Enforcement Officer
SDO	Supervisory Detention Officer
SES	Senior Executive Service
SEVIS	Student and Exchange Visitor Information System
SHSI	Sensitive Homeland Security Information
SIG	Significant or Special Interest Group
SII	Supervisory Immigration Inspector
SIO	Supervisory Information Officer
SLOB	Service Lookout Book (old way)

SORN	System of Records Notices
SPBP	Special Public Benefit Parole
SPOT	Screening Passengers by Observation Techniques
SOR	Subject of Record
SRC	Southern Regional Center (Southern Service Center)
SSA	Supervisory Special Agent; or Social Security Administration
SSC	Southern Service Center
SSI	Sensitive Security Information
SSO	Special Security Officer
STAR	System for Time and Attendance Reporting
TAC	Third Agency Checks
TAP	Tuition Assistance Program
TCDD	Training and Career Development Division
TECS	Treasury Enforcement Communication System
TPO	Transformation Program Offices
TPS	Temporary Protective Status
TSA	Transportation Security Administration
TSC	Texas Service Center
TSP	Thrift Savings Plan
TVA	Tennessee Valley Authority
UC	Unit Chief

UFA	Up-front Approver
UK	United Kingdom
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
USA	United States Army
USACE	U.S. Army Corps of Engineers
USAF	United States Air Force
USC	United States Citizen
U.S.C.	United States Code
USCG	United States Coast Guard
USCIS	United States Citizenship and Immigration Services
USCS	United States Customs Service
USMC	United States Marine Corps
USMS	United States Marshals Service
USN	United States Navy
USNCB	United States National Central Bureau of INTERPOL
USPS	United States Postal Service
USRAP	U.S. Refugee Admissions Program
USSS	United States Secret Service
US-VISIT	United States Visitor and Immigrant Status Indicator Technology
UT	Unable to locate (we know a record exists, but it is lost)
VA	Department of Veterans Affairs

VAWA	Violence Against Women Act
VAWO	Violence Against Women Office
VD	Voluntary Departure
VIS	Verification Information System
VOI	Verification of Identity
VTVPA	Victims of Trafficking and Violence Protection Act of 2000
VWPP	Visa Pilot Waiver Program
WAC	Western Adjudications Center
WA/NTA	Warrant for Arrest/Notice to Appear
WHO	World Health Organization
WHTI	Western Hemisphere Travel Initiative
WSC	Western Service Center (same as California Service Center)
WTC	Western Telephone Center

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

APPENDIX G: DEFINITIONS

The definitions listed below are words and phrases that frequently appear in FOIA and PA requests. The list is arranged in alphabetical order. Additional definitions can be located at http://www.uscis.gov/portal/site/uscis/menuitem. Select the tab titled "Education and Resource."

Access - Includes any form of disclosure, to include oral, visual, or reproduced copy. A reproduced copy, whether in paper or electronic format, always satisfies FOIA/PA access requirements.

Agency - Any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency. This does not include the legislative (Congress) or judicial (Courts) branches of the Government, nor does it apply to state, local, or foreign government agencies. The Department of Homeland Security (DHS) is an agency as defined above. The following are components or bureaus of the Department of Homeland Security; United States Immigration and Customs Enforcement (ICE), United States Customs and Border Protection (CBP), United States Secret Service (USSS), etc.

Agency Record - Any tangible recording of information and/or any item, collection, or grouping of information, including electronic that is maintained and controlled by an agency.

Notes or documents which are made by an employee, kept purely voluntarily, not circulated to nor used by anyone other than the author, and discarded or retained at the author's sole discretion for his/her own individual purposes are personal records. These are not generally agency records because they are not subject to the rules and controls of the agency for records management and disposition. These may, however, become agency records for purposes of the FOIA or PA if used to carry out an agency function (e.g., as the basis for a performance rating).

Component - Each separate bureau, office, board, division, commission, service, or administration, or agency of a Federal Executive Branch Department. For example: Border and Transportation Security (BTS), Citizenship and Immigration Services (USCIS), Federal Emergency Management Agency (FEMA), Immigration and Customs Enforcement (ICE) are components of the Department of Homeland Security.

Conditions of Disclosure - Specific provisions in the Privacy Act (5 U.S.C. § 552a(b)(1) through (12)) allows the agency to disseminate information from a PA system of records without the prior written certification of agreement of the record subject.

Congressional Committee Request - A request from either House of Congress, to the extent of matters within its jurisdiction; a subcommittee thereof; any joint committee of Congress; any

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

subcommittee of any such joint committee. Agencies may not use FOIA or PA exemptions to deny records that are the subject of such a request.

Congressional Request - A request from a Member of Congress on his or her own behalf, or on behalf of a constituent. After acknowledgment under congressional correspondence procedures, congressional requests are to be processed in the same manner as any other FOIA or PA request.

Consolidation – Combination of paperwork into a main file. After the service completes work on a petition or application, we combine it into the person's A-file. If the service discovers two "unconsolidated" A-Numbers for a person, we combine the two files. One of the A-Numbers becomes the "survivor" and the other becomes the "consolidated A-Number."

Consultation - Obtaining the views of another DHS component or Federal agency concerning the release of information that has been incorporated into immigration documents or a reciprocal request. The National Records Center, FOIA/PA Division, makes the final overall determination on release.

Freedom of Information Act Request - A request **in writing** by any person for access to any record maintained by any Federal agency. Federal agencies are not persons for purposes of FOIA.

Included are requests for access to Privacy Act records of another person without the written certification of agreement of the record subject, as well as requests from nonimmigrant aliens for access to their own records.

FOIA/PA Information Processing System (FIPS) - Through the use of imaging, workflow, and graphical user interface technologies, FIPS allows USCIS to electronically manage and process FOIA and PA requests.

First Party Requestor - A subject or designated representative asking for access to his/her record. A notarized signature or a sworn declaration under penalty of perjury from the record subject is required for access to records.

Forms – Various government forms available from www.uscis.gov/portal/site/uscis that are provided for the use of Requestors and their representatives when submitting a FOIA or PA request with USCIS. The more common forms include:

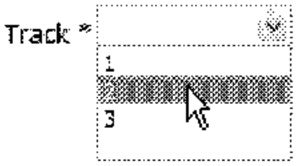
- G-28 – Notice of Entry of Appearance as Attorney or Representative - This form is used for information purposes only. It should be signed by the attorney or representative and by the subject of the record. Does not qualify for certification of agreement unless the attorney or representative has inserted the penalty of perjury statement and the subject of the file has signed the document.

- G-639 Freedom of Information/Privacy Act Request – This form can be used to make a FOIA/PA request. When completed it provides enough information to complete an extensive search for records.

Individual - The PA describes an individual as follows: a U.S. Citizen (U.S.C.) or alien lawfully admitted for permanent residence (LPR). Conditional residents are considered LPRs. Corporations and organizations are not individuals.

Multi-track System - USCIS utilizes a three-track system to process all FOIA requests.

Track Drop-Down List



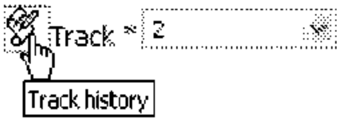
- Track 1 is used for the less complex cases. These are cases where only one Two or three. specific documents are being requested from the file.

- Track 2 is used for the more complex cases. A complete copy of a file, requests from the news media or special interest groups are considered Track 2 cases.

- Track 3 is used for cases that specifically involve individuals who have been scheduled to appear before an immigration judge.

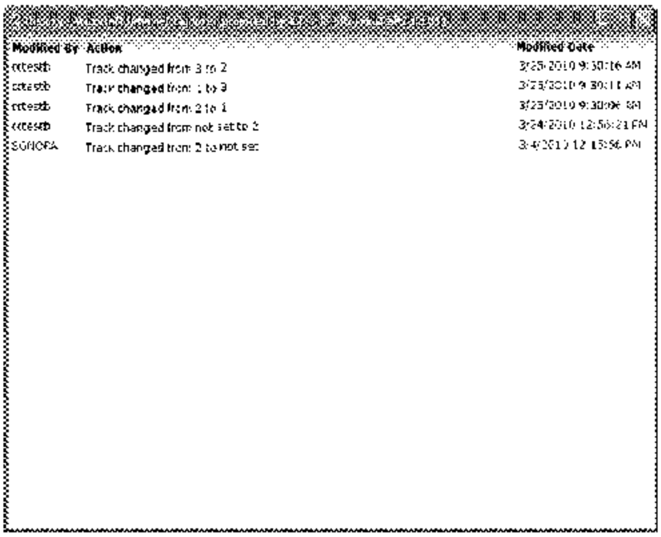
To view the track history of the active case, click the **Track history** icon next to the Track drop-down list.

Track History Icon



The track history appears in a separate pop-up window.

Track History Displayed



Modified By	Action	Modified Date
cctestb	Track changed from 3 to 2	3/25/2010 9:30:16 AM
cctestb	Track changed from 1 to 3	3/25/2010 9:30:11 AM
cctestb	Track changed from 2 to 1	3/25/2010 9:30:06 AM
cctestb	Track changed from not set to 2	3/24/2010 12:56:21 PM
SONORA	Track changed from 2 to not set	3/4/2010 12:15:56 PM

Privacy Act Amendment Request - A request from a U.S.C. or LPR to amend, expunge, or correct information in his/her PA record that the individual believes is not accurate, relevant, timely or complete.

Privacy Act Record - Any item, collection, or grouping of information about an individual which the maintaining agency retrieves by the person's name, identifying number, symbol, or other identifying particular assigned to that individual. This information includes, but is not limited to, a person's education, financial, medical, criminal or employment history.

Privacy Act Request - A request in writing submitted either in person or by mail, for records that are contained in a Privacy Act system of records. The records must be under the control of DHS and be retrieved by the name of the Requestor or other personal identifier. Requests are received from:

- A USC or LPR for access to his/her own records, or
- A third-party with a signed privacy waiver from the record subject acting on the subject's behalf, or
- The parent of an LPR or USC minor child or the legal guardian of a person declared incompetent by a court of competent jurisdiction.

Records Custodian - The official responsible for the maintenance, security, control, and final disposition of official records that are required by law, regulation, or other directive to be kept by the Agency.

Referral - Information found in immigration records – the forwarding of a record that originated with another component of DHS or another Federal agency for direct response to the FOIA/PA Requestor. Also includes transferring responsibility for responding to a request regarding the release of records to the DHS component best able to determine whether to disclose, or to the Federal agency that originated the record.

Retire – The service sends the A-file to the Federal Records Center (FRC) after a number of years have passed with no activity. This is called "retiring" the file. Occasionally, we have to request a retired file from the FRC.

Rider – A person who is also listed on a petition or application that will also benefit if that petition or application is approved. For example, a woman applying for asylum lists her husband and two children on her asylum application. They are riders.

Routine Use - An established use and authority for disclosure of records from a Privacy Act System of Records, other than an intra-agency disclosure. Disclosure or use must be for a purpose that is compatible with the purpose for it was collected, that would be otherwise prohibited by the PA. Such disclosures do not require the written certification of agreement of the record subject, but require Federal Register publication prior to such use.

System of Records - A group of any records under the control of an agency from which information is retrieved by the name of the individual or by some other identifying number, symbol, or identifying particular assigned to the individual.

Third Agency - Other administrative agencies of the Executive Branch of the Federal government, including other components of DHS.

Third Party Request - A request from any person for access to another individual's record without that individual's written certification of agreement. The identity of a third party Requestor and his/her relationship to the subject does not increase (or decrease) his/her rights of access to the records.

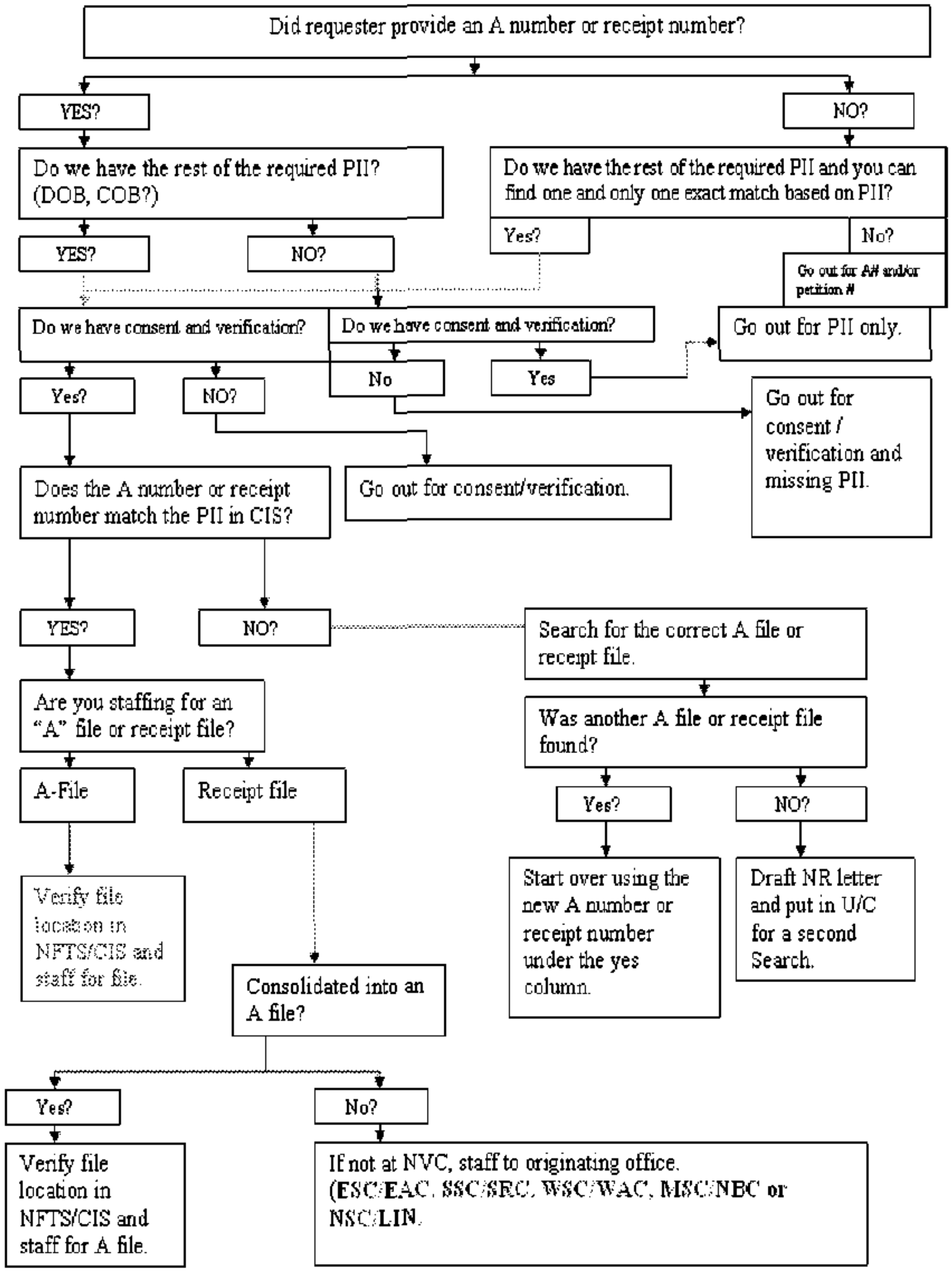
White House Inquiries - An official request from any member of the White House staff, or letters of the President forwarded to the agency for response.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

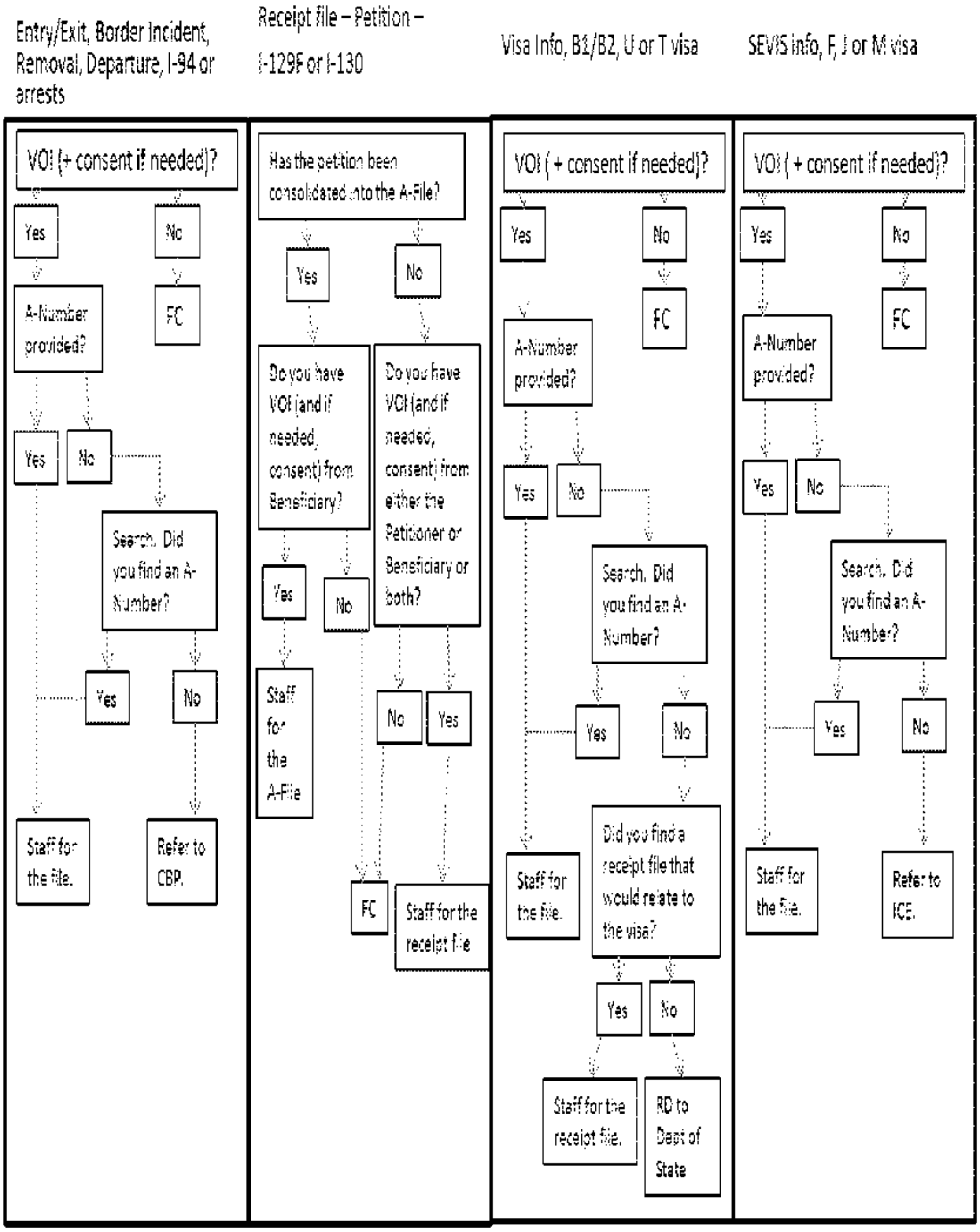
APPENDIX H: CASE CREATE FLOW CHARTS

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Case Create Flow Chart for All my records.


Did requester provide an A number or receipt number?
YES?
NO?
Do we have the rest of the required PII? (DOB, COB?)
Do we have the rest of the required PII and you can find one and only one exact match based on PII?
YES?
NO?
Yes?
No?
Go out for A# and/or petition #
Do we have consent and verification?
Do we have consent and verification?
Go out for PII only.
Yes?
NO?
No
Yes
Go out for consent / verification and missing PII.
Does the A number or receipt number match the PII in CIS?
Go out for consent/verification.
YES?
NO?
Search for the correct A file or receipt file.
Are you staffing for an "A" file or receipt file?
Was another A file or receipt file found?
A-File
Receipt file
Yes?
NO?
Verify file location in NFTS/CIS and staff for file.
Start over using the new A number or receipt number under the yes column.
Draft NR letter and put in U/C for a second Search.
Consolidated into an A file?
Yes?
No?
Verify file location in NFTS/CIS and staff for A file.
If not at NVC, staff to originating office. (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN.

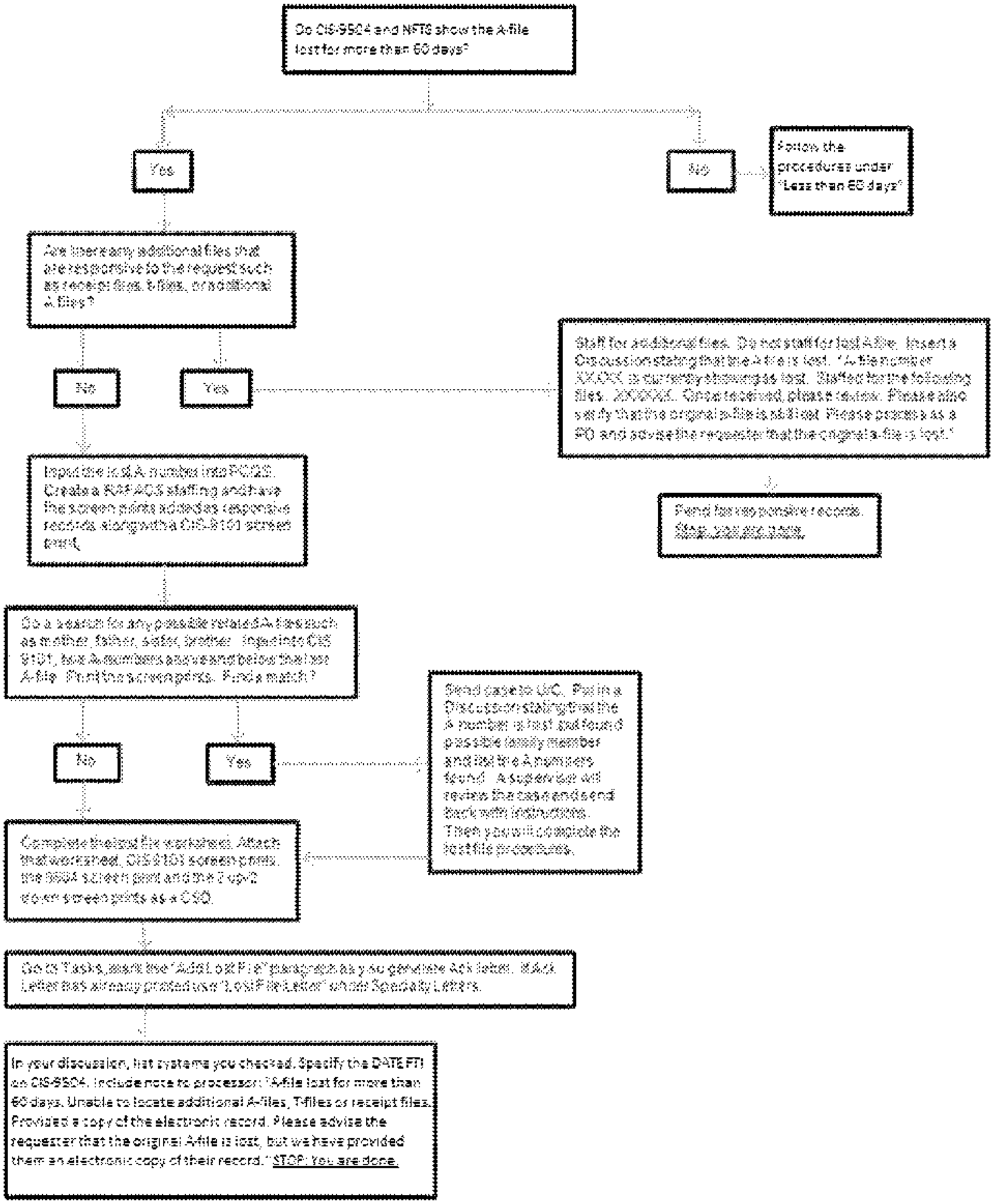
Case Create Flow Chart for Specific Docs


Entry/Exit, Border Incident, Removal, Departure, I-94 or arrests
Receipt file – Petition – I-129F or I-130
Visa Info, B1/B2, U or T visa
SEVIS info, F, J or M visa
VOI (+ consent if needed)?
Yes
No
A-Number provided?
FC
Yes
No
Search. Did you find an A-Number?
Yes
No
Staff for the file.
Refer to CBP.
Has the petition been consolidated into the A-File?
Yes
No
Do you have VOI (and if needed, consent) from Beneficiary?
Do you have VOI (and if needed, consent) from either the Petitioner or Beneficiary or both?
Yes
No
Staff for the A-File
No
Yes
FC
Staff for the receipt file
VOI (+ consent if needed)?
Yes
No
FC
A-Number provided?
Yes
No
Search. Did you find an A-Number?
Yes
No
Did you find a receipt file that would relate to the visa?
Staff for the file.
Yes
No
Staff for the receipt file.
RD to Dept of State
VOI (+ consent if needed)?
Yes
No
FC
A-Number provided?
Yes
No
Search. Did you find an A-Number?
Yes
No
Staff for the file.
Refer to ICE.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Updated on March 28, 2016

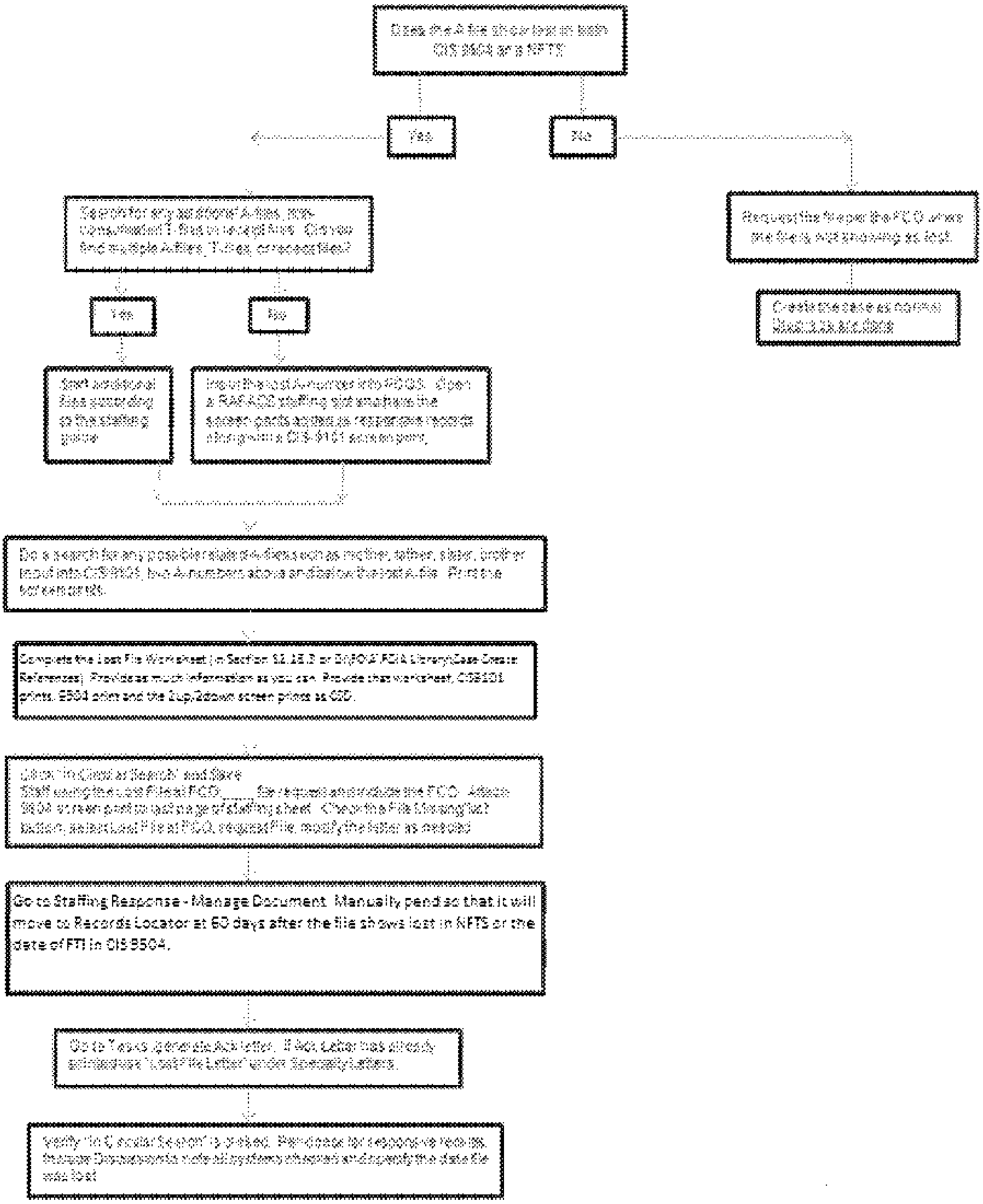
LOST FILE FLOWCHART - MORE THAN 60 DAYS


Do CIS-9504 and NFTS show the A-file lost for more than 60 days?
Yes
No
Follow the procedures under "Less than 60 days"
Are there any additional files that are responsive to the request such as receipt files, T-files, or additional A-files?
No
Yes
Staff for additional files. Do not staff for lost A-file. Insert a Discussion stating that the A-file is lost. "A-file number XXXXX is currently showing as lost. Staffed for the following files. XXXXX. Once received, please review. Please also verify that the original A-file is still lost. Please process as a PO and advise the requester that the original A-file is lost."
Pend for responsive records. Stop, you are done.
Input the lost A-number into PCQS. Create a RAFACS staffing and have the screen prints added as responsive records along with the CIS-9101 screen print.
Do a search for any possible related A-files such as mother, father, sister, brother. Input into CIS 9101, two A-numbers above and below the lost A-file. Print the screen prints. Find a match?
No
Yes
Send case to L/C. Put in a Discussion stating that the A-number is lost and found possible family member and list the A-numbers found. A supervisor will review the case and send back with instructions. Then you will complete the lost file procedures.
Complete the lost file worksheet. Attach that worksheet, CIS 9101 screen prints, the 9504 screen print and the 2 up/2 down screen prints as a CSO.
Go to Tasks, mark the "Add Lost File" paragraph as you generate Ack letter. If Ack Letter has already printed use "Lost File Letter" under Specialty Letters.
In your discussion, list systems you checked. Specify the DATE FTI on CIS-9504. Include note to processor: "A-file lost for more than 60 days. Unable to locate additional A-files, T-files or receipt files. Provided a copy of the electronic record. Please advise the requester that the original A-file is lost, but we have provided them an electronic copy of their record." STOP: You are done.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Updated on March 28, 2016

LOST FILE FLOWCHART - LESS THAN 60 DAYS


Does the A-file show lost in both CIS 9504 and NFTS?
Yes
No
Search for any additional A-files, non-consolidated T-files or receipt files. Did you find multiple A-files, T-files, or receipt files?
Yes
No
Staff additional files according to the staffing guide
Input the lost A-number into FOCS. Open a RAFACS staffing slot and attach the screen prints as responsive records along with a CIS-9101 screen print.
Request the file per the FCO where the file is not showing as lost.
Create the case as normal. [illegible]
Do a search for any possible related A-files such as mother, father, sister, brother. Input into CIS 9101 two A-numbers above and below the lost A-file. Print the screen prints.
Complete the Lost File Worksheet (in Section 11.18.2 or D:\FOIA\FOIA Library\Case Create References). Provide as much information as you can. Provide that worksheet, CIS9101 prints, 9504 prints and the 2up/2down screen prints as CID.
Check "In Circular Search" and Save
Staff using the Lost File at FCO_____ file request and include the FCO. Attach 9504 screen print to last page of staffing sheet. Check the File Missing/lost button, select Lost File at FCO, request File, modify the letter as needed
Go to Staffing Response - Manage Document. Manually pend so that it will move to Records Locator at 60 days after the file shows lost in NFTS or the date of FTI in CIS 9504.
Go to Tasks, generate Ack letter. If Ack Letter has already printed use "Lost File Letter" under Specialty Letters.
Verify "In Circular Search" is checked. Pend case for responsive records. In Case Documents note all systems checked and specify the date file was lost

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

JULIAN DATE CALENDAR

PERPETUAL

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	**1**
2	002	033	061	092	122	153	183	214	245	275	306	336	**2**
3	003	034	062	093	123	154	184	215	246	276	307	337	**3**
4	004	035	063	094	124	155	185	216	247	277	308	338	**4**
5	005	036	064	095	125	156	186	217	248	278	309	339	**5**
6	006	037	065	096	126	157	187	218	249	279	310	340	**6**
7	007	038	066	097	127	158	188	219	250	280	311	341	**7**
8	008	039	067	098	128	159	189	220	251	281	312	342	**8**
9	009	040	068	099	129	160	190	221	252	282	313	343	**9**
10	010	041	069	100	130	161	191	222	253	283	314	344	**10**
11	011	042	070	101	131	162	192	223	254	284	315	345	**11**
12	012	043	071	102	132	163	193	224	255	285	316	346	**12**
13	013	044	072	103	133	164	194	225	256	286	317	347	**13**
14	014	045	073	104	134	165	195	226	257	287	318	348	**14**
15	015	046	074	105	135	166	196	227	258	288	319	349	**15**
16	016	047	075	106	136	167	197	228	259	289	320	350	**16**
17	017	048	076	107	137	168	198	229	260	290	321	351	**17**
18	018	049	077	108	138	169	199	230	261	291	322	352	**18**
19	019	050	078	109	139	170	200	231	262	292	323	353	**19**
20	020	051	079	110	140	171	201	232	263	293	324	354	**20**
21	021	052	080	111	141	172	202	233	264	294	325	355	**21**
22	022	053	081	112	142	173	203	234	265	295	326	356	**22**
23	023	054	082	113	143	174	204	235	266	296	327	357	**23**
24	024	055	083	114	144	175	205	236	267	297	328	358	**24**
25	025	056	084	115	145	176	206	237	268	298	329	359	**25**
26	026	057	085	116	146	177	207	238	269	299	330	360	**26**
27	027	058	086	117	147	178	208	239	270	300	331	361	**27**
28	028	059	087	118	148	179	209	240	271	301	332	362	**28**
29	029		088	119	149	180	210	241	272	302	333	363	**29**
30	030		089	120	150	181	211	242	273	303	334	364	**30**
31	031		090		151		212	243		304		365	**31**

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Updated on March 28, 2016

JULIAN DATE CALENDAR

FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	**1**
2	002	033	062	093	123	154	184	215	246	276	307	337	**2**
3	003	034	063	094	124	155	185	216	247	277	308	338	**3**
4	004	035	064	095	125	156	186	217	248	278	309	339	**4**
5	005	036	065	096	126	157	187	218	249	279	310	340	**5**
6	006	037	066	097	127	158	188	219	250	280	311	341	**6**
7	007	038	067	098	128	159	189	220	251	281	312	342	**7**
8	008	039	068	099	129	160	190	221	252	282	313	343	**8**
9	009	040	069	100	130	161	191	222	253	283	314	344	**9**
10	010	041	070	101	131	162	192	223	254	284	315	345	**10**
11	011	042	071	102	132	163	193	224	255	285	316	346	**11**
12	012	043	072	103	133	164	194	225	256	286	317	347	**12**
13	013	044	073	104	134	165	195	226	257	287	318	348	**13**
14	014	045	074	105	135	166	196	227	258	288	319	349	**14**
15	015	046	075	106	136	167	197	228	259	289	320	350	**15**
16	016	047	076	107	137	168	198	229	260	290	321	351	**16**
17	017	048	077	108	138	169	199	230	261	291	322	352	**17**
18	018	049	078	109	139	170	200	231	262	292	323	353	**18**
19	019	050	079	110	140	171	201	232	263	293	324	354	**19**
20	020	051	080	111	141	172	202	233	264	294	325	355	**20**
21	021	052	081	112	142	173	203	234	265	295	326	356	**21**
22	022	053	082	113	143	174	204	235	266	296	327	357	**22**
23	023	054	083	114	144	175	205	236	267	297	328	358	**23**
24	024	055	084	115	145	176	206	237	268	298	329	359	**24**
25	025	056	085	116	146	177	207	238	269	299	330	360	**25**
26	026	057	086	117	147	178	208	239	270	300	331	361	**26**
27	027	058	087	118	148	179	209	240	271	301	332	362	**27**
28	028	059	088	119	149	180	210	241	272	302	333	363	**28**
29	029	060	089	120	150	181	211	242	273	303	334	364	**29**
30	030		090	121	151	182	212	243	274	304	335	365	**30**
31	031		091		152		213	244		305		366	**31**

USE IN 2004, 2008, 2012, 2016, 2020, 2024, ETC.

APPENDIX I: ALIEN NUMBER ASSIGNMENT

CLASSIFICATION	TYPE OF NUMBER ISSUED	STARTING NUMBER	ENDING NUMBER
ISSUED PRE-1960	PHYSCIAL FILES	A 001-000-000	A 011-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 012-000-000	A 014-999-999
CREWMAN	PHYSCIAL FILES	A 015-000-000	A 016-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 017-000-000	A 029-999-999
VISA (STATE DEPT)	PHYSCIAL FILES	A 030-000-000	A 069-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 070-000-000	A 070-491-200
FAMILY FAIRNESS	PHYSCIAL FILES	A 070-491-201	A 070-503-200
ADJUSTMENTS	PHYSCIAL FILES	A 070-503-201	A 070-527-200
FAMILY FAIRNESS	PHYSCIAL FILES	A 070-527-201	A 070-987-200
ADJUSTMENTS	PHYSCIAL FILES	A 070-987-201	A 077-536-951
KOSOVO	PHYSCIAL FILES	A 077-536-952	A 077-537-451
ADJUSTMENTS	PHYSCIAL FILES	A 070-537-452	A 079-999-999
BORDER APPREHENSIONS	ELECTRONIC ONLY	A 080-000-000	A 086-899-999
ADJUSTMENTS	PHYSCIAL FILES	A 086-900-000	A 089-999-999
LEGALIZATION	PHYSCIAL FILES	A 090-000-000	A 093-999-999
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-000-000	A 094-350-500
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-328-751	A 094-334-250
HURRICANE MITCH	PHYSCIAL FILES	A 094-250-501	A 094-328-750
HURRICANE MITCH	PHYSCIAL FILES	A 094-334-251	A 094-364-250
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-364-251	A 094-399-500
KOSOVO	PHYSCIAL FILES	A 094-399-501	A 094-404-750
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-404-751	A 094-500-000
KOSOVO	PHYSCIAL FILES	A 094-502-001	A 094-527-000
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-750-000	A 095-099-999
NSC ORPHANS	PHYSCIAL FILES	A 094-500-001	A 094-502-000
NSC ORPHANS	PHYSCIAL FILES	A 094-527-001	A 094-528-000
REFUGEES	PHYSCIAL FILES	A 094-528-001	A 094-638-000

CLASSIFICATION	TYPE OF NUMBER ISSUED	STARTING NUMBER	ENDING NUMBER
REFUGEES	PHYSCIAL FILES	A 094-628-001	A 094-749-999
ADJUSTMENTS	PHYSCIAL FILES	A 095-100-000	A 096-749-999
LIFE ACT	PHYSCIAL FILES	A 096-750-000	A 096-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 097-000-000	A 098-099-999
ADJUSTMENTS	PHYSCIAL FILES	A 098-100-000	A 099-099-999
ADJUSTMENTS	PHYSCIAL FILES	A 099-100-000	A 099-299-999
ADJUSTMENTS	PHYSCIAL FILES	A 099-300-000	A 099-999-999
EMPLOYMENT AUTHORIZATION DOCUMENT (EAD)	ELECTRONIC ONLY	A 100-000-000	A 199-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 200-000-000	A 203-999-999
NOT ISSUED	NOT ISSUED	A 204-000-000	A 2049-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 205-000-000	A 205-999-999
NOT ISSUED	NOT ISSUED	A 206-000-000	A 209-000-000
ADJUSTMENTS	PHYSCIAL FILES	A 210-000-000	A 211-999-999
REFUGEES	PHYSCIAL FILES	A 212-000-000	A 212-399-999
ADJUSTMENTS	NOT ISSUED	A 212-400-000	A 299-999-999
NOT ISSUED	NOT ISSUED	A 300-000-000	A 300-299-999
ADJUSTMENT	PHYSCIAL FILES	A 300-300-000	A 300-322-501
NOT ISSUED	NOT ISSUED	A 300-322-502	A 999-999-999

LEDGER:

CREWMAN: Fifteen and sixteen million series have been issued to Alien Crewman Landing Permit and Identification Cards groups. The blocks of numbers are assigned to offices issuing such cards.

ELECTRONIC ONLY: No physical jackets are created

PHYCIAL FILES: A-Number with A-File Jackets

NOT ISSUED: The numbers are not by used any Office or Program

VISA (STATE DEPT): DoS is electronically assigned blocks of A-Numbers that they assign to Visa packets.

APPENDIX J: 16 RULES OF CASE CREATE

1. Read the entire request, including all Requestor documents and case supporting documents. Look for specific language on the bottom of the G-639. What are they requesting? This will give you direction before you start filling in the worksheet.

2. Search for duplicate cases before you fill out the worksheet. Search by A number, if provided, and the subject's first and last name. Send any duplicate cases and/or documents that belong to a previous case (such as CSD's, Requestor documents, or track changes) to the Research queue.

3. Make sure we have valid certification of agreement, and VOI (DOB and COB). If not, close as TD or FC, including a Discussion of your reason for closing it. If you have a question, consult a supervisor.

4. If we have everything in rule 3, we do not send for Requestor documentation except in cases that do not meet Reasonable Description of Records Being Sought (section 7.3 of the guide). If you feel there are extenuating circumstances that require you to go out for additional information, you must get supervisor approval and case note the reason.

5. If you do not immediately find a person, search PCQS every time. Use the "*" symbol to search for double last names. Example, Juan Rodriguez Martinez would be searched under last name as "rodriguez*" This will catch every last name that ends with Rodriguez plus all other last names, including names that are hyphenated. If you do not find Juan Rodriguez Martinez, try reversing the last name to Juan Martinez Rodriguez. Also set the parameters in PCQS so that it searches at least +/- 3 months on both sides of the birthday.

6. Cross-reference everything you find in PCQS with CIS. If there is a discrepancy between PCQS and CIS, seek out a supervisor for advice.

7. If you do not immediately find a person, always check the date of entry on the request. Always do a Records Indexing staffing on subjects who entered prior to 1975.

8. Always Staff, Redirect, or Refer cases based on what is responsive to the request, meaning what they ask for, and not necessarily what they provide. For example, if they ask for voluntary departure information in 1999, don't staff for a receipt file just because they listed it on the back of the G-639. It is not responsive to the request. Always refer to the track 1 and 2 flow charts if you are unsure how to proceed. Make sure you are addressing the whole request. If they ask for a copy of their I-94 and deportation records, you will need to RF them to CBP and include ICE information or vice versa.

9. Use the address listed on the G-639. If you cannot read the address listed on the G-639, or the address is from a consular office, or a congressional office, you may use the address listed on the G-28, or other documents in the request, such as an envelope. If you find no other address, insert a Discussion and send the case to Unit Chief. Don't forget to look for apartment or suite numbers, which are to the far right of Form G-639, and always double check the address.

10. Make sure you are marking the correct track and it matches the category. Specific requests for 3 documents or less are track 1 cases, except in asylum or refugee cases. You must add the specific language on the request (or as close as possible to their language) to the acknowledgment letter if it is a request for Specific Documents.

11. Make sure you address any Track 3, expedited or fee waiver requests. FOIA/PA assistants may approve or deny Track 3 requests. If there is no cover sheet, you must send expedited and fee waiver requests to Unit Chief for approval, or denial, and a supervisor will return it to you to create the letter. If the case is being closed as a NR, RD, RF, DP, or NA, you do not mark it as expedited, or fee waiver request. If there was an expedited or fee waiver request that was approved or denied, change it back to "Not Requested" and save it before you send the case to Up-Front Approver.

12. Do not staff for A-Files that have been lost for more than 9 months. Follow the instructions on the lost file flow chart at Appendix H of the guide. A-Files lost for less than 9 months should be staffed and pended per the instructions on the lost file flow chart, along with any other responsive files such as T-Files and unconsolidated receipt files. Always unmark the circular search field when you cancel a lost file staffing. Also, when you staff for additional files such as a receipt file or lost file, you must first uncheck circular search and hit save, then staff for the additional files, and then recheck the circular search field and hit save again. If you do not do this, the additional staffings will be marked as a lost file and the staffings will not get processed.

13. You must e-mail a supervisor when you change tracks on a case. Just changing the track and hitting save will not move the case to the appropriate queue.

14. Proofread your final action letters. Make sure what you are telling them makes sense. There are some final action letters such as FC letters and NA letters that you must change. Specifically, you will need to change the dates or you may need to remove certain paragraphs. You should not bold, highlight, or underline anything on any of the letters generated by FIPS.

15. The only time you do not have to create a Discussion is when you have all VOI and certification of agreement, it's a straightforward request, an ordinary staffing, there are no unusual circumstances, and you pend for responsive records. Any other time, you should create a Discussion. The Discussion should describe what actions you took. The Discussion should be short and to the point, but adequately describe any important facts or issues such as "closing as NR, searched CLAIMS, CIS, PCQS, sending screen prints to be scanned as CSD", or "Sending case to Unit Chief, NFTS is currently down", or "Switched tracks from track 1 to track 2, e-

mailed supervisor to move to proper queue". Discussions are the first thing a supervisor reads and they should immediately be able to tell what actions have been taken in the case and what issue needs to be addressed.

16. Unit Chief is not an outlet for questions and should primarily be used after hours when no supervisor is available, or when there are system problems such as NFTS or PCQS outages. If you are stuck on a case, please leave your cube and seek out a supervisor. Please call by phone only as a last resort, because it is harder to give the correct advice without being able to see all the facts. You must include a Discussion in any case you send to Unit Chief. The Discussion must adequately describe the nature of the problem, or the supervisor will send the case back to you for clarification.

I have read these rules and understand them. I agree to seek clarification with my supervisor if it becomes necessary to deviate from these rules:

Signature: ______________________________ Date: ___________________________

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

APPENDIX K: RECORD OF REVISIONS

(showing revisions after September 28, 2015)

October 23, 2015

We have updated section 8.13 REQUESTS: Inmate in Federal Custody of the FOIA/PA Assistants Guide as follows (new information in red):

8.13 REQUESTS: Inmate in Federal Custody

The Bureau of Prisons (BOP), an agency of the U.S. Department of Justice, will not deliver incoming mail to a person housed in their custody unless it contains the subject's Register Number. Upon entry into BOP custody, each inmate is assigned an eight digit Register Number (i.e. xxxxx-xxx) by which he/she is identified throughout his/her commitment. The first five digits are unique identifiers for that specific inmate, the last three digits, separated from the first five by a dash, indicate the jurisdiction from which the inmate originally entered the corrections system. It is imperative that the correspondence contain the Register Number in the proper format. BOP Register numbers are created for the subjects in the name in which they received a conviction sentence from a federal court or a legal document charging them of an immigration violation and/or removal. This name could be their birth name or an alias name.

ICE will not deliver mail to an ICE detainee unless we include the alien number in the address. Please include the alien number in the address of an ICE detainee, if you are addressing correspondence to the alien in the ICE detention facility. In order to avoid PII spills, OA will prepare an outer envelope without the alien number and mail it in that.

If the inmate is not in federal custody (i.e., Bureau of Prisons location or ICE detention facility) but held at a non-federal correction facility (such as a state prison or county jail), DO NOT put the alien number in the address.

We have updated section 12.16 Receipt Numbers of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

Section 12.16 Receipt Numbers

~~If the petitioner is the Requestor, and if the petition has been consolidated into the beneficiary's A-file, then the beneficiary is always the subject of record. We must address any correspondence about that petition citing the beneficiary as the "subject of record" or the "records' subject." For~~

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

~~that reason, even though the Requestor may have listed the petitioner as the subject of record, if you discover that the petition is consolidated into the beneficiary's file, you must change the name of the subject in FIPS to the beneficiary. The beneficiary's A-number goes in the A-number field, even if the Requestor entered the petitioner's A-number on the G-639.~~

If you discover that the petition is consolidated into the beneficiary's file, and you **do** have consent from the beneficiary, you must change the name of the subject in FIPS to the beneficiary. The beneficiary's A-number goes in the A-number field, even if the Requestor entered the petitioner's A-number on the G-639. We must address any correspondence about that petition citing the beneficiary as the "subject of record" or the "records' subject." This is legally important because we must have VOI of the subject of record and we must have certification of agreement if the Requestor is other than the subject of record in order to staff for the record.

If the petition is consolidated into the beneficiary's file, and you **do not** have consent from the beneficiary, you will close the case as Total Denial and include the following blurb as the second sentence in the first paragraph of the TD letter:

> "It is the policy of USCIS to file any adjudicated petitions, such as the Form I-129F or Form I-130 in the beneficiary's record after issuance of a visa. Beneficiary consent is required to obtain any petitions from their record."

This is legally important because we must have VOI of the subject of record and we must have certification of agreement if the Requestor is other than the subject of record. *If we are staffing the subject of record's A-file, and if the Requestor is not the same person as the subject of record, then we need certification of agreement from the subject of record.*

If the petition has not been consolidated into the beneficiary's A-file, whether the petitioner or the beneficiary is the Requestor, we may staff for it. In this situation, we list the subject of record the way it is listed in the request letter, whether the petitioner or the beneficiary.

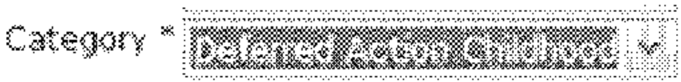
PCQS or CLAIMS screen-prints usually would not provide the Requestor with the information he or she is requesting, because the Requestor is asking for a copy of the file. Rarely, a petitioner may only need a particular piece of information, such as proof of filing to prove Section 245i eligibility. If that is the situation, and we have the petitioner's VOI (and certification of agreement, if necessary) then you should provide those screen-prints with a RAFACS staffing. This is not usually what happens, so providing screen prints is an exception, not the rule.

December 14, 2015

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

We have updated section 6.3.4.3, Deferred Action for Childhood Arrival of the FOIA/PA Assistant's Guide as follows (new information in red):

6.3.4.3 Deferred Action for Childhood Arrival



Category * Deferred Action Childhood

Please select Category: Deferred Action for Childhood Arrival in any of the following circumstances:

- If the subject of record mentions DACA or Deferred Action for Childhood Arrival
- If the subject mentions being a child on arrival in the United States
- If the subject mentions the "DREAM Act" and you can tell he or she is referring to DACA
- If you see evidence that the person filed Form I-821D in CLAIMS or PCQS.

Exception: If the FCO is SFR, please select SFR as the category. SFR has priority.

We have updated various sections that referred to 12.7.12, 12.7.13 and 12.7.14, none of which exists. Changed all to the correct references in the FOIA/PA Assistant's Guide as follows (new information in red, ~~deleted information in strikethrough~~):

12.14 EAD numbers (100,000,000 through 199,999,999)

If the alien number provided by the Requestor is 100,000,000 through 199,999,999, it is an EAD (Employment Authorization Document) card number. There is no physical A-file associated with EAD numbers, even though they can be researched in CIS. You will have to research CLAIMS to locate the receipt number that corresponds with the EAD number, and then request that receipt number. Please refer to sections ~~12.7.12~~ 12.16 and ~~12.7.13~~12.18.12.3 for additional information. If the receipt has been destroyed, follow instructions in ~~12.7.14~~ 12.18.14.

12.18.12.4 If the Requestor specifies a receipt file, and the receipt has not been consolidated, you may have VOI (and certification of agreement, if necessary) from either party and you may staff for the file if it is available in records. If you are unsure of whether you need certification of agreement, please refer to section 7 of this guide. If the receipt is not available in records, please refer to sections ~~12.7.13~~ 12.18.6 ~~and~~ or ~~12.7.14~~ 12.18.14 If it is available in records in NFTS, first verify the receipt number belongs to the subject, then staff for that receipt file.

32.11.2 If the receipt file is marked Lost, File Destroyed, File Cannot Locate, or Rejected, please refer to section ~~12.7.14~~ 12.18.14, *Receipt files; Lost receipt file, File destroyed, File cannot locate or File Rejected.*

12.12.4 Empty Jackets

If NFTS indicates the file as an "Empty Jacket," you will normally not create a file request. The only time you ever staff for an empty jacket is if the FCO is HAV. If you are unsure, please contact FST. If the FCO is not Havana, and the only A-number you found is an empty jacket, your next step is probably to conduct a no records search, depending on the situation (No Record instruction is at Section 12.18.6). If you found a receipt file, please refer to Section 12.7.12. 12.18.12

12.18.14 Receipt files; Lost receipt file, File destroyed, File cannot locate or File Rejected

If NFTS shows a receipt has been "Deleted," please refer to section 9.2. Section 12.18.14 is only for files that show Lost, Destroyed or Rejected in NFTS or if we receive a staffing response saying "File cannot locate."

February 10, 2016

We have updated section **7.2 Verification of Identity (VOI) (G-639, dated 3-31-15)** of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

7.2 Verification of Identity (VOI) (G-639, dated 3-31-15)

In addition, on February 17, 2011, we started accepting the required PII if provided via a birth certificate or other document if not written on the G-639. ~~We will continue to accept these. as long as they are notarized or signed under penalty of perjury or include a sworn Jurat/Affidavit.~~ A current photo ID, ~~if not notarized or accompanied by a declaration under penalty of perjury specifically attesting to the information on the photo ID, is for information purposes only and is not~~ can be used for verification of identity.

We have updated section **7.2 Verification of Identity (VOI)** of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

7.2 Verification of Identity (VOI)

In addition, on February 17th, 2011, we started accepting the required PII if provided via a birth certificate or other document if not written on the G-639. ~~We will continue to accept these. as long as they are notarized or signed under penalty of perjury or include a sworn Jurat/Affidavit.~~ A current photo ID, ~~if not notarized or accompanied by a declaration under penalty of perjury specifically attesting to the information on the photo ID, is for information purposes only and is not~~ can be used for verification of identity.

We have updated paragraph **9.2.2**, under section **9.2 Redirection** of the FOIA/PA Assistant's Guide as follows (new information in red):

9.2.2 If it is a general request for "My Complete A-File" or "All my records," you must conduct a search for responsive records. If you find an A-file, you should create the case and staff for the file. If unable to find the A-file, we are still required to provide any other records we find, including any applications, petitions, etc… However, unless receipt files are specifically requested, we will not produce receipt files in responding to an "All My Records" request. Please refer to the flow charts at Appendix H. Before you redirect the case, you must verify we have no responsive record. When conducting research, do the queries and provide screen prints of CIS 9103, CIS 9102, CIS 9104 and PCQS or CLAIMS searches. There should be no less than two pages and may be lengthier if the subject has provided multiple names. If the receipt is located at the NVC, do not redirect to the NVC. Have the screen prints of the receipt scan in as responsive records. Make sure the track is TRACK I. Create the request using RAFACS (not RAFACS/CIS). Find the information from the archived receipt in PCQS and print that information. Prepare a "Scan As" sheet to be scanned as responsive records for the case number you have just created, attach it to the screen prints to OneNote and send an email to FOIAPROGRAM.NRC@uscis.dhs.gov. On the subject line, put the control number and SOR's name. Pend the case.

We have updated section **32.8.2 The Requestor/subject may not return the VOI or certification of agreement we asked for** of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

32.8.2 The Requestor/subject may not return the VOI or certification of agreement we asked for. If so, generate a FC letter and replace the contents of the letter with the appropriate FC letter depending on the version of the G-639. Create a Discussion explaining the FC. Send the case to the Up-front Approver when you are finished.

The ~~two~~ three versions of the FC letter:

O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_G-639_Unperfected Letter_for_3-31-2015 or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_Unperfected Letter or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_ Unperfected Letter for Older G-639 version

We have updated all unperfected letters by deleting the following sentence as follows (deleted information in strikethrough):

~~Simply providing a copy of a birth certificate, driver's license, or alien card for the records subject will not fulfill this requirement.~~

February 29, 2016

We have updated section 6.1.1.10. RULES FOR ENTERING INFORMATION ON THE FIPS WORKSHEET of the FOIA/PA Assistant's Guide as follows (new information in red, ~~deleted information in strikethrough~~):

6.1.1.10 If the request came to us on Form G-639, you should use the name and address of the Requestor in Section, "*Requestor Information.*"

If you have a conflict between addresses on a properly filled out G-639 and G-28, please use the address on the G-28.

~~If the request is on Form G-639, please do not use the address on the envelope, or Form G-28 or letterhead as the Requestor address without first speaking with a supervisor about it, and after you do, create a Discussion saying you did so. If there is, a cover letter or other document specifying that the records should be sent to a different address than the one specified on the request, use the one the Requestor specifies. Please create a Discussion explaining why you are not mailing it to the address in *Requestor Information.*~~

If the request is not on Form G-639, please use the address that is on the letter unless the Requestor specifies a different address. If you are unsure, please consult a supervisor and add a Discussion explaining your decision.

If the Requestor included a G-28, please look to see if the Requestor is an attorney. If the Requestor is an attorney, please look at the name of the firm. If the name of the firm includes the attorney's name, please make the second line of your address "Attorney at Law." If the name of the firm does not include the attorney's name, please make the second line of the address the name of the firm. If the Requestor is not an attorney, then simply use the address that is in the Requestor Information block of the G-639. For further guidance, please refer to section 6.1.1.17 of this guide.

March 28, 2016

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

We have updated and changed the name of section 12.18.16 Creating Staffing and Acknowledgement letters for ELIS cases to Creating Staffing and Acknowledgement letters for ELIS2 cases of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

NOTE: All forms have either migrated to ELIS2 or are handled outside of Legacy ELIS. Any references from this point on refer to ELIS2.

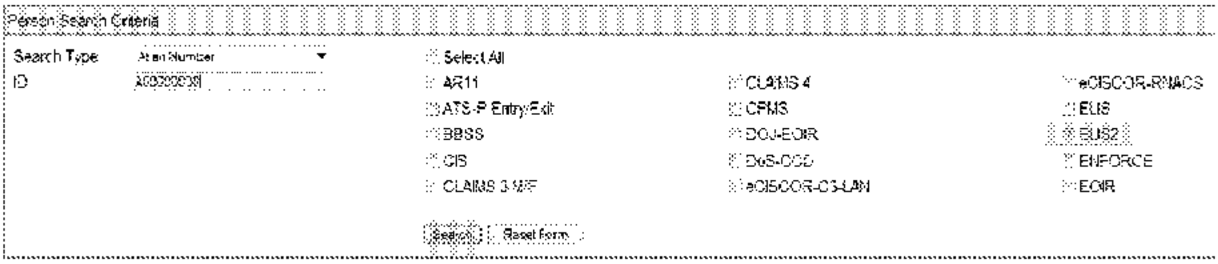
~~(The updated slideshows; ELIS Research Staff Redact – ELIS, and ELIS Research Staff Redact – PCQS can be found at O:\FOIA\FOIA Library\Case Create References, also in Connect and ECN).~~

12.18.16 Creating Staffing and Acknowledgement letters for ELIS2 cases

12.18.16.1 Deleted

Step 1: Find the IOE Receipt Number

Whenever you create a case, please check ~~both~~ the ~~ELIS and~~ ELIS2 block~~s~~ in PCQS to search for ~~ELIS information~~ the IOE Receipt number.

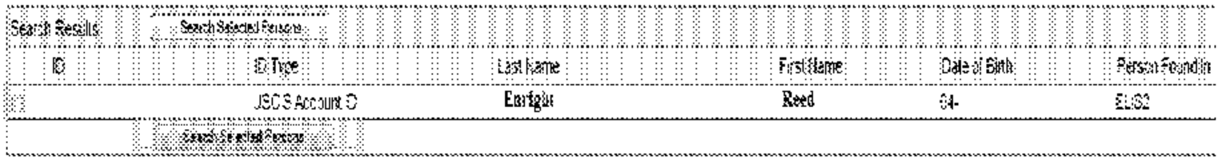


Person Search Criteria

Search Type: Alien Number

ID: [illegible]

If you get a response of "Person Found In: ELIS2," please ~~click twice~~ check the box and click "Search Selected Persons" to get your IOE Receipt number.

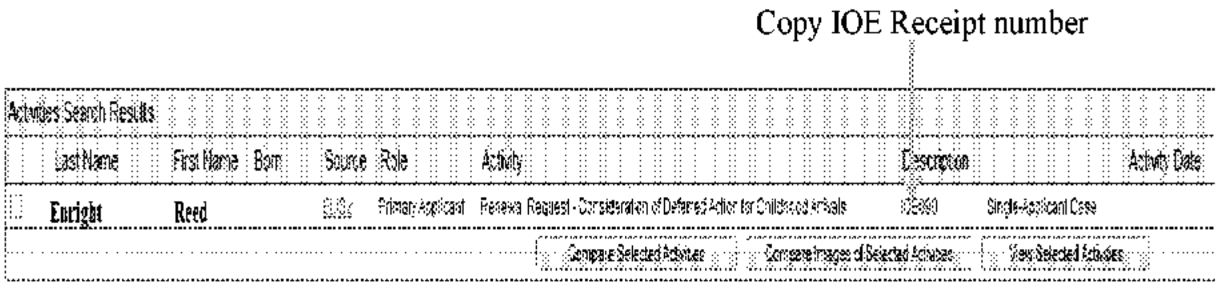


Search Results

ID	ID Type	Last Name	First Name	Date of Birth	Person Found In
☐	USCIS Account ID	Enright	Reed	04-	ELIS2

You will come to the page below, "Activities Search Results." Please copy the IOE Receipt number.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer



Copy IOE Receipt number

Activities Search Results

	Last Name	First Name	Born	Source	Role	Activity	Description		Activity Date
☐	**Enright**	**Reed**		ELIS2	Primary Applicant	Renewal Request - Consideration of Deferred Action for Childhood Arrivals	[illegible]	Single-Applicant Case	

Compare Selected Activities
Compare Images of Selected Activities
View Selected Activities

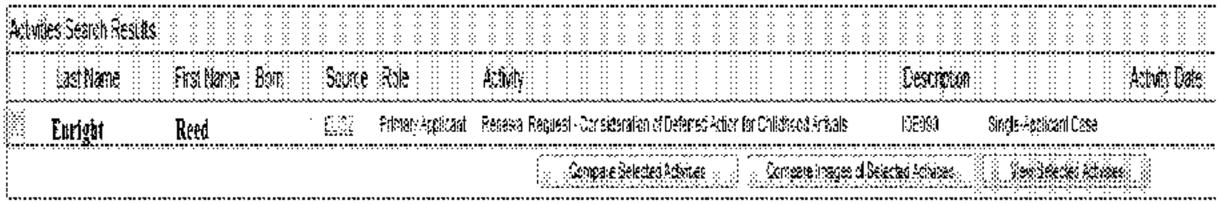
12.18.16.2 Deleted

Step 2: Is the case open or closed?

~~To determine what language (if any) gets copied and pasted into the Staffing and Acknowledgment letters, you have to know two things:~~

~~1. Is this a self-request or a request from Attorney/Representative/Others?~~
~~2. Is the case open or closed?~~

~~You can see if the case is open or closed on the ELIS Case Info screen. If you double-click the person's information in PCQS (same place where you copied the IOE number above), the "Primary Applicant Summary" default screen will display.~~
Using this same Activities Search Results section, check the box on the ELIS2 line, then click "View Selected Activities."



Activities Search Results

	Last Name	First Name	Born	Source	Role	Activity	Description		Activity Date
☑	**Enright**	**Reed**		ELIS2	Primary Applicant	Renewal Request - Consideration of Deferred Action for Childhood Arrivals	[illegible]	Single-Applicant Case	

Compare Selected Activities
Compare Images of Selected Activities
View Selected Activities

~~Please click to display the "Case Info" screen. On the left side of the Case Info screen, you'll see a category called "Case State." Across from the Case State, you'll see one of four options:~~

~~A. Accepted~~
~~B. Optimized~~
~~C. Reopened~~
~~D. Closed~~

On the ELIS2 details screen, find the "Case State" in the "Account Header" section.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

If the case state is accepted, optimized or reopened, your case is open. ~~Closed means closed~~.

Account Header	
Name	Reed Enright
Alien Number	A2
Account ID	0
Date of Birth	0
Country of Birth	
Place of Birth	
Gender	
Case ID	
Case State	Accepted
Case Status	
Case Sub Status	Pending Prior Case Card Expiration

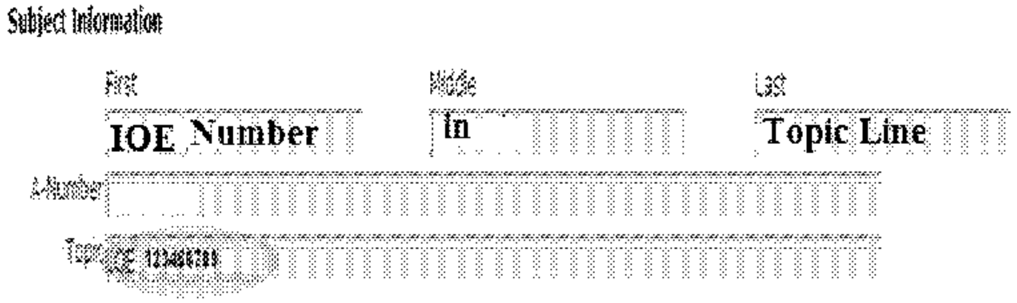
NOTE: The Case State can also be found in the Case Details section of your screen print.

Case Details	
Case ID	
Receipt Number	IOE090
Receipt Date	
Case Status	
Case Status Date	0
Case State	Accepted
Case State Date	0

12.18.16.3 Deleted

Step 3: Create the Case/Put IOE Receipt Number in Topic Line

Fill out the FIPS worksheet as you normally would, except paste "IOE" and the number into the "Topic" line on the FIPS worksheet.



Subject Information

First: IOE Number
Middle: In
Last: Topic Line
A-Number:
Topic: IOE 123456789

NOTE: Putting the IOE Receipt number in the Topic line is the only way we have to track ELIS and ELIS2 cases.

Next, ~~either~~ create a~~n~~ ~~SSC or ESC~~ staffing to the correct File Control Office.

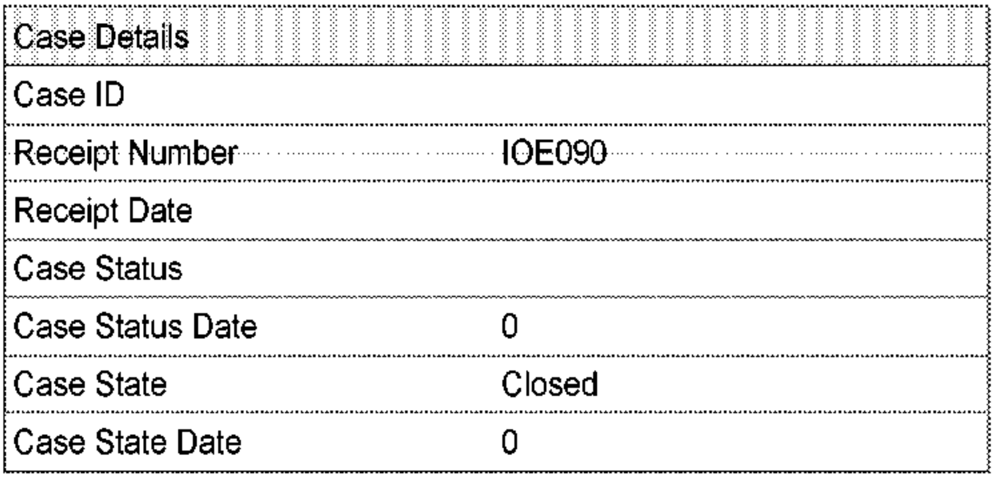
Step 4: Is your requestor an attorney/representative or is this a self-request?

If you answered "yes" to either choice, go to Step 5a(1) to create your Staffing and Acknowledgement letters. You will be inserting specific language into both letters.

If the requestor is other than an attorney/representative or a request from the subject of record, go to Step 5b(1) to change your Staffing letter only. There is no change to the Acknowledgement letter.

A wife requesting her husband's file is an example of an "other."

If the case is closed (see example below), it doesn't matter who the requester is.
Go to Step 5b(1).



Case Details	
Case ID	
Receipt Number	IOE090
Receipt Date	
Case Status	
Case Status Date	0
Case State	Closed
Case State Date	0

Step 5a(1): Staffing letter

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Open cases from Attorney/Representatives or self-requests:

- Replace the Alien number at the top and bottom of the page with the IOE Receipt number
- Replace the first part of the second bullet which reads "Send a copy of all responsive documents to the FOIA office in their entirety," with the sentence, "Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memo."
- Do not replace "**DO NOT MAKE REDACTIONS.**" Leave it at the end of the second bullet.

Before:

MEMORANDUM FOR:
NSC
P.O. BOX 82521
LINCOLN, NE 68501-2521

ATTN: via email
nsc,foiafilereq

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information /Privacy Act Request NRC2016
Alien #: 2
Subject Name: Reed Enright

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- Send a copy of all responsive documents to the FOIA office in their entirety. **DO NOT MAKE REDACTIONS.**

Freedom of Information/Privacy Act Request, NRC2016
Alien #: 2
Subject Name: Reed Enright

After:

MEMORANDUM FOR:
NSC
P.O. BOX 82521
LINCOLN, NE 68501-2521

ATTN: via email
nsc,foiafilereq

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information /Privacy Act Request NRC2016
IOEXXXXXXXXX
Subject Name: Reed Enright

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- **Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memo. DO NOT MAKE REDACTIONS.**

Freedom of Information/Privacy Act Request, NRC2016
IOEXXXXXXXXX
Subject Name: Reed Enright

Step 5a(2): Acknowledgement letter

Open cases from Attorney/Representatives or self-requests:

- Add the paragraph, "From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen," between the fee and CD paragraphs.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

Example:

In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.3(c)), your request is deemed to constitute an agreement to pay any fees that may be chargeable up to $25.00. Fees may be charged for searching for records sought at the respective clerical, professional, and/or managerial rates of $4.00/$7.00/$10.25 per quarter hour, and for duplication of copies at the rate of $.10 per copy. The first 100 copies and two hours of search time are not charged, and the remaining combined charges for search and duplication must exceed $14.00 before we will charge you any fees. Most requests do not require any fees; however, if fees in excess of $25.00 are required, we will notify you beforehand.

From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen.

This office will be providing your records on a Compact Disc (CD) for use on your personal computer. The CD is readable on all computers through the use of Adobe Acrobat software. A version of Adobe Acrobat will be included on the CD. Your records can be viewed on your computer screen and can be printed onto paper. Only records 15 pages or more are eligible for CD printing. To request your responsive records on paper, please include your control number and write to the above address Attention: FOIA/PA Officer, or fax them to (816) 350-5785.

Step 5b(1): Staffing letter

All closed cases or cases from others (not Attorney/Representatives nor self-requests):

- Replace the Alien number with the IOE Receipt number at the top and bottom of the letter only. Do not replace the second bullet.

Example:

MEMORANDUM FOR:
NSC
P.O. BOX 82521
LINCOLN, NE 68501-2521

ATTN: via email
nsc,foiafilereq

FROM: NRC FOIA/PA

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

SUBJECT: Freedom of Information /Privacy Act Request NRC2016
IOEXXXXXXXXX
Subject Name: Reed Enright

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- Send a copy of all responsive documents to the FOIA office in their entirety. **DO NOT MAKE REDACTIONS.**

Freedom of Information/Privacy Act Request, NRC20160
IOEXXXXXXXXX
Subject Name: Reed Enright

Step 5b(2): Acknowledgement letter

All closed cases or cases from others (not Attorney/Representatives nor self-requests):

- **There is no change to the Acknowledgement letter**

ELIS FAQ's

Q: The NFTS screen print says that ELIS is consolidated into a T-file. How do I fill out the Staffing Sheet?

A: If ELIS is consolidated into an A or T-file per NFTS, do not replace the A-number with the IOE receipt number or replace the second bullet. Create as a normal case (not in ELIS), except don't forget to add the IOE Receipt number to the FIPS worksheet.

Q: Which FCOs adjudicate the Form I-90?

A: MSC/NBC, SSC and WSC…check NFTS for the correct staffing.

WARNING: This guide is FOR OFFICIAL USE ONLY (FOUO) and is intended for internal National Records Center use only. It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This document is to be controlled, handled, transmitted, distributed, and disposed of in accordance with Department of Homeland Security policy relating to Sensitive But Unclassified (SBU) information and is not to be released to the public or other personnel who do not have a valid need to know without prior approval from the FOIA Officer

SIGNIFICANT INTEREST GROUP
(SIG)

U.S. DEPARTMENT OF HOMELAND SECURITY

U.S. Citizenship
and Immigration
Services

STANDARD OPERATING PROCEDURE
(SOP)

SIG...*fulfilling the promise of openness*

1/23/2014

TABLE OF CONTENTS

INTRODUCTION……5

1. CORRESPONDENCE……5

2. INITIAL INTAKE……10

3. SCANNING……11

3.1. What is sent back to scan
3.2. Scan queues
3.3. Scanning in new requests NOT containing responsive records
3.4. Scanning in new requests containing responsive records
3.5. Scanning in CSDs
3.6. Scanning in responsive records
3.7. Scanning in requester documents with barcode sheet
3.8. Scanning in requester documents without barcode sheet

4. CASE CREATION……22

5. SIG REQUESTS……35

5.1. SIG FOIA/PA requests
5.2. PA Amendment requests
5.3. Referrals and Consultations

6. ACKNOWLEDGING THE REQUEST……39

7. FEE WAIVER REQUESTS……40

8. EXPEDITED TREATMENT REQUESTS……41

9. DHS PRE REVIEW……42

10. STAFFING FOR RECORDS……44

10.1. Identifying the component
10.2. Request records via ECN

10.3 Request records via FIPS (Contracts and A-Files)

11. REQUIREMENTS FOR A VALID FOIA REQUEST....................55

12. CUSTOMER SERVICE..55

13. REFERRING AND REDIRECTING REQUESTS........................57

13.1. Referring a request
13.2. Redirecting a request

14. MANEUVERING FIPS...63

14.1. Changing tracks
14.2. Moving a case to another FIPS role
14.3. Changing Office Queue

15. DUPLICATES..74

16. SEARCH FEE ESTIMATES...75

16.1. Calculating Search Fee Estimates
16.2. Firm Commitment to Pay
16.3. Advance Payment of Fee Estimate

17. SIG EMAIL BOX..76

17.1. Emails for USCIS FOIA
17.2. Emails form another component
17.3. Emails from A-File processors
17.4. Emails containing responsive records
17.5. Keeping track of work completed

18. CONTRACTS EMAIL BOX..78

19. RECORDS LOCATOR...79

20. VACANCY ANNOUNCEMENTS..81

20.1. Creating Vacancy Announcement Requests

20.2. Staffing for a Vacancy Announcement
20.3. Processing a Vacancy Announcement Request

21. OPPORTUNITY TO OBJECT……………………………………………..91

APPENDIX A: POC Alias List for ECN Staffing

APPENDIX B: Sample Template Letters and Memos

APPENDIX C: Component Office Codes for Vacancy Staffing

APPENDIX D: FOIA Request Description-Naming Convention

Introduction

The United States Citizenship and Immigration Services (USCIS) uses an automated system, Freedom of Information Act/Privacy Act Information Processing System (FIPS) to create, control and process all Freedom of Information Act/Privacy Act (FOIA/PA) requests. SIG utilizes ECN to request and receive responsive records from agency components.

NRC FOIA Operations consists of two sides. One side, the "A-File" side, is responsible for creating, controlling and processing FOIA/PA requests for Alien or receipt file records. The other, the Significant Interest Group (SIG), is responsible for all other FOIA/PA requests, to include certain Alien or receipt file requests deemed to be of a significant interest to USCIS.

This *SIG Standard Operating Procedure* (SOP) is designed to assist in processing SIG FOIA and PA requests. It is to augment and be used in conjunction with the existing *Processing Guide* currently in use by the A-file side. This SOP contains procedures and information that specifically concern SIG requests.

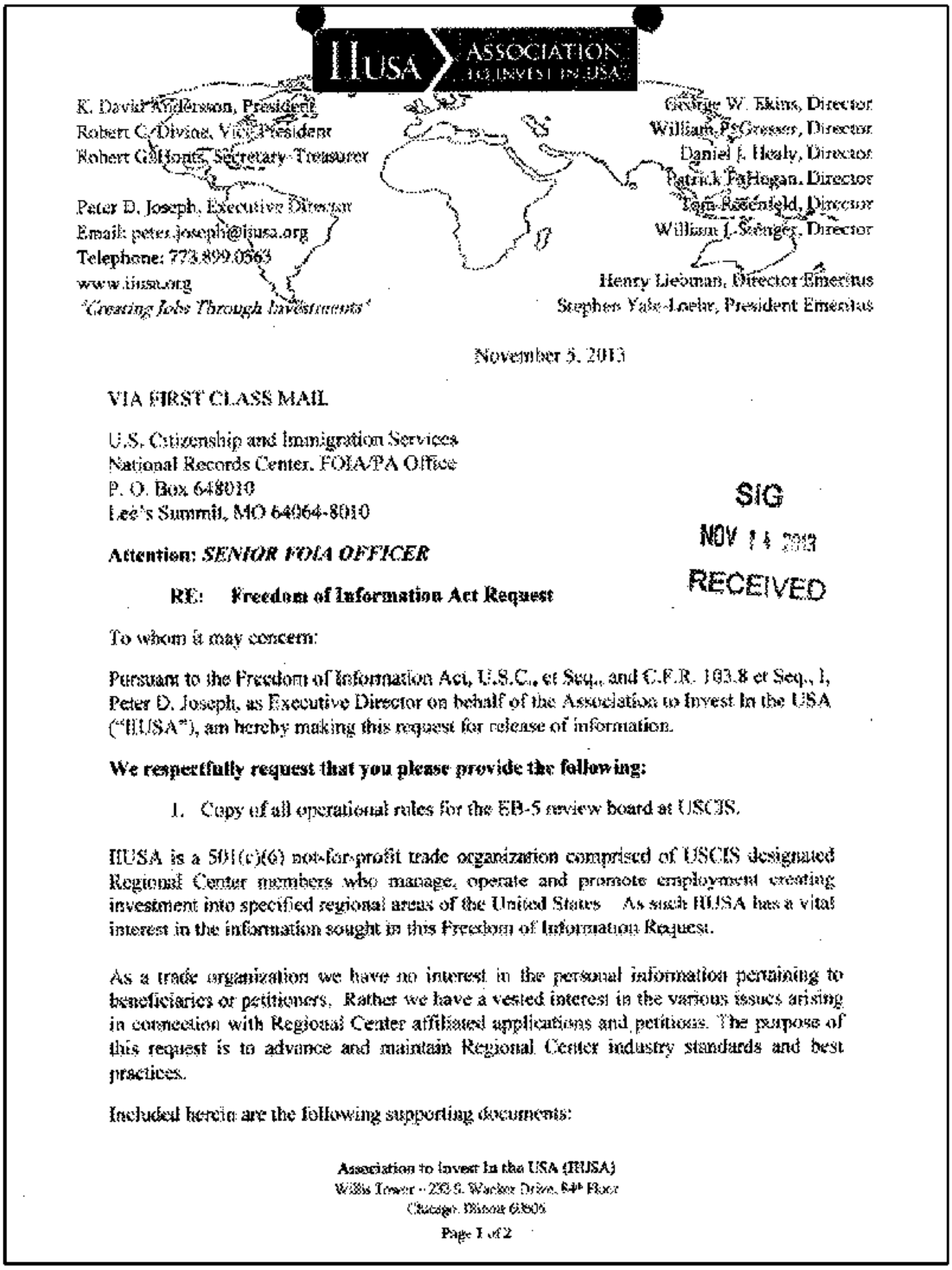
1. Correspondence

1.1. SIG receives correspondence the following ways:

- Regular mail (OA Room mail box)
- Fax (OA Room)
- Email
    I. USCIS FOIA email box
    II. SIG email box
    III. Personal email box

1.2. Correspondence can be:

- FOIA/PA requests



IIUSA ASSOCIATION TO INVEST IN USA

K. David Anderson, President
Robert C. Divine, Vice President
Robert G. Honts, Secretary-Treasurer

Peter D. Joseph, Executive Director
Email: peter.joseph@iiusa.org
Telephone: 773.899.0563
www.iiusa.org
"Creating Jobs Through Investments"

George W. Ekins, Director
William P. Gresser, Director
Daniel J. Healy, Director
Patrick F. Hogan, Director
Tom Rosenfeld, Director
William J. Stenger, Director

Henry Liebman, Director Emeritus
Stephen Yale-Loehr, President Emeritus

November 5, 2013

VIA FIRST CLASS MAIL

U.S. Citizenship and Immigration Services
National Records Center, FOIA/PA Office
P. O. Box 648010
Lee's Summit, MO 64064-8010

SIG
NOV 14 2013
RECEIVED

Attention: ***SENIOR FOIA OFFICER***

RE: Freedom of Information Act Request

To whom it may concern:

Pursuant to the Freedom of Information Act, U.S.C., et Seq., and C.F.R. 103.8 et Seq., I, Peter D. Joseph, as Executive Director on behalf of the Association to Invest In the USA ("IIUSA"), am hereby making this request for release of information.

We respectfully request that you please provide the following:

1. Copy of all operational rules for the EB-5 review board at USCIS.

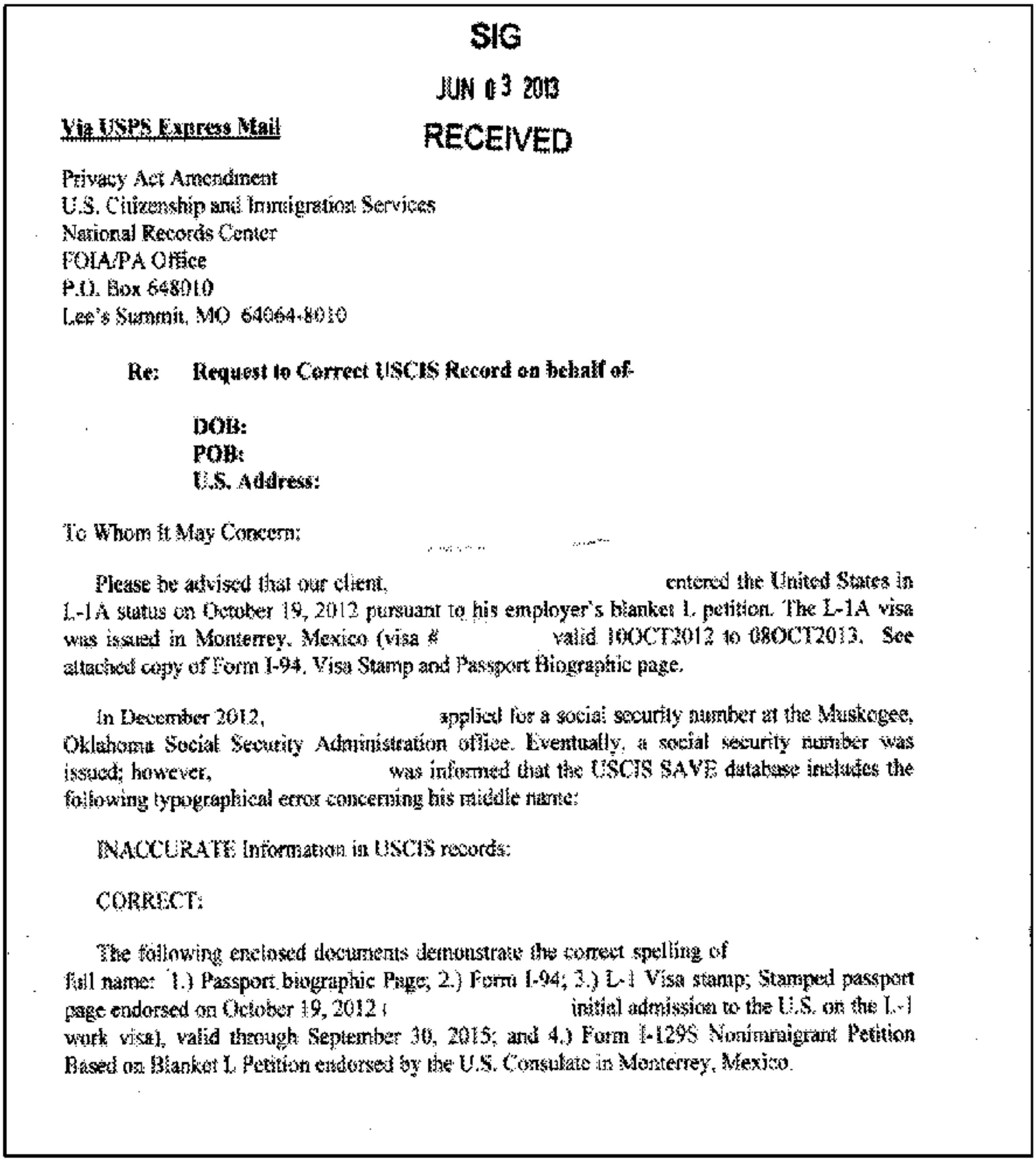
IIUSA is a 501(c)(6) not-for-profit trade organization comprised of USCIS designated Regional Center members who manage, operate and promote employment creating investment into specified regional areas of the United States. As such IIUSA has a vital interest in the information sought in this Freedom of Information Request.

As a trade organization we have no interest in the personal information pertaining to beneficiaries or petitioners. Rather we have a vested interest in the various issues arising in connection with Regional Center affiliated applications and petitions. The purpose of this request is to advance and maintain Regional Center industry standards and best practices.

Included herein are the following supporting documents:

Association to Invest In the USA (IIUSA)
Willis Tower – 233 S. Wacker Drive, 84th Floor
Chicago, Illinois 60606
Page 1 of 2

- PA Amendment Requests



SIG
JUN 03 2013
RECEIVED

Via USPS Express Mail

Privacy Act Amendment
U.S. Citizenship and Immigration Services
National Records Center
FOIA/PA Office
P.O. Box 648010
Lee's Summit, MO 64064-8010

Re: Request to Correct USCIS Record on behalf of-

DOB:
POB:
U.S. Address:

To Whom It May Concern:

Please be advised that our client, entered the United States in L-1A status on October 19, 2012 pursuant to his employer's blanket L petition. The L-1A visa was issued in Monterrey, Mexico (visa # valid 10OCT2012 to 08OCT2013. See attached copy of Form I-94, Visa Stamp and Passport Biographic page.

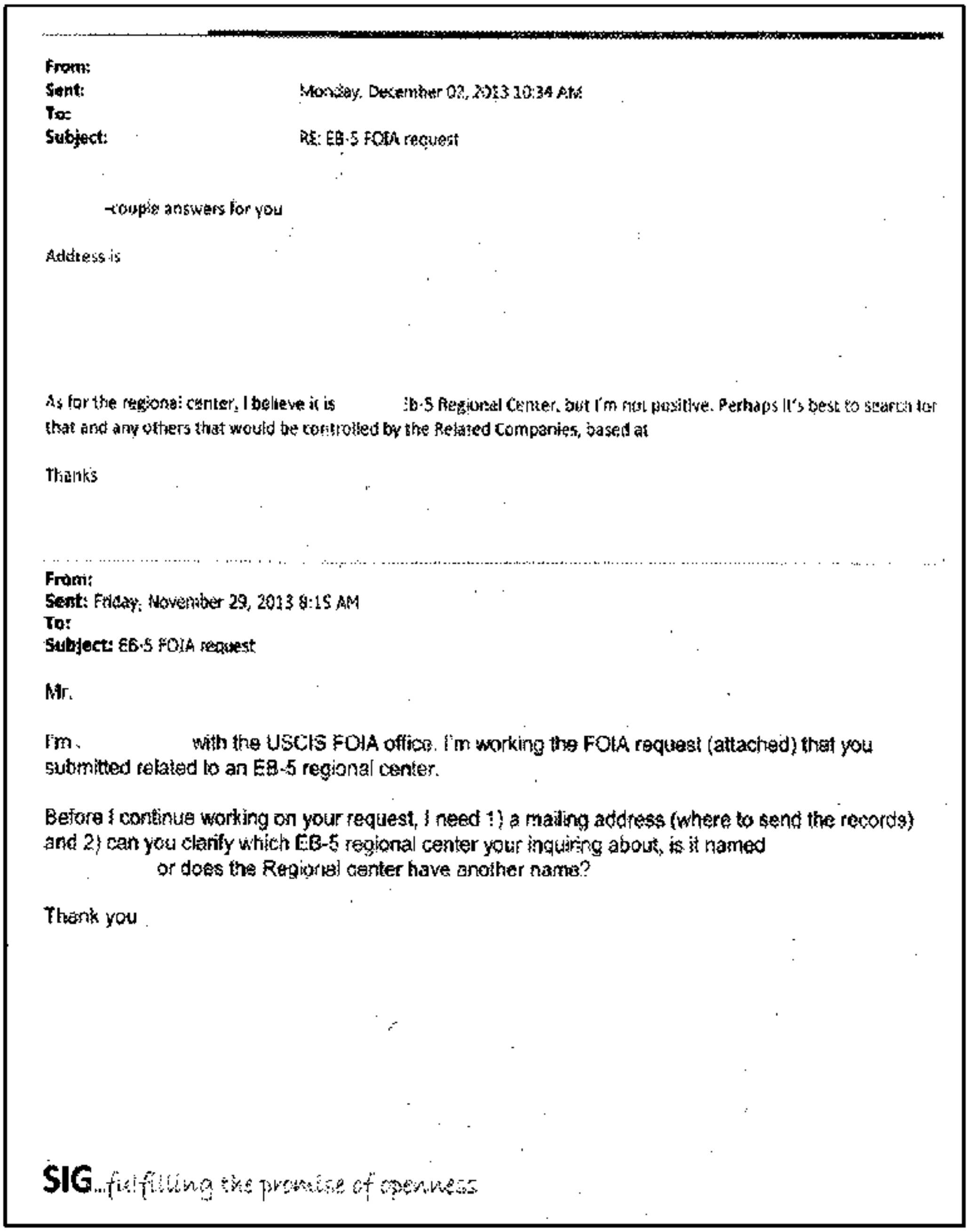
In December 2012, applied for a social security number at the Muskogee, Oklahoma Social Security Administration office. Eventually, a social security number was issued; however, was informed that the USCIS SAVE database includes the following typographical error concerning his middle name:

INACCURATE Information in USCIS records:

CORRECT:

The following enclosed documents demonstrate the correct spelling of full name: 1.) Passport biographic Page; 2.) Form I-94; 3.) L-1 Visa stamp; Stamped passport page endorsed on October 19, 2012 (initial admission to the U.S. on the L-1 work visa), valid through September 30, 2015; and 4.) Form I-129S Nonimmigrant Petition Based on Blanket L Petition endorsed by the U.S. Consulate in Monterrey, Mexico.

- Related to an existing FOIA request (CSD)



From:
Sent: Monday, December 02, 2013 10:34 AM
To:
Subject: RE: EB-5 FOIA request

-couple answers for you

Address is

As for the regional center, I believe it is b-5 Regional Center, but I'm not positive. Perhaps it's best to search for that and any others that would be controlled by the Related Companies, based at

Thanks

From:
Sent: Friday, November 29, 2013 8:15 AM
To:
Subject: EB-5 FOIA request

Mr.

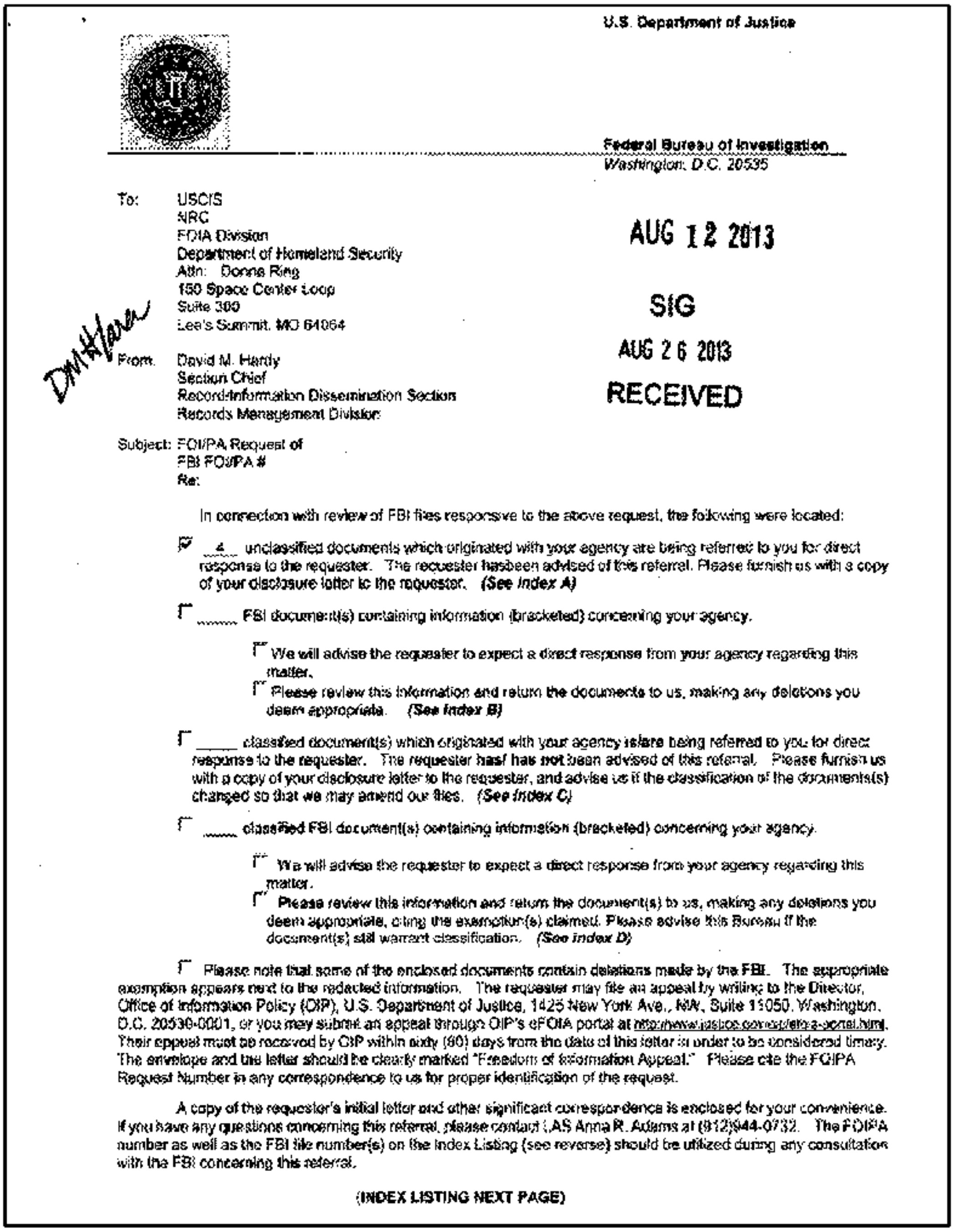
I'm with the USCIS FOIA office. I'm working the FOIA request (attached) that you submitted related to an EB-5 regional center.

Before I continue working on your request, I need 1) a mailing address (where to send the records) and 2) can you clarify which EB-5 regional center your inquiring about, is it named
or does the Regional center have another name?

Thank you

SIG...fulfilling the promise of openness

- Referral



U.S. Department of Justice

Federal Bureau of Investigation
Washington, D.C. 20535

AUG 12 2013

To: USCIS
NRC
FOIA Division
Department of Homeland Security
Attn: Donna Ring
150 Space Center Loop
Suite 300
Lee's Summit, MO 64064

SIG
AUG 26 2013
RECEIVED

From: David M. Hardy
Section Chief
Record/Information Dissemination Section
Records Management Division

Subject: FOI/PA Request of
FBI FOI/PA #
Re:

In connection with review of FBI files responsive to the above request, the following were located:

☑ _4_ unclassified documents which originated with your agency are being referred to you for direct response to the requester. The requester hasbeen advised of this referral. Please furnish us with a copy of your disclosure letter to the requester. ***(See Index A)***

☐ ____ FBI document(s) containing information (bracketed) concerning your agency.

- ☐ We will advise the requester to expect a direct response from your agency regarding this matter.
- ☐ Please review this information and return the documents to us, making any deletions you deem appropriate. ***(See Index B)***

☐ ____ classified document(s) which originated with your agency is/are being referred to you for direct response to the requester. The requester has/ has not been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester, and advise us if the classification of the documents(s) changed so that we may amend our files. ***(See Index C)***

☐ ____ classified FBI document(s) containing information (bracketed) concerning your agency.

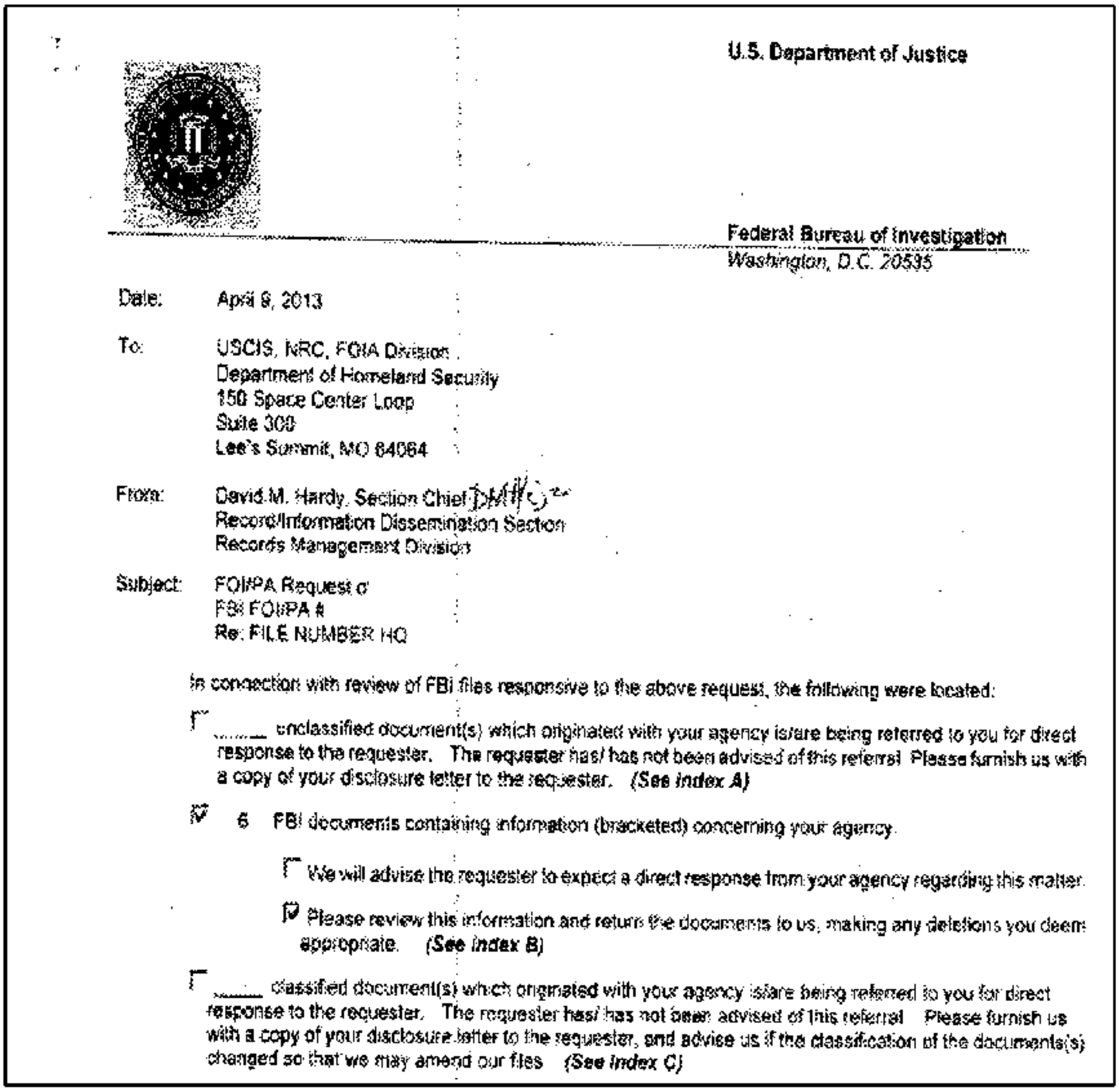
- ☐ We will advise the requester to expect a direct response from your agency regarding this matter.
- ☐ Please review this information and return the document(s) to us, making any deletions you deem appropriate, citing the exemption(s) claimed. Please advise this Bureau if the document(s) still warrant classification. ***(See Index D)***

☐ Please note that some of the enclosed documents contain deletions made by the FBI. The appropriate exemption appears next to the redacted information. The requester may file an appeal by writing to the Director, Office of Information Policy (OIP), U.S. Department of Justice, 1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001, or you may submit an appeal through OIP's eFOIA portal at http://www.justice.gov/oip/efoia-portal.html. Their appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Request Number in any correspondence to us for proper identification of the request.

A copy of the requester's initial letter and other significant correspondence is enclosed for your convenience. If you have any questions concerning this referral, please contact LAS Anna R. Adams at (912)944-0732. The FOIPA number as well as the FBI file number(s) on the Index Listing (see reverse) should be utilized during any consultation with the FBI concerning this referral.

(INDEX LISTING NEXT PAGE)

- Consultation



U.S. Department of Justice

Federal Bureau of Investigation
Washington, D.C. 20535

Date: April 9, 2013

To: USCIS, NRC, FOIA Division
Department of Homeland Security
150 Space Center Loop
Suite 300
Lee's Summit, MO 64064

From: David M. Hardy, Section Chief
Record/Information Dissemination Section
Records Management Division

Subject: FOI/PA Request of
FBI FOI/PA #
Re: FILE NUMBER HQ

In connection with review of FBI files responsive to the above request, the following were located:

☐ ____ unclassified document(s) which originated with your agency is/are being referred to you for direct response to the requester. The requester has/ has not been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester. ***(See Index A)***

☑ 6 FBI documents containing information (bracketed) concerning your agency.

  ☐ We will advise the requester to expect a direct response from your agency regarding this matter.

  ☑ Please review this information and return the documents to us, making any deletions you deem appropriate. ***(See Index B)***

☐ ____ classified document(s) which originated with your agency is/are being referred to you for direct response to the requester. The requester has/ has not been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester, and advise us if the classification of the documents(s) changed so that we may amend our files ***(See Index C)***

- Other (material misdirected to SIG)

2. Initial Intake

2.1. When SIG receives correspondence it must first be reviewed to determine whether or not it is SIG correspondence

- Is it:
  - I. a request for government records *i.e* a SIG request
  - II. a referral
  - III. a consultation

  IV. Responsive Records
  V. a remanded request
  VI. Requester documents (that SIG requested)
  VII. or CSD for an existing SIG case?

- If it is the above then it is SIG correspondence that SIG will intake.

- If it is one of the following then SIG will forward it to another NRC office:

  I. Routine use request (Quality Control Office)
  II. An appeal of a FOIA/PA request determination (Appeals Office)
  III. A-File or Receipt-File material (A-File side)
  IV. Interfiling-material to be placed in an A-File (A-File side)
  V. Fee payment (A-file side MSB)

2.2. Date Stamp

- SIG correspondence that comes in hardcopy in the mailbox or by fax must be date stamped with the SIG stamp to show when it was received

- Requests that come in via email are electronically date stamped when it was received

3. Scanning

3.1. All SIG correspondence should be scanned as one of the below:

- New request (FOIA/PA, PA Amendment, Referral, or Consultation)
  I. Scanned in by SIG Mission Support

- CSD
  I. Scanned in by SIG Mission Support

- Responsive Records
  I. Scanned in by OA Room

- OR, Requester Documents (requested by SIG)
  I. Scanned in by OA Room

3.2. SIG utilizes the four scan queues below – the nature of the document/correspondence will dictate which queue to use

- REM – remanded FOIA requests from the Appeals office and processing litigation and settlement records

- CNT – requests for records related to a USCIS contract

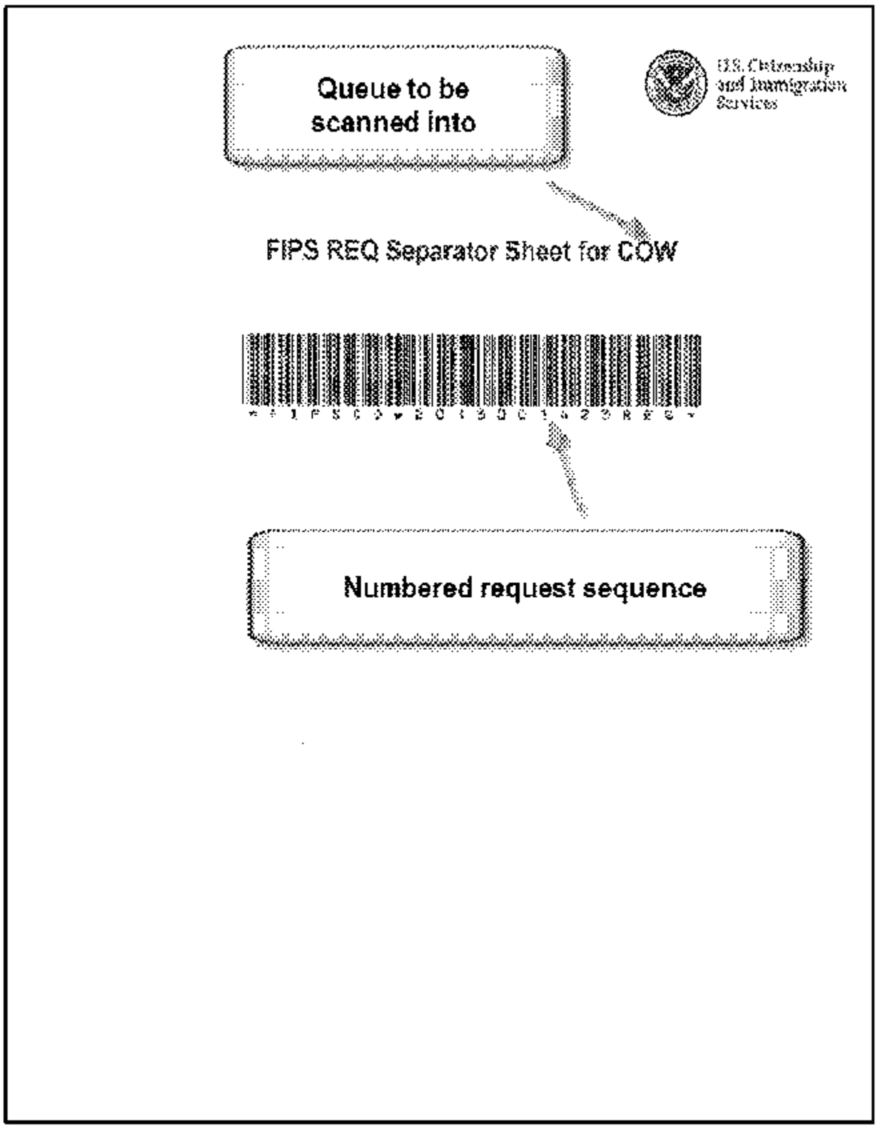
- HQS – OPM referrals consisting solely of SAVE documents belonging to the subject

- COW – All other FOIA/PA requests

3.3. How to scan in new requests or remands that DO NOT contain responsive records

- Attach the appropriate queue's scan-in cover sheet on top of the request and place the combined document in the SIG outbox. The order is:

I. Scan in cover sheet on top

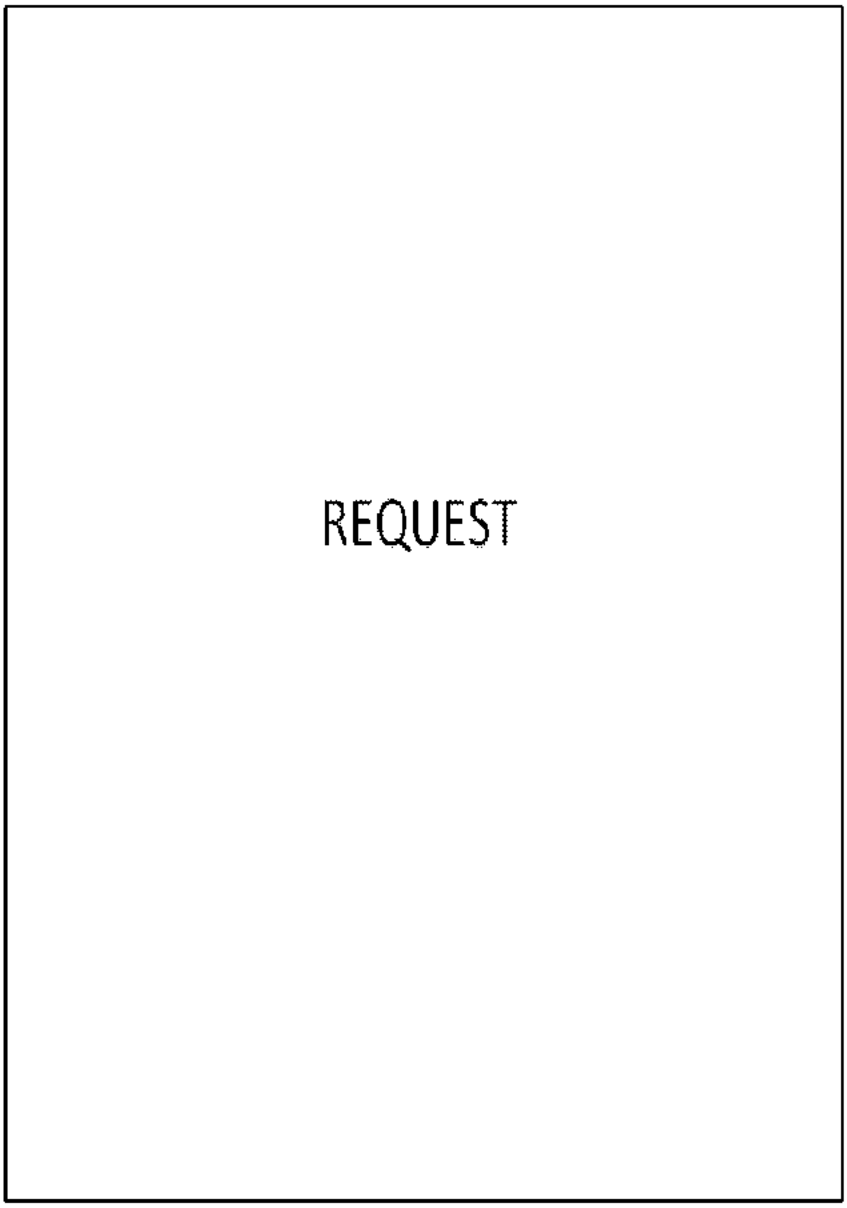


FIPS REQ Separator Sheet for COW

Queue to be scanned into
U.S. Citizenship and Immigration Services
Numbered request sequence

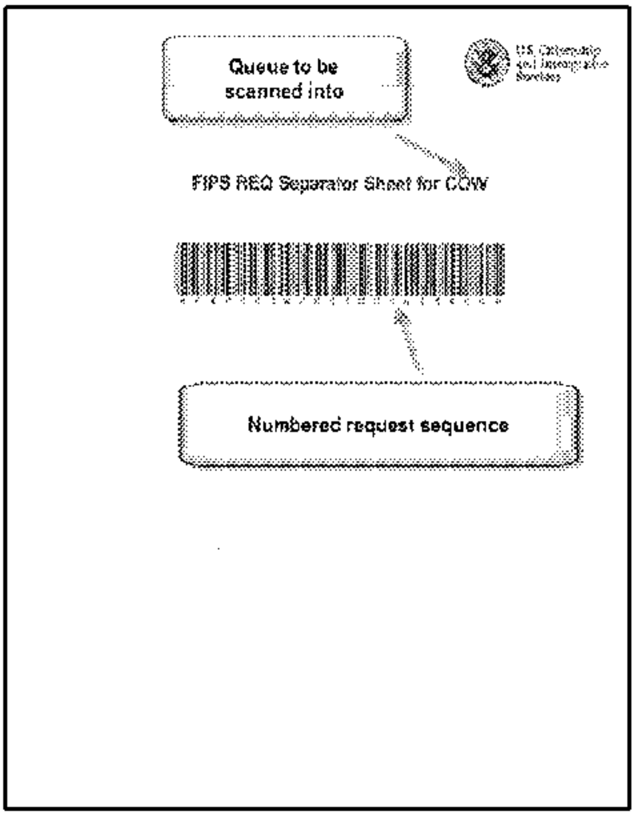
- Please note, the cover sheet has the Queue name and a numbered sequence

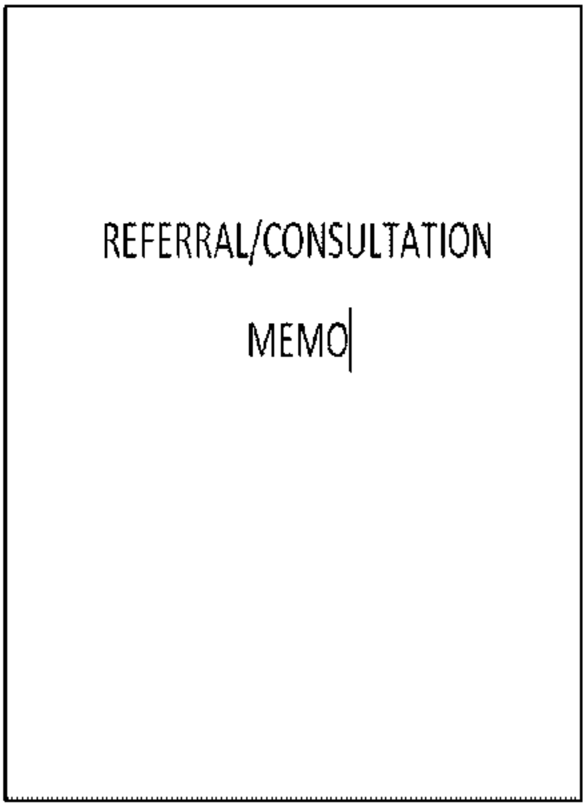
II. Request on bottom



3.4. How to scan in new requests that DO contain responsive records – these will be referrals and consultations

- Attach the appropriate queue's scan-in cover sheet on top of the referral/consultation memo package

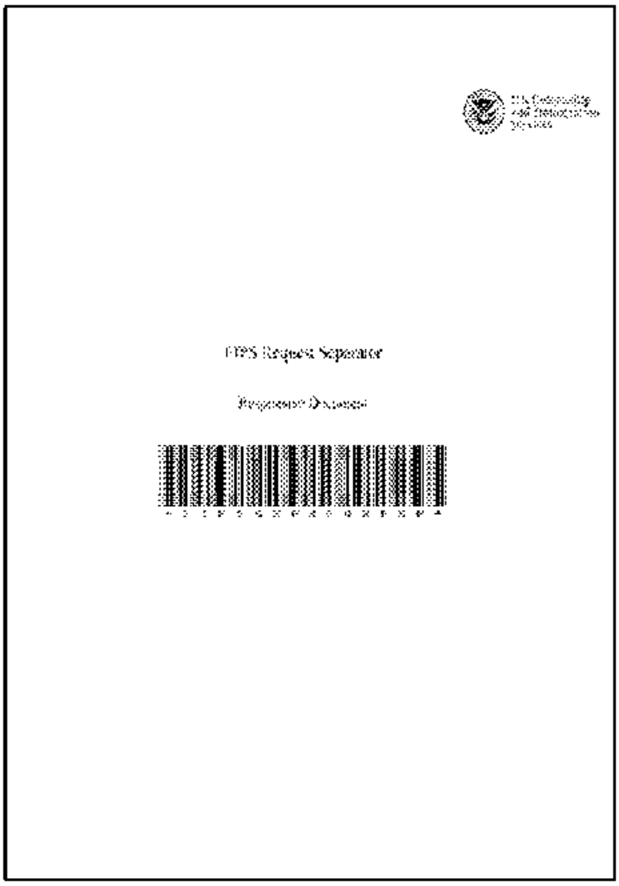

Queue to be scanned into
FIPS REQ Separator Sheet for COW
Numbered request sequence



REFERRAL/CONSULTATION

MEMO

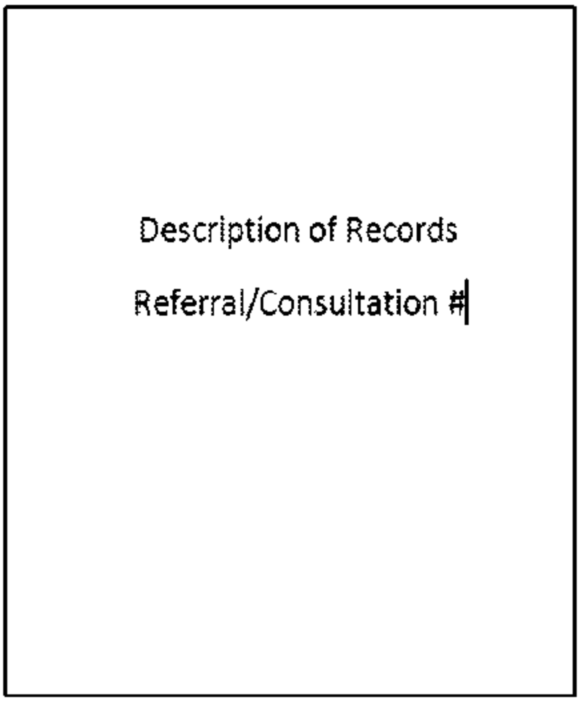
- Insert the FIPS Request Separator sheet underneath the memo package



FIPS Request Separator

Responsive Document

- Insert a records description cover page under the FIPS Request Separator



Description of Records

Referral/Consultation #

- Attach the records underneath the cover page

- Place the combined document in the SIG outbox.

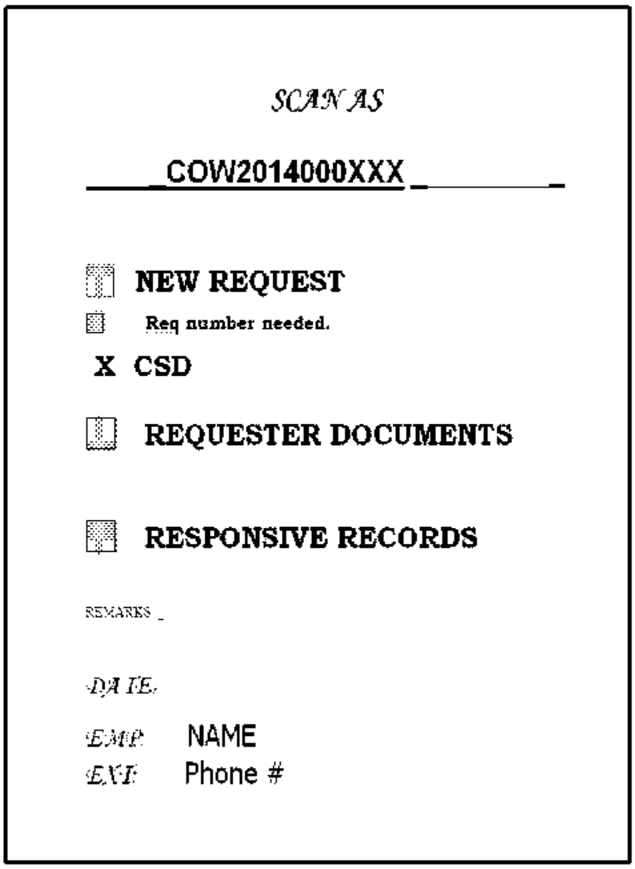
- The order again is as follows

  I. Scan in sheet on top
  II. Memo package
  III. Separator sheet
  IV. Records description cover sheet
  V. Records on bottom

3.5. How to scan in CSDs

- The CSD cover sheet is an individually personalized document that should contain:
  I. Case number (which case the documents belong to)
  II. Indicator that it is a CSD
  III. Who sent it to be scanned

Example:



SCAN AS

____COW2014000XXX_________

☐ **NEW REQUEST**
☐ **Req number needed.**
X CSD
☐ **REQUESTER DOCUMENTS**

☐ **RESPONSIVE RECORDS**

REMARKS _

DATE:

EMP: NAME
EXT: Phone #

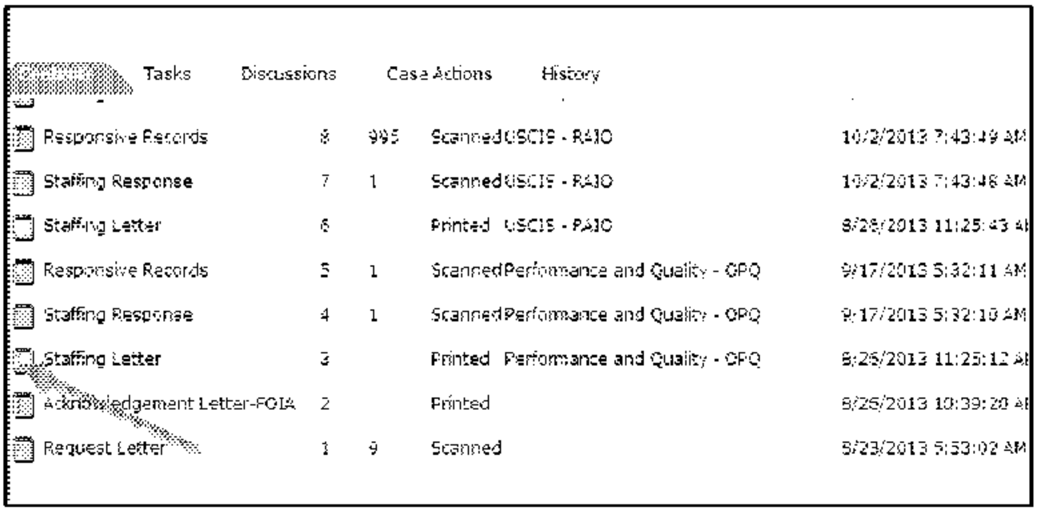
- Attach a CSD cover sheet on top of the document and place the combined package in the SIG outbox. The order again is
  I. Cover sheet on top
  II. Document on bottom

3.6. How to scan in responsive records

- Log into FIPS

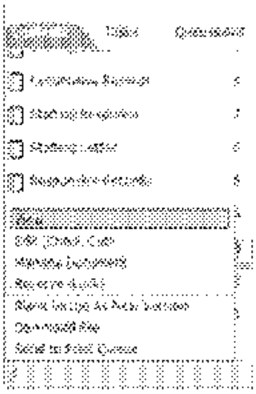
- Bring the case up in standalone

- Left click the icon for the "Staffing Letter" sequence for the corresponding staffing office the records came from

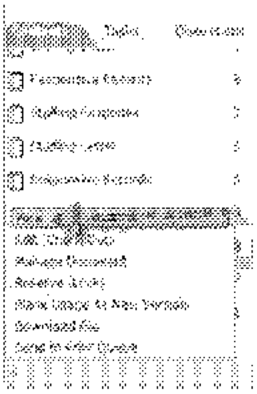


Responsive Records	8	995	Scanned USCIS - RAIO	10/2/2013 7:43:49 AM
Staffing Response	7	1	Scanned USCIS - RAIO	10/2/2013 7:43:48 AM
Staffing Letter	6		Printed USCIS - RAIO	8/26/2013 11:25:43 A
Responsive Records	5	1	Scanned Performance and Quality - OPQ	9/17/2013 5:32:11 AM
Staffing Response	4	1	Scanned Performance and Quality - OPQ	9/17/2013 5:32:10 AM
Staffing Letter	3		Printed Performance and Quality - OPQ	8/26/2013 11:25:12 A
Acknowledgement Letter-FOIA	2		Printed	8/26/2013 10:39:20 A
Request Letter	1	9	Scanned	8/23/2013 5:53:02 AM

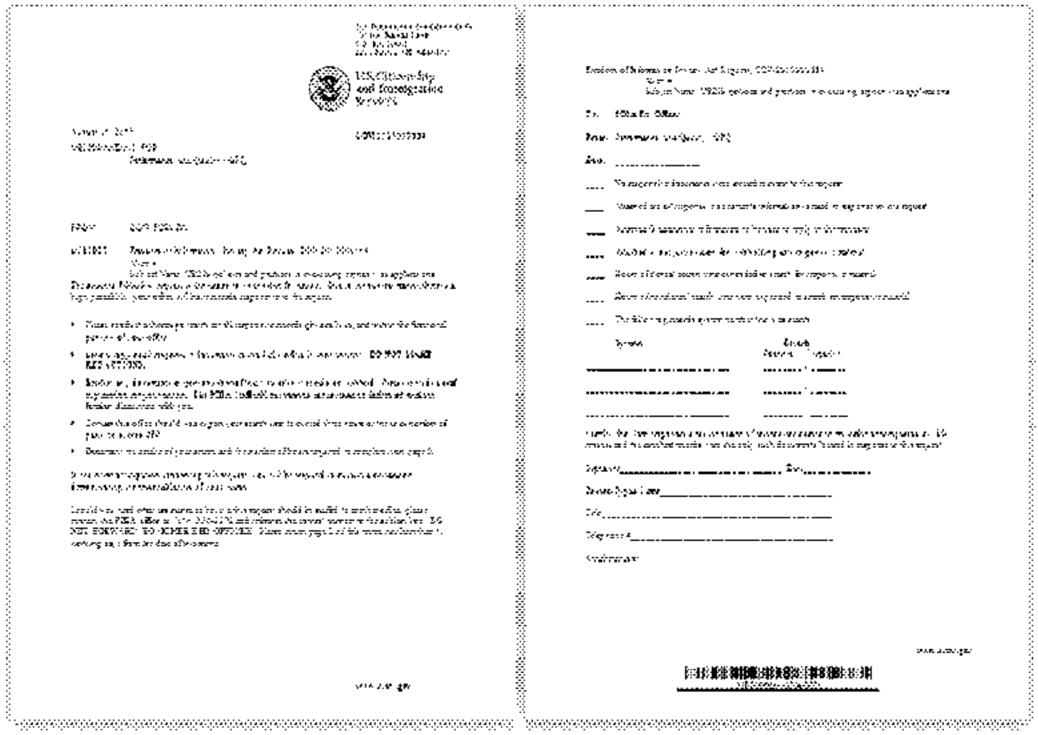
- A box will appear with 7 possible selections



- Click "View"



- The staffing letter will come up as a two-page word document

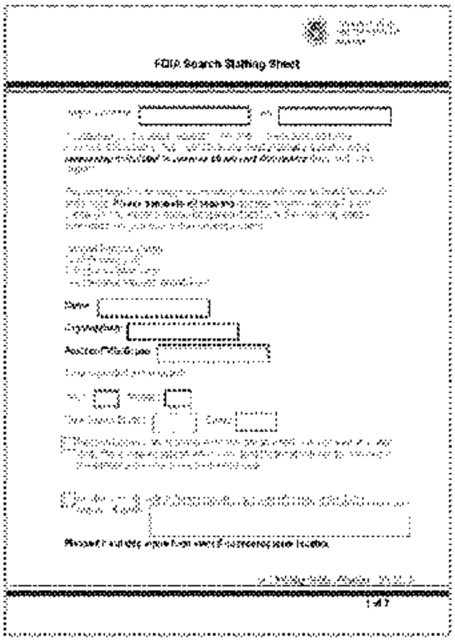


- Print the document

- Place the second page (containing the barcode) on top, first page underneath

- Then attach the 3-page SIG Staffing Sheet underneath the barcoded page

I. A completed SIG Staffing Sheet should accompany the records

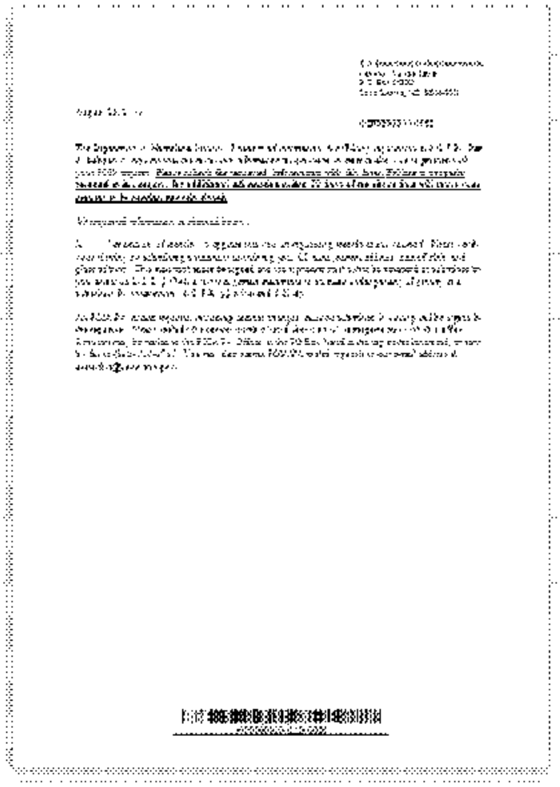


FOIA Search Staffing Sheet

- Then attach records underneath the staffing sheet
- Place in the outbox to be sent to the OA room to be scanned
- Case note FIPS and ECN that records were received and from which office

3.7. How to scan in requester documents – When a Requester Doc sequence is created and the submitted documentation is accompanied by the barcode sheet

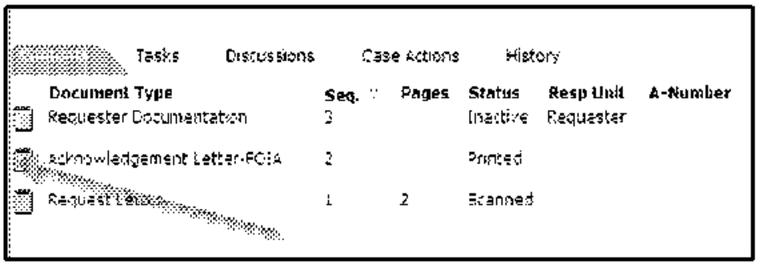
- Attach the documents underneath the barcode sheet



- Place in the outbox to be sent to the OA room to be scanned

3.8. How to scan in requester documents – When a Requester Doc sequence is created and the submitted documentation is NOT accompanied by the barcode sheet

- Log into FIPS
- Bring up the case in standalone
- Left click the icon for the "Acknowledgement Letter" sequence

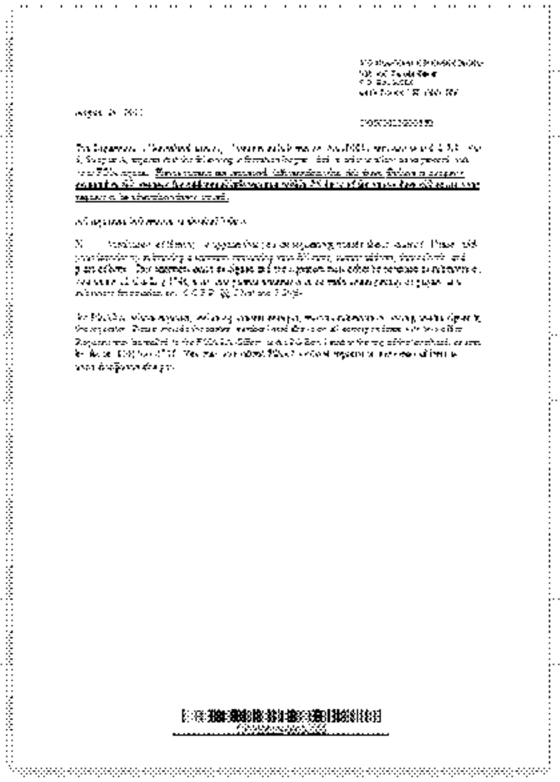


Document Type	Seq.	Pages	Status	Resp Unit	A-Number
Requester Documentation	3		Inactive	Requester	
Acknowledgement Letter-FOIA	2		Printed		
Request Letter	1	2	Scanned		

- A box will appear

- Click "View"

- The acknowledgement letter will come up as a word document. The last page of the letter is the barcode sheet



- Print the barcode sheet

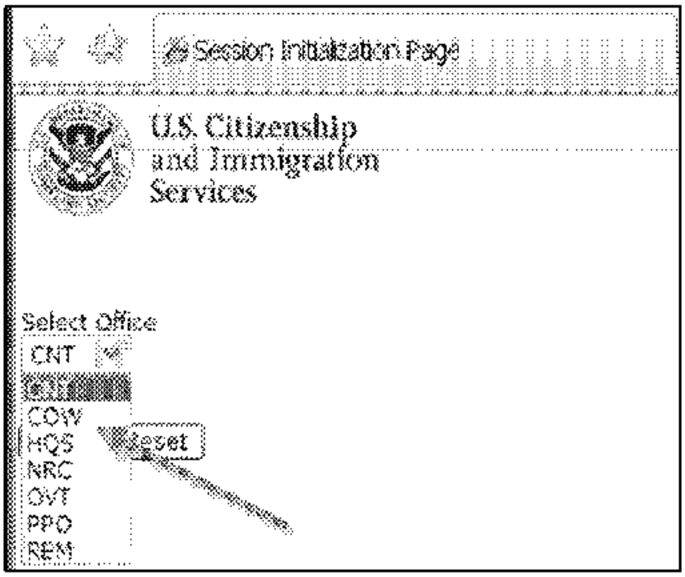
- Attach the requester documents underneath the barcode sheet

- Place in the outbox to be sent to the OA room to be scanned

4. Case Creation

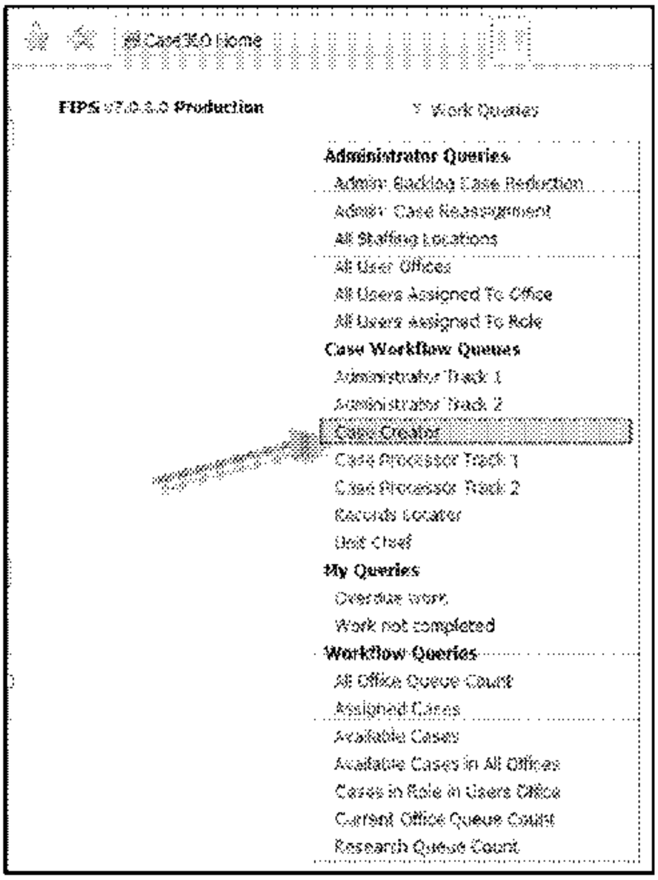
Case Creation is the process in which SIG enters new cases into FIPS. New FOIA/PA and PA Amendments requests, referrals and consultations are the only types of correspondences that

4.1. In FIPS select which queue to work out of


Session Initialization Page
U.S. Citizenship
and Immigration
Services
Select Office
CNT
COW
HQS
NRC
OVT
PPO
REM
Reset

- CNT
- COW
- HQS
- REM

4.2. From the Work Queue Dropdown Box select "Case Creator"


Case360 Home
FIPS Production
Work Queries
Administrator Queries
Admin: Backlog Case Reduction
Admin: Case Reassignment
All Staffing Locations
All User Offices
All Users Assigned To Office
All Users Assigned To Role
Case Workflow Queues
Administrator Track 1
Administrator Track 2
Case Creator
Case Processor Track 1
Case Processor Track 2
Records Locator
Unit Chief
My Queries
Overdue work
Work not completed
Workflow Queries
All Office Queue Count
Assigned Cases
Available Cases
Available Cases in All Offices
Cases in Role in Users Office
Current Office Queue Count
Research Queue Count

4.3. The page will populate with one of the below:

- New FOIA/PA Request
- PA Amendment Request
- Referral
- Consultation
- Remand

4.4. Examine the document to determine what has been scanned in, the following are examples of documents that will populate in the FIPS right window.

- A FOIA request: a request for federal government records

- A PA request: a request for personal records kept by the federal government

- A PA Amendment: a request to change personal information in a record (e.g. Immigration status of the requester)

- A Referral: comes from another federal government agency. A referral can be of the entire request as a whole, which should be treated as a new request. More often the referral is of documents that another agency's FOIA office found in records and identified them as USCIS records. They were referred to USCIS to process and provide directly to the requester.

- A consultation: is for documents that another agency's FOIA office found in records and identified them as containing USCIS equities records. They were sent to USCIS to process the USCIS portions and to return back to that other agency. It is a consultation because the other agency is consulting with USCIS on how USCIS want's its information held or disclosed.

- A remand: is a FOIA determination that the requester has appealed and the appeals office has determined that it should be remanded, that is, sent back to SIG to do additional work, *e.g.* perform another search for records.

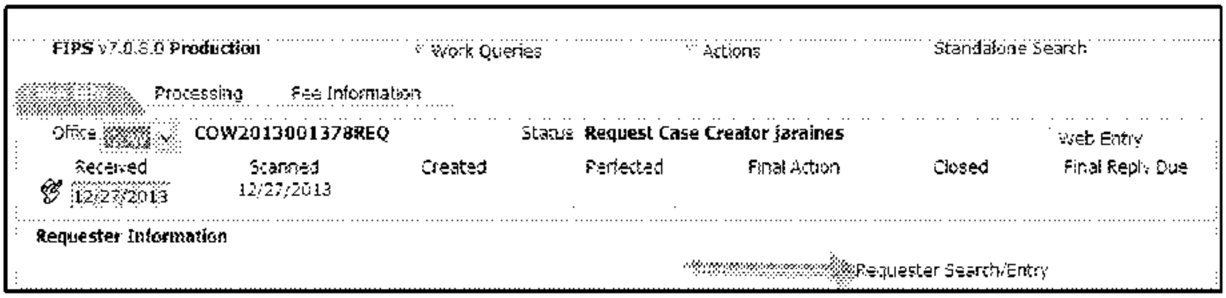
- What if something else was scanned in? If something other than the above populates the screen then it was scanned in error. A case should not be created and it should be deleted. The hardcopy of the correspondence should be located and forwarded to the appropriate office.

I. Examples of this would be
  - Routine use request (Quality Control Office)
  - An appeal of a FOIA request determination (Appeals Office)
  - A-File or Receipt-File material (A-File side of the office)
  - Interfiling-material

II. What if it's something else than the above? Review the correspondence, if it resembles a request then continue creating the case and close it as an NA or NR.

4.5. Enter Requester Information (name and return address)

- Click Requester Search/Entry


FIPS v7.0.6.0 Production
Work Queries
Actions
Standalone Search
Processing
Fee Information
Requester Information
Requester Search/Entry

Office COW2013001378REQ

Status Request Case Creator jaraines

Web Entry

Received 12/27/2013

Scanned 12/27/2013

Created

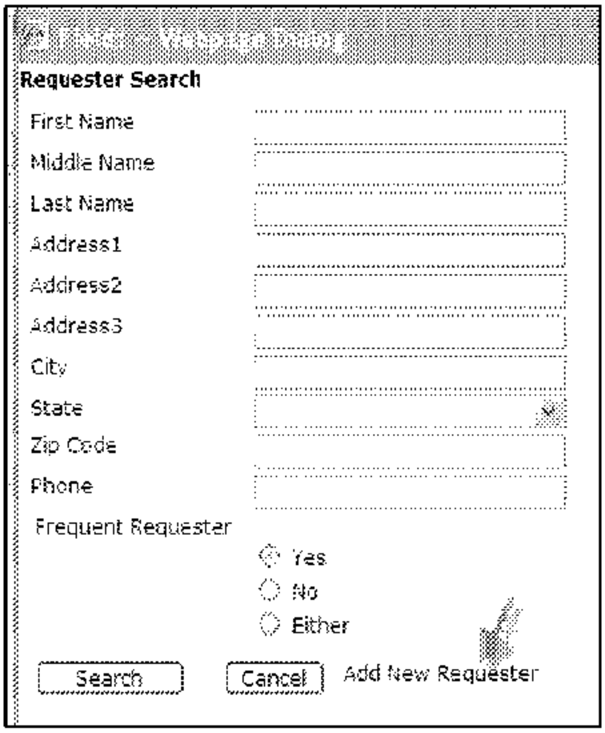
Perfected

Final Action

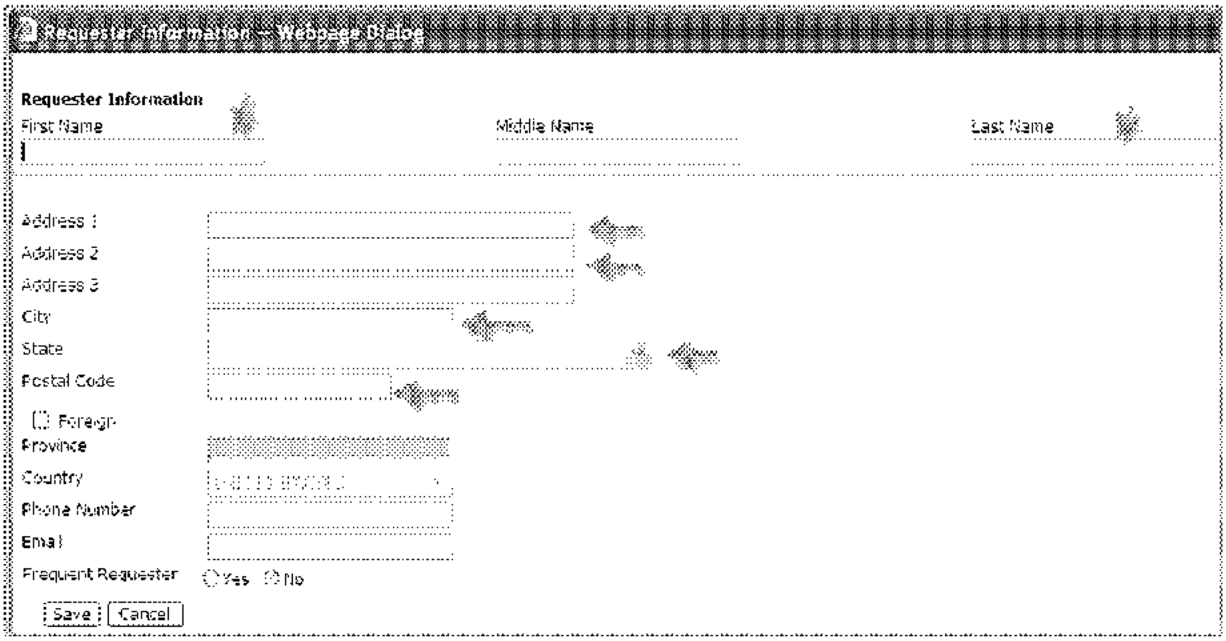
Closed

Final Reply Due

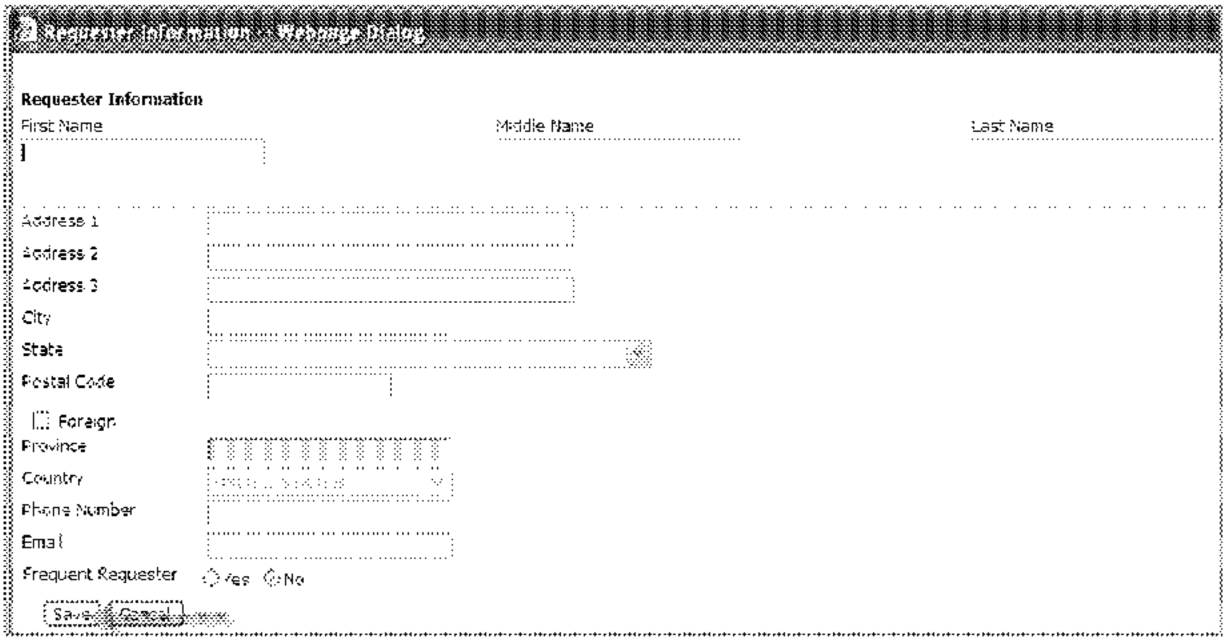
- **Click “Add New Requester”**


Requester Search
First Name
Middle Name
Last Name
Address1
Address2
Address3
City
State
Zip Code
Phone
Frequent Requester
○ Yes
○ No
○ Either
Search
Cancel
Add New Requester

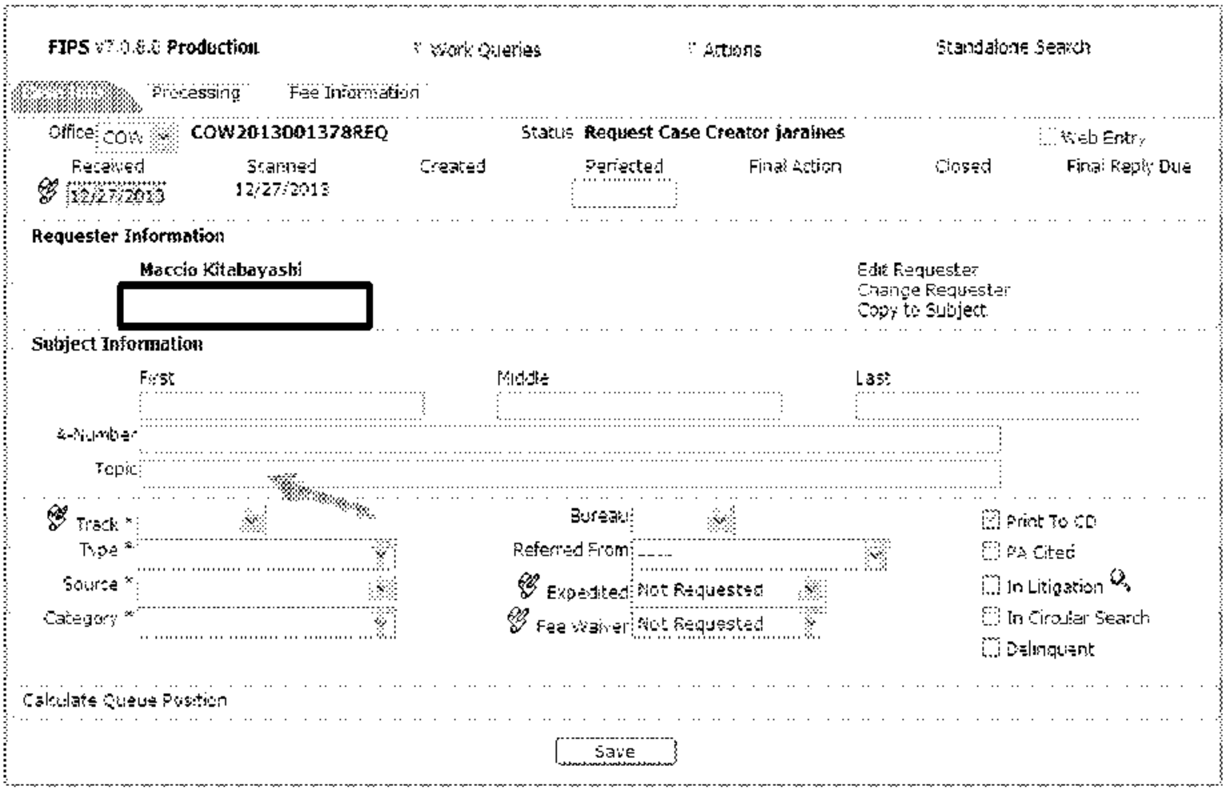
- Enter the requester's name and mailing address as it was provided to us in the request. If it is a consultation enter the consulting agency's return address. DO NOT ENTER THE REQUESTER'S ADDRESS FOR CONSULTATIONS


Requester Information -- Webpage Dialog
Requester Information
First Name
Middle Name
Last Name
Address 1
Address 2
Address 3
City
State
Postal Code
☐ Foreign
Province
Country
Phone Number
Email
Frequent Requester ○ Yes ○ No
Save
Cancel

- Click "Save"


Requester Information -- Webpage Dialog
Requester Information
First Name
Middle Name
Last Name
Address 1
Address 2
Address 3
City
State
Postal Code
☐ Foreign
Province
Country
Phone Number
Email
Frequent Requester ○ Yes ○ No
Save
Cancel

4.6. Enter description of request in the Topic line


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Processing
Fee Information
Web Entry
Edit Requester
Change Requester
Copy to Subject
Calculate Queue Position
Save

Office: COW COW2013001378REQ Status: Request Case Creator jaraines

Received: 12/27/2013 Scanned: 12/27/2013 Created Perfected Final Action Closed Final Reply Due

Requester Information

Maccio Kitabayashi

[redacted]

Subject Information

First Middle Last

A-Number

Topic

Track * Type * Source * Category *

Bureau Referred From: ----

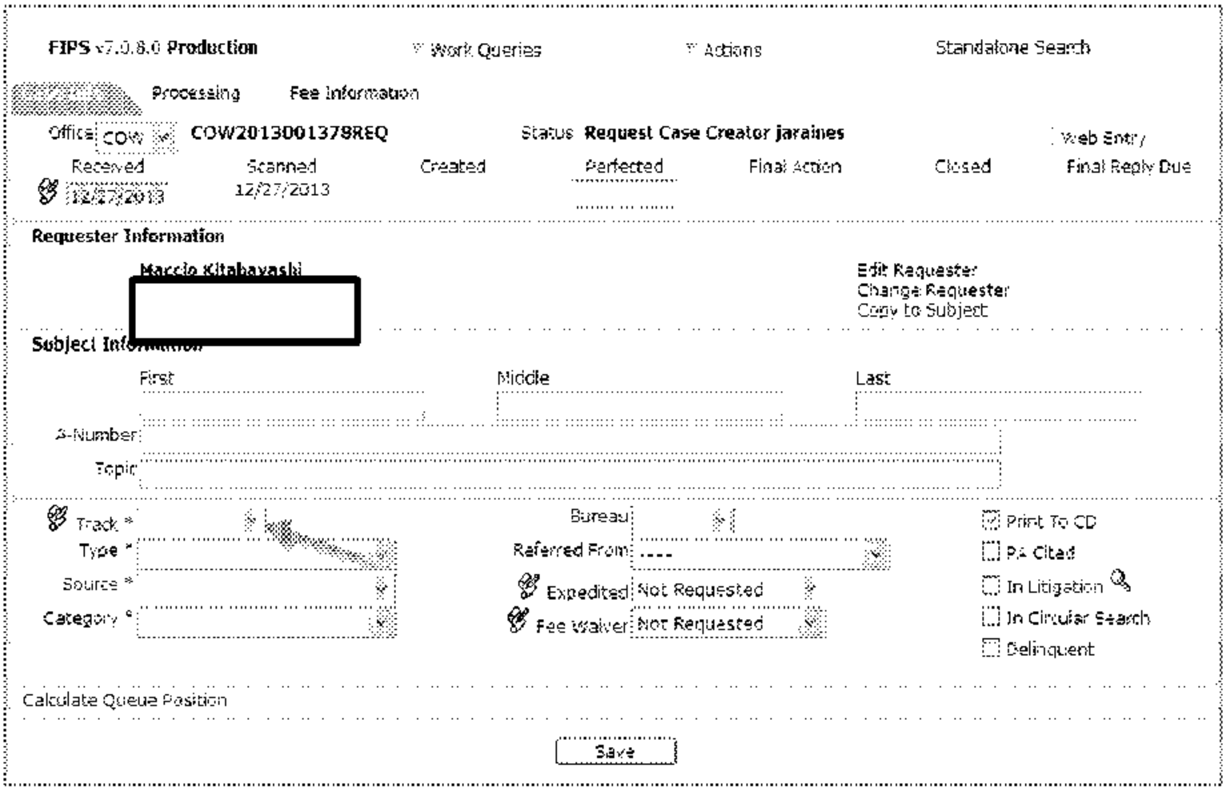
Expedited: Not Requested

Fee Waiver: Not Requested

☑ Print To CD
☐ PA Cited
☐ In Litigation
☐ In Circular Search
☐ Delinquent

4.7. Select Track

(b)(6)


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Processing
Fee Information
Web Entry
Edit Requester
Change Requester
Copy to Subject
Calculate Queue Position
Save

Office: COW COW2013001378REQ Status: Request Case Creator jaraines

Received: 12/27/2013 Scanned: 12/27/2013 Created Perfected Final Action Closed Final Reply Due

Requester Information

Maccio Kitabayashi

[redacted]

Subject Information

First Middle Last

A-Number

Topic

Track * Type * Source * Category *

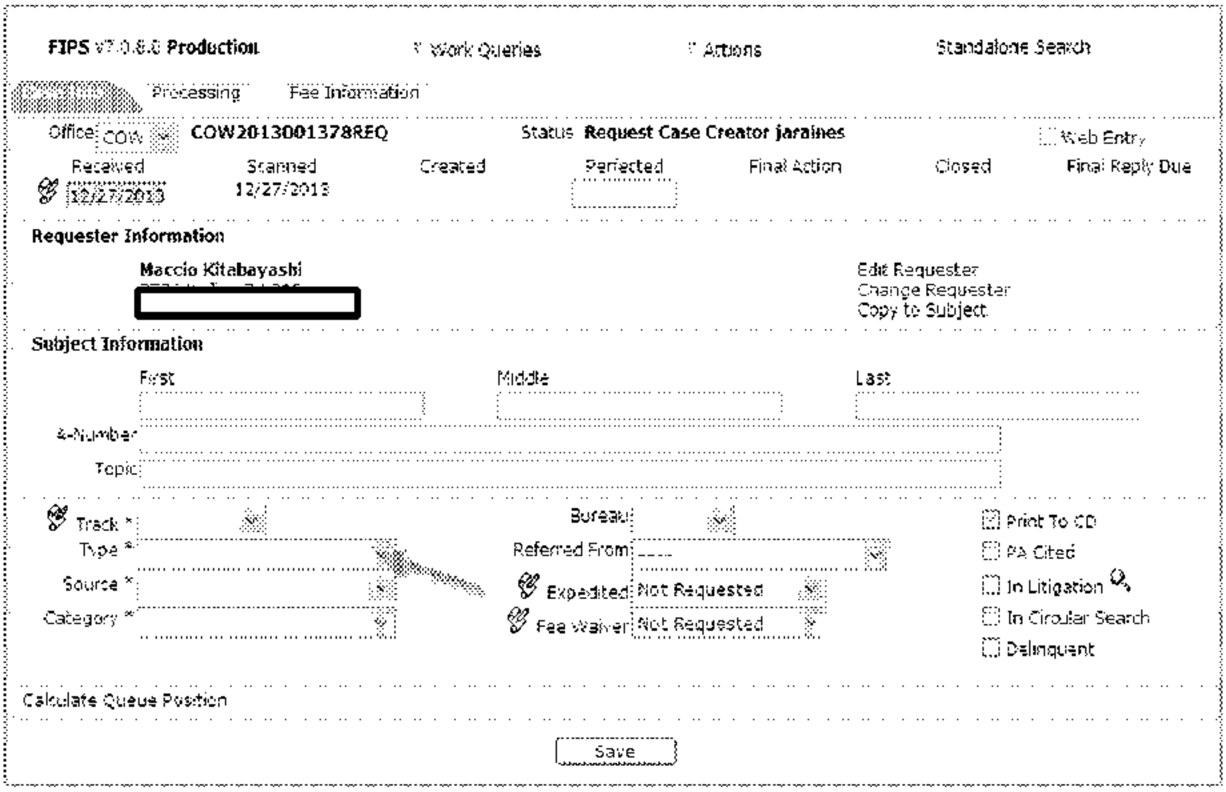
Bureau Referred From: ----

Expedited: Not Requested

Fee Waiver: Not Requested

☑ Print To CD
☐ PA Cited
☐ In Litigation
☐ In Circular Search
☐ Delinquent

4.8. Select Type


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Processing
Fee Information
Edit Requester
Change Requester
Copy to Subject
Calculate Queue Position
Save

Office: COW
COW2013001378REQ
Status: **Request Case Creator jaraines**
☐ Web Entry

Received: 12/27/2013
Scanned: 12/27/2013
Created:
Perfected:
Final Action:
Closed:
Final Reply Due:

Requester Information

Maccio Kitabayashi
[redacted]

(b)(6)

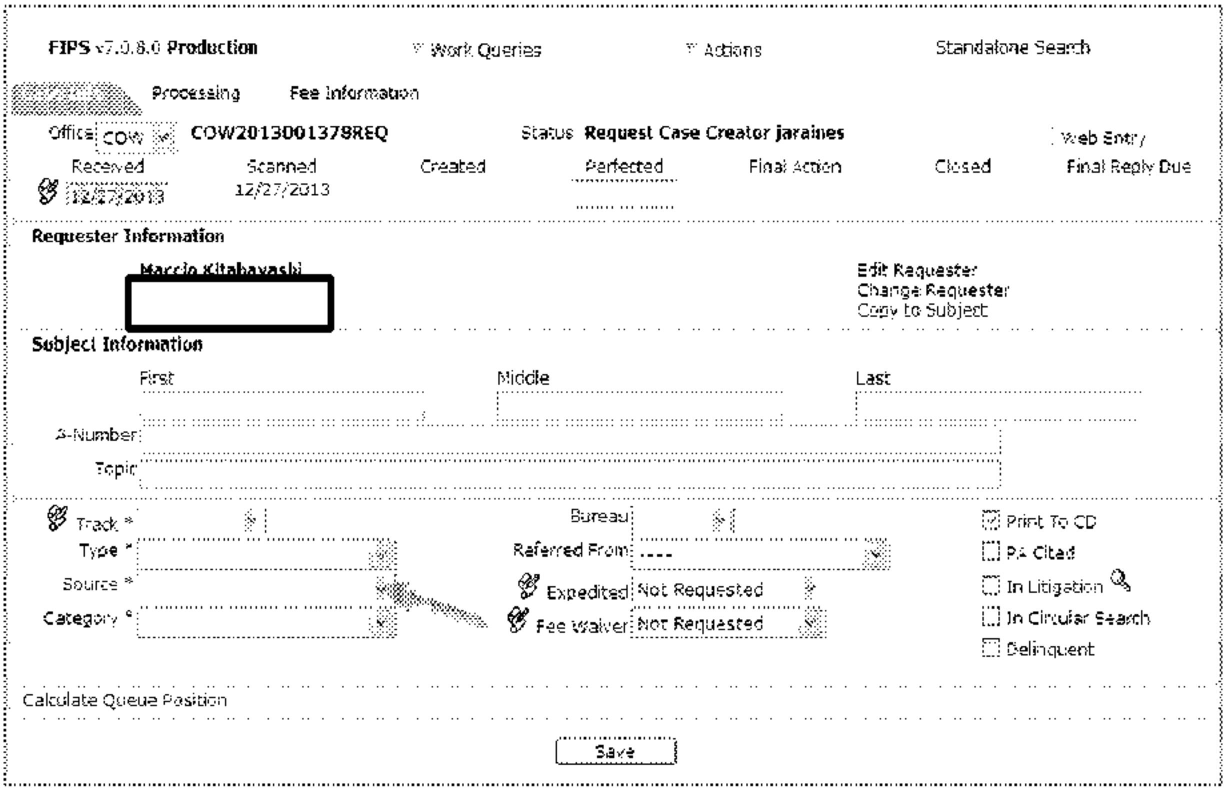
Subject Information

First:
Middle:
Last:
A-Number:
Topic:

Track *:
Type *:
Source *:
Category *:
Bureau:
Referred From: ----
Expedited: Not Requested
Fee Waiver: Not Requested

☑ Print To CD
☐ PA Cited
☐ In Litigation
☐ In Circular Search
☐ Delinquent

4.9. Select Source


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Processing
Fee Information
Edit Requester
Change Requester
Copy to Subject
Calculate Queue Position
Save

(b)(6)

Office: COW
COW2013001378REQ
Status: **Request Case Creator jaraines**
Web Entry

Received: 12/27/2013
Scanned: 12/27/2013
Created:
Perfected:
Final Action:
Closed:
Final Reply Due:

Requester Information

Maccio Kitabayashi
[redacted]

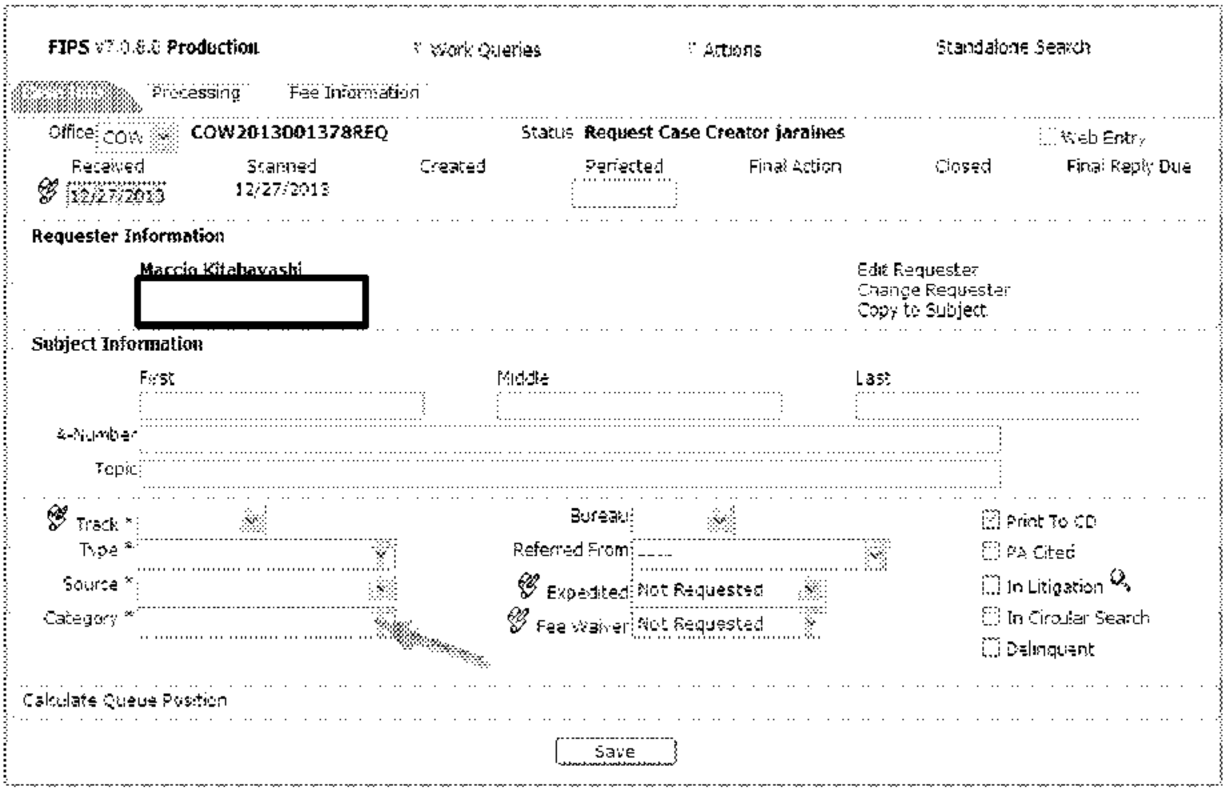
Subject Information

First:
Middle:
Last:
A-Number:
Topic:

Track *:
Type *:
Source *:
Category *:
Bureau:
Referred From: ----
Expedited: Not Requested
Fee Waiver: Not Requested

☑ Print To CD
☐ PA Cited
☐ In Litigation
☐ In Circular Search
☐ Delinquent

4.10. Select Category (DHS Pre-review, Personnel, Other, etc.)


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Processing
Fee Information
Web Entry
Edit Requester
Change Requester
Copy to Subject
Calculate Queue Position
Save

Office: COW COW2013001378REQ Status: Request Case Creator jaraines

Received 12/27/2013 Scanned 12/27/2013 Created Perfected Final Action Closed Final Reply Due

Requester Information

Maccio Kitabayashi

[redacted]

(b)(6)

Subject Information

First Middle Last

A-Number

Topic

Track * Bureau ☑ Print To CD

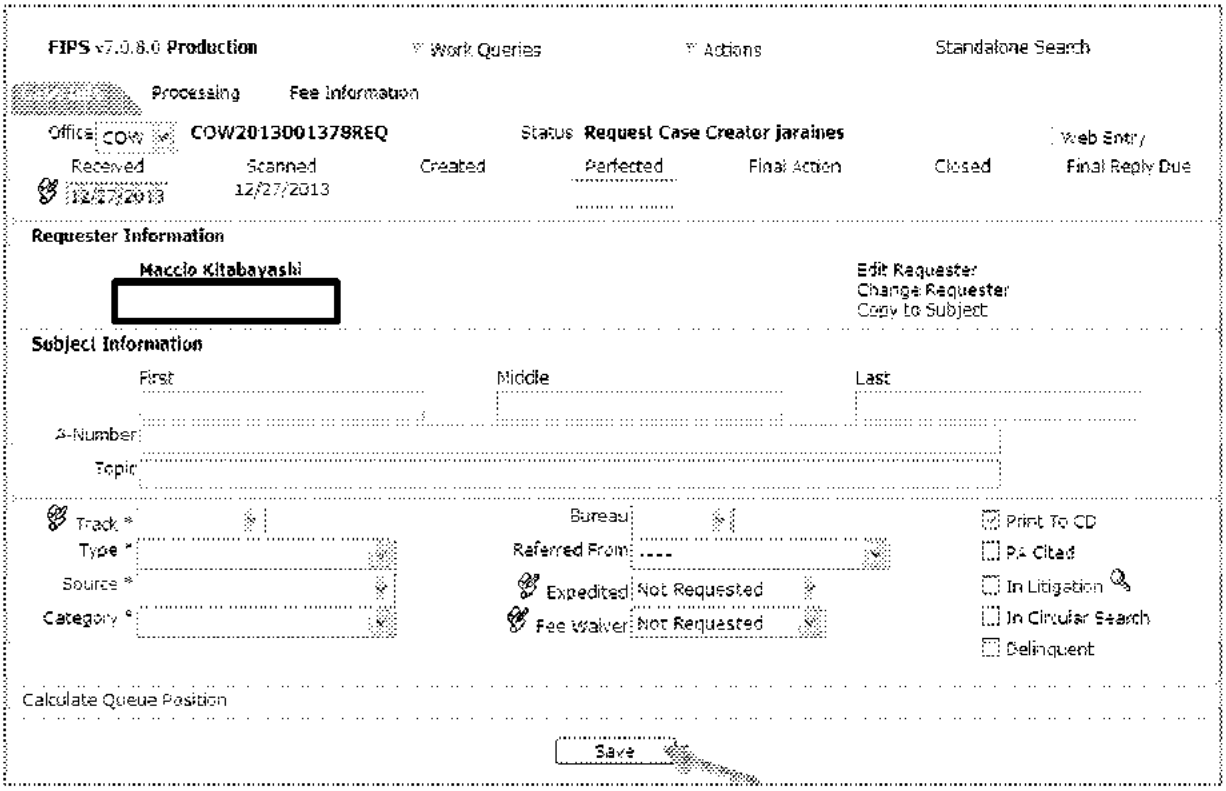
Type * Referred From: ---- ☐ PA Cited

Source * Expedited: Not Requested ☐ In Litigation

Category * Fee Waiver: Not Requested ☐ In Circular Search

☐ Delinquent

4.11. Click "Save"


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Processing
Fee Information
Web Entry
Edit Requester
Change Requester
Copy to Subject
Calculate Queue Position
Save

(b)(6)

Office: COW COW2013001378REQ Status: Request Case Creator jaraines

Received 12/27/2013 Scanned 12/27/2013 Created Perfected Final Action Closed Final Reply Due

Requester Information

Maccio Kitabayashi

[redacted]

Subject Information

First Middle Last

A-Number

Topic

Track * Bureau ☑ Print To CD

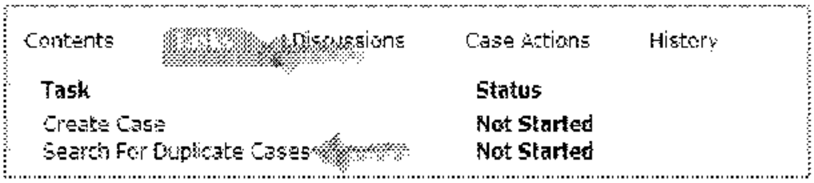
Type * Referred From: ---- ☐ PA Cited

Source * Expedited: Not Requested ☐ In Litigation

Category * Fee Waiver: Not Requested ☐ In Circular Search

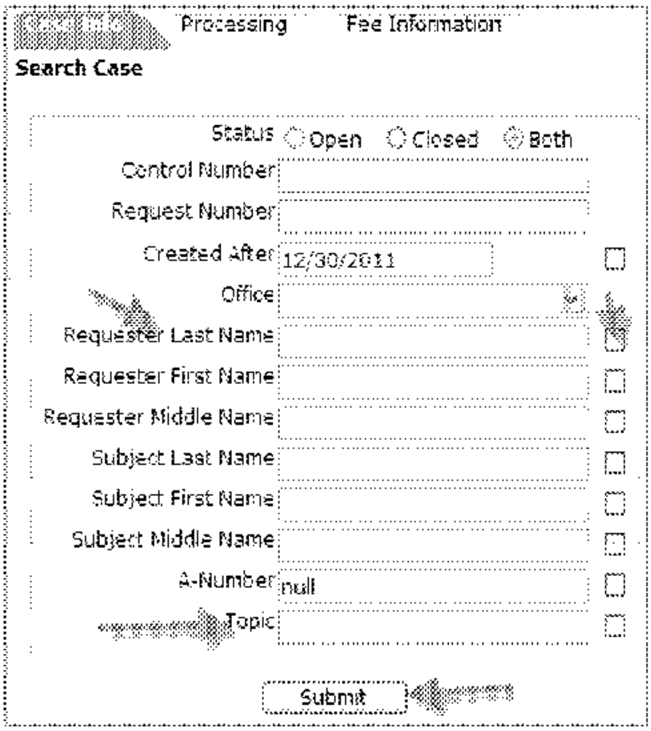
☐ Delinquent

4.12. Under the Tasks tab click "Search for Duplicate Cases"


Contents
Discussions
Case Actions
History

Task	Status
Create Case	Not Started
Search For Duplicate Cases	Not Started

- Most searches are done by requester name or topic. Be sure to click the box next to the field you wish to search by. Click "Submit"

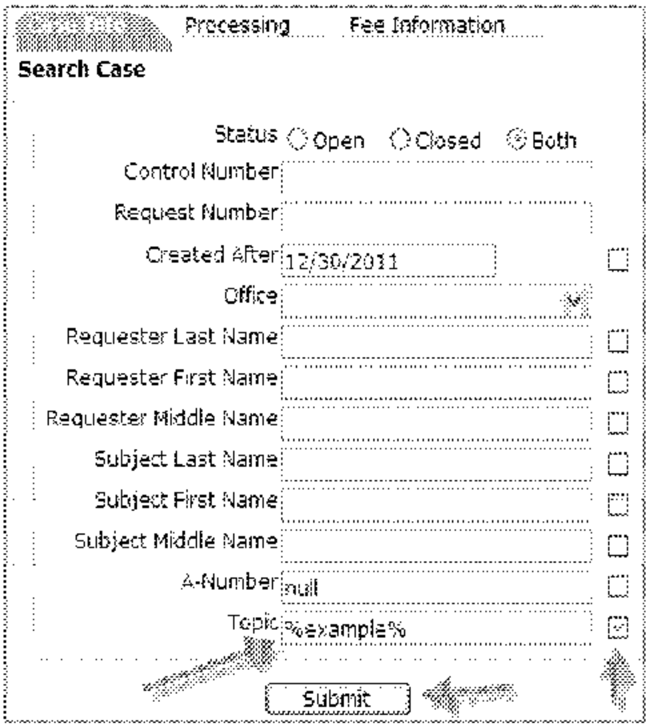

Processing
Fee Information

Search Case

Status ○ Open ○ Closed ● Both
Control Number
Request Number
Created After 12/30/2011 ☐
Office
Requester Last Name ☐
Requester First Name ☐
Requester Middle Name ☐
Subject Last Name ☐
Subject First Name ☐
Subject Middle Name ☐
A-Number null ☐
Topic ☐

Submit

- Use the % symbol on both sides of a word when searching by keyword in the topic line.


Processing
Fee Information
Submit

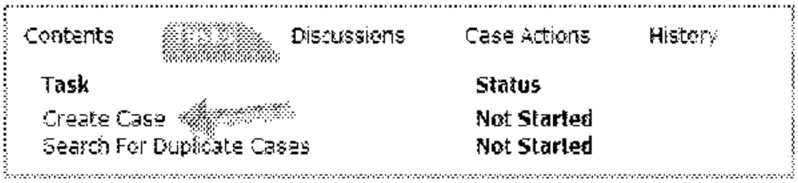
Search Case

Status ○ Open ○ Closed ● Both
Control Number
Request Number
Created After 12/30/2011 ☐
Office
Requester Last Name ☐
Requester First Name ☐
Requester Middle Name ☐
Subject Last Name ☐
Subject First Name ☐
Subject Middle Name ☐
A-Number null ☐
Topic %example% ☑

- IF A DUPLICATE CASE IS FOUND PLEASE SEE THE DUPLICATE SECTION

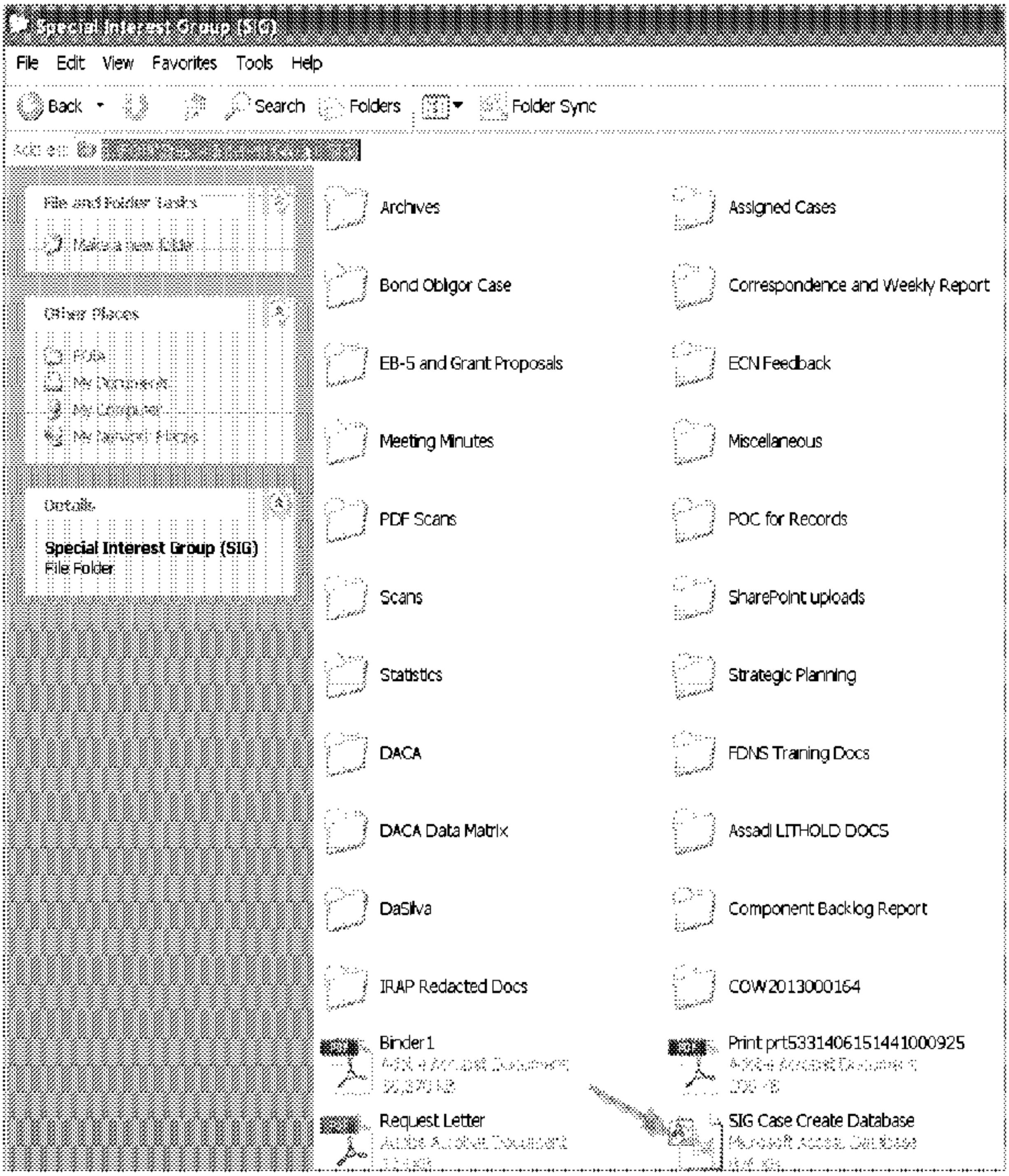
4.13. Create case

- Click "Create Case"
  - I. A control number will be automatically assigned to the case
  - II. Locate the hardcopy of the request and write the control number on it

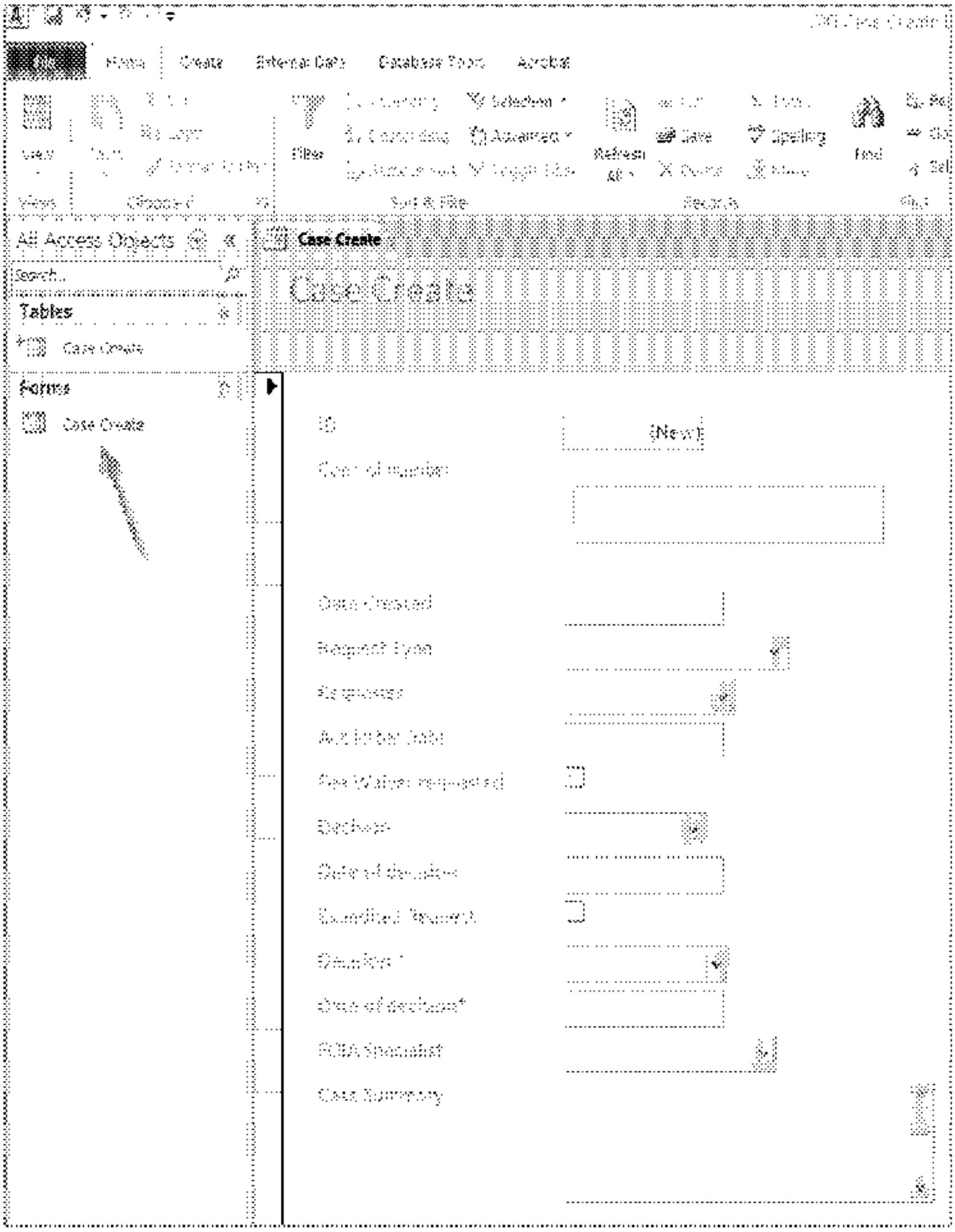

Contents
Discussions
Case Actions
History

Task	Status
Create Case	Not Started
Search For Duplicate Cases	Not Started

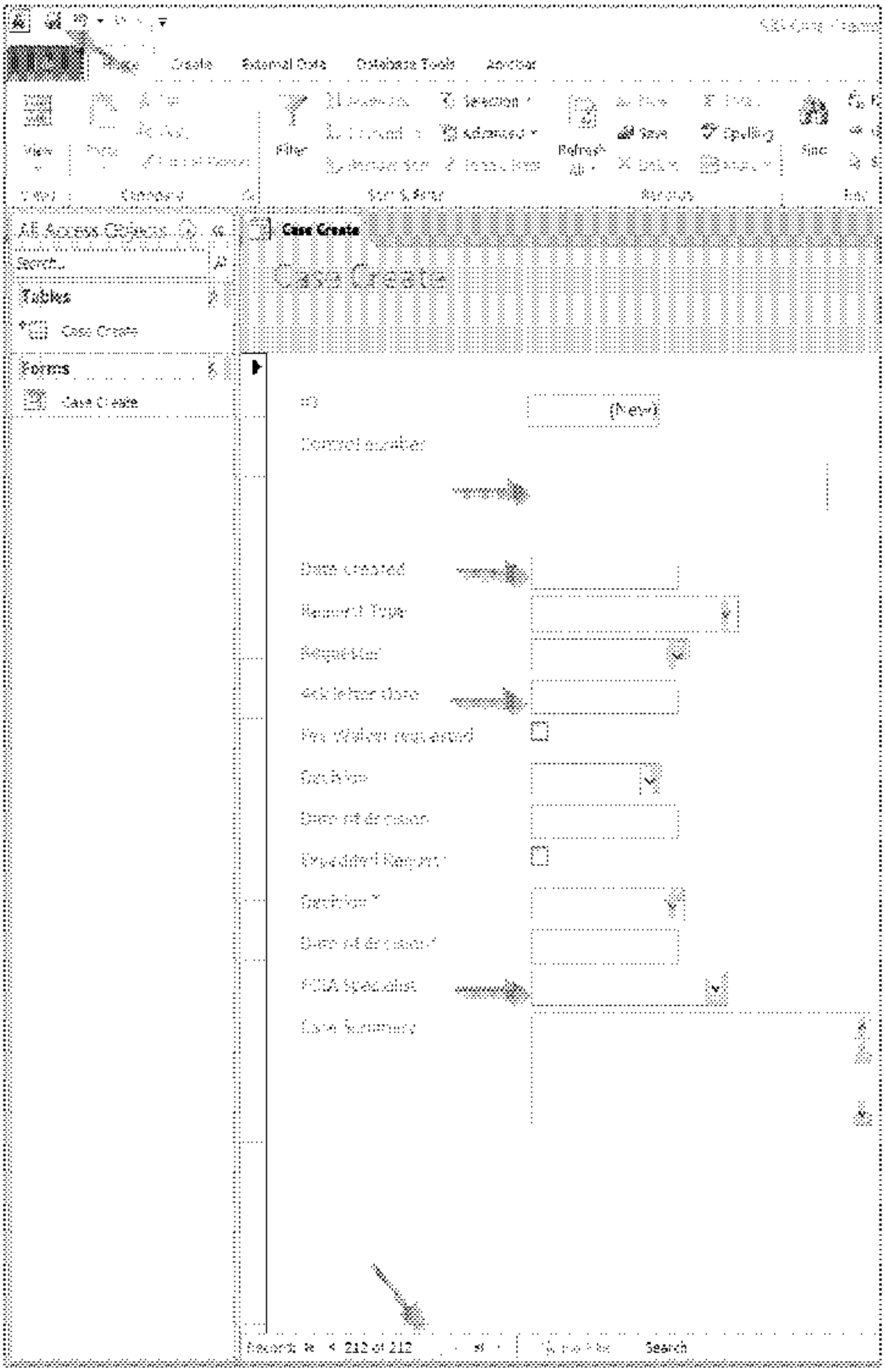
4.14. Enter the case into the SIG Case Create Database found at: S:\FOIA\Special Interest Group (SIG)


Special Interest Group (SIG)
File
Edit
View
Favorites
Tools
Help
Back
Search
Folders
Folder Sync
Address
File and Folder Tasks
Make a new folder
Other Places
FOIA
My Documents
My Computer
My Network Places
Details
Special Interest Group (SIG)
File Folder
Archives
Assigned Cases
Bond Obligor Case
Correspondence and Weekly Report
EB-5 and Grant Proposals
ECN Feedback
Meeting Minutes
Miscellaneous
PDF Scans
POC for Records
Scans
SharePoint uploads
Statistics
Strategic Planning
DACA
FDNS Training Docs
DACA Data Matrix
Assadi LITHOLD DOCS
DaSilva
Component Backlog Report
IRAP Redacted Docs
COW2013000164
Binder1
Adobe Acrobat Document
Print prt5331406151441000925
Adobe Acrobat Document
Request Letter
Adobe Acrobat Document
SIG Case Create Database
Microsoft Access Database

- Click "Case Create"


File
Home
Create
External Data
Database Tools
Acrobat
View
Paste
Filter
Refresh All
Save
Spelling
Find
All Access Objects
Search...
Tables
Case Create
Forms
Case Create
Case Create
Case Create
ID
(New)
Control number
Date Created
Request Type
Fee Waiver requested
Decision
Date of decision
Case Summary

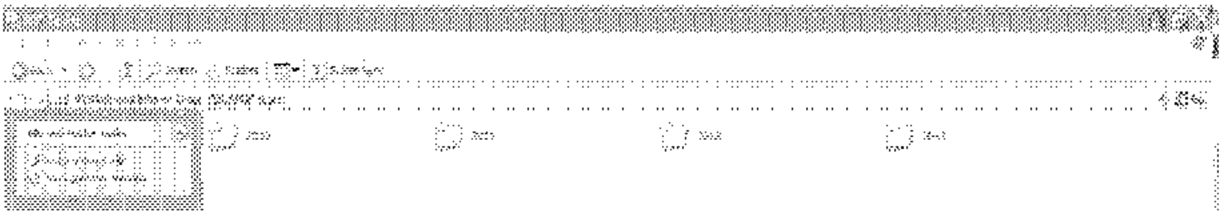
- Go to the last entry (at the bottom) to input a new case. Enter information into all applicable fields. The minimum entries are the: control number, date created, ack letter date, and FOIA specialist. And then click "save"


Create
External Data
Database Tools
View
Filter
Selection
Advanced
Refresh All
Save
Spelling
Find
All Access Objects
Search...
Tables
Case Create
Forms
Case Create
Case Create
Case Create
(New)
Control number
Date created
Request Type
Ack letter date
Fee Waiver requested
Expedited Request
FOIA Specialist
Case Summary
Record: 212 of 212
Search

4.15. Put copy of the request in the S:

- Create folder in S:\FOIA\Special Interest Group (SIG)\PDF Scans

I. The above S: folder contains separate folders organized by year



II. Insert a copy of the request into the appropriate year folder

5. SIG Requests

After the case has been created the next step is to determine whether or not it's a SIG Request. SIG Requests are FOIA/PA and PA Amendment Requests, referrals and consultations.

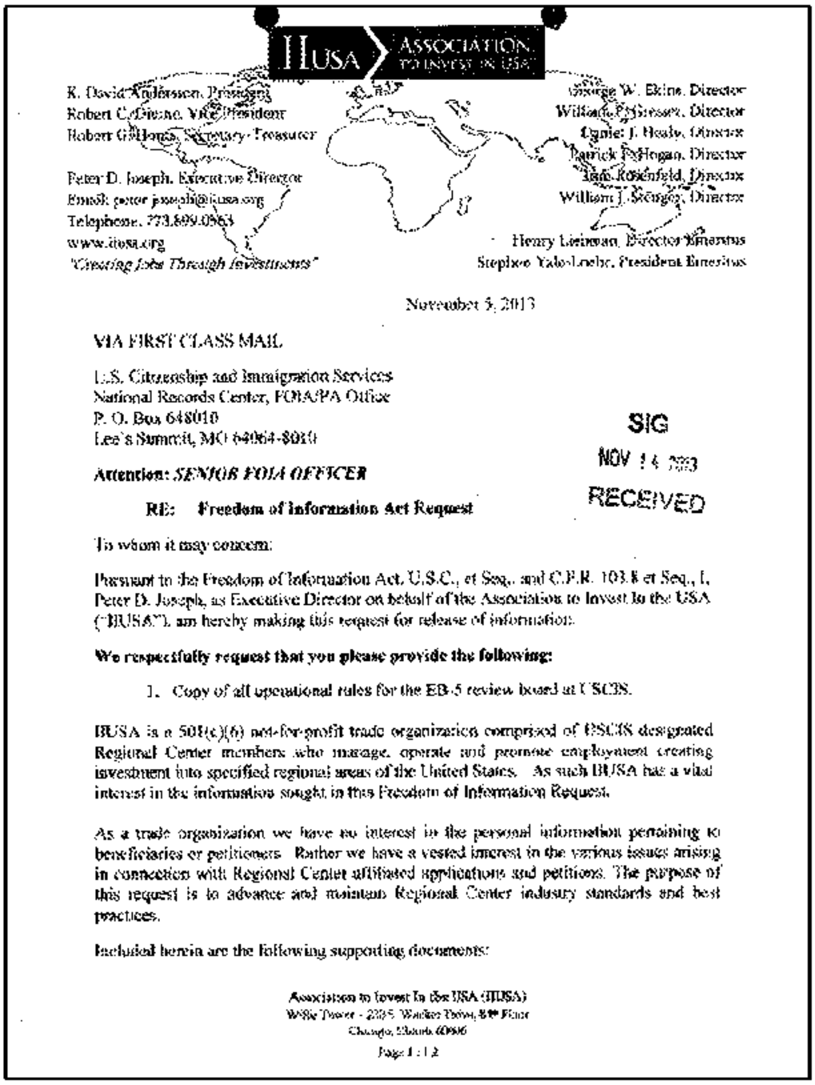
5.1. SIG FOIA/PA Requests

- It is a SIG request if:
  - I. The FOIA request is for congressional correspondence;
  - II. The FOIA request is from a member of the media;
  - III. The FOIA request is from a member of an activist group, watchdog organization, special interest group, etc.;
    - Such organizations include: AILA, ACLU, CAIR, CREW, EFF
  - IV. The FOIA request is for a vacancy announcement
  - V. The FOIA request is for personnel records
  - VI. The FOIA request is for records related to an investigation. It may mention:
    - Report of Investigation
    - OSI Investigation
    - Background Investigation

      These are not USCIS requests – they are redirected to OPM, however, SIG will handle the redirect

VII. The FOIA request relates to a USCIS contract
VIII. The FOIA request relates to a USCIS grant program
IX. The FOIA request mentions "EB-5" or "Regional Center" records
X. The FOIA request is for data/statistics
XI. The FOIA request is a PA Amendment
XII. The requester wants to correct information in their records
XIII. The requester mentions "SAVE"
XIV. The FOIA request is a hybrid, the requester is seeking both A-File material AND non-A-File material

Example:



IIUSA ASSOCIATION TO INVEST IN USA

K. David Andersson, President
Robert C. Divine, Vice President
Robert G. Honts, Secretary-Treasurer

Peter D. Joseph, Executive Director
Email: peter.joseph@iiusa.org
Telephone: 773.809.0863
www.iiusa.org
"Creating Jobs Through Investments"

George W. Ekins, Director
William P. Gresser, Director
Daniel J. Healy, Director
Patrick F. Hogan, Director
Tom Rosenfeld, Director
William J. Stenger, Director

Henry Liebman, Director Emeritus
Stephen Yale-Loehr, President Emeritus

November 5, 2013

VIA FIRST CLASS MAIL

U.S. Citizenship and Immigration Services
National Records Center, FOIA/PA Office
P. O. Box 648010
Lee's Summit, MO 64064-8010

SIG
NOV 14 2013
RECEIVED

Attention: ***SENIOR FOIA OFFICER***

RE: Freedom of Information Act Request

To whom it may concern:

Pursuant to the Freedom of Information Act, U.S.C., et Seq., and C.F.R. 103.8 et Seq., I, Peter D. Joseph, as Executive Director on behalf of the Association to Invest In the USA ("IIUSA"), am hereby making this request for release of information.

We respectfully request that you please provide the following:

1. Copy of all operational rules for the EB-5 review board at USCIS.

IIUSA is a 501(c)(6) not-for-profit trade organization comprised of USCIS designated Regional Center members who manage, operate and promote employment creating investment into specified regional areas of the United States. As such IIUSA has a vital interest in the information sought in this Freedom of Information Request.

As a trade organization we have no interest in the personal information pertaining to beneficiaries or petitioners. Rather we have a vested interest in the various issues arising in connection with Regional Center affiliated applications and petitions. The purpose of this request is to advance and maintain Regional Center industry standards and best practices.

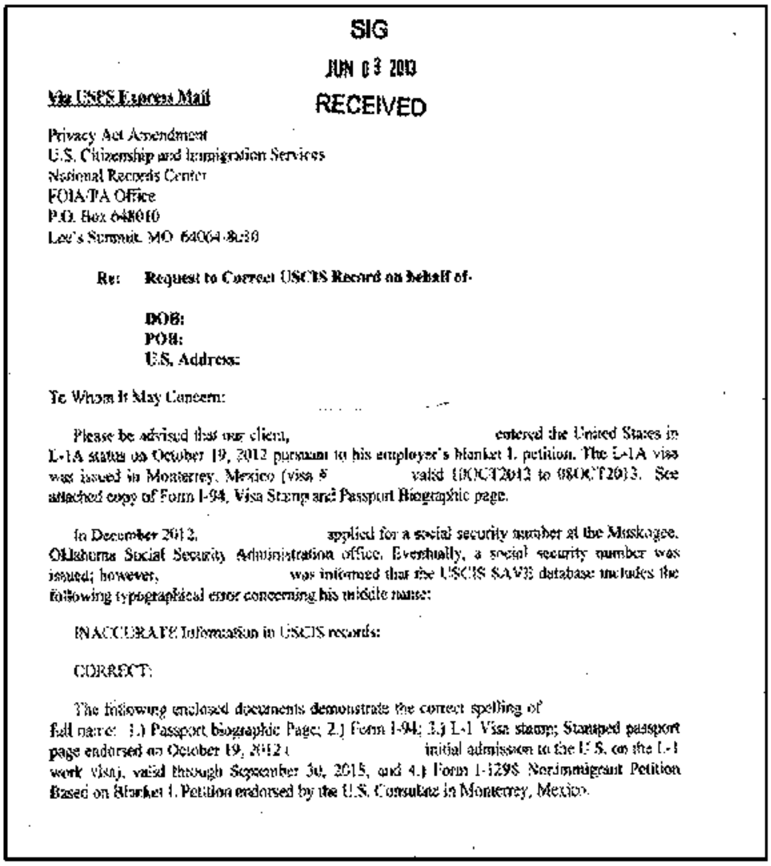
Included herein are the following supporting documents:

Association to Invest In the USA (IIUSA)
Willis Tower - 233 S. Wacker Drive, 84th Floor
Chicago, Illinois 60606
Page 1 of 2

5.2. PA Amendment Requests

- Under 6 C.F.R. §5.26 an individual can submit a request to correct, update or change personal information in their file. Often times this is a request to change/update/correct information in an A-File such as a name. Other times it is to change an immigration status for SAVE purposes.

Example:



SIG
JUN 03 2013
RECEIVED

Via USPS Express Mail

Privacy Act Amendment
U.S. Citizenship and Immigration Services
National Records Center
FOIA/PA Office
P.O. Box 648010
Lee's Summit, MO 64064-8010

Re: Request to Correct USCIS Record on behalf of-

DOB:
POB:
U.S. Address:

To Whom It May Concern:

Please be advised that our client, entered the United States in L-1A status on October 19, 2012 pursuant to his employer's blanket L petition. The L-1A visa was issued in Monterrey, Mexico (visa # valid 10OCT2012 to 08OCT2013. See attached copy of Form I-94, Visa Stamp and Passport Biographic page.

In December 2012, applied for a social security number at the Muskogee, Oklahoma Social Security Administration office. Eventually, a social security number was issued; however, was informed that the USCIS SAVE database includes the following typographical error concerning his middle name:

INACCURATE Information in USCIS records:

CORRECT:

The following enclosed documents demonstrate the correct spelling of full name: 1.) Passport Biographic Page; 2.) Form I-94; 3.) L-1 Visa stamp; Stamped passport page endorsed on October 19, 2012 (initial admission to the U.S. on the L-1 work visa), valid through September 30, 2015, and 4.) Form I-129S Nonimmigrant Petition Based on Blanket L Petition endorsed by the U.S. Consulate in Monterrey, Mexico.

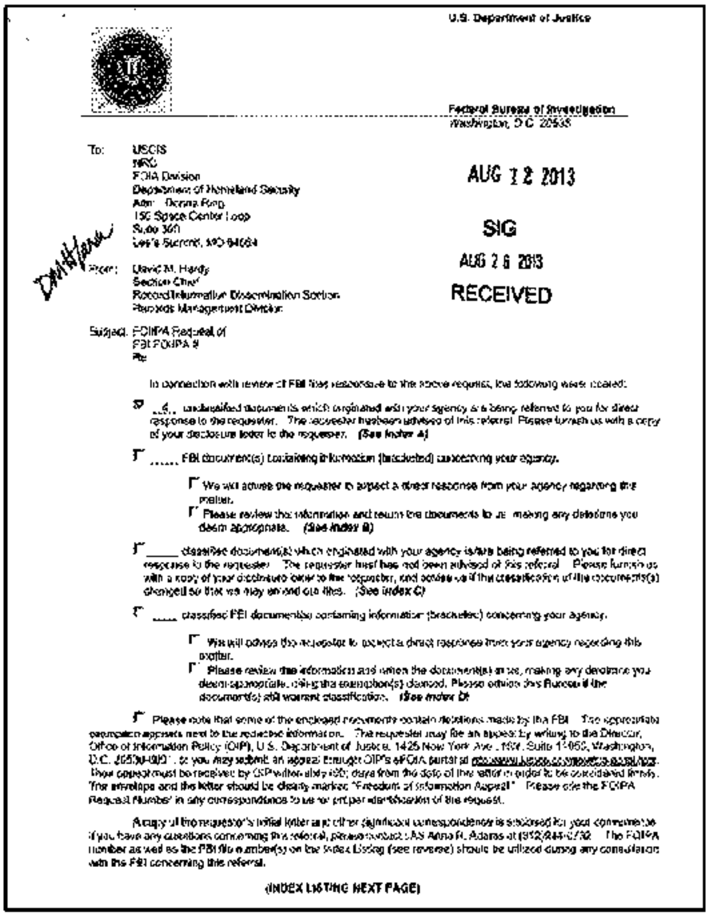
5.3. Referrals and Consultations Received From Other Agencies

- Referrals
  - I. Other government agencies' and DHS components' FOIA/PA offices will make the determination to refer a FOIA request to the USCIS FOIA office at the NRC for a direct response to the requester. The referral can be complete or partial.
    - Complete Referrals:

      A complete referral comes from another government agency or DHS component in which either the entirety or a segregable portion of the request falls under the purview of USCIS. Treat these as a new request
    - Partial Referrals:

      As other agencies process FOIA/PA requests, they will sometimes find USCIS documents within their files. These documents will be referred to us for processing. The majority of partial referrals come from the Office of Personnel Management (OPM), Department of State, and the Federal Bureau of Investigation (FBI).

Example:



U.S. Department of Justice

Federal Bureau of Investigation
Washington, D.C. 20535

To: USCIS
NRC
FOIA Division
Department of Homeland Security
Attn: Donna Fong
150 Space Center Loop
Suite 300
Lee's Summit, MO 64064

AUG 12 2013

SIG
AUG 26 2013
RECEIVED

From: David M. Hardy
Section Chief
Record/Information Dissemination Section
Records Management Division

Subject: FOIPA Request of
FBI FOIPA #
Re:

In connection with review of FBI files responsive to the above request, the following were located:

☑ _4_ unclassified documents which originated with your agency is/are being referred to you for direct response to the requester. The requester has been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester. **(See Index A)**

☐ _____ FBI document(s) containing information (bracketed) concerning your agency.

- ☐ We will advise the requester to expect a direct response from your agency regarding this matter.
- ☐ Please review the information and return the documents to us making any deletions you deem appropriate. **(See Index B)**

☐ _____ classified document(s) which originated with your agency is/are being referred to you for direct response to the requester. The requester has/has not been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester, and advise us if the classification of the document(s) changed so that we may amend our files. **(See Index C)**

☐ _____ classified FBI document(s) containing information (bracketed) concerning your agency.

- ☐ We will advise the requester to expect a direct response from your agency regarding this matter.
- ☐ Please review the information and return the document(s) to us, making any deletions you deem appropriate, citing the exemption(s) claimed. Please advise this Bureau if the document(s) still warrant classification. **(See Index D)**

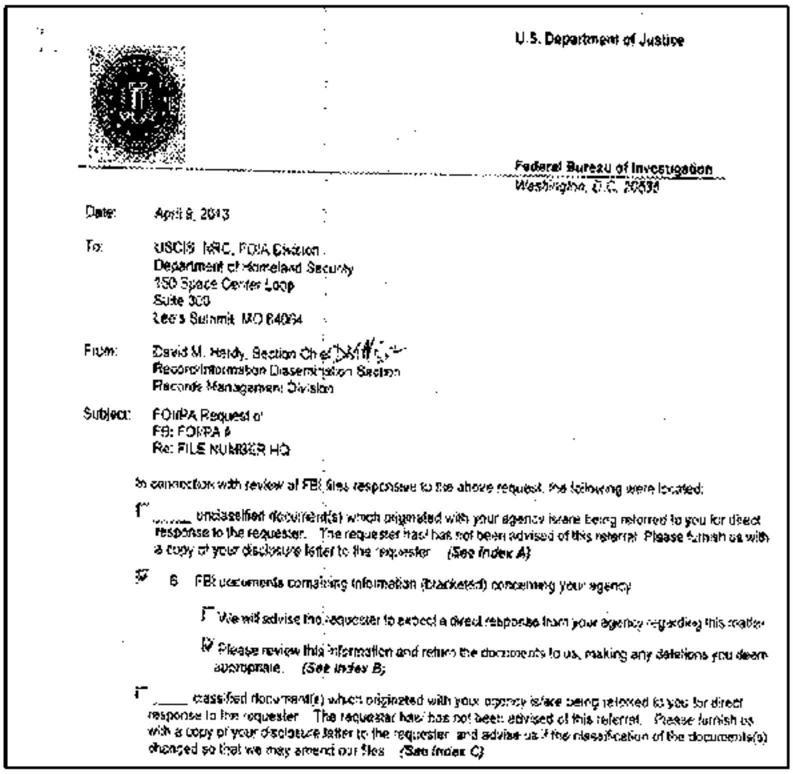
☐ Please note that some of the enclosed documents contain deletions made by the FBI. The appropriate exemption appears next to the redacted information. The requester may file an appeal by writing to the Director, Office of Information Policy (OIP), U.S. Department of Justice, 1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001, or you may submit an appeal through OIP's eFOIA portal at [illegible]. Your appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Request Number in any correspondence to us for proper identification of the request.

A copy of the requester's initial letter and other significant correspondence is enclosed for your convenience. If you have any questions concerning this referral, please contact LAS Anna R. Adams at [illegible]. The FOIPA number as well as the FBI file number(s) on the Index Listing (see reverse) should be utilized during any consultation with the FBI concerning this referral.

(INDEX LISTING NEXT PAGE)

- Consultations
    I. A consultation is when another government agency or DHS component has found USCIS equities within their documents and then forwards those documents to the USCIS FOIA office to make any recommended withholdings or disclosures. The USCIS FOIA office processes only that specific portion of the document that contains USCIS equities and upon completion returns it back to the original agency/component.

Example:



U.S. Department of Justice

Federal Bureau of Investigation
Washington, D.C. 20535

Date: April 9, 2013

To: USCIS NRC, FOIA Division
Department of Homeland Security
150 Space Center Loop
Suite 300
Lee's Summit, MO 64064

From: David M. Hardy, Section Chief
Record/Information Dissemination Section
Records Management Division

Subject: FOI/PA Request of
FB: FOIPA #
Re: FILE NUMBER HQ

In connection with review of FBI files responsive to the above request, the following were located:

☐ _____ unclassified document(s) which originated with your agency is/are being referred to you for direct response to the requester. The requester has/ has not been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester. *(See Index A)*

☑ 6 FBI documents containing information (bracketed) concerning your agency

☐ We will advise the requester to expect a direct response from your agency regarding this matter.

☑ Please review this information and return the documents to us, making any deletions you deem appropriate. *(See Index B)*

☐ _____ classified document(s) which originated with your agency is/are being referred to you for direct response to the requester. The requester has/ has not been advised of this referral. Please furnish us with a copy of your disclosure letter to the requester and advise us if the classification of the document(s) changed so that we may amend our files. *(See Index C)*

6. Acknowledging the request

Once it has been determine that it is a SIG Request for records the request then must be acknowledged by creating an acknowledgement letter. The exception to this is for partial referrals and consultations, acknowledgment letters are not sent out for those requests.

6.1. Create the acknowledgement letter

Once created, a default acknowledgement letter will come up as a word document. The default letter MUST be edited and modified to address each unique FOIA request.

- Enter cut-off date paragraph, below:

  In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.4(a)), USCIS uses a "cut-off" date to delineate the scope of a FOIA request by treating records created after that date as not responsive to that request. Therefore, in determining which records are responsive to your request, we will only include records in the possession of this agency as of January 2, 2014, the date we began the search for records.

- Address fee waiver

- Address expedited treatment

- Enter time extension paragraph, below:

[Track 1 Use this time extension language] Because of unusual circumstances we may not be able to process your request within the statutory time limit, therefore, it will be necessary to extend the time limit for processing by ten working days due to the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. Regardless of any delay, your FOIA/PA request will be complied with as accurately as possible.

[Track 2 Use this time extension language] Because of unusual circumstances we may not be able to process your request within the statutory time limit, therefore, it will be necessary to extend the time limit for processing beyond the ten working day extension period due to the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. You may wish to modify your request so that it can be processed within the statutory time limit or arrange an alternative time period with our office. Regardless of any delay, your FOIA/PA request will be complied with as accurately as possible.

7. Fee Waiver Request

7.1. Under 6 C.F.R §5.11 (k) a requester can ask for a fee waiver. To qualify for a fee waiver the requester must establish the following:

6 C.F.R §5.11 (k)(1)(i) Disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government; and

6 C.F.R §5.11 (k)(1)(ii) Disclosure of the information is not primarily in the commercial interest of the requester.

- To determine whether disclosure is in the public interest the subject of the requested record must concern the "operations or activities of the government," with a connection that is direct and clear, not remote or attenuated

- To determine if the informative value of the information to be disclosed is "likely to contribute" to an understanding of government operations or activities please note that the disclosure of information that already is in the public domain, in either a duplicative or substantially identical form, would not contribute to such understanding where nothing new would be added to the public's understanding

- Additionally the disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the individual understanding of the requester. A requester's expertise in the subject area and ability/intention to effectively convey information to the public shall be considered; it shall be presumed that a representative of the news media will satisfy this consideration

- How to determine if the disclosure is likely to contribute "significantly" to public understanding of the government's operations or activities. The public's understanding of the subject in question, as compared to the level of public understanding existing prior to the disclosure, must be enhanced by the disclosure to a significant extent. We do not make value judgments about whether information is "important" enough to be made public.

- The primary interest in disclosure is "primarily in the commercial interest of the requester". A fee waiver or reduction is justified where the public interest standard is greater in magnitude than that of any identified commercial interest. Components shall presume that where a news media requester has satisfied the public interest standard, the public interest will be the interest primarily served by disclosure to that requester. **Disclosure to those who merely compile and market government information shall not be presumed to primarily serve the public interest.**

- You must inform the requester of your determination of the fee waiver request in the acknowledgement letter, whether it is granted or denied. If the request is denied, you must articulate ***why*** it was denied, don't simply recite the C.F.R. language.

8. Expedited Treatment Request

8.1. Under 6 C.F.R §5.5 (d) a requester can ask for expedited treatment. To qualify for expedited treatment requester must establish the following:

6 C.F.R §5.5 (d)(1)(i) Circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of an individual; OR

6 C.F.R §5.11 (d)(1)(ii) An urgency to inform the public about an actual or alleged federal government activity, if made by a person primarily engaged in disseminating information. ***This is the most commonly received request.***

- A requester primarily engaged in disseminating information, if not a full-time member of the news media, must establish that he/she is a person whose main professional activity or occupation is information dissemination, though it may not be his/her sole occupation

- A requester primarily engaged in disseminating information also must establish a particular urgency to inform the public about government activity involved in the request, beyond the public's right to know about government activity generally

- Within ten (10) calendar days of its receipt of a request for expedited processing, the component shall decide whether to grant it and shall notify the requester of the decision.

- If the request is denied, you must articulate *why* it was denied, don't simply recite the C.F.R. language.

8.2. Requesters who seek expedited processing must

- Submit a statement certified to be true and correct to the best of that person's knowledge/belief, explaining in detail the basis for requesting expedited processing (see examples next slide)

- Formality of certification may be waived as a matter of administrative discretion

9. DHS Pre Review

9.1. Certain requests are considered high profile and must be reported to DHS Headquarters (HQ-DHS) for their awareness. The below FOIA requests must be reported to HQ-DHS

- A request which relates to a Presidential or agency priority;

- A request in which the requester or requested documents will garner media attention or is already receiving media attention;

- A request for documents associated with meetings with prominent elected, business and/or community leaders;

- A request for congressional correspondence;

- A request from a member of the media;

- A request from a member of an activist group, watchdog organization, or special interest group;

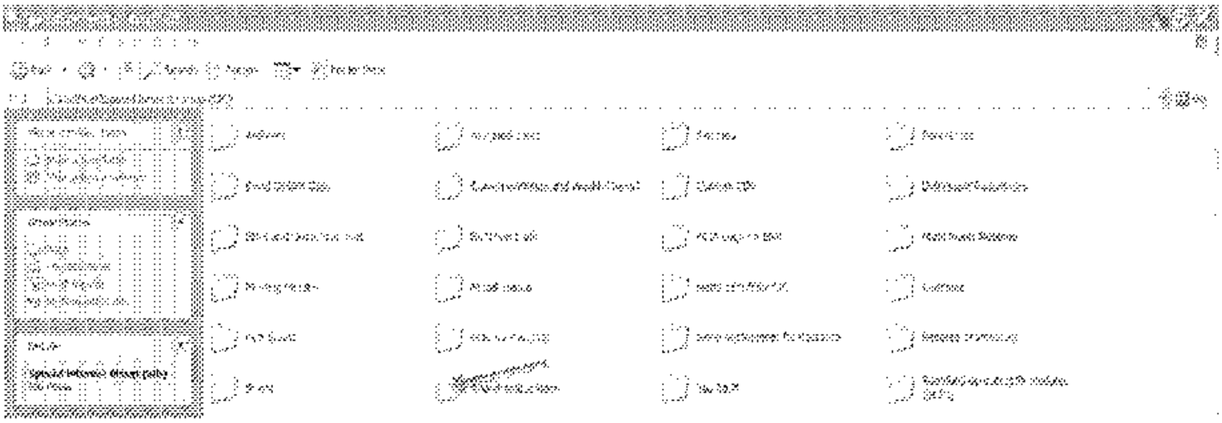
- A request for documents associated with a controversial or sensitive subject; or

- A request for documents associated with a senior official of USCIS.

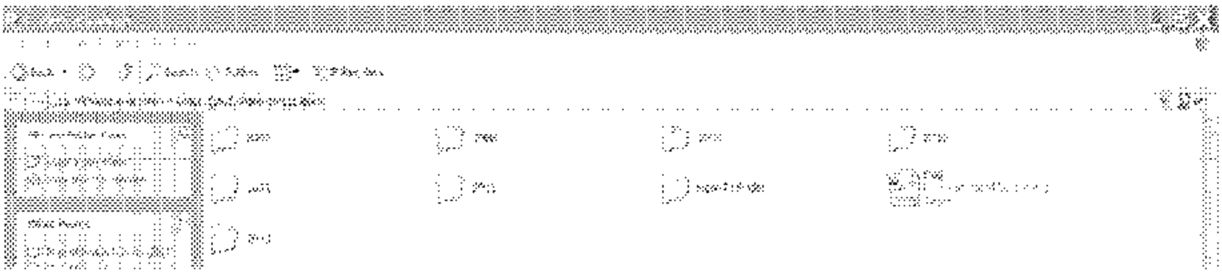
9.2. Draft initial write-up as a word document using proper format

Example: On January 16, 2014, **Joe Shmoe**, an investigative producer with ***DEF News*** in Washington, DC, requested from the United States Citizenship and Immigration Services (USCIS) records pertaining to whatever on January 29, 2014. (Case Number USCIS COW2014000XXX.)

9.3. Create folder in S:\FOIA\Special Interest Group (SIG)\SharePoint uploads



I. The above S: folder contains separate folders organized by year



- Insert copy of the request into the appropriate year folder
- Insert the initial write up into the same folder
- Set FIPS Category Tab to DHS Review

9.4. Email supervisor and mission support personnel notifying them of the request and folder creation. The mission support personnel is responsible for reporting the request to HQ-DHS

10. Staffing For Records

10.1. Identify the agency component that would likely have records

- USCIS is composed of several agency components. The majority of records requester are staffed to the following components:

  I. Field Operations Directorate (FOD)
  FOD will have records related to citizenship and naturalization. They will also have vacancy announcement records if the hiring office was a Field or District office

  II. Human Resources (HROC)
  HROC will have USCIS vacancy announcement records, such as certified lists and resumes

  III. Fraud Detection and National Security (FDNS)
  FDNS has records concerning immigration fraud and immigration fraud investigations

  IV. Office of Chief Counsel (OCC)
  OCC will have records regarding legal opinions usually dealing with the drafting and implementation of new policies or interpreting policies and laws

  V. Office of Legislative Affairs (OLA)
  OLA provided records for requests for congressional correspondence, both U.S. House of Representatives and Senate

  VI. Office of Performance and Quality (OPQ)
  OPQ provides data and statistics related to USCIS applications and petitions (forms). OPQ DOES NOT provide immigration or visa statistics.

  VII. Investor Program Office (IPO)

Formerly referred to as SCOPS-EB5, IPO provide EB5 (foreign investor visa) records.

VIII. Refugee, Asylum, and International Operations (RAIO)

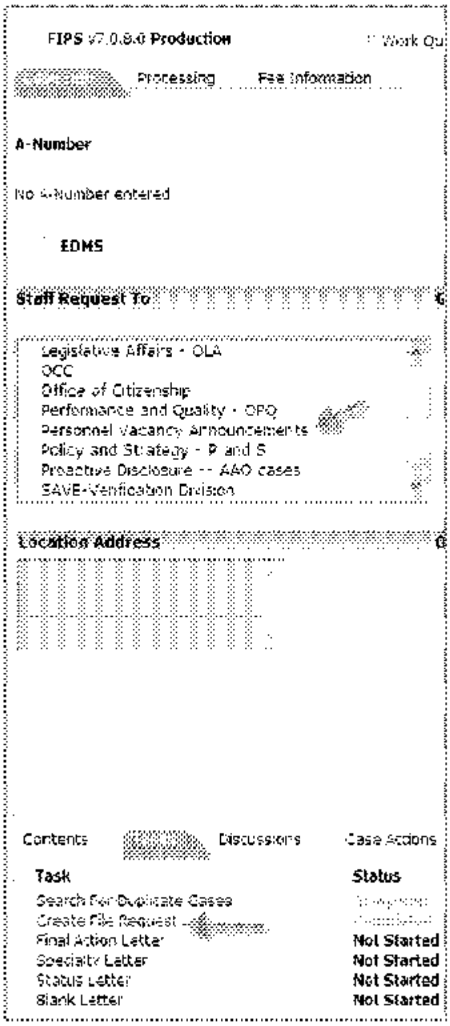
RAIO provides records related to the refugee and asylum programs, as well as USCIS overseas programs and offices. RAIO also provides refugee and asylum application and petition data and statistics. RAIO provides the hiring office records for vacancy announcements for asylum and refugee officer sand overseas positions.

IX. Service Center Operations (SCOPS)

SCOPS will have records related to employee based visa applications and petitions. They will also have vacancy announcement records if the hiring office was a service center

10.2. Create Responsive Records Slot in FIPS

- Under the Tasks tab click "Create File Request" and select the appropriate USCIS Component Office from the list (e.g. FOD, OLA, OCC, OPQ, SCOPS, RAIO)



A-Number

No A-Number entered

Staff Request To

Legislative Affairs - OLA
OCC
Office of Citizenship
Performance and Quality - OPQ
Personnel Vacancy Announcements
Policy and Strategy - P and S
Proactive Disclosure -- AAO cases
SAVE-Verification Division

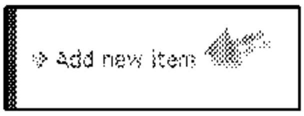
Location Address

Task	Status
Search For Duplicate Cases	[illegible]
Create File Request	[illegible]
Final Action Letter	Not Started
Specialty Letter	Not Started
Status Letter	Not Started
Blank Letter	Not Started

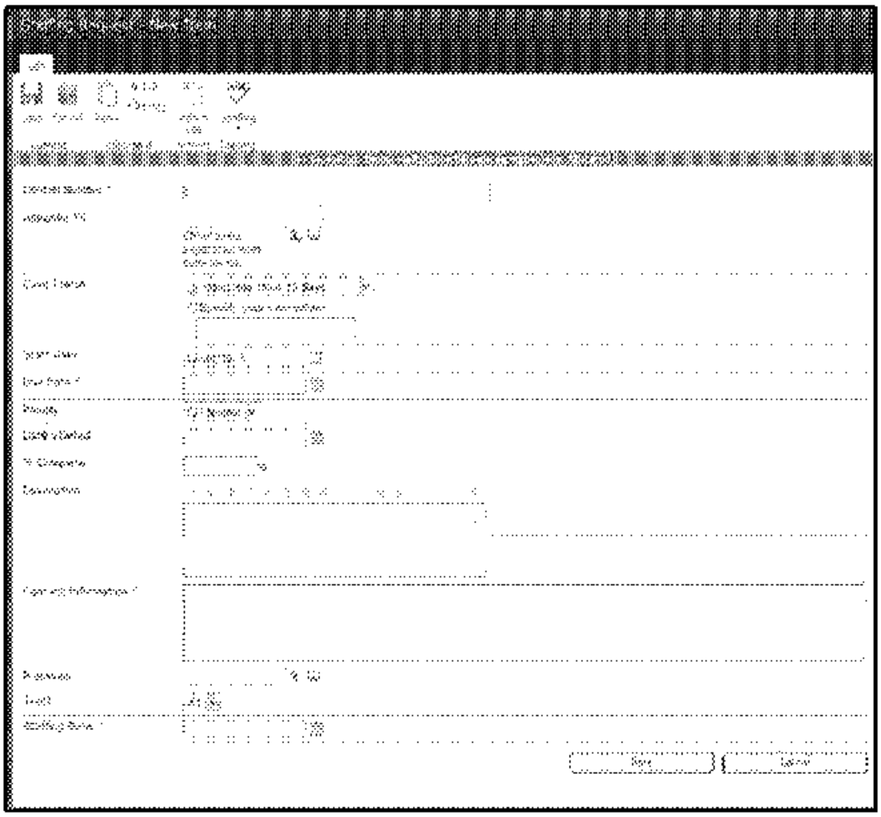
10.3. Request records via ECN

- Go to the ECN staffing request page at: **http://ecn.uscis.dhs.gov/team/esd/Division/NRC/Branches/FOIA_OPS/SIG/SIG%20Case%20Tracking/Lists/Task/AllItems.aspx**

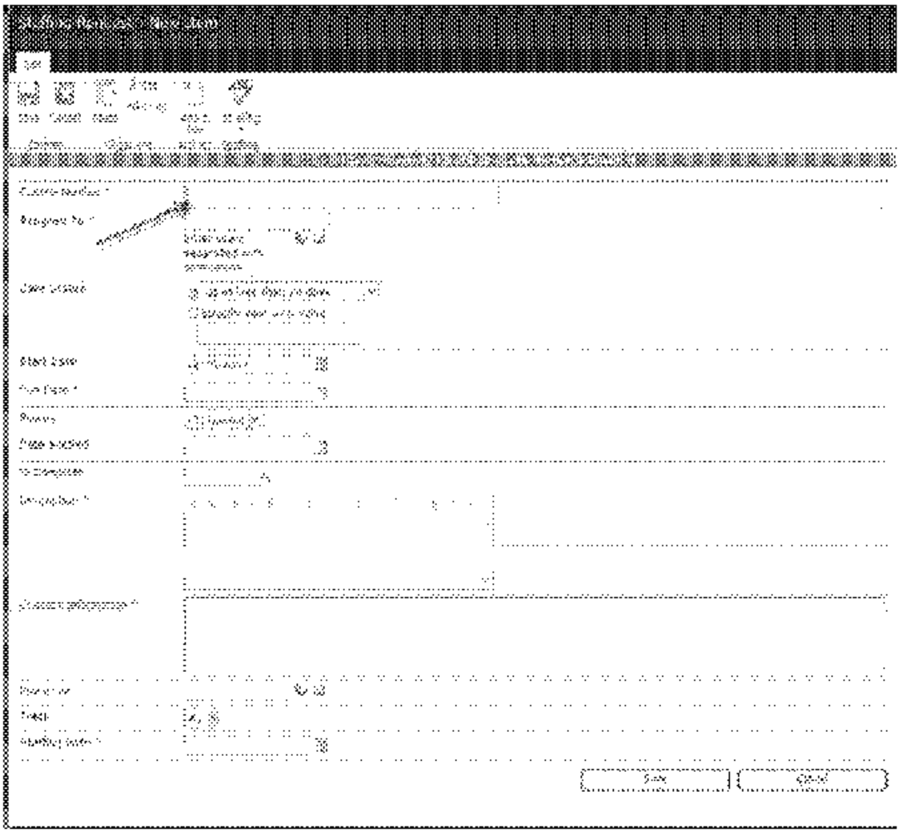
- At the bottom click "Add new item"



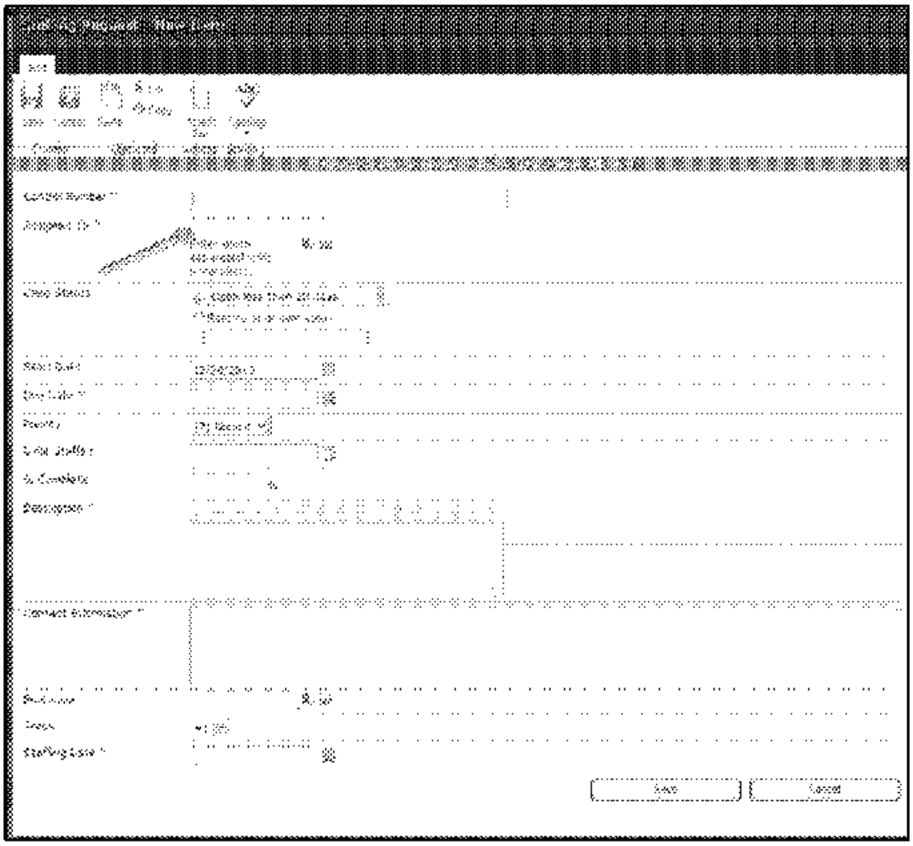
- **This screen pops up**



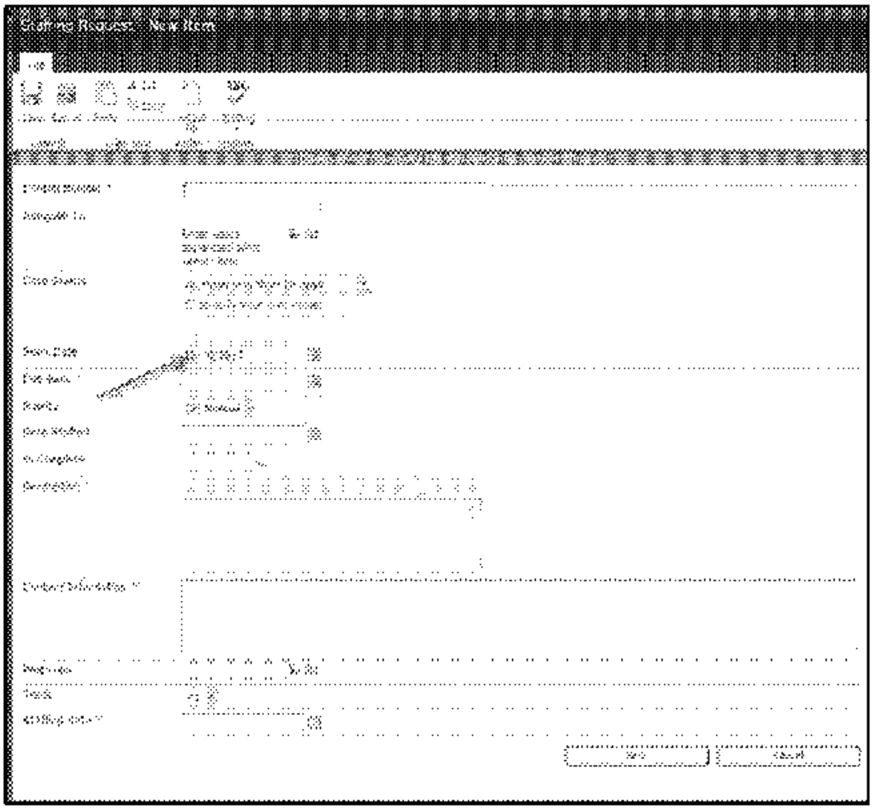
- **Enter the control number**



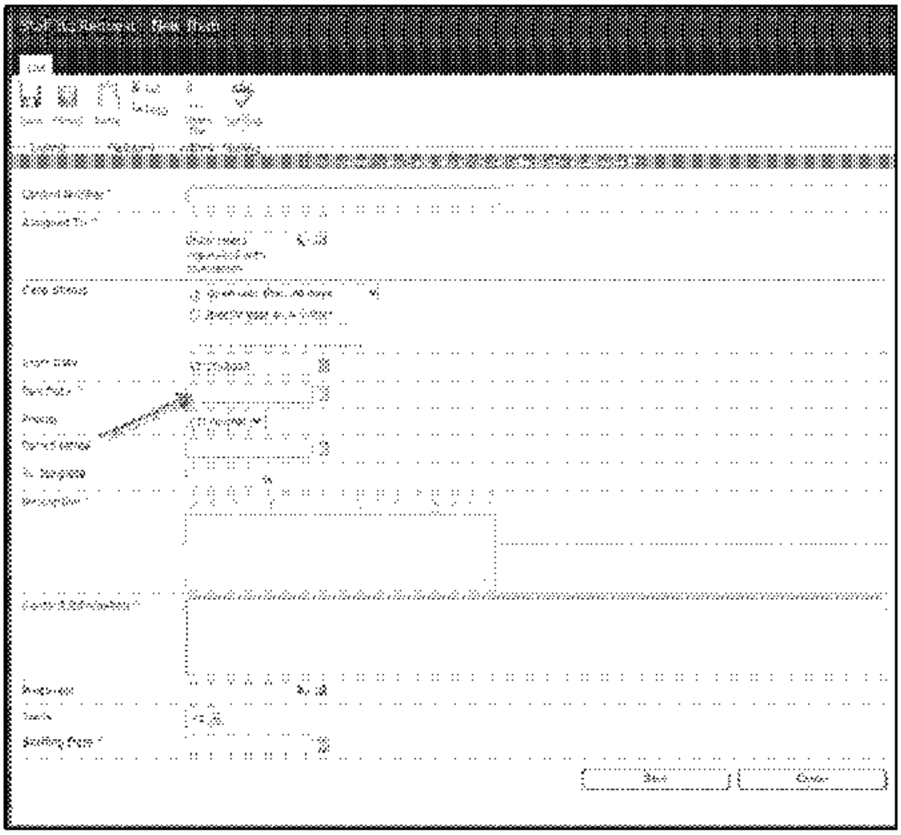
- **Enter the assigned to POCs: See Appendix A – Separate POCs with a semicolon ;**



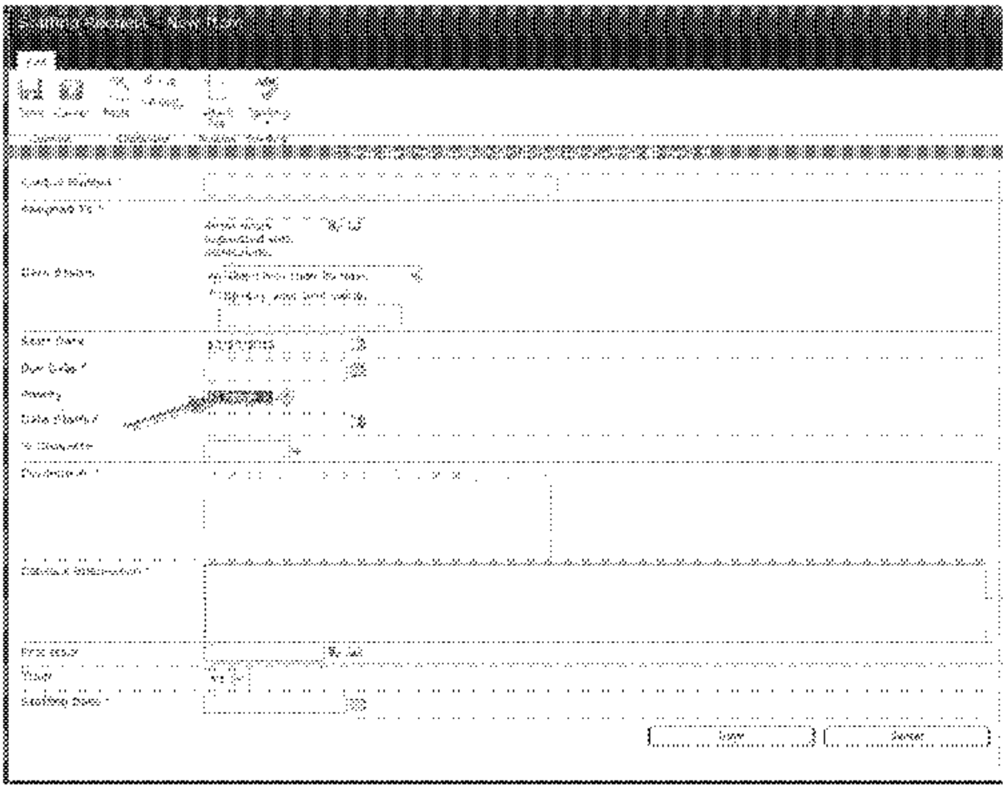
- **Enter the start date – the date the POC was tasked to provide records**



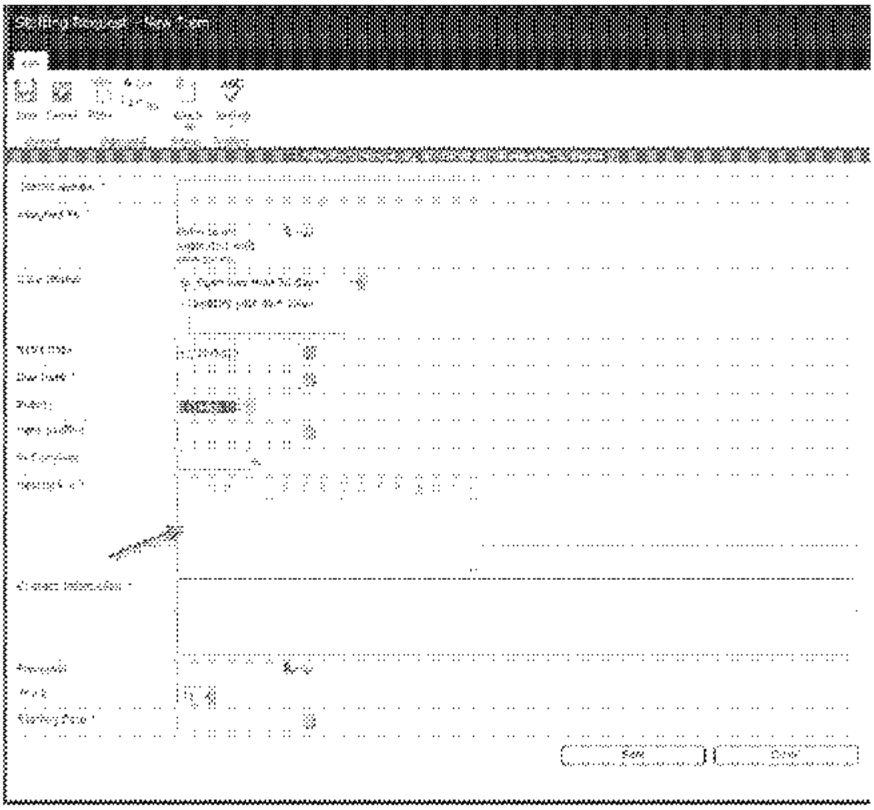
- **Enter the due date – usually 20 calendar days after the start date**



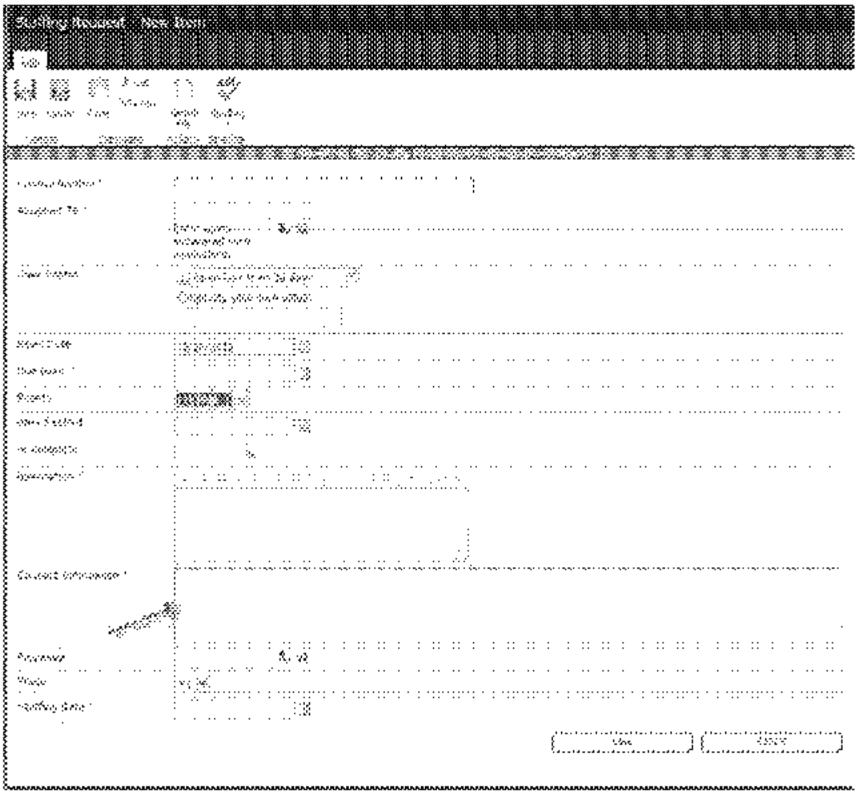
- **Set Priority to 1**



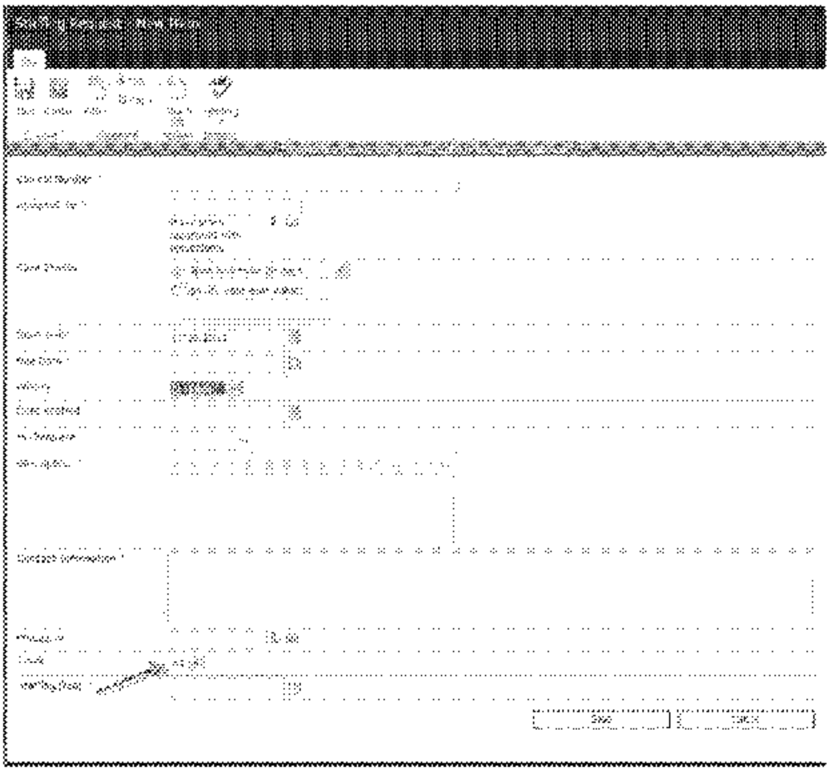
- **Enter a brief yet accurate description of the request – DO NOT include PII**



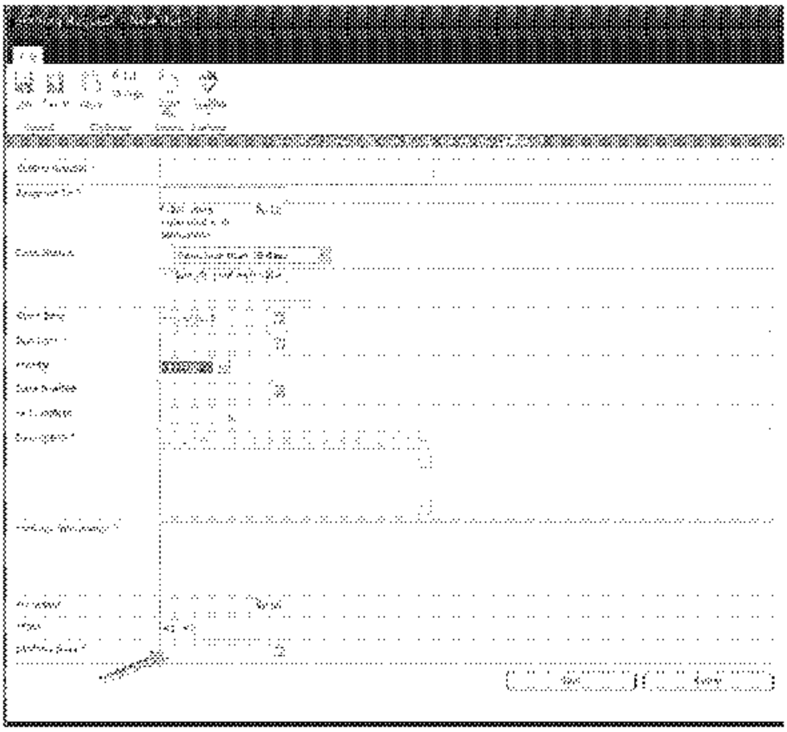
- **Enter your contact information**



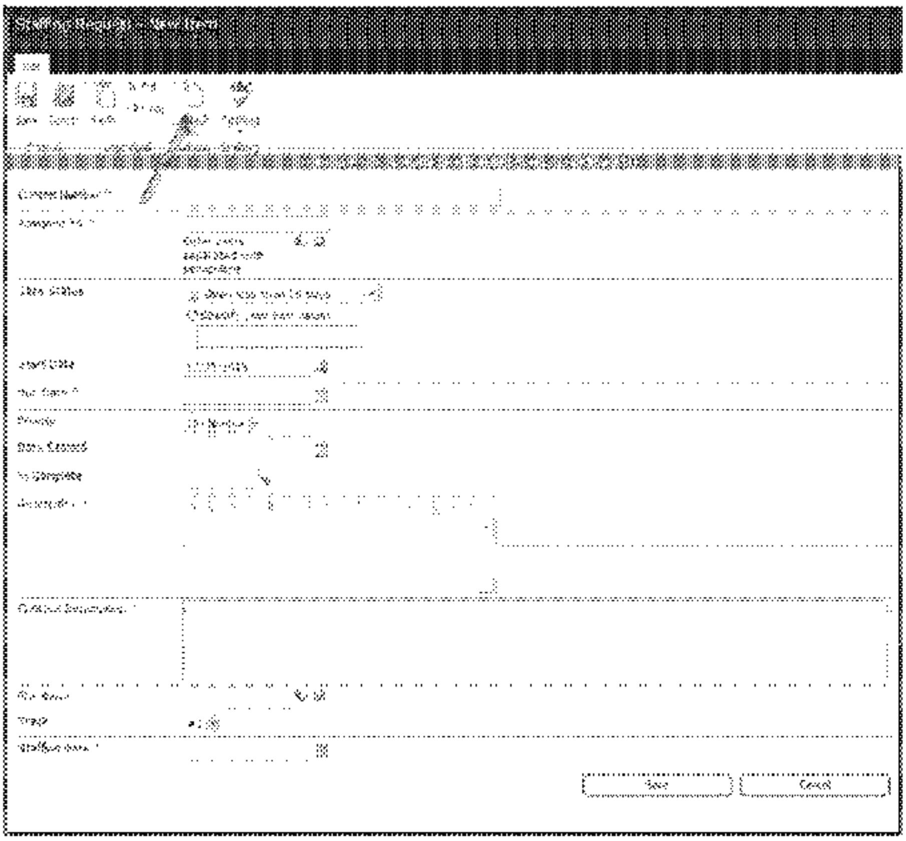
- **Select which track it has been assigned to in FIPS, 1 or 2**



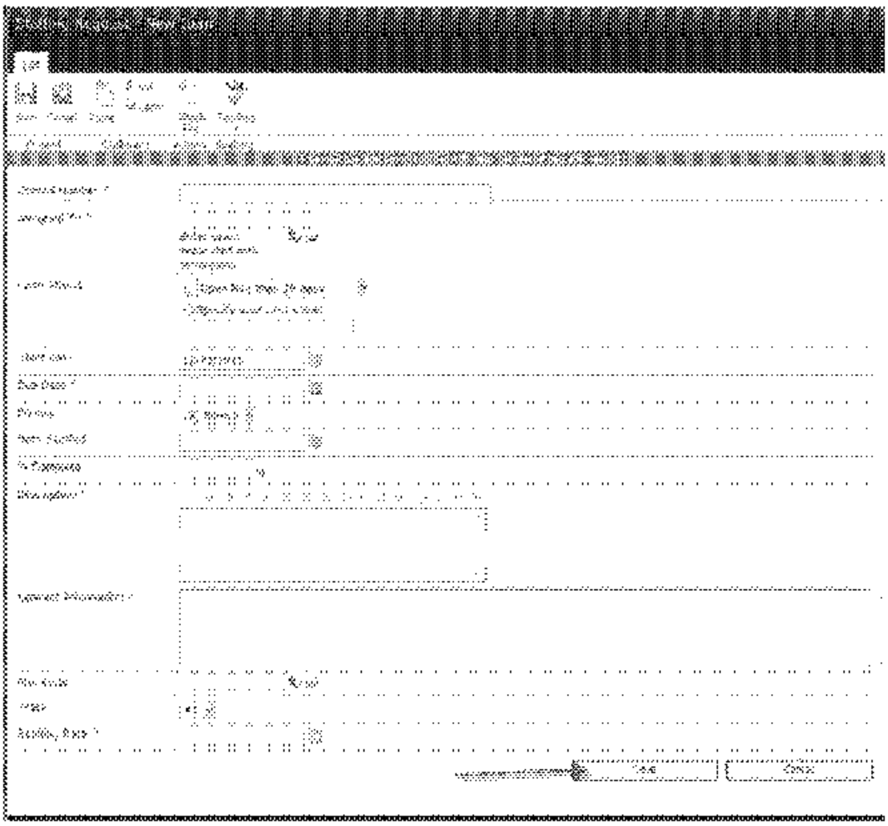
- **Enter the staffing date – the date the staffing was created**



- **Attach the SIG Staffing Sheet and FOIA/PA Request**

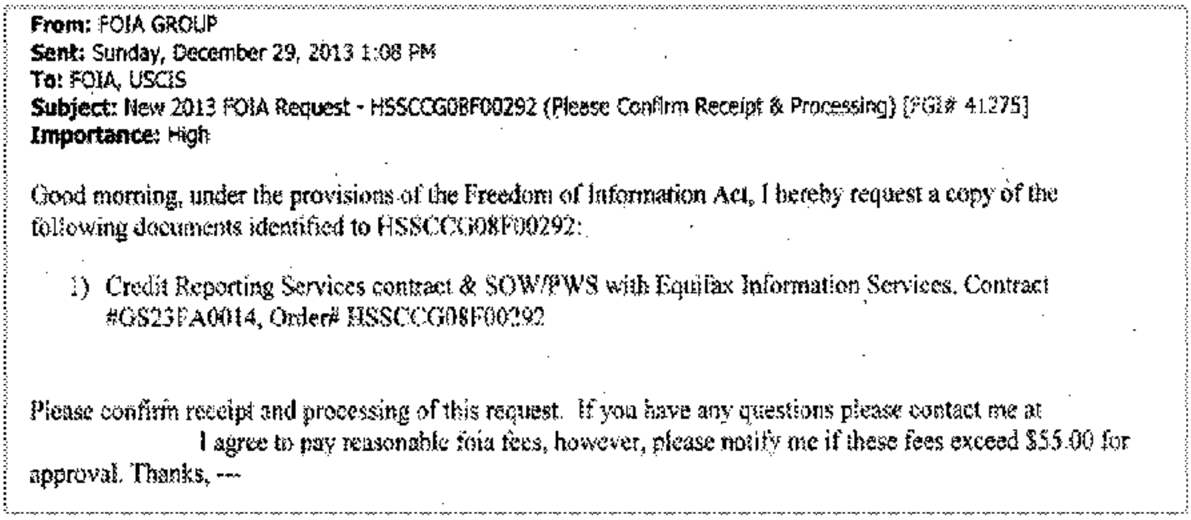

Staffing Request - New Item
Save
Cancel

- **Click "Save"**


Staffing Request - New Item
Save
Cancel

10.4. Request records via FIPS for:

- Contracts
  I. A Contract FOIA request will either reference a USCIS contract or USCIS contract number starting with HSS. The request will be scanned into the CNT queue using the CNT queue cover sheet. Below is an example of a contract FOIA request.



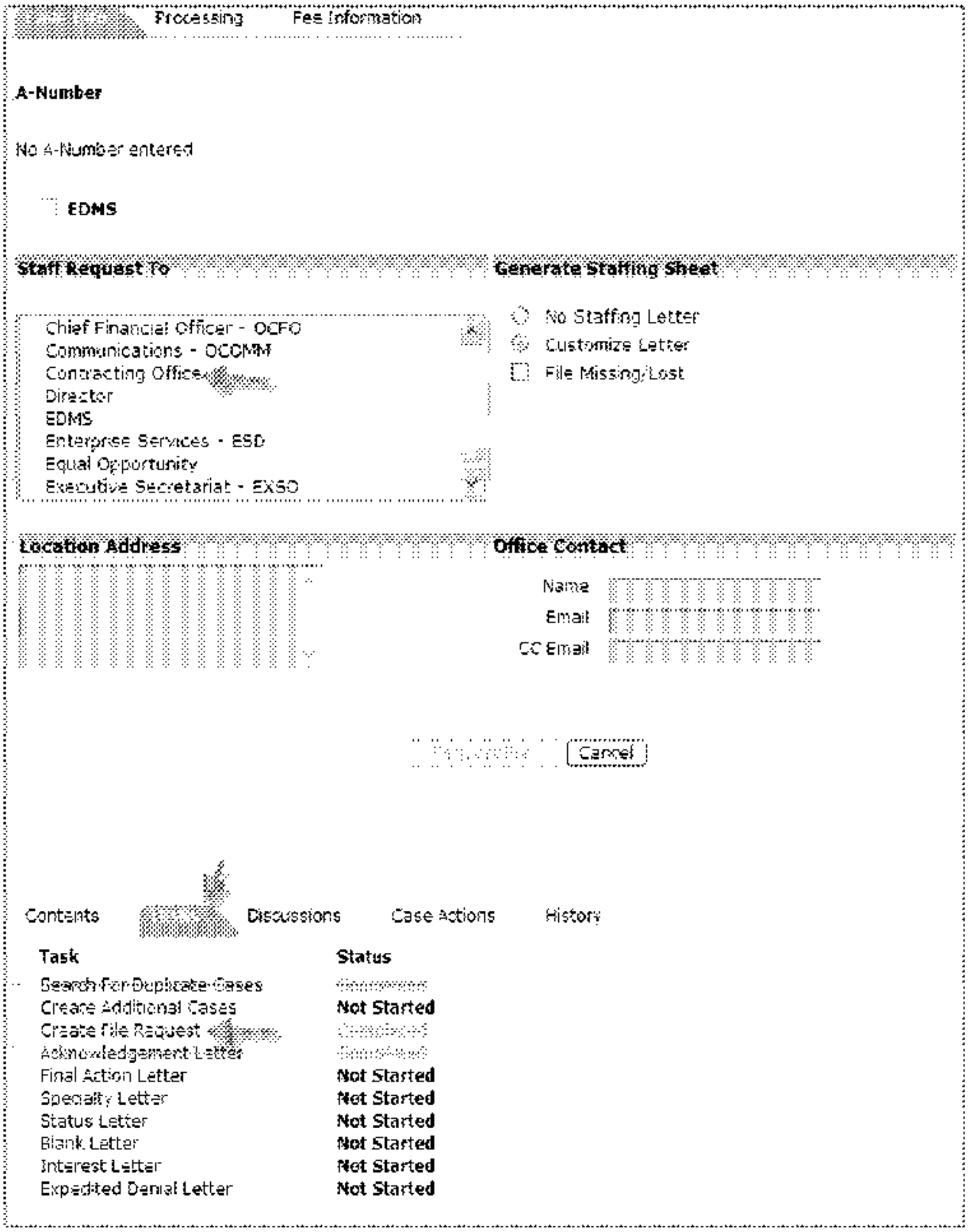
From: FOIA GROUP
Sent: Sunday, December 29, 2013 1:08 PM
To: FOIA, USCIS
Subject: New 2013 FOIA Request - HSSCCG08F00292 (Please Confirm Receipt & Processing) [FGI# 41275]
Importance: High

Good morning, under the provisions of the Freedom of Information Act, I hereby request a copy of the following documents identified to HSSCCG08F00292:

1) Credit Reporting Services contract & SOW/PWS with Equifax Information Services. Contract #GS23FA0014, Order# HSSCCG08F00292

Please confirm receipt and processing of this request. If you have any questions please contact me at I agree to pay reasonable foia fees, however, please notify me if these fees exceed $55.00 for approval. Thanks, ---

II. Under the Tasks tab click "Create File Request" and choose Contracting Office



A-Number

No A-Number entered

☐ **EDMS**

Staff Request To

Chief Financial Officer - OCFO
Communications - OCOMM
Contracting Office
Director
EDMS
Enterprise Services - ESD
Equal Opportunity
Executive Secretariat - EXSO

Generate Staffing Sheet

○ No Staffing Letter
● Customize Letter
☐ File Missing/Lost

Location Address

Office Contact

Name
Email
CC Email

Task	**Status**
~~Search For Duplicate Cases~~	~~Completed~~
Create Additional Cases	**Not Started**
Create File Request	Completed
~~Acknowledgement Letter~~	~~Completed~~
Final Action Letter	**Not Started**
Specialty Letter	**Not Started**
Status Letter	**Not Started**
Blank Letter	**Not Started**
Interest Letter	**Not Started**
Expedited Denial Letter	**Not Started**

- A-Files and Receipt Files

I. If the request is for a complete A-File or Receipt file you will need CIS and NFTS access in order to locate the files. The records are staffed via FIPS the same way as on the A-File side

11. Requirements for a Valid Request

11.1. A valid FOIA request must:

- Describe the records sought
- Must have a mailing address

11.2. Describe the records sought

- The requester must describe the records in enough detail to enable agency personnel to locate them with a reasonable amount of effort. A FOIA request that might seem broad or burdensome does not mean it does not describe the records sought. Remember, the key to determining whether a request is or is not described is the ability of agency staff to reasonably ascertain exactly which records are being requested and the ability to locate them.

11.3. The request may need to be closed at the point of creation or the requester may need to be contacted for the following reasons:

- Our office responds only to requests for USCIS records, the request may have to be referred or redirected to another agency.

- The request may be larger or cost more the requester realizes.

- The requested records may already be publicly available and the case should be closed NA directing to the requester where to look.

12. Customer Service

12.1. We should reach out to the requester when the request is not clear, voluminous, or costly.

- Contacting the requester:
  I. Email contact: Email communication with the requester is preferred in order to have the most accurate record of correspondence with our customers for the file. However, sometimes it's easier and faster to call them.
  II. Phone contact:

a) Long-distance/international calling is authorized as long as it is work-related

b) Be aware of their time zone and the proper pronunciation of their name before you call.

- Identify yourself and that you are with the USCIS FOIA Office. Tell the requester you are calling them concerning their FOIA request.

- Case note phone conversations.

- It is up to you if you want to provide them with your work phone number/extension or email address. Some requesters will contact you frequently or even you're your information public.

12.2. Effective Communication

- Suggested questions for clarifying the request:
  - I. What do you mean by _____?
  - II. Tell me more about _____?
  - III. You stated that you are requesting_______. Am I correct in thinking that you are asking for _______?
  - IV. Do you have any idea which agency or agency component might have those records?
  - V. You stated you first heard about this on/from (a particular internet site/ a news article/ a press release). Can you tell me how I might find that? Do you have a copy of that so that I might reference it as well?

- Ask if they have attempted to locate the records in other ways:
  - I. What other ways did you try so far?
  - II. Have you looked at the Department of Homeland Security/USCIS website to see if that information is available there?

- Suggested question for narrowing the request:
  - I. Is there any particular record you are looking for?

- If the request looks voluminous and the Requester has not asked for a fee waiver and is not the type of requester who would automatically qualify for one you might want to explain to them how we assess fees and your estimation of the kind of fees to expect with this request.

13. Referring and Redirecting Requests

While creating cases be sure that the scope of the request is for USCIS records. Many requesters are unsure of USCIS's mission and will submit a FOIA request for records USCIS does not have. Keep in mind USCIS's mission statement:

> USCIS will secure America's promise as a nation of immigrants by providing accurate and useful information to our customers, granting immigration and citizenship benefits, promoting an awareness and understanding of citizenship, and ensuring the integrity of our immigration system.

As the mission statement explains, USCIS provides benefits. USCIS is not a law enforcement or intelligence agency. When the request is for records that do not relate to immigration benefits or an obvious function of USCIS then it may need to be referred or redirected to another agency.

13.1. Referring

- When the request should go to another DHS agency (e.g. ICE or CBP) it is closed RF-referred. This sends the request directly to that DHS agency and also notifies the requester that the request was sent to the other agency and to expect a response from that agency. Examples include the following:

  I. Apprehension/Detention/Removal/Deportation Records (beyond A-File material)
    - ICE or CBP

  II. SENTRI/NEXUS/GLOBAL ENTRY/FAST Database records
    - CBP

  III. Apprehension at ports of entry
    - CBP

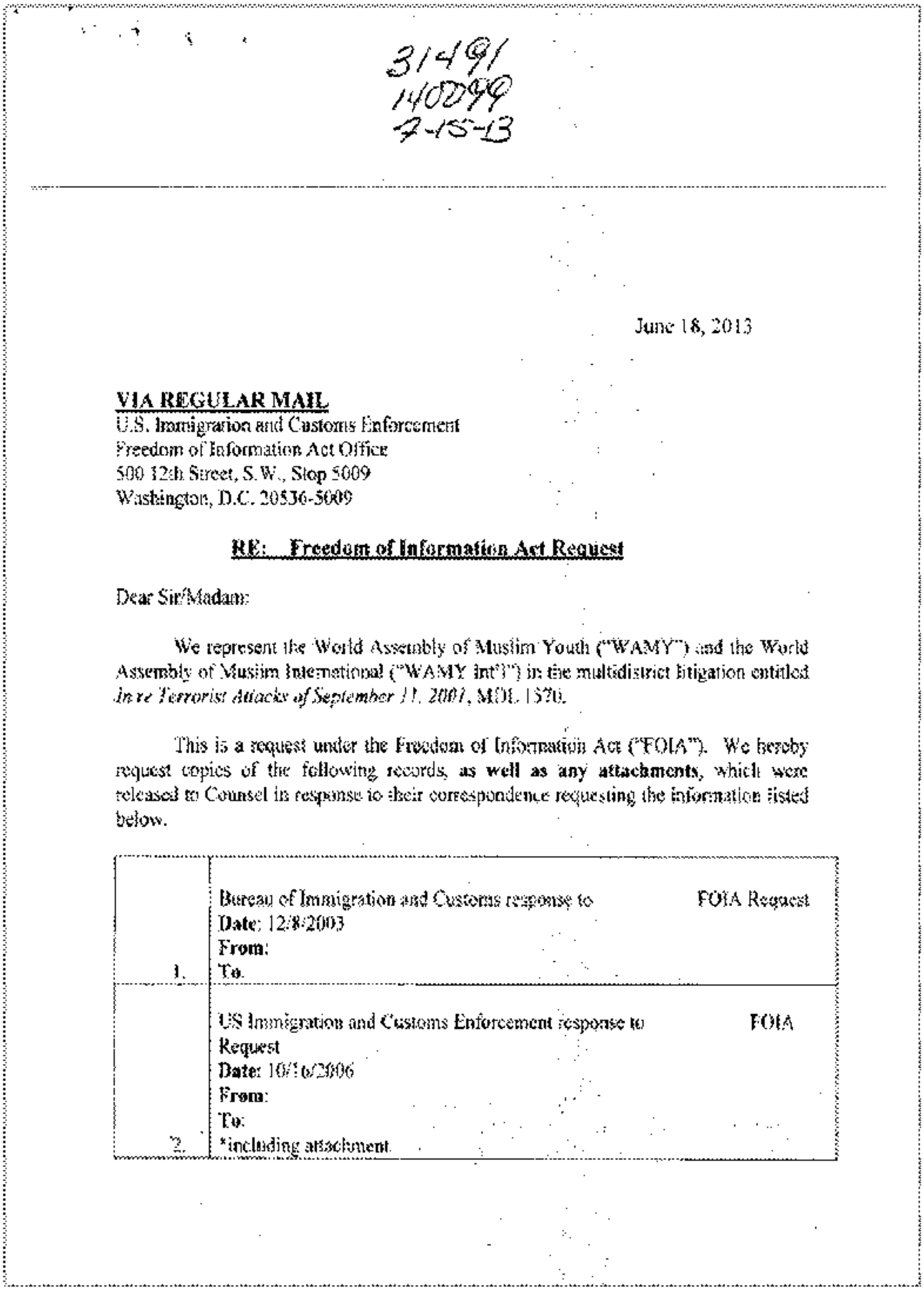
  IV. Inspection records
    - CBP

  V. Entry records (beyond A-File material)
    - CBP

  VI. Immigration statistics
    - DHS Office of Immigrations Statistics

  VII. I-9 Records
    - ICE

Example of a referred request:



31491
140299
7-15-13

June 18, 2013

VIA REGULAR MAIL
U.S. Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

RE: Freedom of Information Act Request

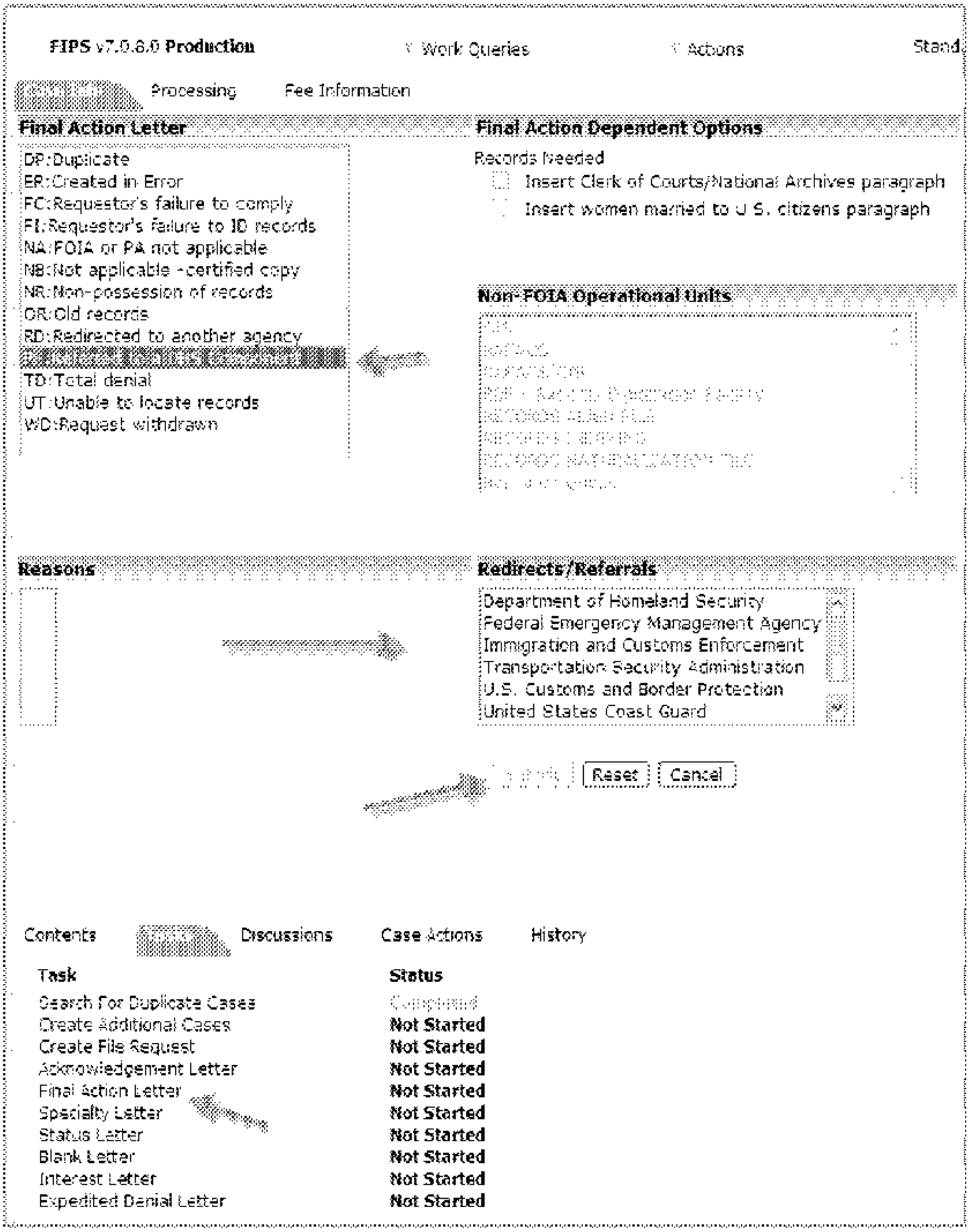
Dear Sir/Madam:

We represent the World Assembly of Muslim Youth ("WAMY") and the World Assembly of Muslim International ("WAMY Int'l") in the multidistrict litigation entitled *In re Terrorist Attacks of September 11, 2001*, MDL 1570.

This is a request under the Freedom of Information Act ("FOIA"). We hereby request copies of the following records, **as well as any attachments**, which were released to Counsel in response to their correspondence requesting the information listed below.

1.	Bureau of Immigration and Customs response to FOIA Request **Date:** 12/8/2003 **From:** **To:**
2.	US Immigration and Customs Enforcement response to FOIA Request **Date:** 10/16/2006 **From:** **To:** *including attachment

- To Close as referred:
  - II. Click "Final Action Letter"
  - III. Select RF: Referred to a DHS Component
  - IV. Select which DHS component to send it to
  - V. Click "Submit"
  - VI. You will need to modify the FAL and memo to reflect the request



Final Action Letter

DP:Duplicate
ER:Created in Error
FC:Requestor's failure to comply
FI:Requestor's failure to ID records
NA:FOIA or PA not applicable
N8:Not applicable -certified copy
NR:Non-possession of records
OR:Old records
RD:Redirected to another agency
[illegible]
TD:Total denial
UT:Unable to locate records
WD:Request withdrawn

Final Action Dependent Options

Records Needed
☐ Insert Clerk of Courts/National Archives paragraph
☐ Insert women married to U S. citizens paragraph

Non-FOIA Operational Units

Reasons

Redirects/Referrals

Department of Homeland Security
Federal Emergency Management Agency
Immigration and Customs Enforcement
Transportation Security Administration
U.S. Customs and Border Protection
United States Coast Guard

Task	Status
Search For Duplicate Cases	Completed
Create Additional Cases	**Not Started**
Create File Request	**Not Started**
Acknowledgement Letter	**Not Started**
Final Action Letter	**Not Started**
Specialty Letter	**Not Started**
Status Letter	**Not Started**
Blank Letter	**Not Started**
Interest Letter	**Not Started**
Expedited Denial Letter	**Not Started**

13.2. Redirecting

- When the request should go to another federal government agency outside of DHS (e.g. FBI or DOS) it is closed RD-redirected. This notifies the requester that they should send their request to the other agency. Please note, the request is not sent to that other agency, the requester is instructed to do so. Examples include the following:

I. Records concerning prison or prison guards
  - Bureau of Prisons (BOP)

II. Visa Statistics
  - Department of State

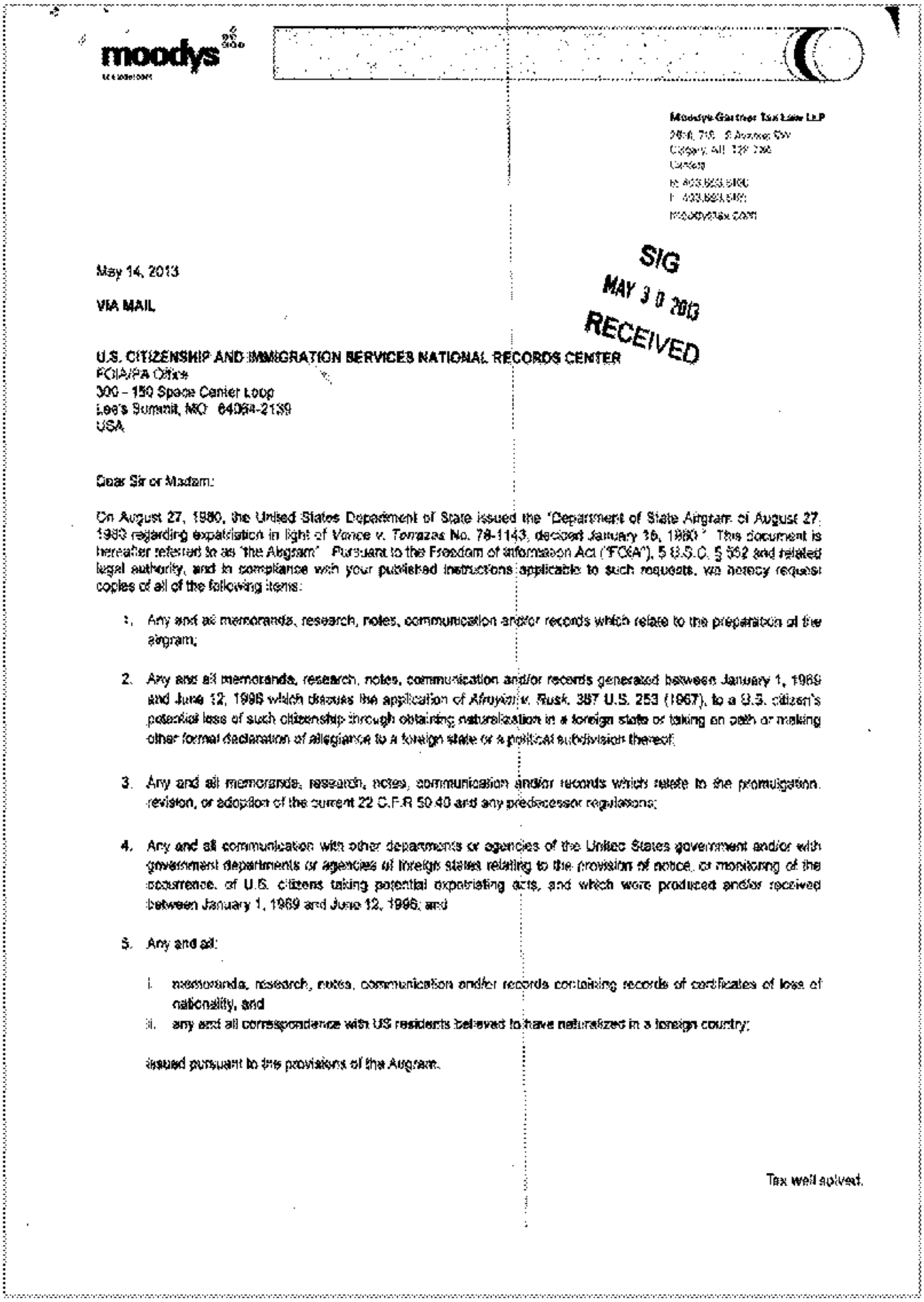
III. Passport information
  - Department of State

IV. Expatriate information
  - Department of State

V. General law enforcement activities (not DHS)
  - FBI

VI. Employment/personal background investigation records
  - Office of Personnel Management (OPM)

Example of a redirected request:



moodys

Moodys Gartner Tax Law LLP
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
moodystax.com

SIG
MAY 30 2013
RECEIVED

May 14, 2013

VIA MAIL

U.S. CITIZENSHIP AND IMMIGRATION SERVICES NATIONAL RECORDS CENTER
FOIA/PA Office
300 – 150 Space Center Loop
Lee's Summit, MO 64064-2139
USA

Dear Sir or Madam:

On August 27, 1980, the United States Department of State issued the "Department of State Airgram of August 27, 1980 regarding expatriation in light of *Vance v. Terrazas* No. 78-1143, decided January 16, 1980." This document is hereafter referred to as "the Airgram". Pursuant to the Freedom of Information Act ("FOIA"), 5 U.S.C. § 552 and related legal authority, and in compliance with your published instructions applicable to such requests, we hereby request copies of all of the following items:

1. Any and all memoranda, research, notes, communication and/or records which relate to the preparation of the airgram;
2. Any and all memoranda, research, notes, communication and/or records generated between January 1, 1969 and June 12, 1996 which discuss the application of *Afroyim v. Rusk*, 387 U.S. 253 (1967), to a U.S. citizen's potential loss of such citizenship through obtaining naturalization in a foreign state or taking an oath or making other formal declaration of allegiance to a foreign state or a political subdivision thereof;
3. Any and all memoranda, research, notes, communication and/or records which relate to the promulgation, revision, or adoption of the current 22 C.F.R 50.40 and any predecessor regulations;
4. Any and all communication with other departments or agencies of the United States government and/or with government departments or agencies of foreign states relating to the provision of notice, or monitoring of the occurrence, of U.S. citizens taking potential expatriating acts, and which were produced and/or received between January 1, 1969 and June 12, 1996; and
5. Any and all:
    i. memoranda, research, notes, communication and/or records containing records of certificates of loss of nationality, and
    ii. any and all correspondence with US residents believed to have naturalized in a foreign country;

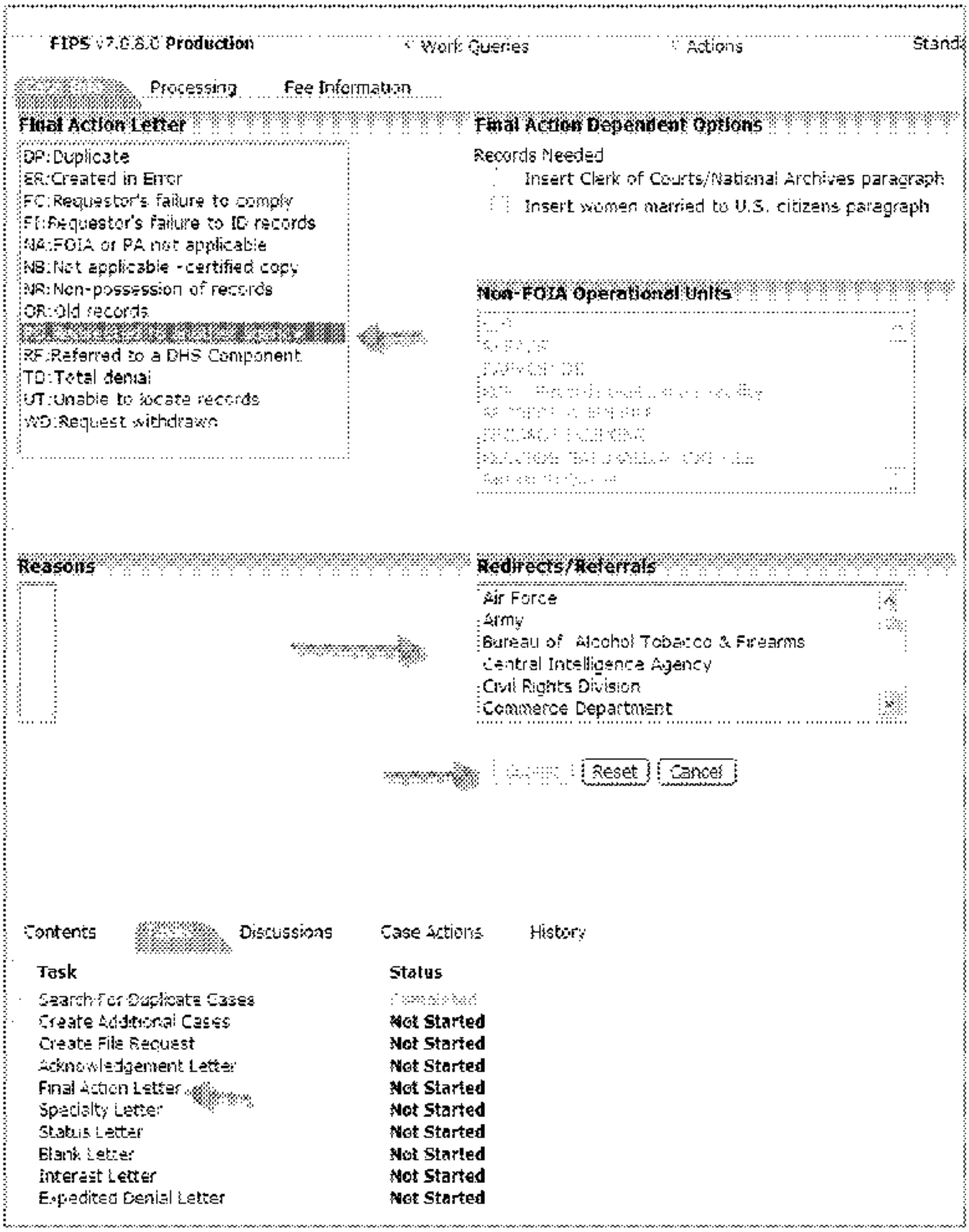
issued pursuant to the provisions of the Airgram.

Tax well solved.

- To close as redirected.
    II. Click "Final Action Letter"
    III. Select RD: Redirected to another agency
    IV. Select which agency to send it to

V. Click "Submit"

VI. You will need to modify the FAL

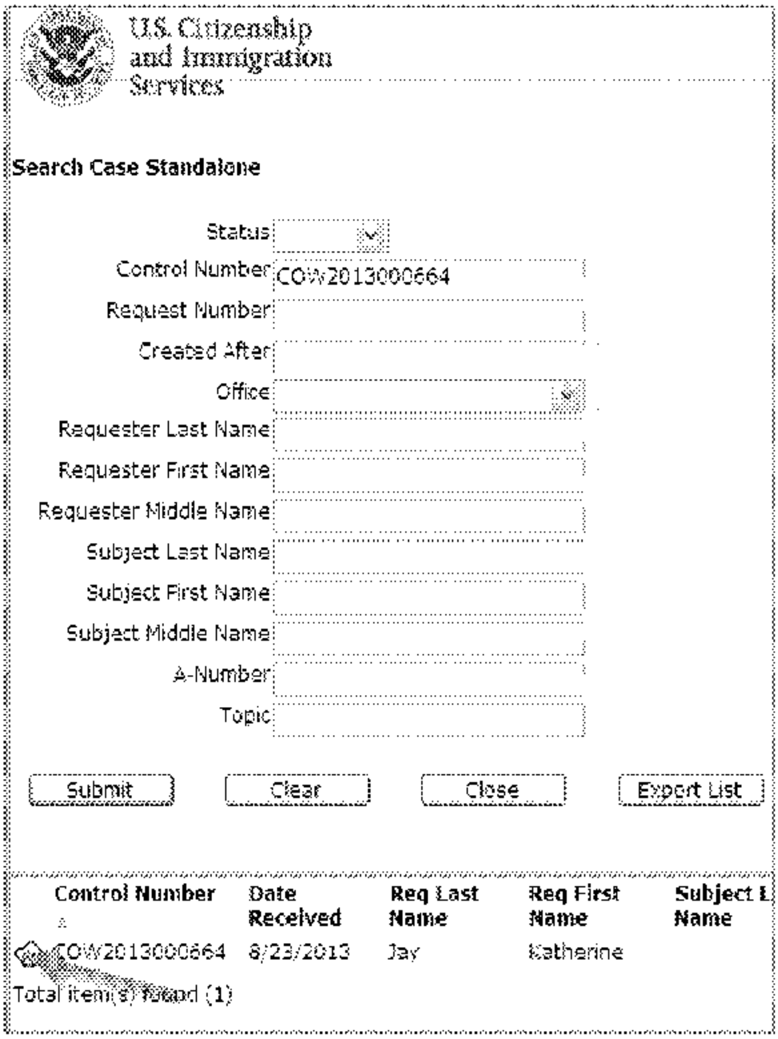

FIPS v7.0.8.0 Production
Work Queues
Actions
Stand
Processing
Fee Information
Final Action Letter
DP:Duplicate
ER:Created in Error
FC:Requestor's failure to comply
FI:Requestor's failure to ID records
NA:FOIA or PA not applicable
NB:Not applicable - certified copy
NR:Non-possession of records
OR:Old records
RF:Referred to a DHS Component
TD:Total denial
UT:Unable to locate records
WD:Request withdrawn
Final Action Dependent Options
Records Needed
Insert Clerk of Courts/National Archives paragraph
Insert women married to U.S. citizens paragraph
Non-FOIA Operational Units
Reasons
Redirects/Referrals
Air Force
Army
Bureau of Alcohol Tobacco & Firearms
Central Intelligence Agency
Civil Rights Division
Commerce Department
Submit
Reset
Cancel
Contents
Discussions
Case Actions
History

Task	Status
Search For Duplicate Cases	Completed
Create Additional Cases	Not Started
Create File Request	Not Started
Acknowledgement Letter	Not Started
Final Action Letter	Not Started
Specialty Letter	Not Started
Status Letter	Not Started
Blank Letter	Not Started
Interest Letter	Not Started
Expedited Denial Letter	Not Started

14. Maneuvering FIPS

14.1. Changing Tracks

i. Bring the case up in Standalone

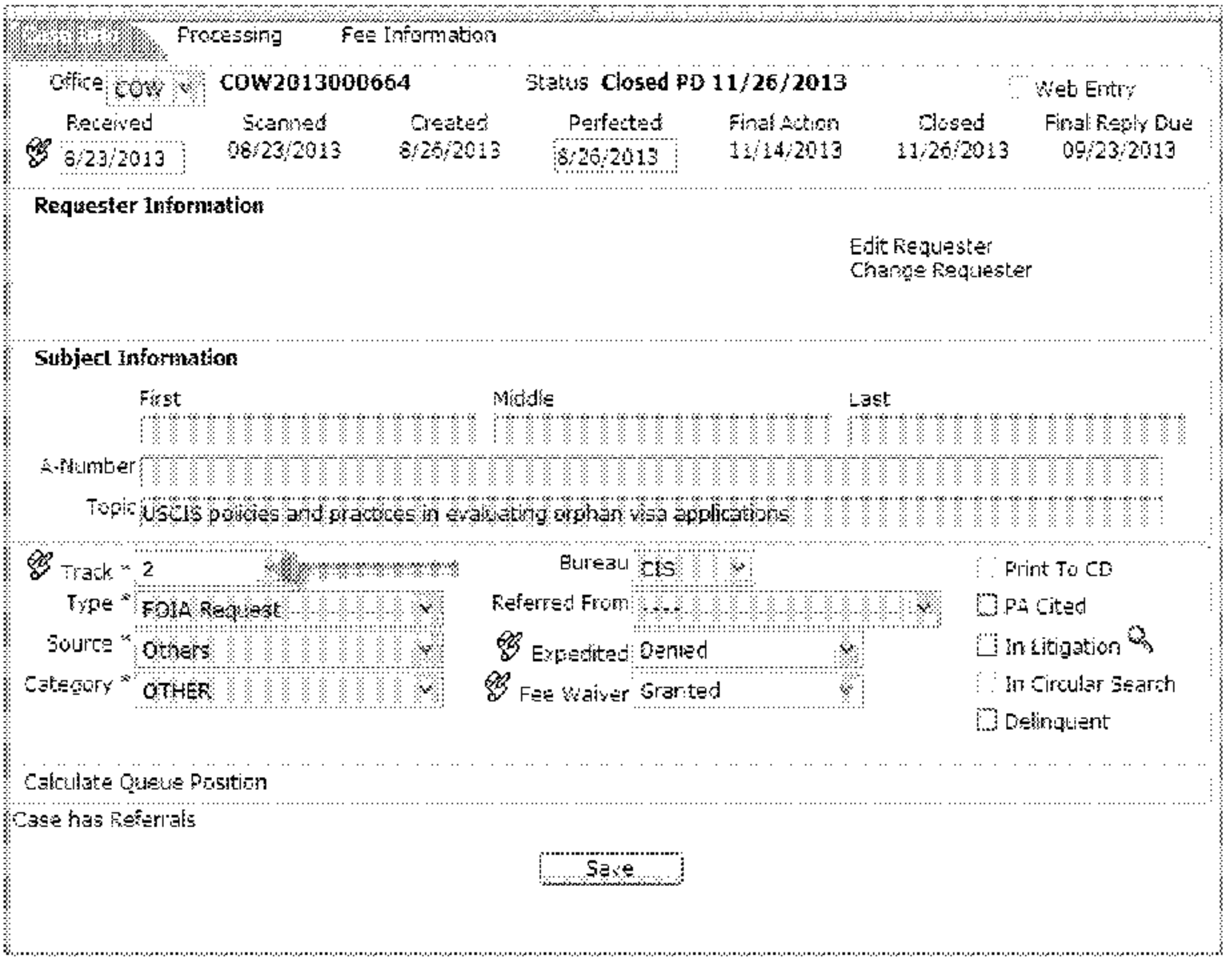

U.S. Citizenship
and Immigration
Services
Search Case Standalone
Status
Request Number
Created After
Office
Requester Last Name
Requester First Name
Requester Middle Name
Subject Last Name
Subject First Name
Subject Middle Name
A-Number
Topic
Submit
Clear
Close
Export List

Control Number: COW2013000664

Control Number	Date Received	Req Last Name	Req First Name	Subject L Name
COW2013000664	8/23/2013	Jay	Katherine	

Total item(s) found (1)

ii. Select the Track you want the case set to



Processing
Fee Information

Office COW
COW2013000664
Status **Closed PD 11/26/2013**
☐ Web Entry

Received	Scanned	Created	Perfected	Final Action	Closed	Final Reply Due
8/23/2013	08/23/2013	8/26/2013	8/26/2013	11/14/2013	11/26/2013	09/23/2013

Requester Information

Edit Requester
Change Requester

Subject Information

First
Middle
Last
A-Number

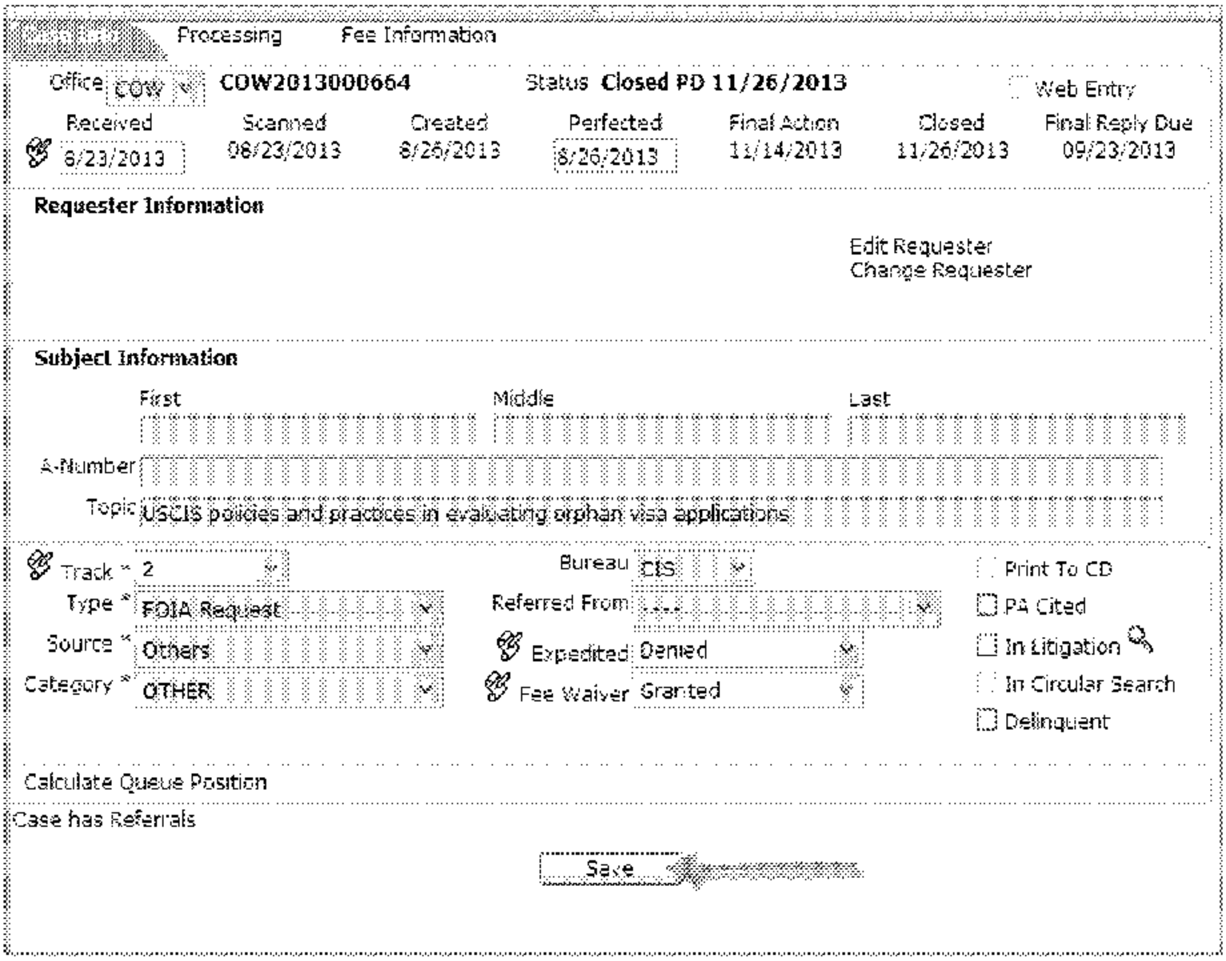
Topic: USCIS policies and practices in evaluating orphan visa applications

Track * 2
Type * FOIA Request
Source * Others
Category * OTHER
Bureau CIS
Referred From ----
Expedited Denied
Fee Waiver Granted
☐ Print To CD
☐ PA Cited
☐ In Litigation
☐ In Circular Search
☐ Delinquent

Calculate Queue Position

Case has Referrals

iii. Click "Save"



Office COW COW2013000664 Status **Closed PD 11/26/2013** ☐ Web Entry

Received	Scanned	Created	Perfected	Final Action	Closed	Final Reply Due
8/23/2013	08/23/2013	8/26/2013	8/26/2013	11/14/2013	11/26/2013	09/23/2013

Requester Information

Subject Information

First
Middle
Last
A-Number
Topic USCIS policies and practices in evaluating orphan visa applications

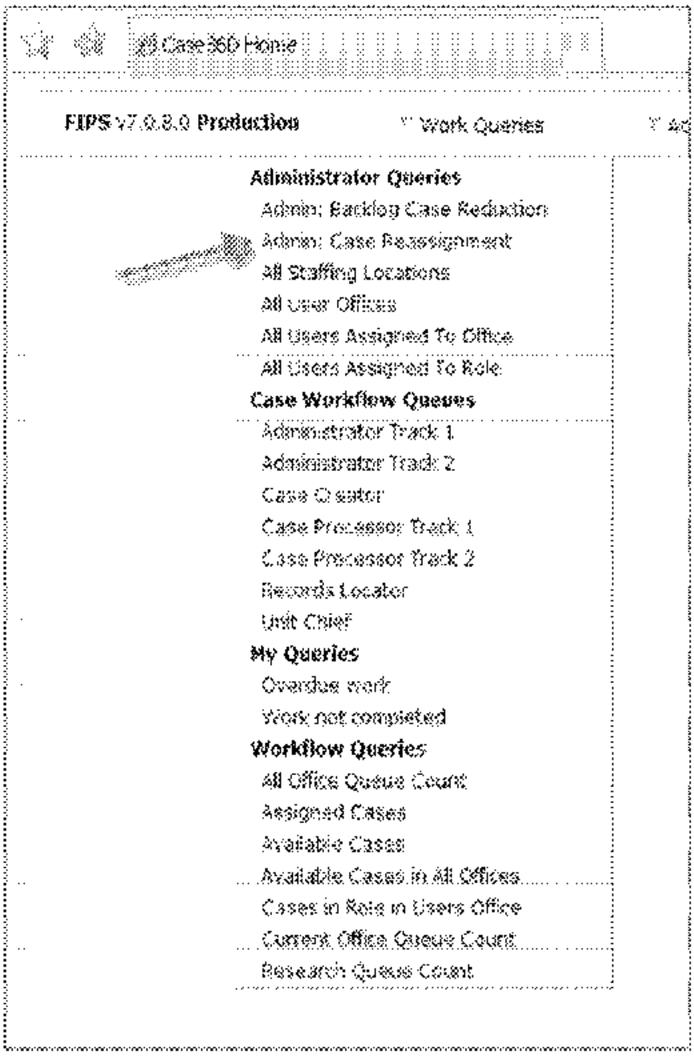
Track * 2
Type * FOIA Request
Source * Others
Category * OTHER
Bureau CIS
Referred From ----
Expedited Denied
Fee Waiver Granted
☐ Print To CD
☐ PA Cited
☐ In Litigation
☐ In Circular Search
☐ Delinquent

Calculate Queue Position
Case has Referrals

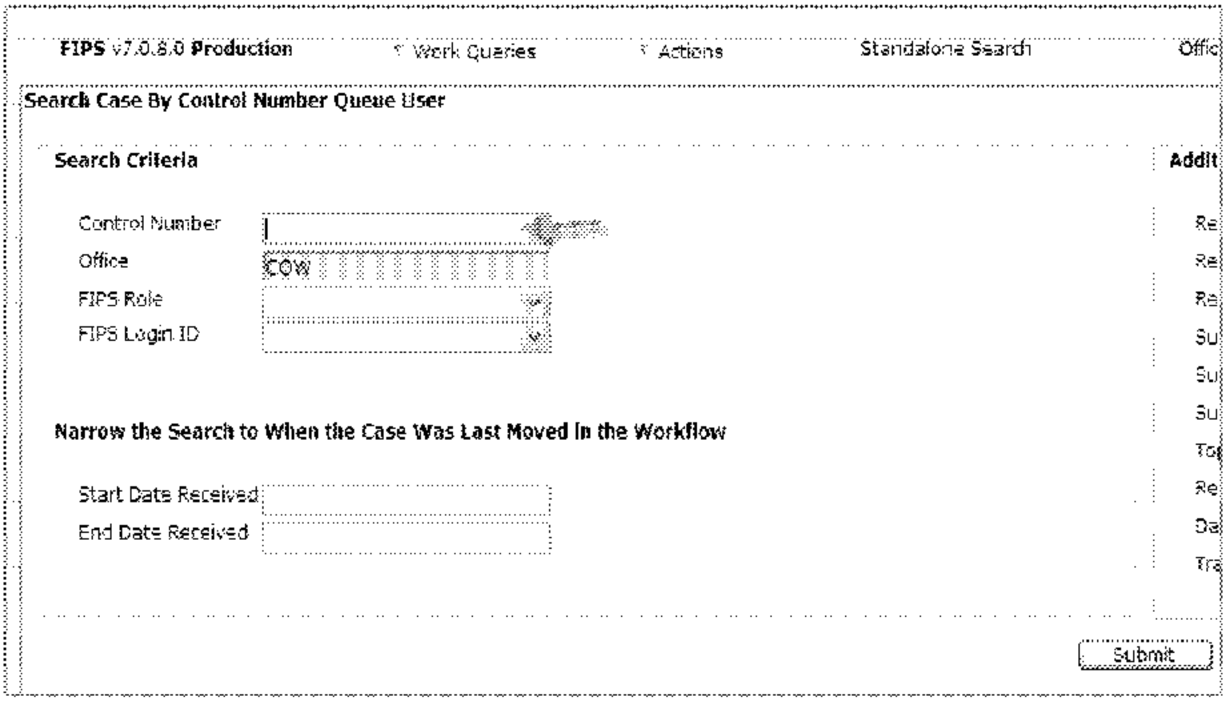
14.2. Moving a case to another FIPS role

Example: moving a case to administrator role:

i. Under the work queries tab select Admin: Case Reassignment


Case 360 Home
FIPS v7.0.8.0 Production
Work Queries
Administrator Queries
Admin: Backlog Case Reduction
Admin: Case Reassignment
All Staffing Locations
All User Offices
All Users Assigned To Office
All Users Assigned To Role
Case Workflow Queues
Administrator Track 1
Administrator Track 2
Case Creator
Case Processor Track 1
Case Processor Track 2
Records Locator
Unit Chief
My Queries
Overdue work
Work not completed
Workflow Queries
All Office Queue Count
Assigned Cases
Available Cases
Available Cases in All Offices
Cases in Role in Users Office
Current Office Queue Count
Research Queue Count

ii. Enter the case Control number (no spaces before or after) hit enter or click “submit”



Search Case By Control Number Queue User

Search Criteria

Control Number:

Office: COW

FIPS Role:

FIPS Login ID:

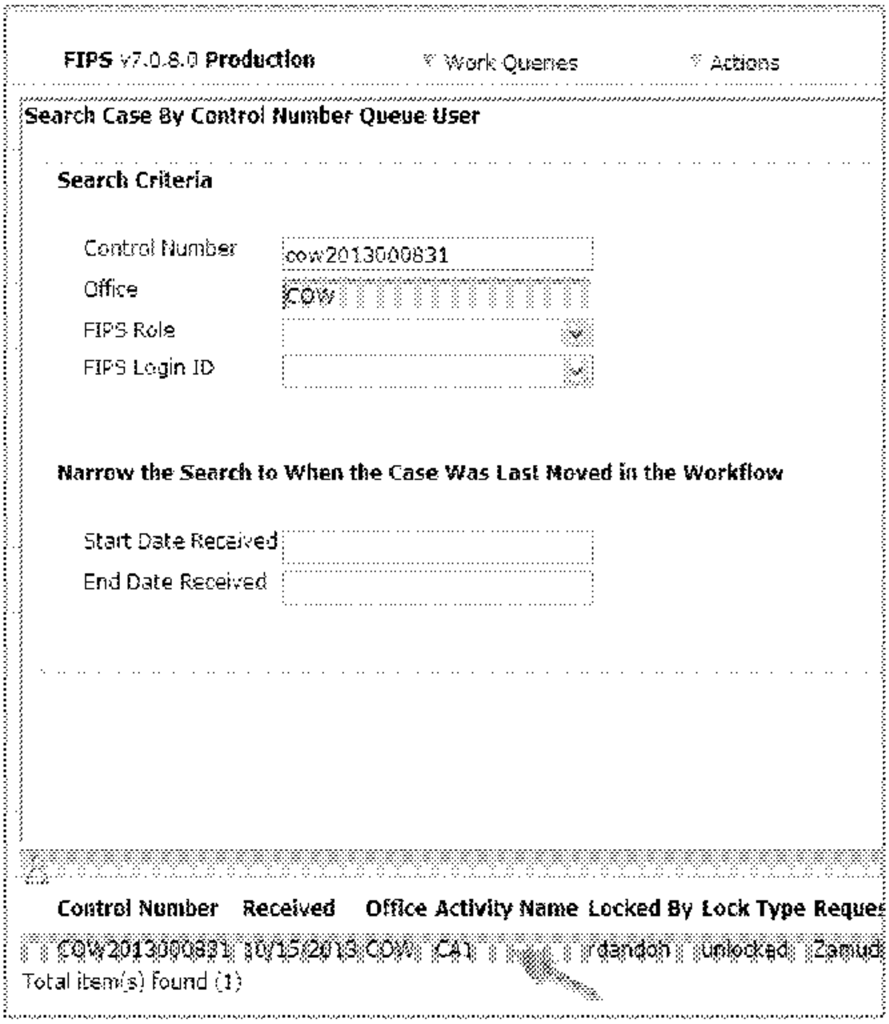
Narrow the Search to When the Case Was Last Moved in the Workflow

Start Date Received:

End Date Received:

FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Offic
Addit
Re
Re
Re
Su
Su
Su
To
Re
Da
Tra
Submit

iii. Put your mouse cursor over the case and left-click



Search Case By Control Number Queue User

Search Criteria

Control Number: cow2013000831
Office: COW
FIPS Role:
FIPS Login ID:

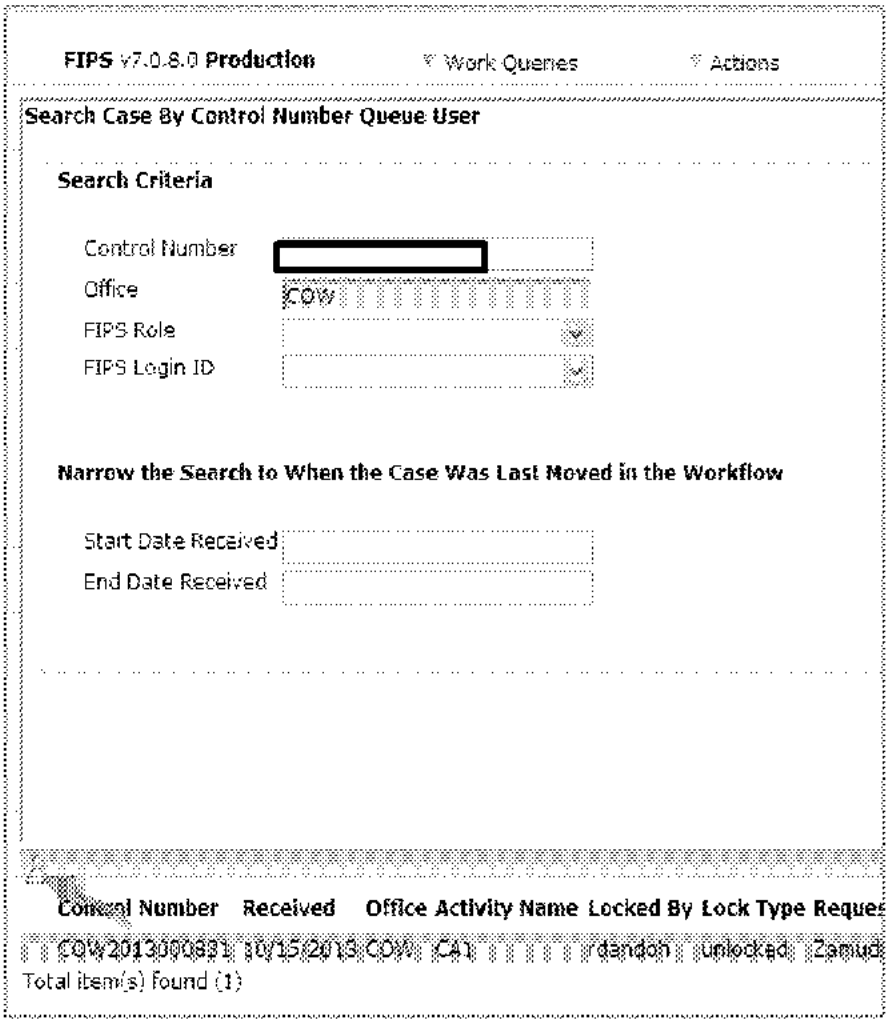
Narrow the Search to When the Case Was Last Moved in the Workflow

Start Date Received:
End Date Received:

Control Number	Received	Office	Activity Name	Locked By	Lock Type	Reques
COW2013000831	10/15/2013	COW	CA1	rdandon	unlocked	Zamud

Total item(s) found (1)

iv. Click the little person icon


FIPS v7.0.8.0 Production
Work Queues
Actions

Search Case By Control Number Queue User

(b)(6)

Search Criteria

Control Number [redacted]
Office COW
FIPS Role
FIPS Login ID

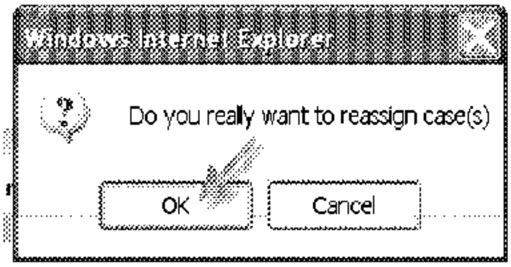
Narrow the Search to When the Case Was Last Moved in the Workflow

Start Date Received
End Date Received

Control Number	Received	Office	Activity Name	Locked By	Lock Type	Reques
COW2013000831	10/15/2013	COW	CA1	rdandoh	unlocked	Zamud

Total item(s) found (1)

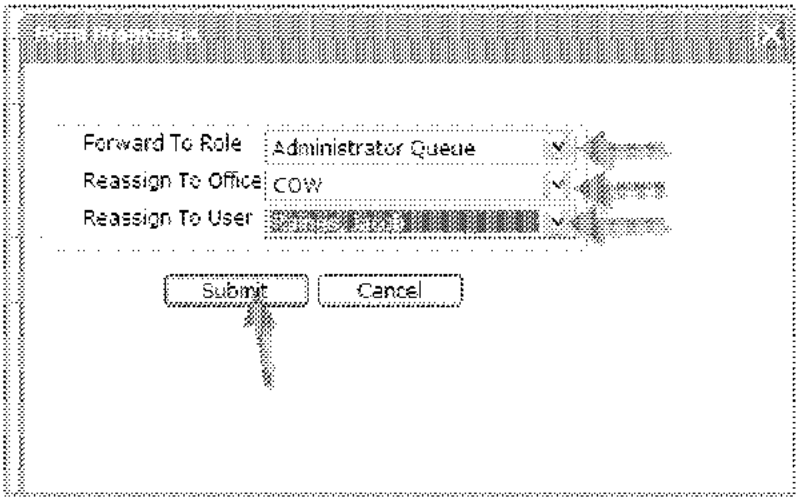
v. Click OK


Windows Internet Explorer

Do you really want to reassign case(s)

OK
Cancel

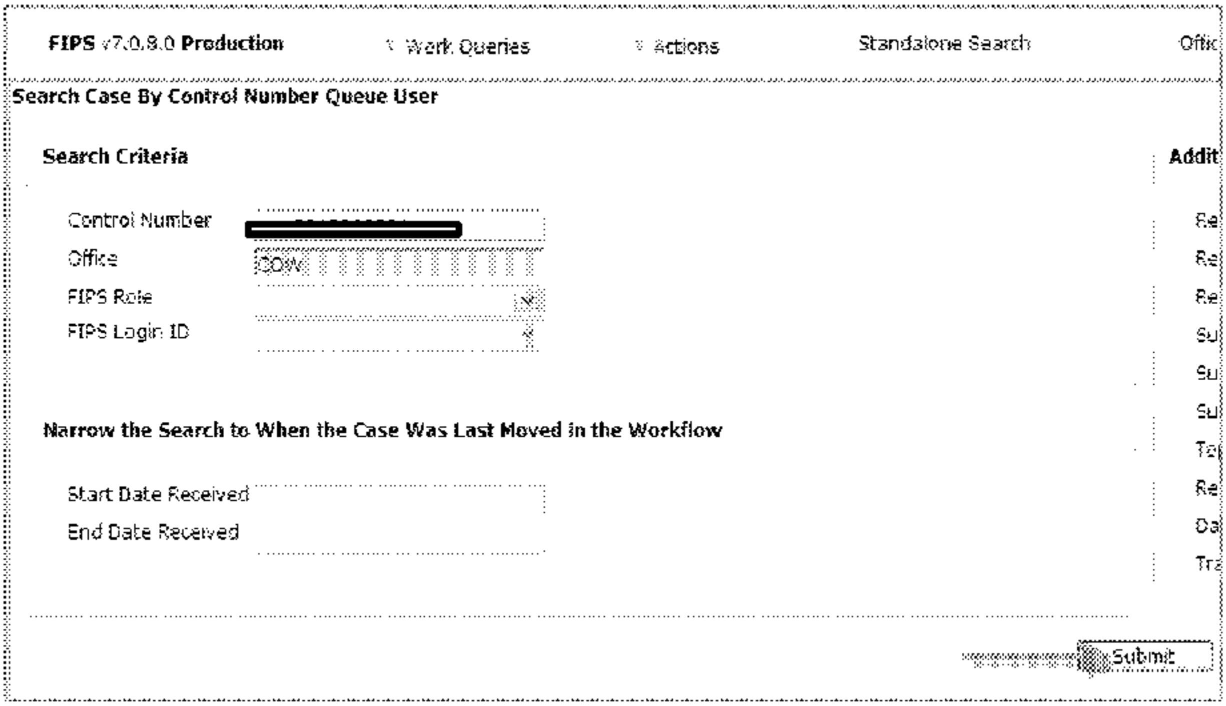
vi. From the three dropdown boxes select the role, office, and user you want it sent to and click "submit"



Forward To Role: Administrator Queue
Reassign To Office: COW
Reassign To User: [redacted]

Submit
Cancel

vii. To confirm that the case was moved – click the submit button. The case should show its new status



FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search

Search Case By Control Number Queue User

Search Criteria

Control Number: [redacted]
(b)(6)
Office: COW
FIPS Role:
FIPS Login ID:

Narrow the Search to When the Case Was Last Moved in the Workflow

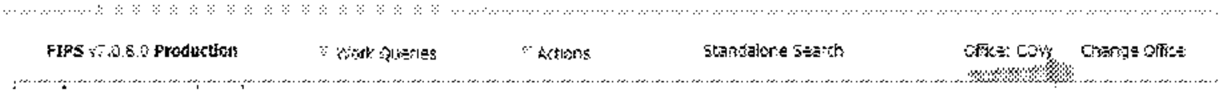
Start Date Received:
End Date Received:

Submit

14.3. Changing Office Queue

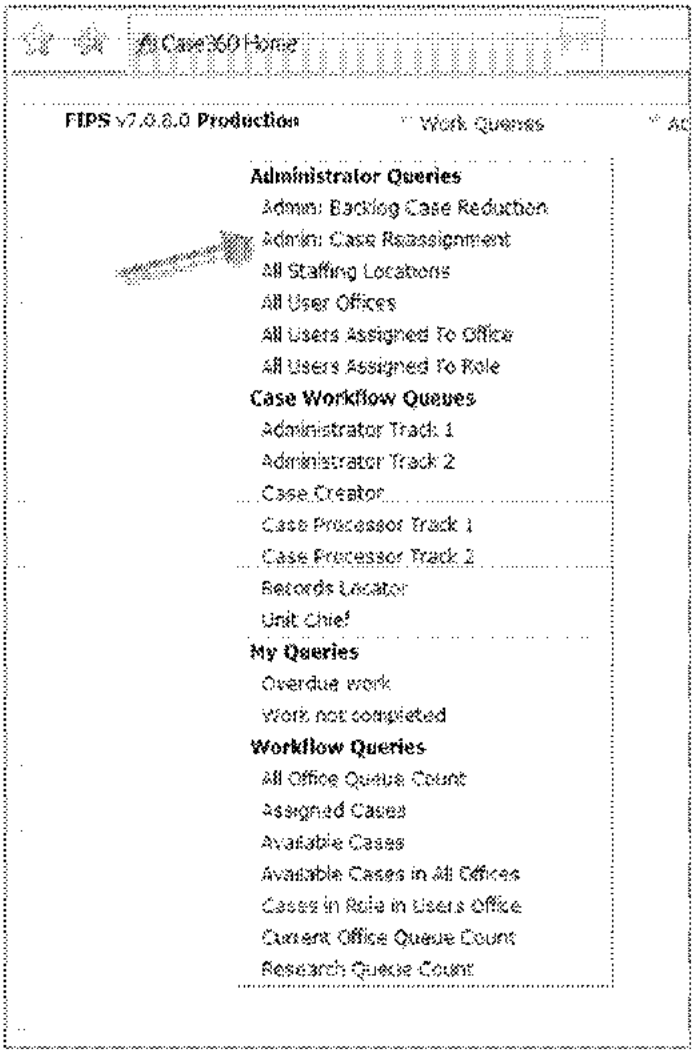
i. Be logged into the office where the case is assigned

1. If it is in COW, be in the COW office

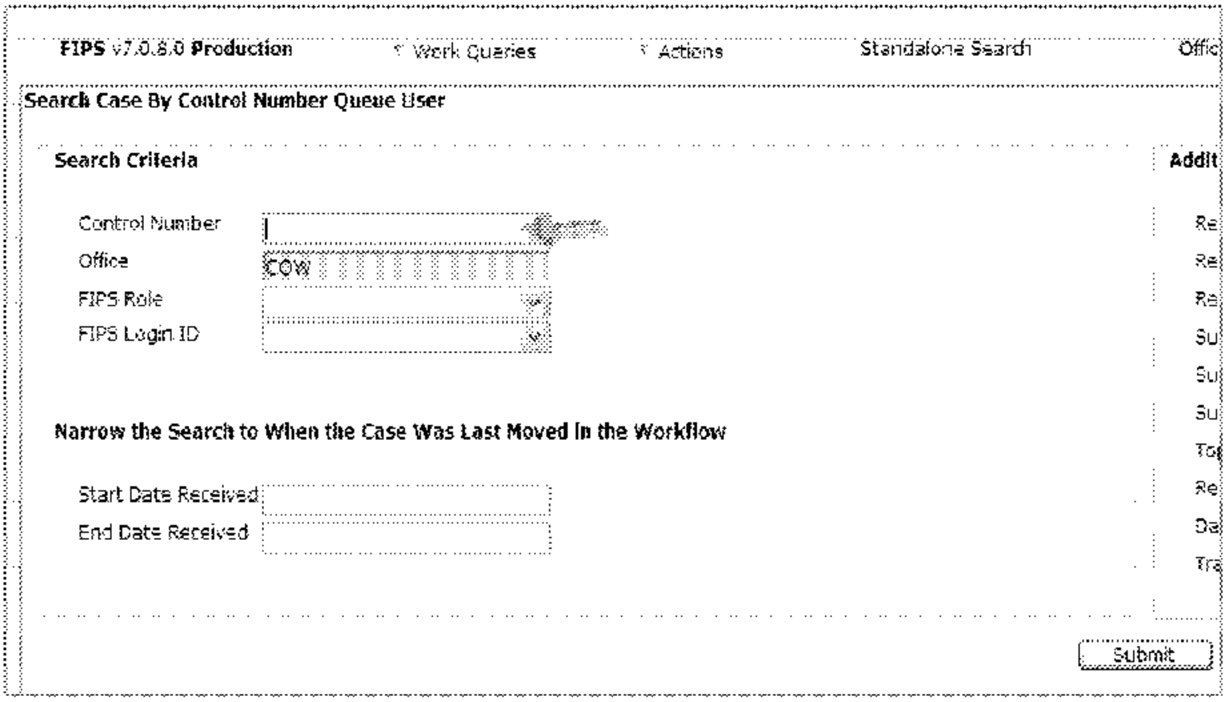


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Office: COW
Change Office

ii. Under the work queries tab select Admin: Case Reassignment

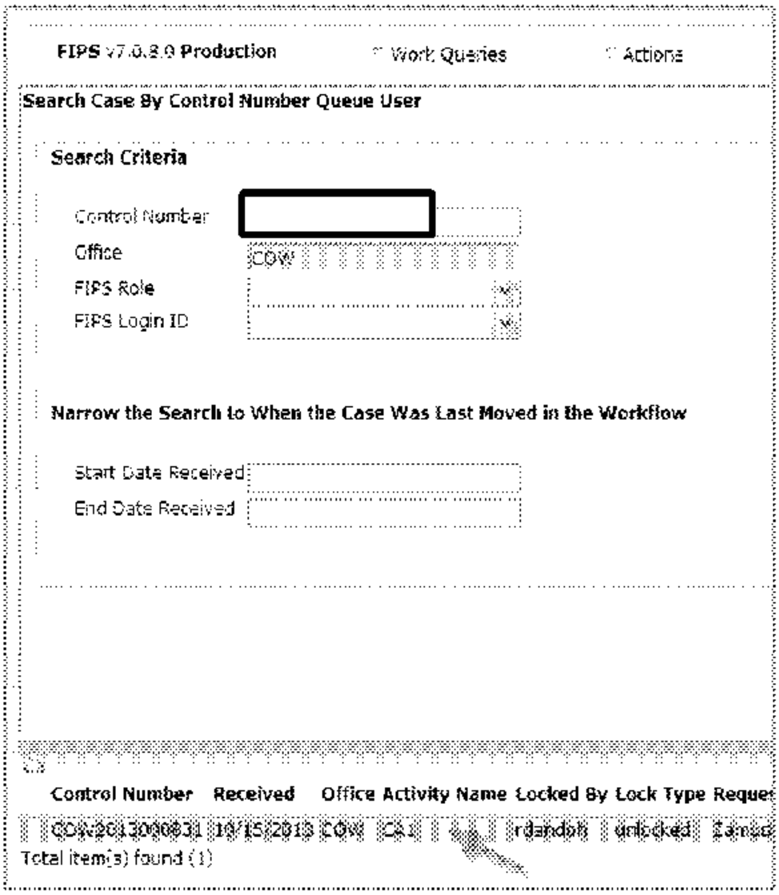

Case360 Home
FIPS v7.0.0.0 Production
Work Queries
Administrator Queries
Admin: Backlog Case Reduction
Admin: Case Reassignment
All Staffing Locations
All User Offices
All Users Assigned To Office
All Users Assigned To Role
Case Workflow Queues
Administrator Track 1
Administrator Track 2
Case Creator
Case Processor Track 1
Case Processor Track 2
Records Locator
Unit Chief
My Queries
Overdue work
Work not completed
Workflow Queries
All Office Queue Count
Assigned Cases
Available Cases
Available Cases in All Offices
Cases in Role in Users Office
Current Office Queue Count
Research Queue Count

iii. Enter the case Control number (no spaces before or after) hit enter or click submit


FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Offic
Search Case By Control Number Queue User
Search Criteria
Addit
Control Number
Office
COW
FIPS Role
FIPS Login ID
Narrow the Search to When the Case Was Last Moved in the Workflow
Start Date Received
End Date Received
Re
Re
Re
Su
Su
Su
To
Re
Da
Tra
Submit

iv. Put your mouse cursor over the case and left-click

(b)(6)


FIPS v7.0.8.0 Production
Work Queries
Actions
Search Case By Control Number Queue User
Search Criteria
Control Number
Office
COW
FIPS Role
FIPS Login ID
Narrow the Search to When the Case Was Last Moved in the Workflow
Start Date Received
End Date Received

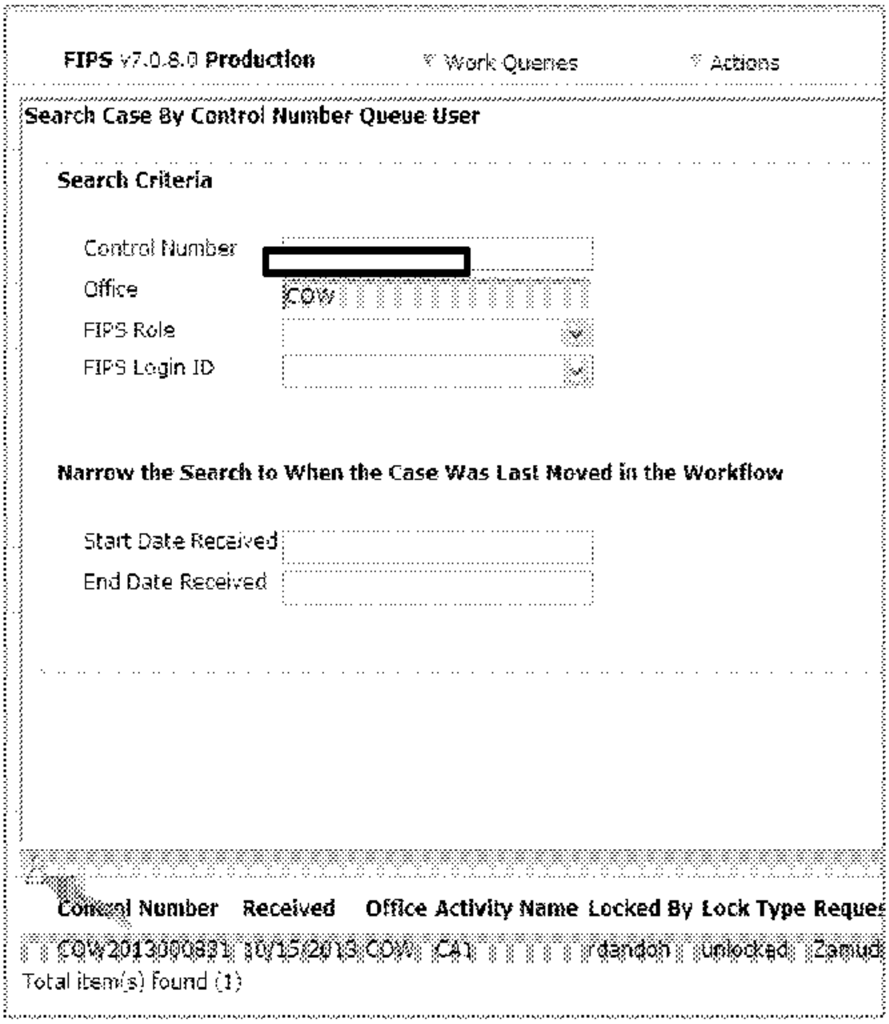
Control Number: [redacted]

Control Number	Received	Office	Activity Name	Locked By	Lock Type	Reque
COW2013000831	10/15/2013	COW	CA1	rdandoh	unlocked	Ianuc

Total item(s) found (1)

v. Click the little person icon

(b)(6)


FIPS v7.0.8.0 Production
Work Queues
Actions

Search Case By Control Number Queue User

Search Criteria

Control Number [redacted]
Office COW
FIPS Role
FIPS Login ID

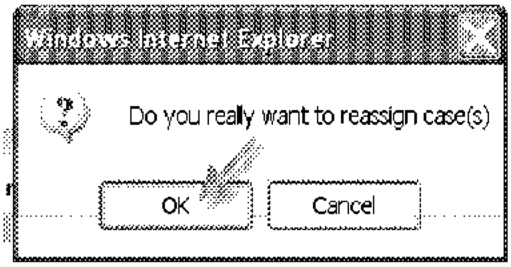
Narrow the Search to When the Case Was Last Moved in the Workflow

Start Date Received
End Date Received

Control Number	Received	Office	Activity Name	Locked By	Lock Type	Reques
COW2013000831	10/15/2013	COW	CA1	rdandon	unlocked	Zamud

Total item(s) found (1)

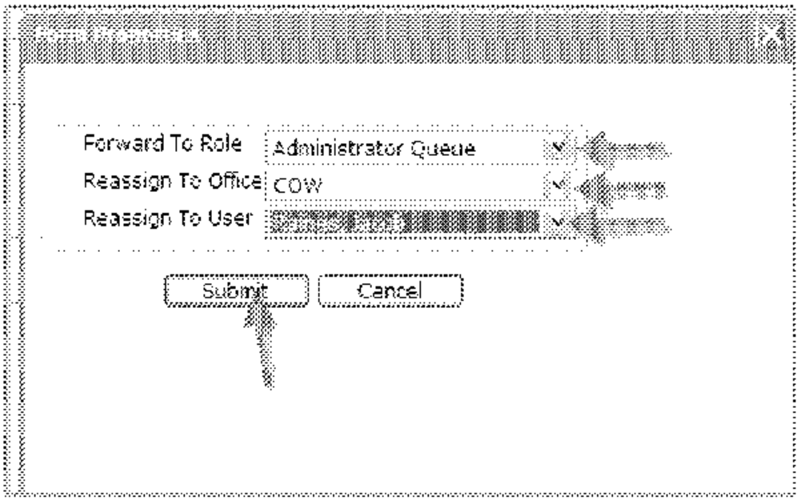
v. Click OK


Windows Internet Explorer

Do you really want to reassign case(s)

OK
Cancel

vi. From the three dropdown boxes select the role, office, and user you want it sent to and click "submit"

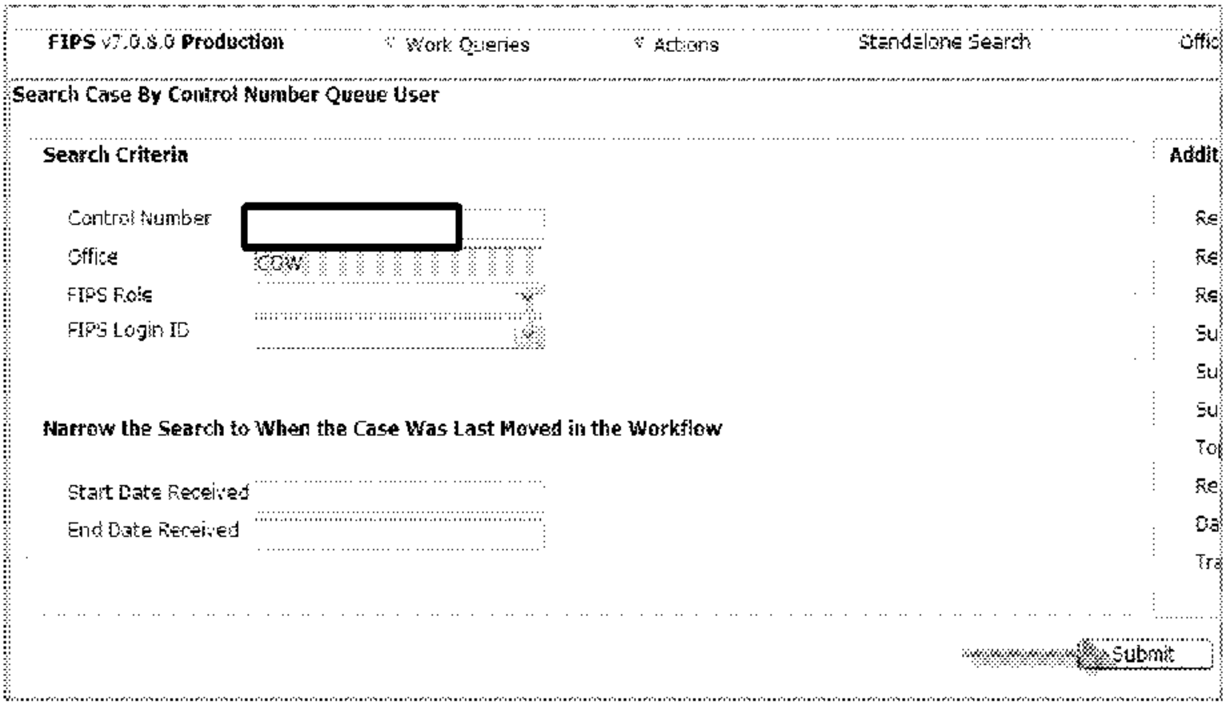


Forward To Role: Administrator Queue
Reassign To Office: COW
Reassign To User: [redacted]

Submit
Cancel

vii. To confirm that the case was moved – change office to the office the case was sent to. Go into the Work Queries-Admin: Reassignment tab. Enter in the case number click the submit button. The case should show its new status

(b)(6)



Search Case By Control Number Queue User

Search Criteria

Control Number: [redacted]
Office: COW
FIPS Role:
FIPS Login ID:

Narrow the Search to When the Case Was Last Moved in the Workflow

Start Date Received:
End Date Received:

FIPS v7.0.8.0 Production
Work Queries
Actions
Standalone Search
Offic
Addit
Re
Re
Re
Su
Su
Su
To
Re
Da
Tra
Submit

15. Duplicates

A duplicate request is a request from the same requester and the same scope of the request. When checking for duplicates while case creating if you discover a case that appears to be a duplicate analyze both cases very closely to verify if it is indeed a duplicate request.

15.1. A duplicate case is found – submitted around the time as the new request

- If a true duplicate case is found check the dates on both requests to see if they were submitted at the same time (requesters will often submit the same request via regular mail, fax, and email). If they were both submitted around the same time close the new request as created in error ER.

15.2. A duplicate case is found – submitted at different dates

- Sometimes a requester will either not receive our acknowledgement letter or forget that they already submitted that same FOIA request. This can be determined by analyzing the dates for the two requests. If this is the case then the new request should be closed as a duplicate DP, informing the requester of their previous FOIA request.

15.3. Two cases have already been created and acknowledged but are duplicates

- If there are two cases from the same requester with the same scope and they have both been created and acknowledged then close the most recent case as a duplicate informing the requester of the duplication in our system and that the first (original) FOIA request will be processed

16. Search Fee Estimates

Unless granted a fee waiver or media/educational status, every requester automatically agrees to pay fees up to $25 by filling a FOIA request. Sometimes a FOIA requester will state in their request to pay fees up to a larger amount. The requester should be notified if fees exceed the agreed upon limit.

Prior to staffing for records the nature of the request may indicate the possibility of a large fee total. A fee estimate from the agency component should be obtained. Either a request for a firm commitment to pay or a request for advance payment of fee estimate should be sent to the requester notifying them of estimated search fees.

16.1. Calculating Search Fee Estimates

- To obtain a fee estimate as the agency component's POC the estimated search time it will take to locate responsive records and the pay grade of the individual(s) performing the search
  - I. 6 C.F.R. § 5.11I(1)(ii) the below wages apply to fee calculations
    - a) Clerical personnel (typically GS 1-7) - $4.00 per quarter hour/$16.00 per hour.
    - b) Professional personnel (typically GS 9-13) - $7.00 per quarter hour/$28.00 per hour.
    - c) Managerial personnel (typically GS 14 and beyond) – 10.25 per quarter hour/ $41.00 per hour.
  - II. The first two hours of search time is free for non-commercial requesters 6 C.F.R. § 5.11(d)(3)(ii)
  - III. After subtracting two hours, multiply the remaining search time by the appropriate wage. That equals the fee estimate.

16.2. Firm Commitment to Pay

- Under 6 C.F.R. § 5.11(e) if anticipated fees exceed $25.00 a firm commitment to pay letter may be sent to the requester.
- This letter notifies the requester of the estimated fees and that before we proceed with their request we must receive from you a firm commitment to pay the estimated total fee amount. It must be memorialized in writing and a deadline of receipt must be given

16.3. Advance Payment of Fee Estimate

- Under 6 C.F.R. § 5.11(i) if anticipated fees exceed $250.00 OR the requester has previously failed to pay, an advance payment may be requested.
- This letter notifies the requester of the estimated fees and that before we proceed with your request we must receive from you an advance payment for the entire estimated fee amount. A deadline must be given for receipt of the payment.

17. SIG Email Box

The SIG email box is a portal in which various types of mail are received. Emails include, widely distributed messages such as USCIS Broadcasts and Director's Messages, FOIA requests, DHS referrals, and emails from USCIS FOIA email box, and email from A-File side processors. Widely distributed agency wide emails can be deleted. Other emails should be reviewed for further action

17.1. Emails from USCIS FOIA USCIS.FOIA@uscis.dhs.gov

- USCIS FOIA is the NRC's email box that the public can email. USCIS FOIA forwards suspected SIG FOIA/PA requests and questions
  I. If the email is SIG related print it off to be scanned as either a new request or CSD
  II. Respond to USCIS FOIA if a reply is appropriate – such as answering a requester's question
  III. If it is not SIG related, respond back to USCIS FOIA explaining why it is not SIG

17.2. Emails from another component

- Other components such as DHS will send referrals, consultation, or new requests to the SIG email box. Review the emails closely
  I. If it is SIG related print it off and have it scanned in appropriately
  II. If it is not SIG related (e.g. FOIA request for an A-File), forward it to USCIS FOIA or reply to the sender that it was incorrectly sent to USCIS

17.3. Emails from A-File processors

- A section of the Processing Guide instructs A-File side personnel to email the SIG mailbox if a suspected SIG case comes up in FIPS
- The email should contain the control number
- Using the control number, pull up the case in standalone and review the FOIA request thoroughly
  I. If it is a SIG request move it to the COW case create queue for the SIG case creator to review for additional actions. Reply to the processor that you took care of it, CC the processor's supervisor.
  II. If it is not a SIG request, reply to the processor that it is not a SIG request and why it is not a SIG request, CC the processor's supervisor.

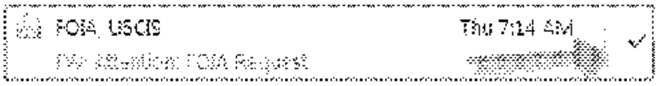
17.4. Emails Containing Responsive Records

- Print the records and send them to scan

- Reply to the sender that the records were received. CC's the component's POC if sent by someone else.

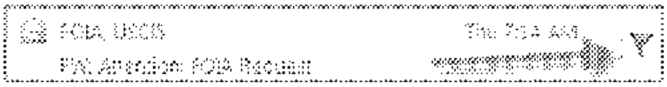
17.5. Keeping Track of Work Completed in the SIG Email Box

- Once an email message has been addressed and there are no additional actions to be taken check mark it to show it is completed



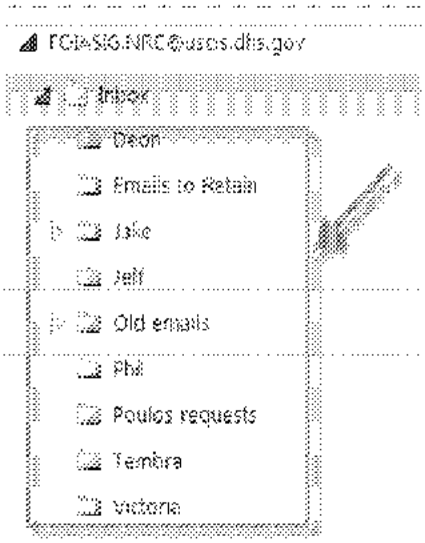
FOIA, USCIS Thu 7:14 AM
FW: Attention: FOIA Request

- If more action has to be taken at a later time then Red Flag the message to indicate that more action is required



FOIA, USCIS Thu 7:14 AM
FW: Attention: FOIA Request

- Completed email messages should be moved to and stored in your named email folder. If you don't know where to put a completed email, move it to the Emails to Retain folder

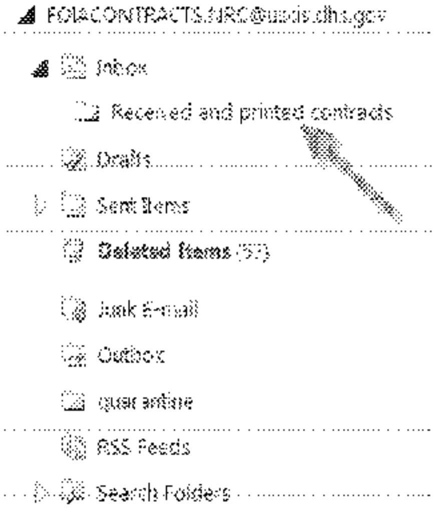


18. Contracts Email Box

18.1. The NRC Contracts email box is for receiving responsive records from the USICS contracting office for CNT cases. Widely distributed USCIS/DHS messages are also sent to the Contracts box, these can be deleted.

- Responsive records received should be printed and sent to scan

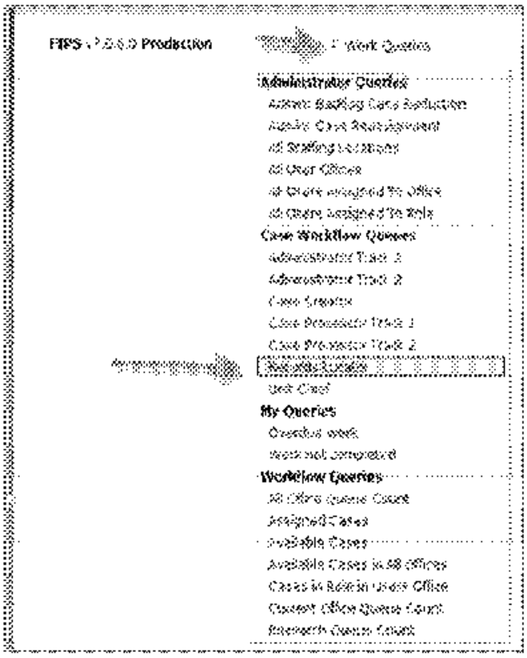
- Tracking work done is the same as SIG emails
- Completed email messages should be moved to and stored in the Received and printed contracts folder


FOIACONTRACTS.NRC@uscis.dhs.gov
Inbox
Received and printed contracts
Drafts
Sent Items
Deleted Items (57)
Junk E-mail
Outbox
quarantine
RSS Feeds
Search Folders

19. Records Locator

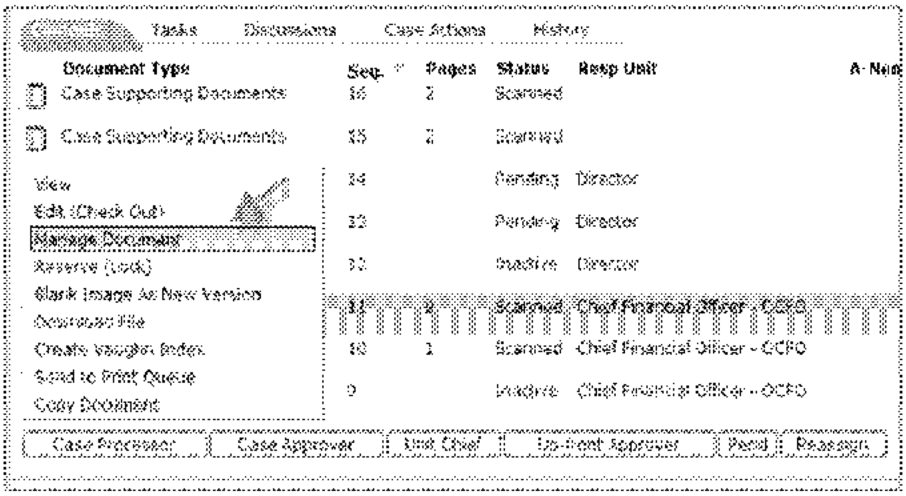
Records Locator (RL) is a FIPS role that involves the duty of following up with records requests for pending cases. Cases will automatically reassign themselves to the RL queue once the responsive records pending date expires.

19.1. To access RL be in the correct office and from the Work Queries tab select "Records Locator"


FIPS Production
Work Queries
Administrative Queries
Admin: Backlog Case Reduction
Admin: Case Reassignment
All Staffing Locations
All User Offices
All Users Assigned To Office
All Users Assigned To Role
Case Workflow Queues
Administrative Track 1
Administrative Track 2
Case Creator
Case Processor Track 1
Case Processor Track 2
Records Locator
Unit Chief
My Queries
Overdue work
Work not completed
Workflow Queries
All Office Queue Count
Assigned Cases
Available Cases
Available Cases in All Offices
Cases in Role in Users Office
Current Office Queue Count
Research Queue Count

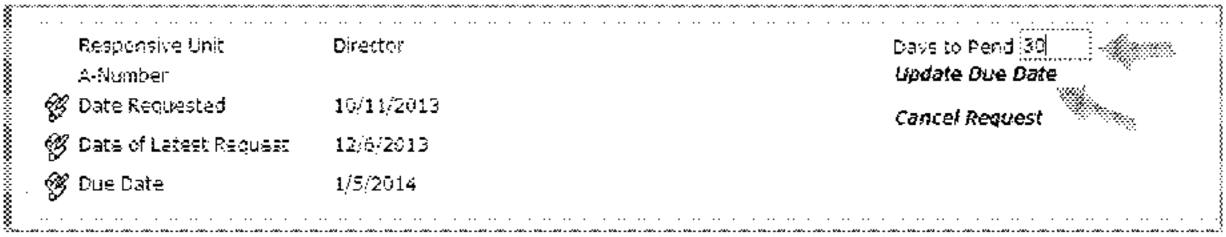
19.2. A case will come up. Read the case notes very carefully to learn what the case status is. The majority of the time you need to send a follow up email to the staffed office(s) POC(s).

- Figure out which office was staffed to and the POC
- Send an email containing the FOIA request and staffing sheet to each POC
- Case note that a follow up email was sent
    I. Also case note any reply received from the POC
- Repend the records for 30 days
    I. Under the contents tab, right click the icon next to the Responsive Records slot you wish to repend
    II. Select Manage Document, a new screen will pop-up


Tasks
Discussions
Case Actions
History
View
Edit (Check Out)
Manage Document
Reserve (Lock)
Blank Image As New Version
Download File
Create Vaughn Index
Send to Print Queue
Copy Document
Case Processor
Case Approver
Unit Chief
Up-Front Approver
Pend
Reassign

Document Type	Seq.	Pages	Status	Resp Unit	A-Num
Case Supporting Documents	36	2	Scanned		
Case Supporting Documents	35	2	Scanned		
	34		Pending	Director	
	33		Pending	Director	
	32		Inactive	Director	
	31	8	Scanned	Chief Financial Officer - OCFO	
	30	1	Scanned	Chief Financial Officer - OCFO	
	9		Inactive	Chief Financial Officer - OCFO	

    III. Enter the amount of days you wish to rend the case and click "Update Due Date"


Update Due Date
Cancel Request

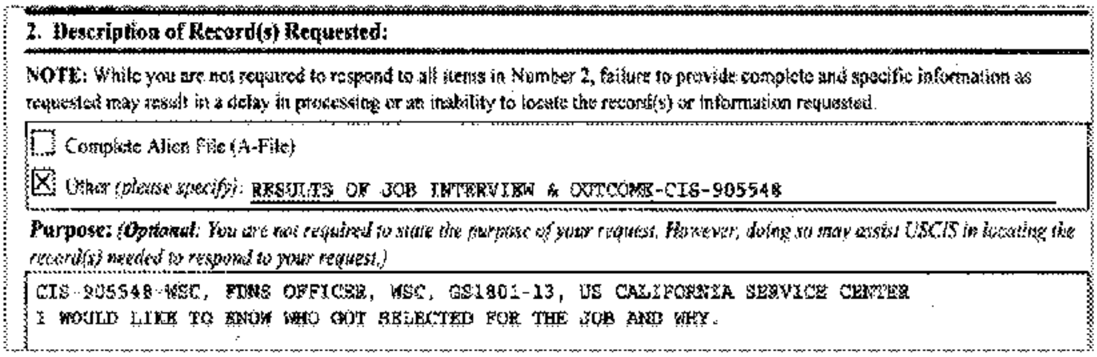
Responsive Unit Director
A-Number
Date Requested 10/11/2013
Date of Latest Request 12/6/2013
Due Date 1/5/2014
Days to Pend 30

    IV. Then close out of that screen and click "Pend"
    V. This has to be done for each pending Responsive Records slot
- Cases will also pop-up in RL when:
    I. RRs have been scanned into a slot
        a) No action needs to be taken – click "Pend"
    II. When there is a non-records slot that is pending
        a) This occurs when records were copied from another case

b) Go into Manage Document and cancel request

20. Vacancy Announcements

Vacancy announcement related request are one of the most frequently received and processed FOIA requests. These are FOIA requests for records related to a USCIS job vacancy, which the requester usually asks for scores, rating, interview notes, and resumes of the candidates and/or selectees. These requests can come in the email, as a letter, or a G-639. You can identify a vacancy request by reference to a nine digit vacancy announcement number. Below is an example of a vacancy announcement request, note the operative record description is the number CIS-905548-WSC:



2. Description of Record(s) Requested:

NOTE: While you are not required to respond to all items in Number 2, failure to provide complete and specific information as requested may result in a delay in processing or an inability to locate the record(s) or information requested.

☐ Complete Alien File (A-File)

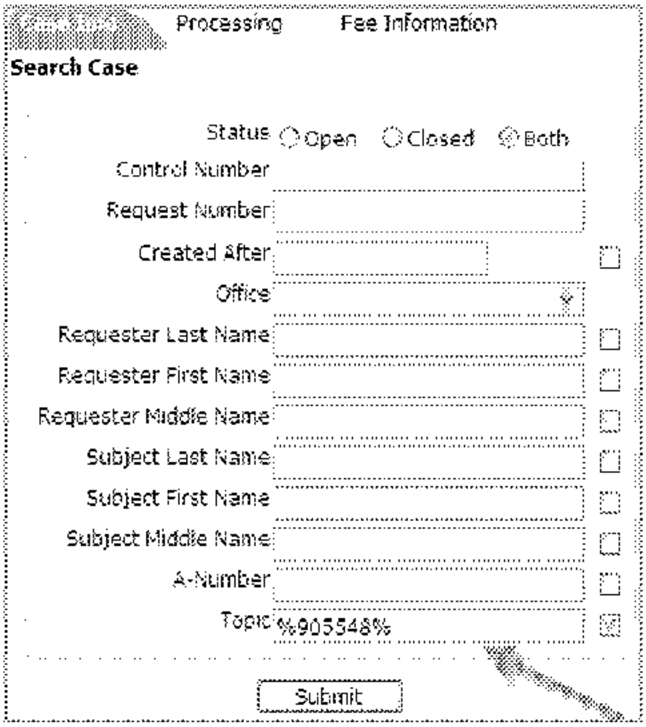
☒ Other *(please specify)*: RESULTS OF JOB INTERVIEW & OUTCOME-CIS-905548

Purpose: *(**Optional**: You are not required to state the purpose of your request. However, doing so may assist USCIS in locating the record(s) needed to respond to your request.)*

CIS-905548-WSC, FDNS OFFICER, WSC, GS1801-13, US CALIFORNIA SERVICE CENTER
I WOULD LIKE TO KNOW WHO GOT SELECTED FOR THE JOB AND WHY.

20.1. Creating Vacancy Announcement Requests

- Vacancy requests are scanned into and created in the COW queue.
- They are set as Track 1 cases
- Insert the vacancy number in the topic line
- Follow all the standard case creating steps, also include the below
- Check for duplicate records by bracketing the number with % symbols



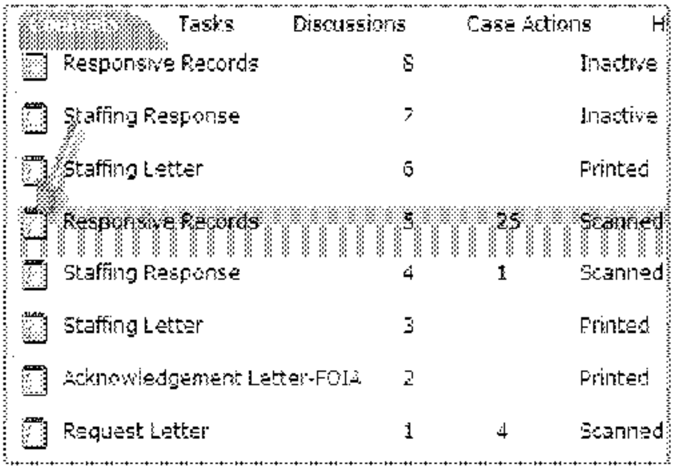
Search Case

Status ○ Open ○ Closed ● Both
Control Number
Request Number
Created After ☐
Office
Requester Last Name ☐
Requester First Name ☐
Requester Middle Name ☐
Subject Last Name ☐
Subject First Name ☐
Subject Middle Name ☐
A-Number ☐
Topic %905548% ☑

I. If a case is found for the same records request, view that case's records in standalone, if the records are responsive copy them into the new case

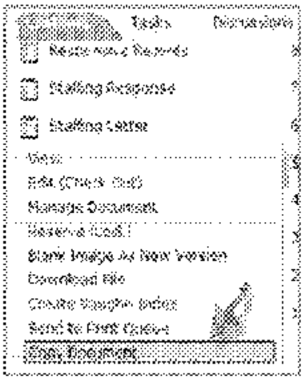
II. Copying records from one case to another

a) Right click the responsive records icon you wish to copy



Responsive Records	8		Inactive
Staffing Response	7		Inactive
Staffing Letter	6		Printed
Responsive Records	5	25	Scanned
Staffing Response	4	1	Scanned
Staffing Letter	3		Printed
Acknowledgement Letter-FOIA	2		Printed
Request Letter	1	4	Scanned

b) Click "Copy Document"


Tasks
Responsive Records
Staffing Response
Staffing Letter
View
Edit (Check Out)
Manage Document
Reserve (Cut)
Blank Image As New Version
Download File
Create Vaughn Index
Send to Print Queue
Copy Document

c) A new screen will come up on the left side

d) Type in the case number, ALL CAPS, that you want the records copied into

e) Click "submit"

f) Then click the left icon

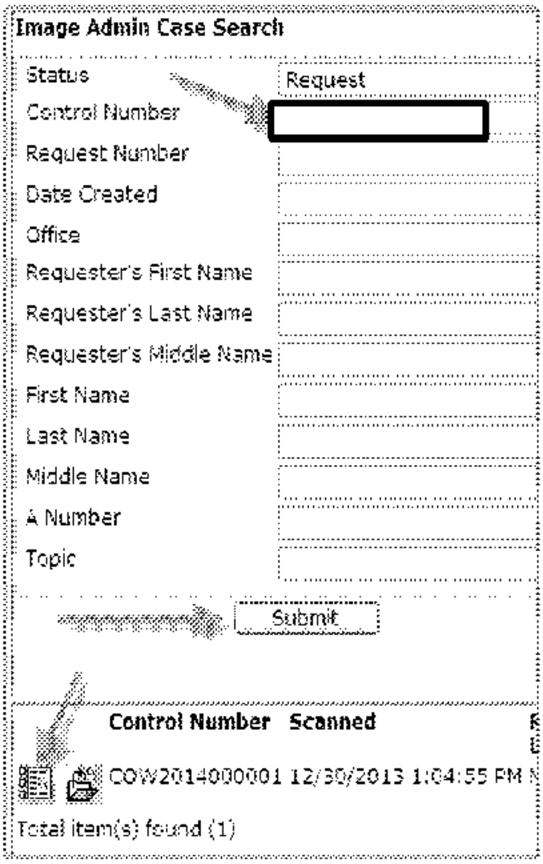


Image Admin Case Search

Status: Request

(b)(6) Control Number: [redacted]

Request Number

Date Created

Office

Requester's First Name

Requester's Last Name

Requester's Middle Name

First Name

Last Name

Middle Name

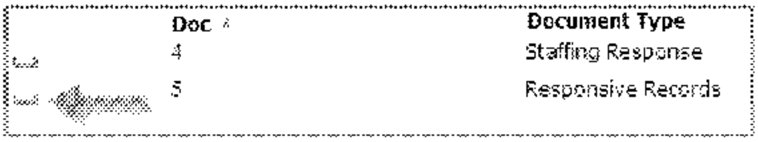
A Number

Topic

Control Number	Scanned
COW2014000001	12/30/2013 1:04:55 PM

Total item(s) found (1)

g) At the bottom click the Responsive Records slot you want the records copied into

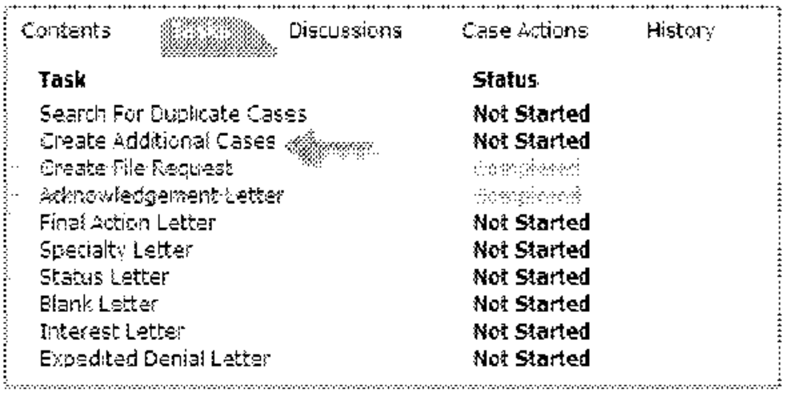


Doc	Document Type
4	Staffing Response
5	Responsive Records

20.2. Creating Multiple Cases From One Request

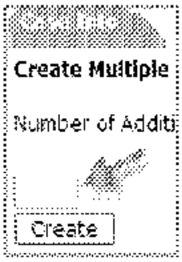
Oftentimes a requester will submit one FOIA request for multiple vacancies. When this occurs, multiple cases should be created for each vacancy.

- Create and control original FOIA request
- Do not create a FIPS staffing request, wait until multiple creation is concluded
- Under the Tasks tab click "Create Additional Cases"



Task	Status
Search For Duplicate Cases	**Not Started**
Create Additional Cases	**Not Started**
~~Create File Request~~	Completed
~~Acknowledgement Letter~~	Completed
Final Action Letter	**Not Started**
Specialty Letter	**Not Started**
Status Letter	**Not Started**
Blank Letter	**Not Started**
Interest Letter	**Not Started**
Expedited Denial Letter	**Not Started**

- Enter the number of additional cases needed and click "Create"
    I. *E.g.* if three vacancies are listed, you will need two additional cases


Create Multiple

Number of Additi

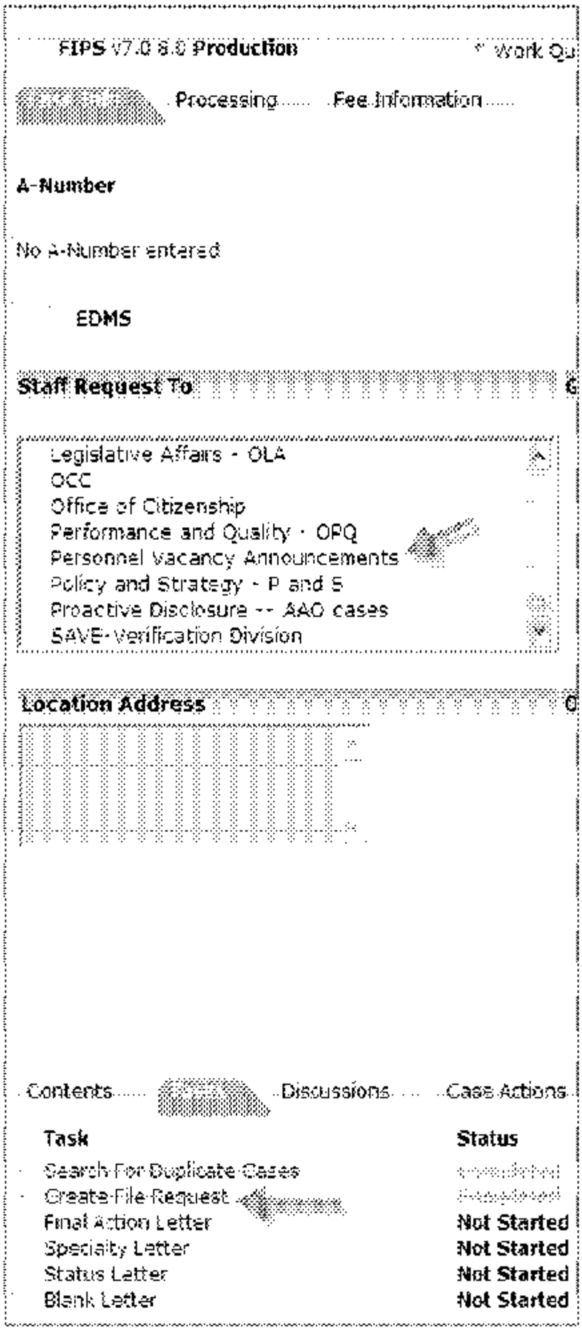
- The screen will list the control numbers of the additional cases, they will be in the Case Create queue
- Finish the case creation as usual

20.3. Staffing for a Vacancy Announcement

Responsive records for vacancy announcements are found in two locations, USCIS Human Resources Office in Burlington, VT (HROC) and at the hiring office that hired the applicants, which could be any USCIS component.

- HR staffing
    I. HR provides cert lists, USAJOBS questionnaire and resumes

II. Under the Tasks tab click Create File Request and select Personnel Vacancy Announcements from the list


FIPS V7.0 8.0 Production
Work Qu
Processing
Fee Information
EDMS
Staff Request To
Legislative Affairs - OLA
OCC
Office of Citizenship
Performance and Quality - OPQ
Personnel Vacancy Announcements
Policy and Strategy - P and S
Proactive Disclosure -- AAO cases
SAVE-Verification Division
Location Address
Contents
Discussions
Case Actions

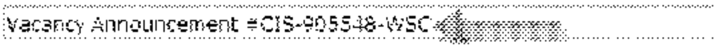
A-Number

No A-Number entered

Task	Status
Search For Duplicate Cases	[illegible]
Create File Request	[illegible]
Final Action Letter	Not Started
Specialty Letter	Not Started
Status Letter	Not Started
Blank Letter	Not Started

- Staffing to the Hiring Office: See Appendix C for Office Codes
  I. The hiring office provides all other responsive records that HR does not have such as interview notes, selection committee names, and scoring matrices
  II. Which component to staff to will depend on the 3-letter suffix of the vacancy number in order to identify the hiring office component.

- a) The example below is WSC, which stands for Western Service Center. Because it is a Service Center you would staff to SCOPS



Vacancy Announcement #CIS-905548-WSC

- b) RAIO is identified by Asylum, Refugee and International office suffixes (e.g. ASY, Z**, and MEX)
- c) FOD is identified by District Office suffixes and suffixes that are short form of a city and NBC indicates Field Offices (e.g. D01, BAL, and NBC)
- d) OCC is identified by the COU suffix
- e) If the requester has not provided the 3-letter indicator you can either ask them to provide it OR contact the HR POC and ask them to provide it. Usually contacting HR is quicker.

III. FDNS positions
  - a) Staff to the underlying component where the FDNS position will be. For example, if the position is at a field office then you staff to FOD, if at a service center staff to SCOPS. Only staff to FDNS if the position is at the D.C. headquarters or if directed by the underlying component's POC.

IV. All other standard staffing procedures apply

20.4. Processing a Vacancy Announcement Request

- The most commonly used exempts for vacancy records are (b)(2) and (b)(6).
  - I. Exemption (b)(2) as applied by USCIS protects predominantly information related to agency personnel rules and practices. The hiring of personnel relates to agency personnel rules and practices, therefore (b)(2) applies.
  - II. Exemption (b)(6) permits the government to withhold all information about individuals in personnel, medical and similar files where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy. Vacancy records contain third party PII, therefore disclosure of such information would constitute a clearly unwarranted invasion of personal privacy.
- HR on page 3 of the staffing sheet will provide the status of the vacancy and the applicants/candidates
  - I. The vacancy announcement was cancelled
    - a) HR will inform you if the vacancy was cancelled. If cancelled then there are no responsive records and the case can be closed as an NR
  - II. No selections have been made yet

a) If selections have not yet been made then no information concerning the applicants/candidates can be released. The hiring office staffing can be cancelled, as the selection process has not concluded and responsive records do not yet exist.

III. Selections were made but the selectees have not yet entered on duty (EOD)

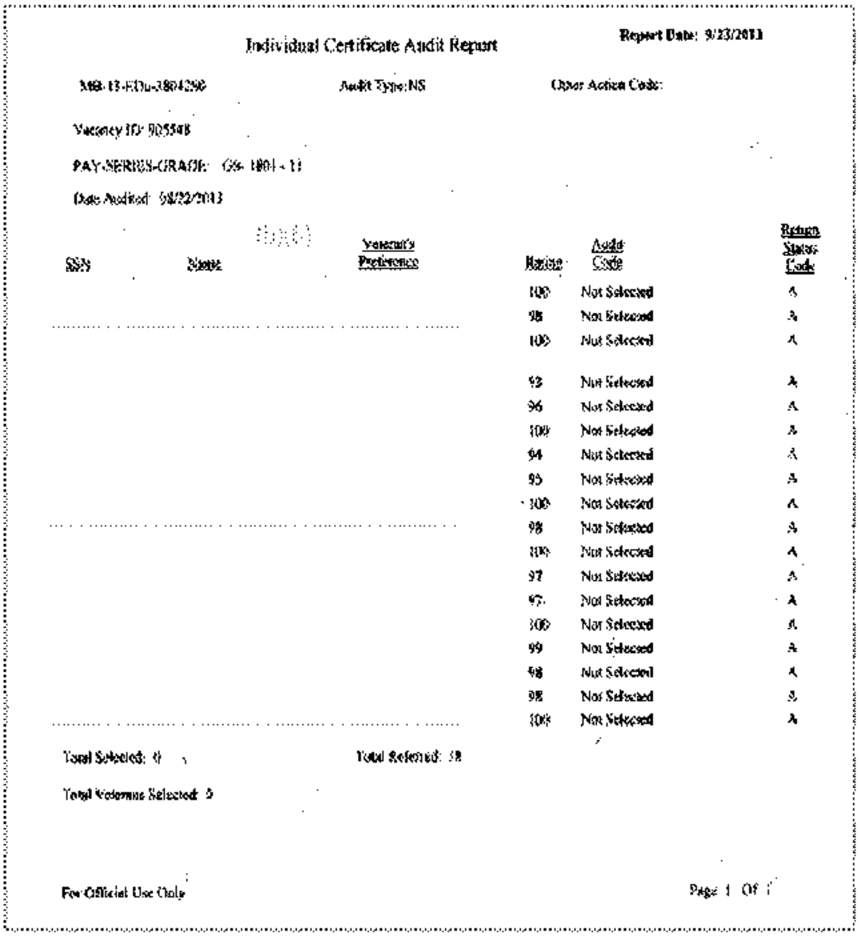
a) If the selectees have not yet EODed then no information about them can be released. Hiring office will need to provide responsive records because the selection process has concluded and responsive records now exist.

IV. Selectees have EODed

a) Some information about the selectee can be disclosed. This includes name and relevant work and education history. PII such as contact information and military services is still withheld.

b) Only information about EODed selectees can be released, all other applicants' information is withheld

- Processing Cert Lists
  - I. HR provides cert lists that that contains information such as names, SSNs, veterans preference, and rating
  - II. These are heavily redacted using (b)(6). Rating scores and audit codes can be released. Only EODed selectees and the requesters' names can be released.



Individual Certificate Audit Report

Report Date: 9/23/2013

MB-13-EDu-3804290 Audit Type:NS Other Action Code:

Vacancy ID: 905548

PAY-SERIES-GRADE: GS- 1801 - 11

Date Audited: 09/22/2013

(b)(6)

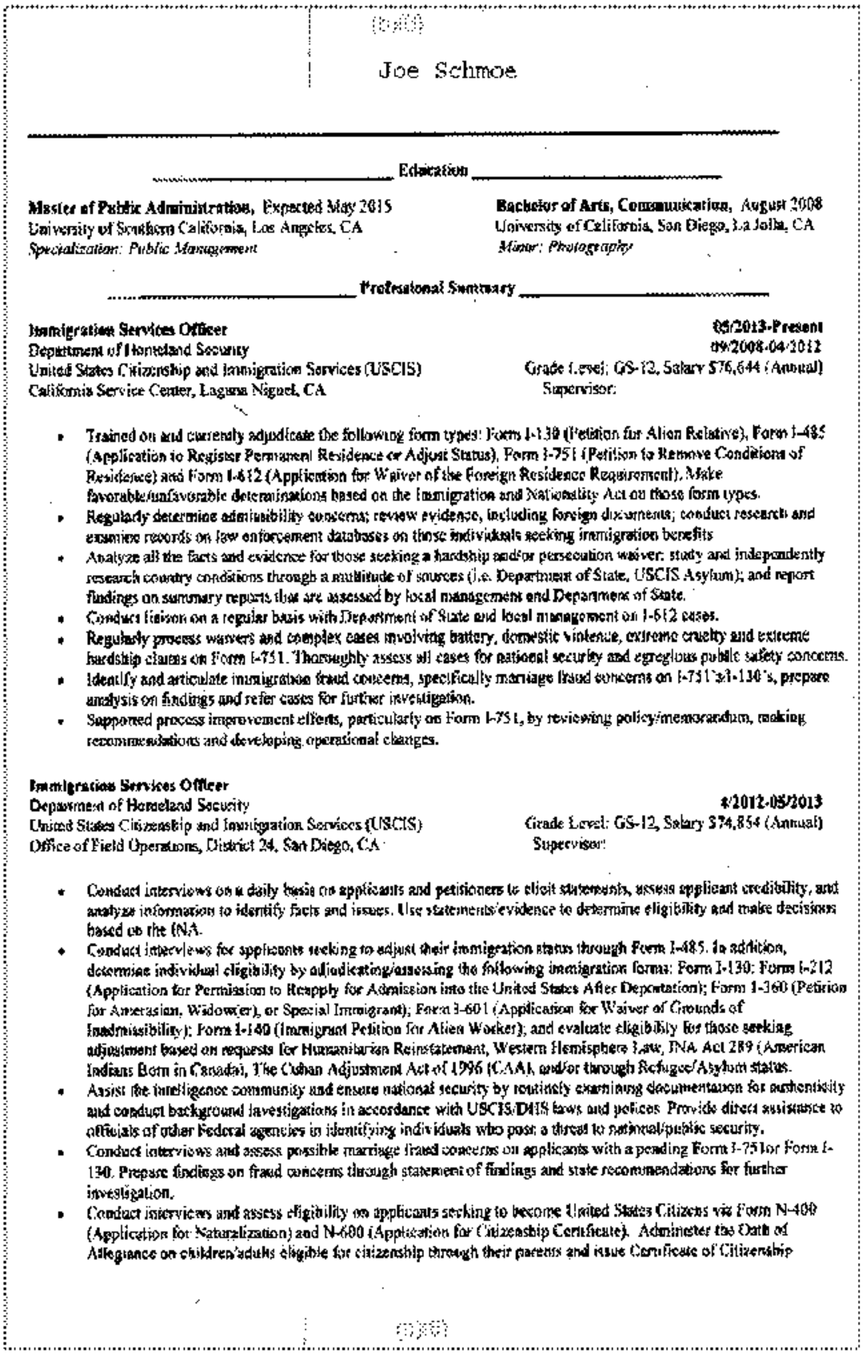
SSN	Name	Veteran's Preference	Rating	Audit Code	Return Status Code
			100	Not Selected	A
			98	Not Selected	A
			100	Not Selected	A
			93	Not Selected	A
			96	Not Selected	A
			100	Not Selected	A
			94	Not Selected	A
			95	Not Selected	A
			100	Not Selected	A
			98	Not Selected	A
			100	Not Selected	A
			97	Not Selected	A
			97	Not Selected	A
			100	Not Selected	A
			99	Not Selected	A
			98	Not Selected	A
			98	Not Selected	A
			100	Not Selected	A

Total Selected: 0 Total Referred: 18

Total Veterans Selected: 0

For Official Use Only Page 1 Of 1

- Processing resumes
    I. Requester's resume is released if they provided proper VOI
    II. Resumes of unselected applicants are either WIF (b)(6) or OOS depending on the scope of the request
    III. Non-EODed selectees resumes are WIF (b)(6)
    IV. EODed selectees' resumes are heavily redacted (b)(6). Veteran's preference is held. Only name, federal civil employment, and relevant work, training and education history can be released. Relevant means that it contributed to the selectee being qualified for the position. Military service is held (b)(6)
    V. Example of an EODed selectee's resume:



(b)(6)

Joe Schmoe

Education

Master of Public Administration, Expected May 2015
University of Southern California, Los Angeles, CA
Specialization: Public Management

Bachelor of Arts, Communication, August 2008
University of California, San Diego, La Jolla, CA
Minor: Photography

Professional Summary

Immigration Services Officer **05/2013-Present**
Department of Homeland Security 09/2008-04/2012
United States Citizenship and Immigration Services (USCIS) Grade Level: GS-12, Salary $76,644 (Annual)
California Service Center, Laguna Niguel, CA Supervisor:

- Trained on and currently adjudicate the following form types: Form I-130 (Petition for Alien Relative), Form I-485 (Application to Register Permanent Residence or Adjust Status), Form I-751 (Petition to Remove Conditions of Residence) and Form I-612 (Application for Waiver of the Foreign Residence Requirement). Make favorable/unfavorable determinations based on the Immigration and Nationality Act on those form types.
- Regularly determine admissibility concerns; review evidence, including foreign documents; conduct research and examine records on law enforcement databases on those individuals seeking immigration benefits
- Analyze all the facts and evidence for those seeking a hardship and/or persecution waiver; study and independently research country conditions through a multitude of sources (i.e. Department of State, USCIS Asylum); and report findings on summary reports that are assessed by local management and Department of State.
- Conduct liaison on a regular basis with Department of State and local management on I-612 cases.
- Regularly process waivers and complex cases involving battery, domestic violence, extreme cruelty and extreme hardship claims on Form I-751. Thoroughly assess all cases for national security and egregious public safety concerns.
- Identify and articulate immigration fraud concerns, specifically marriage fraud concerns on I-751's/I-130's, prepare analysis on findings and refer cases for further investigation.
- Supported process improvement efforts, particularly on Form I-751, by reviewing policy/memorandum, making recommendations and developing operational changes.

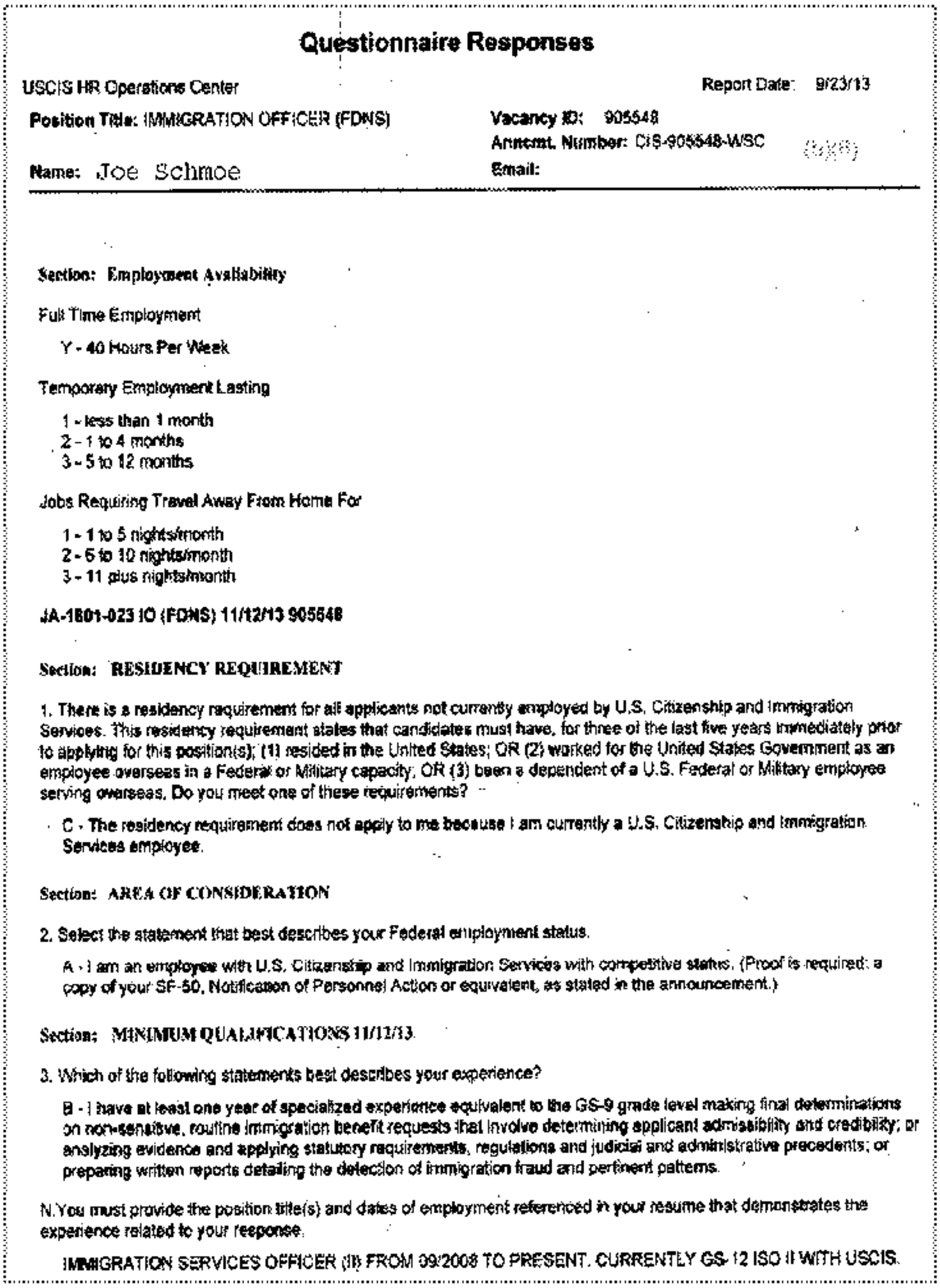
Immigration Services Officer
Department of Homeland Security **4/2012-05/2013**
United States Citizenship and Immigration Services (USCIS) Grade Level: GS-12, Salary $74,854 (Annual)
Office of Field Operations, District 24, San Diego, CA Supervisor:

- Conduct interviews on a daily basis on applicants and petitioners to elicit statements, assess applicant credibility, and analyze information to identify facts and issues. Use statements/evidence to determine eligibility and make decisions based on the INA.
- Conduct interviews for applicants seeking to adjust their immigration status through Form I-485. In addition, determine individual eligibility by adjudicating/assessing the following immigration forms: Form I-130; Form I-212 (Application for Permission to Reapply for Admission into the United States After Deportation); Form I-360 (Petition for Amerasian, Widow(er), or Special Immigrant); Form I-601 (Application for Waiver of Grounds of Inadmissibility); Form I-140 (Immigrant Petition for Alien Worker); and evaluate eligibility for those seeking adjustment based on requests for Humanitarian Reinstatement, Western Hemisphere Law, INA Act 289 (American Indians Born in Canada), The Cuban Adjustment Act of 1996 (CAA), and/or through Refugee/Asylum status.
- Assist the intelligence community and ensure national security by routinely examining documentation for authenticity and conduct background investigations in accordance with USCIS/DHS laws and polices. Provide direct assistance to officials of other Federal agencies in identifying individuals who pose a threat to national/public security.
- Conduct interviews and assess possible marriage fraud concerns on applicants with a pending Form I-751or Form I-130. Prepare findings on fraud concerns through statement of findings and state recommendations for further investigation.
- Conduct interviews and assess eligibility on applicants seeking to become United States Citizens via Form N-400 (Application for Naturalization) and N-600 (Application for Citizenship Certificate). Administer the Oath of Allegiance on children/adults eligible for citizenship through their parents and issue Certificate of Citizenship

(b)(6)

VI. Please note: veteran's preference is always held (b)(6). Also College GPAs are held (b)(6)

- Processing USAJOBS Questionnaire
    I. Same disclosure and redaction rules as above apply. Usually only the individual's email is redacted (b)(6)
    II. An example of an EODed selectee's questionnaire:



Questionnaire Responses

USCIS HR Operations Center

Report Date: 9/23/13

Position Title: IMMIGRATION OFFICER (FDNS)

Vacancy ID: 905548

Anncmt. Number: CIS-905548-WSC

Name: Joe Schmoe

Email: (b)(6)

Section: Employment Availability

Full Time Employment

Y - 40 Hours Per Week

Temporary Employment Lasting

1 - less than 1 month
2 - 1 to 4 months
3 - 5 to 12 months

Jobs Requiring Travel Away From Home For

1 - 1 to 5 nights/month
2 - 6 to 10 nights/month
3 - 11 plus nights/month

JA-1801-023 IO (FDNS) 11/12/13 905548

Section: RESIDENCY REQUIREMENT

1. There is a residency requirement for all applicants not currently employed by U.S. Citizenship and Immigration Services. This residency requirement states that candidates must have, for three of the last five years immediately prior to applying for this position(s); (1) resided in the United States; OR (2) worked for the United States Government as an employee overseas in a Federal or Military capacity; OR (3) been a dependent of a U.S. Federal or Military employee serving overseas. Do you meet one of these requirements?

C - The residency requirement does not apply to me because I am currently a U.S. Citizenship and Immigration Services employee.

Section: AREA OF CONSIDERATION

2. Select the statement that best describes your Federal employment status.

A - I am an employee with U.S. Citizenship and Immigration Services with competitive status. (Proof is required: a copy of your SF-50, Notification of Personnel Action or equivalent, as stated in the announcement.)

Section: MINIMUM QUALIFICATIONS 11/12/13

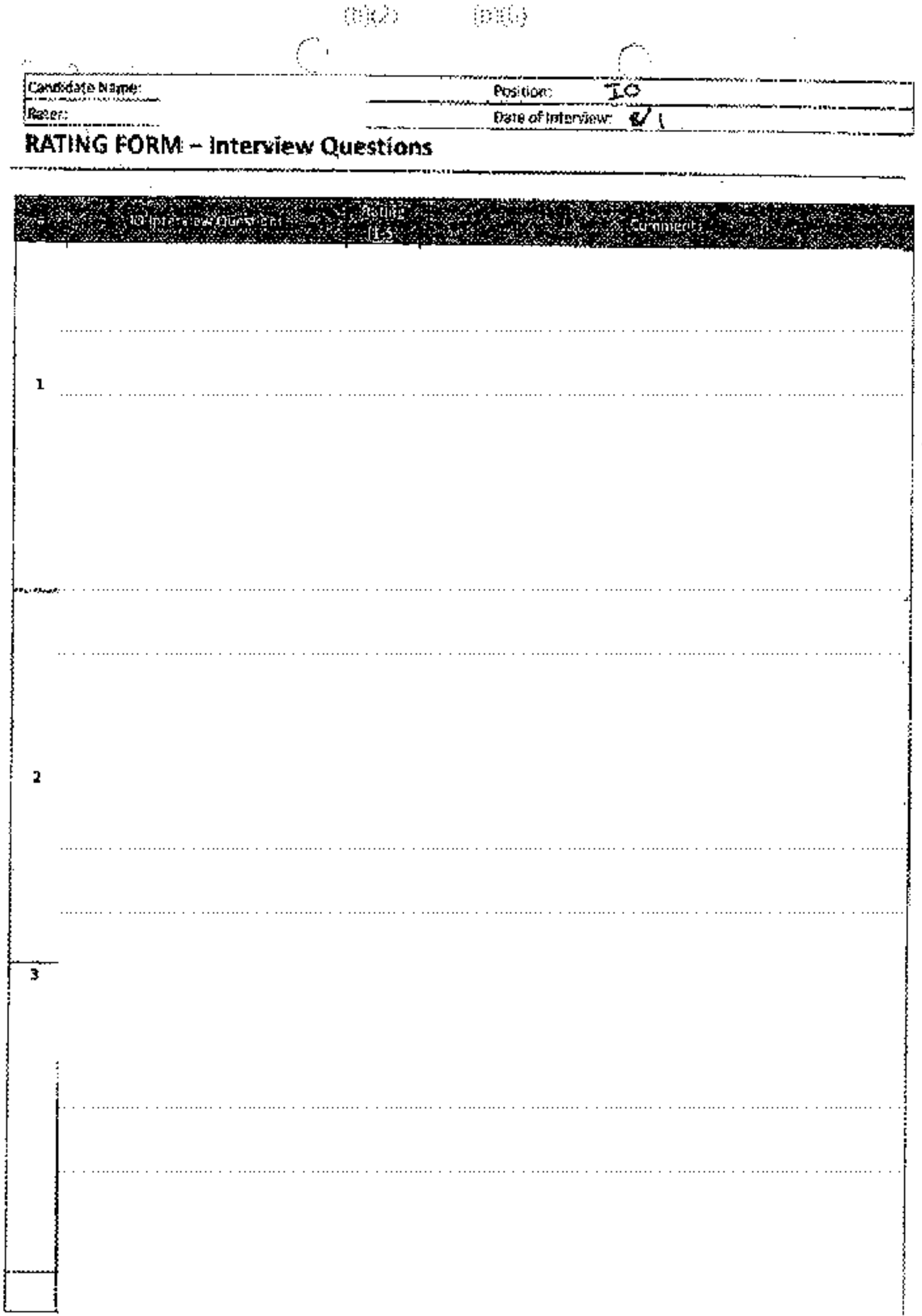
3. Which of the following statements best describes your experience?

B - I have at least one year of specialized experience equivalent to the GS-9 grade level making final determinations on non-sensitive, routine immigration benefit requests that involve determining applicant admissibility and credibility; or analyzing evidence and applying statutory requirements, regulations and judicial and administrative precedents; or preparing written reports detailing the detection of immigration fraud and pertinent patterns.

N.You must provide the position title(s) and dates of employment referenced in your resume that demonstrates the experience related to your response.

IMMIGRATION SERVICES OFFICER (II) FROM 09/2008 TO PRESENT. CURRENTLY GS-12 ISO II WITH USCIS.

- Interview questions are held (b)(2), answers, ratings and comments are held (b)(2) and (b)(6)



(b)(2) (b)(6)

Candidate Name:
Rater:
Position: IO
Date of Interview: 8/

RATING FORM – Interview Questions

#	IO Interview Question	Rating (1-5)	Comments
1			
2			
3			

- Scoring matrix sheets are redacted (b)(2) and (b)(6) (b)(2) (b)(6)

	CRITERIA	Average Resume Score	Interview Score	Combined Interview/ Resume Score	Supervisor Reference	Total Score	Comments
#	NAME						
1							
2	EODed Person						
3	EODed Person						
4	EODed Person						
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

CRITERIA	Supervisor Recommendation
1) General Immigration	VGR - High praise
2) Analytical and Report	GR - Positive comments but maybe some minor negative feedback
3) Communica	MR - Marginally Recommended
4) Liaison	NR - Not Recommended

1 - Low / 5 - High / 0 No experience

21. Opportunity to Object (OTO)

Under 6 C.F.R §5.8 (f), when records containing business information are processed, the submitter of the records (the business entity that provided the records to USCIS) must be given notice of the FOIA request and an opportunity to object to disclosure of business information.

> (f) *Opportunity to object to disclosure.* A component will allow a submitter a reasonable time to respond to the notice described in paragraph (d) of this section and will specify that time period within the notice. If a submitter has any objection to disclosure, it is required to submit a detailed written statement. The statement must specify all grounds for withholding any portion of the information under any exemption of the FOIA and, in the case of Exemption 4, it must show why the information is a trade secret or commercial or financial information that

> is privileged or confidential. In the event that a submitter fails to respond to the notice within the time specified in it, the submitter will be considered to have no objection to disclosure of the information. Information provided by the submitter that is not received by the component until after its disclosure decision has been made shall not be considered by the component. Information provided by a submitter under this paragraph may itself be subject to disclosure under the FOIA.

OTOs most often occur with contract related requests and EB5 Regional Center requests.

21.1. Sending the OTO

- Once the records are processed and business information has been found send the case to approver to review
- The approver will then direct an OTO be sent to the submitter
- Request a redacted copy of records from the OA Room supervisor
- Draft an OTO letter, the letter must contain
    - I. What was requested
    - II. Who requested the records
    - III. A response deadline
- Mail (certified) or email the redacted records and OTO letter to the submitter (NOT REQUESTER)
- Case note these actions and state the due date
- Scan in the certified mail stub as a CSD

21.2. Submitter has no objection to the release

- Case note the response
- Scan in the response as a CSD
- Proceed with closing the case

21.3. Submitter has objections and requested changes

- Closely review the objections and requested changes
- If the objections and changes are supported by the FOIA, then make the changes
    - I. Inform the submitter the changes were made
- If the objections or changes are not supported by the FOIA, then under 6 C.F.R §5.8 (g), send the submitter a notice of intent to disclose containing:
    - I. A statement of the reason(s) why each of the submitter's disclosure objections was not sustained;
    - II. A description of the business information to be disclosed; and

III. A specified disclosure date, which shall be a reasonable time subsequent to the notice.

- Case note all actions taken
- Scan in related documents as CSDs

APPENDIX A

(b)(6)

Component	LastName	FirstName	CIS1-Alias
AAO	[redacted]	[redacted]	[redacted]
AAO	[redacted]	[redacted]	[redacted]
CustomerService DIR	[redacted]	[redacted]	[redacted]
CustomerService DIR	[redacted]	[redacted]	[redacted]
CustomerService DIR	[redacted]	[redacted]	[redacted]
CustomerService DIR	[redacted]	[redacted]	[redacted]
CZN	[redacted]	[redacted]	[redacted]
CZN	[redacted]	[redacted]	[redacted]
CZN	[redacted]	[redacted]	[redacted]
CZN Grants	[redacted]	[redacted]	[redacted]
Director's Office	[redacted]	[redacted]	[redacted]
Director's Office	[redacted]	[redacted]	[redacted]
Director's Office	[redacted]	[redacted]	[redacted]
EnterpriseSvcs	[redacted]	[redacted]	[redacted]
EnterpriseSvcs BIO	[redacted]	[redacted]	[redacted]
EnterpriseSvcs BIO	[redacted]	[redacted]	[redacted]
EnterpriseSvcs BIO	[redacted]	[redacted]	[redacted]
EnterpriseSvcs RECORDS	[redacted]	[redacted]	[redacted]
EnterpriseSvcs RECORDS	[redacted]	[redacted]	[redacted]
Equal Opportunity	[redacted]	[redacted]	[redacted]
EXSO	[redacted]	[redacted]	[redacted]
EXSO	[redacted]	[redacted]	[redacted]
FDNS	[redacted]	[redacted]	[redacted]
FDNS	[redacted]	[redacted]	[redacted]
FieldOps	[redacted]	[redacted]	[redacted]
FieldOps	[redacted]	[redacted]	[redacted]
HCT	[redacted]	[redacted]	[redacted]
Contracting	[redacted]	[redacted]	[redacted]
Contracting	[redacted]	[redacted]	[redacted]
Contracting	[redacted]	[redacted]	[redacted]
MGMT	[redacted]	[redacted]	[redacted]
MGMT	[redacted]	[redacted]	[redacted]
MGMT	[redacted]	[redacted]	[redacted]
MGMT Adm	[redacted]	[redacted]	[redacted]
MGMT IMD	[redacted]	[redacted]	[redacted]
OCC	[redacted]	[redacted]	[redacted]
OCOMM	[redacted]	[redacted]	[redacted]
OCOMM	[redacted]	[redacted]	[redacted]
OCOMM	[redacted]	[redacted]	[redacted]
OFCO	[redacted]	[redacted]	[redacted]
OFCO	[redacted]	[redacted]	[redacted]
OIDP	[redacted]	[redacted]	[redacted]
OEOI	[redacted]	[redacted]	[redacted]
OIT	[redacted]	[redacted]	[redacted]
OIT	[redacted]	[redacted]	[redacted]
OIT	[redacted]	[redacted]	[redacted]

(b)(6)

OLA
OLA
OLA
OLA
OPE
HROC/OPM
HROC/OPM
HROC/OPM
OPQ
OPS
OPS
OSI
OSI
OTC
OTC
OTC
Privacy Office
RAIO
RAIO
RAIO
SCOP
SCOP
SCOP
SCOPS EB-5
SCOPS EB-5
SCOPS EB-5
Verification E-Verify
Verification E-Verify
Verification E-Verify
SAVE
SAVE
SAVE
NRC Administrative

[redacted]

APPENDIX B

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

[Date]

[Control Number]

[Requester Address]

ACK LETTER TEMPLATE

Dear [Requester]:

We received your request dated [Date], [state what is requested]

[FOIA Request Use] Your request is being handled under the provisions of the Freedom of Information Act (5 U.S.C. § 552). It has been assigned the following control number: [control number]. Please cite this number in all future correspondence about your request.

[PA Request Use] Your request is being handled under the provisions of the Freedom of Information Act and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a). It has been assigned the following control number: [control number]. Please cite this number in all future correspondence about your request.

In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.4(a)), USCIS uses a "cut-off" date to delineate the scope of a FOIA request by treating records created after that date as not responsive to that request. Therefore, in determining which records are responsive to your request, we will only include records in the possession of this agency as of January 2, 2013, the date we began the search for records.

[Track 1 Use] We respond to requests on a first-in, first-out basis and on a multi-track system. Your request has been placed in the simple track (Track 1).

[Track 2 Use] We respond to requests on a first-in, first-out basis and on a multi-track system. Your request has been placed in the complex track (Track 2). You may wish to narrow your request to a specific document in order to be eligible for the faster track. To do so, please send a written request, identifying the specific document sought, to the address above. We will notify you if your request is placed in the simple track.

In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.3(c)), your request is deemed to constitute an agreement to pay any fees that may be chargeable up to $25.00. All applicable fees under 6 C.F.R. §5.11 may be charged.

[Track 1 Use this time extension language] Because of unusual circumstances we may not be able to process your request within the statutory time limit, therefore, it will be necessary to extend the time limit for processing by ten working days due to the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. Regardless of any delay, your FOIA/PA request will be complied with as accurately as possible.

[Track 2 Use this time extension language] Because of unusual circumstances we may not be able to process your request within the statutory time limit, therefore, it will be necessary to extend the time limit for processing beyond the ten working day extension period due to the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. You may wish to modify your request so that it can be processed within the statutory time limit or arrange an alternative time period with our office. Regardless of any delay, your FOIA/PA request will be complied with as accurately as possible.

This office will be providing your records on a Compact Disc (CD) for use on your personal computer. The CD is readable on all computers through the use of Adobe Acrobat software. A version of Adobe Acrobat will be included on the CD. Your records can be viewed on your computer screen and can be printed onto paper. Only records 15 pages or more are eligible for CD printing. To request your responsive records on paper, please include your control number and write to the above address Attention: FOIA/PA Officer, or fax them to (816) 350-5785.

You may check the status of your FOIA request online, at www.uscis.gov. Click on "FOIA Request Status Check" located on the left side of the web page under "Other Services", and follow the instructions. Please be aware that the National Records Center no longer accepts FOIA/PA related questions directly by phone.

All FOIA/PA related requests, including address changes, must be submitted in writing and be signed by the requester. Please include the control number listed above on all correspondence with this office. Requests may be mailed to the FOIA/PA Officer at the PO Box listed at the top of the letterhead, or sent by fax to (816) 350-5785. You may also submit FOIA/PA related requests to our e-mail address at uscis.foia@uscis.dhs.gov.

Sincerely,

Jill A. Eggleston
Director, FOIA Operations

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship
and Immigration
Services

Date

Control Number

Name
Street Address
City Street

ADVANCE PAYMENT OF FEES TEMPLATE

Dear Requester Name:

This is a response to your Freedom of Information Act/Privacy Act (FOIA/PA) request received in this office on DATE, relating to:

"Vacancy/What the request is for."

We have obtained a fee estimate to search for the requested records. The estimated fee for this FOIA request is:

Search Fees = $XXX.00.
(Search fees were calculated according to 6 C.F.R. § 5.11(c))

Because anticipated fees exceed $250.00 (or the requester has previously failed to pay), we are notifying you pursuant to 6 C.F.R. § 5.11(i) that before we proceed with your request we must receive from you an advance payment for the entire estimated fee amount ($XXX.00). The advance payment for the total amount of estimated fees must be received by this office within 30 business days from the date of this letter (Date of the letter). Additionally, because we require an advance payment, "the request shall not be considered received and further work will not be done on it until the required payment is received." (6 C.F.R. § 5.11(i)(4)). Failure to pay within the allotted time frame will result in your request being administratively closed. Please note your control number with any correspondence you send.

Fees must be paid by check or money order made payable to the United States Treasury. The enclosed copy of this letter should be returned with your remittance. Please note your control number on your check or money order. **When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment.** A Privacy Act statement setting forth our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available at the following internet site: https://www.pccotc.gov/pccotc/index.htm. To obtain a copy of the statement by mail call toll free 1-866-945-7920. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

If you wish to modify your request please state such and a new fee estimate will be provided.

Sincerely,

Jill A. Eggleston

Jill A. Eggleston
Director, FOIA Operations

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

CONSULTATION MEMO TEMPLATE

Date

Control Number

MEMORANDUM FOR:
Name
Agency
Address

FROM: Jill A. Eggleston
Director, FOIA Operations

Subject: Other Agency's Control Number

We received XXX pages containing bracketed portions that were determined to fall under the purview of USCIS. We have reviewed the three pages and we recommend [State Recommendations] [If Records Are Redacted Enter The Following] pursuant to 5 U.S.C. § 552 (b)(2), (b)(4), (b)(5), (b)(6), (b)(7)(C), and (b)(7)(E) of the FOIA.

- ☐ Exemption (b)(2) as applied by USCIS protects predominantly information related to agency personnel rules and practices.

- ☐ Exemption (b)(4) protects trade secrets and commercial or financial information that is privileged or confidential. The types of documents and/or information we have withheld may consist of unit pricing, business sales statistics; research data; technical designs; customer and supplier lists; profit and loss data; overhead and operating costs; and information on financial condition.

- ☐ Exemption (b)(5) provides protection for inter-agency or intra-agency memoranda or letters, which would not be available by law to a party other than an agency in litigation with the agency. The types of documents and/or information we have withheld under this exemption may consist of documents containing pre-decisional information, documents or other memoranda prepared in contemplation of litigation, or confidential communications between attorney and client.

- ☐ Exemption (b)(6) permits the government to withhold all information about individuals in personnel, medical and similar files where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy. The types of documents and/or information we have withheld may consist of birth certificates, naturalization certificates, drivers' licenses, social security numbers, home addresses, dates of birth, or various other documents and/or information belonging to a third party that are considered personal.

- ☐ Exemption (b)(7)(C) provides protection for personal information in law enforcement records, which could reasonably be expected to constitute an unwarranted invasion of personal privacy. We have withheld information relating to third-party individuals. The types of documents and/or information we have withheld could consist of names, addresses, identification numbers, telephone numbers, fax numbers, or various other documents that are considered personal.

☐ Exemption (b)(7)(E) provides protection for records or information for law enforcement purposes which would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. The types of documents and/or information we have withheld could consist of law enforcement systems checks, manuals, checkpoint locations, surveillance techniques, and various other documents.

All other pages not listed were not reviewed.

In the event the requester wishes to appeal our decision, please include our appeal paragraph:

"In the event you wish to appeal this determination, you may write to the USCIS FOIA/PA Appeals Office, 150 Space Center Loop, Suite 500, Lee's Summit, MO 64064-2139, within 60 days of the date of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you should have any additional questions about this request please direct your inquiries to Roger Andoh at 816-350-5563.

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

REFERRAL MEMO TEMPLATE

Date

Control Number

MEMORANDUM FOR:
Name
Agency
Address

FROM: Jill A. Eggleston
Director, FOIA Operations

Subject: Control Number

On Date, the USCIS FOIA Office received the attached Freedom of Information Act request seeking [What was requested]

After review it was determined that responsive records fall under the purview of your office. We have advised the requester of this action, and to expect a direct response from your office.

You may direct any questions about this request to Roger Andoh at (816) 350-5563 or [Your Name] at [Your contact info].

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

[Date]

[Control Number]

[Name
Street
City]

EXPEDITE DENIAL TEMPLATE

Dear Name:

This letter is in response to your request for expedited treatment regarding [What Was Requested]

On the basis of information you provided, we have determined that expedited processing of your request is not warranted. Standards established by the Department of Homeland Security regarding expedited processing are very strict (6 C.F.R. § 5.5(d)), and permit expedited treatment only when the requester demonstrates that:

a. Circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of an individual;

b. An urgency to inform the public about an actual or alleged federal government activity, if made by a person primarily engaged in disseminating information.

For consideration under category (b) you neither established that you are "a person primarily engaged in disseminating information" nor demonstrated "an urgency to inform the public about an actual or alleged federal government activity." You merely stated that [what their reasoning was]. Therefore, it has been determined that your request does not meet the statutory requirements.

In the event you can demonstrate any further showing as to the nature and degree of any of the above categories, submit this additional information to this office for reconsideration.

You have the right to appeal this determination by writing to the USCIS FOIA/PA Appeals Office, 150 Space Center Loop, Suite 500, Lee's Summit, MO 64064-2139, within 60 days of the date of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

Jill A. Eggleston
Director, FOIA Operations

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

[Date]

[Control Number]

[Requester Address]

FEE WAIVER DENIAL TEMPLATE

Dear [Requester]:

We received your request dated [Date], [state what is requested]

[FOIA Request Use] Your request is being handled under the provisions of the Freedom of Information Act (5 U.S.C. § 552). It has been assigned the following control number: [control number]. Please cite this number in all future correspondence about your request.

[PA Request Use] Your request is being handled under the provisions of the Freedom of Information Act and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a). It has been assigned the following control number: [control number]. Please cite this number in all future correspondence about your request.

In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.4(a)), USCIS uses a "cut-off" date to delineate the scope of a FOIA request by treating records created after that date as not responsive to that request. Therefore, in determining which records are responsive to your request, we will only include records in the possession of this agency as of January 2, 2013, the date we began the search for records.

[Track 1 Use] We respond to requests on a first-in, first-out basis and on a multi-track system. Your request has been placed in the simple track (Track 1).

[Track 2 Use] We respond to requests on a first-in, first-out basis and on a multi-track system. Your request has been placed in the complex track (Track 2). You may wish to narrow your request to a specific document in order to be eligible for the faster track. To do so, please send a written request, identifying the specific document sought, to the address above. We will notify you if your request is placed in the simple track.

[Fee Waiver Denial] In your request, you seek a fee waiver. Under the Freedom of Information Act's (FOIA) fee waiver standard, 5 U.S.C § 552 (a)(4)(iii), two requirements must be met prior to a grant of a fee waiver. As stated, documents shall be furnished without any charge or at a charge reduced below the fees established, where the requester has demonstrated that:

(1) disclosure is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government, and

(2) disclosure is not primarily in the commercial interest of the requester.

Your request for a fee waiver stated that your request "is likely to contribute significantly to public understanding of the operations or activities of the government" but did not elaborate as to how. In order to qualify for a fee waiver under (1) you must demonstrate why the disclosure is in the public interest. [State what was requested and why it doesn't meet the requirement]. Additionally, you must demonstrate under (1) that your request "contributes significantly" to the public understanding. [What was requested and why did doesn't meet the requirement]. Since you have not met the necessary requirements for a fee waiver, we are denying your fee waiver request.

Due to our denial of your request for a waiver of fees and in accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.3(c)), your request is deemed to constitute an agreement to pay any fees that may be chargeable up to $25.00.

In the event you wish to appeal this determination, you may write to the USCIS FOIA/PA Appeals Office, 150 Space Center Loop, Suite 500, Lee's Summit, MO 64064-2139, within 60 days of the date of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

[Track 1 Use this time extension language] Because of unusual circumstances we may not be able to process your request within the statutory time limit, therefore, it will be necessary to extend the time limit for processing by ten working days due to the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. Regardless of any delay, your FOIA/PA request will be complied with as accurately as possible.

[Track 2 Use this time extension language] Because of unusual circumstances we may not be able to process your request within the statutory time limit, therefore, it will be necessary to extend the time limit for processing beyond the ten working day extension period due to the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. You may wish to modify your request so that it can be processed within the statutory time limit or arrange an alternative time period with our office. Regardless of any delay, your FOIA/PA request will be complied with as accurately as possible.

This office will be providing your records on a Compact Disc (CD) for use on your personal computer. The CD is readable on all computers through the use of Adobe Acrobat software. A version of Adobe Acrobat will be included on the CD. Your records can be viewed on your computer screen and can be printed onto paper. Only records 15 pages or more are eligible for CD printing. To request your responsive records on paper, please include your control number and write to the above address Attention: FOIA/PA Officer, or fax them to (816) 350-5785.

You may check the status of your FOIA request online, at www.uscis.gov. Click on "FOIA Request Status Check" located on the left side of the web page under "Other Services", and follow the instructions. Please be aware that the National Records Center no longer accepts FOIA/PA related questions directly by phone.

All FOIA/PA related requests, including address changes, must be submitted in writing and be signed by the requester. Please include the control number listed above on all correspondence with this office. Requests may be mailed to the FOIA/PA Officer at the PO Box listed at the top of the letterhead, or sent by fax to (816) 350-5785. You may also submit FOIA/PA related requests to our e-mail address at uscis.foia@uscis.dhs.gov.

Sincerely,

Jill Eggleston

Jill A. Eggleston
Director, FOIA Operations

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

Date

Control Number

Name
Street Address
City Street

FIRM COMMITMENT TO PAY FEES TEMPLATE

Dear Requester Name:

This is a response to your Freedom of Information Act/Privacy Act (FOIA/PA) request received in this office on DATE, relating to:

"Vacancy/What the request is for."

We have obtained a fee estimate to search for and collect the requested vacancy announcement(s) records. The estimated fees for this FOIA request are:

Search Fees = $XXX.00.
(Search fees have been calculated according to 6 C.F.R. § 5.11(c))

Because anticipated fees exceed $25.00, we are notifying you pursuant to 6 C.F.R. § 5.11(e) that before we proceed with your request we must receive from you a firm commitment to pay the estimated total fee amount ($XXX.00). The firm commitment to pay must be memorialized by you in writing and received by this office within 30 days from the date of this letter (Date). Failure to provide the requested commitment within the allotted time frame will result in your request being administratively closed. Please note your control number with any correspondence you send.

If you wish to modify your request please state such and a new fee estimate will be provided.

Sincerely,

Jill Eggleston

Jill A. Eggleston
Director, FOIA Operations

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

**U.S. Citizenship
and Immigration
Services**

GENERAL MEMO TEMPLATE

Date

Control Number

MEMORANDUM FOR:
Name
Agency
Address

FROM: Jill A. Eggleston
Director, FOIA Operations

Subject: Control Number

[Your Message]

You may direct any questions about this request to Roger Andoh at (816) 350-5563 or [Your Name] at [Your contact info].

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

**U.S. Citizenship
and Immigration
Services**

OTO LETTER TEMPLATE

Date

Case Number

Address

This office has received a Freedom of Information Act (FOIA) request (Request information)

The FOIA requires the release of records held by the government except for any portions permitted to be withheld under various exemptions recognized by the FOIA.

Because you are the submitter of the requested documents and the documents contain business information we are giving you an opportunity to review the information we propose to disclose. Please review the attached records and our withholdings. After your review, inform us of any additional portions of business information in the documents you believe should be withheld under the exemptions provided by the FOIA by bracketing the information on the attached records. We request that you provide justification for withholding any information that you believe should not be disclosed. Assertions that "all information was submitted in confidence must be denied" are not adequate justification for denial. Remember any information already released via the INTERNET or to the public cannot be withheld.

We have found that it is often possible to make reasonable deletions in accordance with the spirit of the FOIA, which are acceptable to both you and the requester. If that is not possible in this case, we shall then determine whether withholding the information you specify, in whole or in part, is defensible under the FOIA.

Due to the brief response time allowed by the FOIA, we must have your comments in writing no later than 20 business days from the receipt of this letter at the above address, your information

I you have any questions, please contact your information

Sincerely,

Jill A. Eggleston
Director, FOIA Operations

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

[Date]

[Control Number]

[Name of Records Submitter
Street
City]

NOTICE OF INTENT TO DISCLOSE TEMPLATE

Dear [Name]:

Reference is made to the notice of request letter sent to you on [Date] which informed you of the receipt of a Freedom of Information Act request for documents relating to the [OTO subject matter].

The requested documents have been reviewed by this office and after careful consideration of your arguments for withholding; certain information will be disclosed to the requester based on the inability to protect portions of the requested information under the FOIA.

Information to be disclosed is as follows: [state what will be released]

Exemption 4 of the FOIA protects "trade secrets and commercial or financial information obtained from a person that is privileged or confidential."

The documents above are subject to disclosure because they have been previously released in the public domain or the release of the document will not cause any competitive harm. For example, [state supportive examples]. Based upon these facts the documents listed above can no longer be considered privileged or confidential and cannot be protected from disclosure under exemption 4. Unless action is initiated to enjoin the agency, the information will be released to the requester 15 days from the date of this letter.

Sincerely,

Jill A. Eggleston
Director, FOIA Operations

U.S. Department of Homeland Security
National Records Center
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship and Immigration Services

FINAL ACTION LETTER TEMPLATE

[Date]

[Control Number]

[Name
Street
City]

Dear [Name]:

This is in response to your Freedom of Information Act/Privacy Act (FOIA/PA) request received in this office **[Date]**, regarding [What Was Requested].

We have completed the review of all documents and have identified XXX pages that are responsive to your request. Enclosed are XXX pages released in their entirety, and XXX pages released in part. We are withholding XXX pages in full. In our review of these pages, we have determined that they contain no reasonably segregable portion(s) of non-exempt information. Additionally, we have referred XXX pages in their entirety to the [Agency Name] for their direct response to you. We have reviewed and have determined to release all information except those portions that are exempt pursuant to 5 U.S.C. § 552 (b)(2), (b)(4), (b)(5), (b)(6), (b)(7)(C), and (b)(7)(E) of the FOIA.

- ☐ Exemption (b)(2) as applied by USCIS protects predominantly information related to agency personnel rules and practices.

- ☐ Exemption (b)(4) protects trade secrets and commercial or financial information that is privileged or confidential. The types of documents and/or information we have withheld may consist of unit pricing, business sales statistics; research data; technical designs; customer and supplier lists; profit and loss data; overhead and operating costs; and information on financial condition.

- ☐ Exemption (b)(5) provides protection for inter-agency or intra-agency memoranda or letters, which would not be available by law to a party other than an agency in litigation with the agency. The types of documents and/or information we have withheld under this exemption may consist of documents containing pre-decisional information, documents or other memoranda prepared in contemplation of litigation, or confidential communications between attorney and client.

- ☐ Exemption (b)(6) permits the government to withhold all information about individuals in personnel, medical and similar files where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy. The types of documents and/or information we have withheld may consist of birth certificates, naturalization certificates, drivers' licenses, social security numbers, home addresses, dates of birth, or various other documents and/or information belonging to a third party that are considered personal.

- ☐ Exemption (b)(7)(C) provides protection for personal information in law enforcement records, which could reasonably be expected to constitute an unwarranted invasion of personal privacy. We have withheld information relating to third-party individuals. The types of documents and/or information we have withheld could consist of names, addresses, identification numbers, telephone numbers, fax numbers, or various other documents that are considered personal.

- ☐ Exemption (b)(7)(E) provides protection for records or information for law enforcement purposes which would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. The types of documents and/or information we have withheld could consist of law enforcement systems checks, manuals, checkpoint locations, surveillance techniques, and various other documents.

In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.4(a)), USCIS uses a "cut-off" date to delineate the scope of a FOIA request by treating records created after that date as not responsive to that request. Therefore, in determining which records are responsive to your request, we included only records in the possession of this agency as of [Date], the date we began the search for records.

The enclosed record consists of the best reproducible copies available. Certain pages may contain marks that appear to be blacked-out information. If so, the black marks were made prior to our receipt of the file and are not information we have withheld under the provisions of the FOIA or PA.

If you wish to appeal this determination, you may write to the USCIS FOIA/PA Appeals Office, 150 Space Center Loop, Suite 500, Lee's Summit, MO 64064-2139, within 60 days of the date of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

The National Records Center does not process petitions, applications or any other type of benefit under the Immigration and Nationality Act. If you have questions or wish to submit documentation relating to a matter pending with the bureau, you must address these issues with your nearest District Office.

All FOIA/PA related requests, including address changes, must be submitted in writing and be signed by the requester. Please include the control number listed above on all correspondence with this office. Requests may be mailed to the FOIA/PA Officer at the PO Box listed at the top of the letterhead, or sent by fax to (816) 350-5785. You may also submit FOIA/PA related requests to our e-mail address at uscis.foia@uscis.dhs.gov.

Sincerely,

Jill Eggleston

Jill A. Eggleston
Director, FOIA Operations

APPENDIX C

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Ofc Of Dir Citizenship & Imm Svcs	CI	00	00	0000	00	00	00	00	COW	COW	2
Ofc Of Dir Citizenship & Imm Svcs	CI	01	00	0000	00	00	00	00	COW	COW	2
Project Leadership Team	CI	01	02	0000	00	00	00	00	PLT	PLT	2
Refugee, Asylum & Intl Ops	CI	04	00	0000	00	00	00	00	FOR	FOR	[redacted]
Asylum Division	**CI**	**04**	**10**	**0000**	**00**	**00**	**00**	**00**	**ASY**	**ASY**	[redacted]
Quality Assurance And Training	CI	04	10	0010	00	00	00	00	ASY	ASY	[redacted]
Asylum Operations	CI	04	10	0020	00	00	00	00	ASY	ASY	[redacted]
Resource Info Center	CI	04	10	0030	00	00	00	00	ASY	ASY	[redacted]
Arlington Asylum Office	CI	04	10	0100	00	00	00	00	ZAR	ZAR	[redacted]
Chicago Asylum Office	CI	04	10	0200	00	00	00	00	ZCH	ZCH	[redacted]
Houston Asylum Office	CI	04	10	0300	00	00	00	00	ZHO	ZHO	[redacted]
Los Angeles Asylum Office	CI	04	10	0400	00	00	00	00	ZLA	ZLA	[redacted]
Miami Asylum Office	CI	04	10	0500	00	00	00	00	ZMI	ZMI	[redacted]
Newark Asylum Office	CI	04	10	0600	00	00	00	00	ZNK	ZNK	[redacted]
New York Asylum Office	CI	04	10	0700	00	00	00	00	ZNY	ZNY	[redacted]
San Francisco Asylum Office	CI	04	10	0800	00	00	00	00	ZSF	ZSF	[redacted]
International Operations Div	**CI**	**04**	**20**	**0000**	**00**	**00**	**00**	**00**	**OVS**	**OVS**	[redacted]
Bangkok District Office	CI	04	20	0100	00	00	00	00	BKK	BKK	[redacted]
Hong Kong Suboffice	CI	04	20	0100	01	00	00	00	BKK	HKG	[redacted]
Manila Philippines Suboffice	CI	04	20	0100	02	00	00	00	BKK	MAP	[redacted]
Seoul Korea Suboffice	CI	04	20	0100	03	00	00	00	BKK	SEK	[redacted]
Singapore Suboffice	CI	04	20	0100	04	00	00	00	BKK	SIN	[redacted]
Ho Chi Minh City, Vietnam So	CI	04	20	0100	05	00	00	00	BKK	HOC	[redacted]
Tokyo, Japan	CI	04	20	0100	06	00	00	00	BKK	TKO	[redacted]
Guangzhou, China	CI	04	20	0100	07	00	00	00	BKK	GZH	[redacted]
Beijing, China	CI	04	20	0100	08	00	00	00	BKK	BEI	[redacted]
New Delhi India Suboffice	CI	04	20	0100	09	00	00	00	BKK	NDI	[redacted]
Mexico City District Office	CI	04	20	0200	00	00	00	00	MEX	MEX	[redacted]
Port-au-prince Haiti So	CI	04	20	0200	01	00	00	00	MEX	HAT	[redacted]
Monterrey Suboffice	CI	04	20	0200	02	00	00	00	MEX	MTR	[redacted]
Tijuana Mexico Suboffice	CI	04	20	0200	03	00	00	00	MEX	TIJ	[redacted]
Ciudad Juarez Suboffice	CI	04	20	0200	04	00	00	00	MEX	JRZ	[redacted]
Tegucigalpa Hondorus So	CI	04	20	0200	05	00	00	00	MEX	TGU	[redacted]
Havana Cuba Suboff	CI	04	20	0200	06	00	00	00	MEX	HAV	[redacted]
San Domingo, Dominican Rep So	CI	04	20	0200	07	00	00	00	MEX	SDM	[redacted]
Kingston, Jamaica	CI	04	20	0200	08	00	00	00	MEX	KNG	[redacted]
Panama City, Panama	CI	04	20	0200	09	00	00	00	MEX	PNM	[redacted]
Guatemala City, Guatemala	CI	04	20	0200	10	00	00	00	MEX	GMT	[redacted]
San Salvador, El Salvador	CI	04	20	0200	11	00	00	00	MEX	SAN	[redacted]
Quito, Ecuador	CI	04	20	0200	12	00	00	00	MEX	QTO	[redacted]
Lima, Peru	CI	04	20	0200	13	00	00	00	MEX	LMA	[redacted]
Rome District Office	CI	04	20	0300	00	00	00	00	RIT	RIT	[redacted]
London England Suboffice	CI	04	20	0300	01	00	00	00	RIT	LND	[redacted]
Athens Greece Suboffice	CI	04	20	0300	02	00	00	00	RIT	ATH	[redacted]
Frankfurt Germany Suboffice	CI	04	20	0300	03	00	00	00	RIT	FKG	[redacted]
Vienna Austria Suboffice	CI	04	20	0300	04	00	00	00	RIT	VNA	[redacted]
Nairobi Kenya Suboffice	CI	04	20	0300	06	00	00	00	RIT	NBO	[redacted]
Moscow Russia Suboffice	CI	04	20	0300	07	00	00	00	RIT	MOS	[redacted]
Johannesburg, South Africa	CI	04	20	0300	08	00	00	00	RIT	JHS	[redacted]
Accra Ghana	CI	04	20	0300	09	00	00	00	RIT	ACG	[redacted]

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Amsterdam, Netherlands	CI	04	20	0300	10	00	00	00	RIT	AMS	[redacted]
Copenhagen, Denmark	CI	04	20	0300	11	00	00	00	RIT	CPH	[redacted]
Madrid, Spain	CI	04	20	0300	12	00	00	00	RIT	MDR	[redacted]
Islamabad, Pakistan Suboffice	CI	04	20	0300	13	00	00	00	RIT	ILB	[redacted]
Amman, Jordan Suboffice	CI	04	20	0300	14	00	00	00	RIT	AMM	[redacted]
Duty Post: Ottawa, Canada	CI	04	20	0400	00	00	00	00	OTT	OTT	[redacted]
Refugee Division	**CI**	**04**	**30**	**0000**	**00**	**00**	**00**	**00**	**REF**	**REF**	[redacted]
Ofc Of General Counsel	**CI**	**05**	**00**	**0000**	**00**	**00**	**00**	**00**	**COU**	**COU**	4
Off Regnl Cnsl Estrn Regn Off	**CI**	**05**	**30**	**0000**	**00**	**00**	**00**	**00**	**COU**	**COU**	4
Ltgtn & Leg Advc Staf Buffalo	CI	05	30	0010	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Newark	CI	05	30	0020	00	00	00	00	COU	COU	4
Duty Post Elizabeth Nj	CI	05	30	0020	01	00	00	00	COU	COU	4
Duty Post Del Rio Texas	CI	05	30	0020	02	00	00	00	COU	COU	4
Duty Post Ny Ny	CI	05	30	0030	01	00	00	00	COU	COU	4
Duty Post Brooklyn Ny	CI	05	30	0030	02	00	00	00	COU	COU	4
Duty Post Ulster, Ny	CI	05	30	0030	03	00	00	00	COU	COU	4
Duty Post Fishkill, Ny	CI	05	30	0030	04	00	00	00	COU	COU	4
Duty Post Wackenhut Ny	CI	05	30	0030	05	00	00	00	COU	COU	4
Duty Post Swanton Vt	CI	05	30	0040	01	00	00	00	COU	COU	4
Duty Post: Hartford, Ct	CI	05	30	0040	02	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Balt Md	CI	05	30	0050	00	00	00	00	COU	COU	4
Duty Post York Pa	CI	05	30	0060	01	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf San Juan	CI	05	30	0070	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Wash Dc	CI	05	30	0080	00	00	00	00	COU	COU	4
Duty Post Alexandria Va	CI	05	30	0080	01	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Atlanta	CI	05	30	0090	00	00	00	00	COU	COU	4
Duty Post: Memphis, Tn	CI	05	30	0090	01	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Clevland	CI	05	30	0100	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Detroit	CI	05	30	0110	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Miami Fl	CI	05	30	0120	00	00	00	00	COU	COU	4
Duty Post Bradenton Fl	CI	05	30	0120	01	00	00	00	COU	COU	4
Duty Post Orlando Fl	CI	05	30	0120	02	00	00	00	COU	COU	4
Duty Post Oakdale La	CI	05	30	0130	01	00	00	00	COU	COU	4
Duty Post Memphis Tenn	CI	05	30	0130	02	00	00	00	COU	COU	4
Off Regnl Cnsl Cntrl Regn Off	**CI**	**05**	**40**	**0000**	**00**	**00**	**00**	**00**	**COU**	**COU**	4
Ltgtn & Leg Advc Staf El Paso	CI	05	40	0010	00	00	00	00	COU	COU	4
Duty Post El Paso Tx	CI	05	40	0010	01	00	00	00	COU	COU	4
Duty Post Marfa Texas	CI	05	40	0010	02	00	00	00	COU	COU	4
Litgtn & Leg Adv Stf S Antoinio	CI	05	40	0020	00	00	00	00	COU	COU	4
Duty Post San Antonio Tx	CI	05	40	0020	01	00	00	00	COU	COU	4
Duty Post Laredo Texas	CI	05	40	0020	02	00	00	00	COU	COU	4
Duty Post Houston Tx	CI	05	40	0030	01	00	00	00	COU	COU	4
Duty Post Huntsville Texas	CI	05	40	0030	02	00	00	00	COU	COU	4
Ltgtn & Leg Adv Staff Dallas	CI	05	40	0040	00	00	00	00	COU	COU	4
Ltgtn & Leg Adv Staf Harlingen	CI	05	40	0050	00	00	00	00	COU	COU	4
Duty Post Mcallen Tx	CI	05	40	0050	01	00	00	00	COU	COU	4
Duty Post Lincoln Ne	CI	05	40	0050	02	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Chicago	CI	05	40	0060	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Kc	CI	05	40	0070	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Omaha Ne	CI	05	40	0075	00	00	00	00	COU	COU	4

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Ltgtn & Leg Advc Staf St Paul	CI	05	40	0080	00	00	00	00	COU	COU	4
Ltgtn & Leg Adv Staf Helena Mt	CI	05	40	0090	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Denver	CI	05	40	0100	00	00	00	00	COU	COU	4
Central Reg Cnsl, Twin Cities	CI	05	40	0110	00	00	00	00	COU	COU	4
Duty Post Twin Cities Mn	CI	05	40	0110	01	00	00	00	COU	COU	4
Off Regnl Cnsl Wstrn Regn Off	**CI**	**05**	**50**	**0000**	**00**	**00**	**00**	**00**	**COU**	**COU**	4
Ltgtn & Leg Advc Staf San Fran	CI	05	50	0010	00	00	00	00	COU	COU	4
Duty Post San Francisco Ca	CI	05	50	0010	01	00	00	00	COU	COU	4
Duty Post Sacramento Ca	CI	05	50	0010	02	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Honolulu	CI	05	50	0020	00	00	00	00	COU	COU	4
Ltgtn & Leg Adv Staf Los An Ca	CI	05	50	0030	00	00	00	00	COU	COU	4
Duty Post Los Angeles Ca	CI	05	50	0030	01	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf Phoenix	CI	05	50	0040	00	00	00	00	COU	COU	4
Duty Post Florence, Az	CI	05	50	0040	01	00	00	00	COU	COU	4
Duty Post Eloy, Az	CI	05	50	0040	02	00	00	00	COU	COU	4
Duty Post Tucson Az	CI	05	50	0040	03	00	00	00	COU	COU	4
Duty Post: Las Vegas, Nv	CI	05	50	0040	04	00	00	00	COU	COU	4
Ltgtn & Leg Advc Staf S Diego	CI	05	50	0050	00	00	00	00	COU	COU	4
Duty Post San Diego Ca	CI	05	50	0050	01	00	00	00	COU	COU	4
Duty Post El Centro Ca	CI	05	50	0050	02	00	00	00	COU	COU	4
Ltgtn & Leg Adv Stf Anchorage	CI	05	50	0060	00	00	00	00	COU	COU	4
Ltgtn & Leg Adv Stf Portland O	CI	05	50	0070	00	00	00	00	COU	COU	4
Ltgtn & Leg Advc Stf Seattle	CI	05	50	0080	00	00	00	00	COU	COU	4
Duty Post Seattle Wa	CI	05	50	0080	01	00	00	00	COU	COU	4
Ofc Of Policy & Strategy	**CI**	**06**	**00**	**0000**	**00**	**00**	**00**	**00**	**OPP**	**OPP**	2
Policy Division	**CI**	**06**	**10**	**0000**	**00**	**00**	**00**	**00**	**OPP**	**OPP**	2
Evaluation And Research Div	**CI**	**06**	**30**	**0000**	**00**	**00**	**00**	**00**	**OPP**	**OPP**	2
Enterprise Services	**CI**	**07**	**00**	**0000**	**00**	**00**	**00**	**00**	**ESD**	**ESD**	3
Verification Division	**CI**	**07**	**20**	**0000**	**00**	**00**	**00**	**00**	**VER**	**VER**	4
Save Program Branch	CI	07	20	0100	00	00	00	00	VER	VER	4
Immigration Status Verifier Section	CI	07	20	0100	10	00	00	00	VER	VER	4
Los Angeles Save Isv	CI	07	20	0100	10	10	00	00	VER	VER	4
San Francisco Save Isv	CI	07	20	0100	10	20	00	00	VER	VER	4
Buffalo Save Isv	CI	07	20	0100	10	30	00	00	VER	VER	4
Dallas Save Isv	CI	07	20	0100	10	40	00	00	VER	VER	4
Nyc Save Isv	CI	07	20	0100	10	50	00	00	VER	VER	4
Real Id Branch	CI	07	20	0100	20	00	00	00	VER	VER	4
Nebraska Service Center	CI	07	20	0100	50	00	00	00	VER	VER	4
E - Verify Program Branch	CI	07	20	0200	00	00	00	00	VER	VER	4
Compliance Section	CI	07	20	0200	10	00	00	00	VER	VER	4
Monitoring Section	CI	07	20	0200	20	00	00	00	VER	VER	4
Outreach Section	CI	07	20	0200	30	00	00	00	VER	VER	4
Immigration Status Verifier Section	CI	07	20	0200	40	00	00	00	VER	VER	4
Los Angeles Isv	CI	07	20	0200	40	10	00	00	VER	VER	4
Buffalo Isv	CI	07	20	0200	40	20	00	00	VER	VER	4
Dallas Isv	CI	07	20	0200	40	30	00	00	VER	VER	4
Nyc Isv	CI	07	20	0200	40	40	00	00	VER	VER	4
Nebraska Service Center	CI	07	20	0200	50	00	00	00	VER	VER	4
Records & Information Management	**CI**	**07**	**60**	**0000**	**00**	**00**	**00**	**00**	**RIM**	**RIM**	2
National Records Center	CI	07	60	0100	00	00	00	00	NRC	NRC	2

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Administration Section	CI	07	60	0100	10	00	00	00	NRC	NRC	2
Records Operations Division	CI	07	60	0100	20	00	00	00	NRC	NRC	2
Information And Field Services Division	CI	07	60	0100	30	00	00	00	NRC	NRC	2
Information Liaision Branch	CI	07	60	0100	30	10	00	00	NRC	NRC	2
Case Resolution Branch	CI	07	60	0100	30	20	00	00	NRC	NRC	2
Foia Operations Division	CI	07	60	0100	40	00	00	00	NRC	NRC	2
Harrisonburg File Storage Facility	CI	07	60	0100	50	00	00	00	NRC	NRC	2
Foia Program Division	CI	07	60	0100	60	00	00	00	NRC	NRC	2
Office Of Records	CI	07	60	0200	00	00	00	00	REC	REC	2
Records Operations Branch	CI	07	60	0200	10	00	00	00	REC	REC	2
Records Search & Information Section	CI	07	60	0200	10	10	00	00	REC	REC	2
Policy And Implementation Branch	CI	07	60	0200	20	00	00	00	REC	REC	2
Policy Section	CI	07	60	0200	20	10	00	00	REC	REC	2
Mission Support Branch	CI	07	60	0200	30	00	00	00	REC	REC	2
Electronic Records Branch	CI	07	60	0200	40	00	00	00	REC	REC	2
Systems Services Section	CI	07	60	0200	40	10	00	00	REC	REC	2
Digitization Section	CI	07	60	0200	40	20	00	00	REC	REC	2
Mail Management	CI	07	60	0200	50	00	00	00	REC	REC	2
Mail Management Section	CI	07	60	0200	50	10	00	00	REC	REC	2
Historical Records And Archives Branch	CI	07	60	0200	60	00	00	00	REC	REC	2
Genealogy Section	CI	07	60	0200	60	10	00	00	REC	REC	2
Application Support Ctr	**CI**	**07**	**70**	**0000**	**00**	**00**	**00**	**00**	**ASC**	**ASC**	2
Ofc Of Admin Appeals	CI	09	00	0000	00	00	00	00	AAO	AAO	1
Mgt Support Branch	CI	09	01	0000	00	00	00	00	AAO	AAO	1
Appeals Fraud Branch	CI	09	02	0000	00	00	00	00	AAO	AAO	1
Branch 1	CI	09	10	0000	00	00	00	00	AAO	AAO	1
Branch 2	CI	09	20	0000	00	00	00	00	AAO	AAO	1
Branch 3	CI	09	30	0000	00	00	00	00	AAO	AAO	1
Branch 4	CI	09	40	0000	00	00	00	00	AAO	AAO	1
Branch 5	CI	09	50	0000	00	00	00	00	AAO	AAO	1
Branch 6	CI	09	60	0000	00	00	00	00	AAO	AAO	1
Branch 7	CI	09	70	0000	00	00	00	00	AAO	AAO	1
Ofc Of Citizenship	CI	12	00	0000	00	00	00	00	OFC	OFC	2
Outreach Section	CI	12	10	0000	00	00	00	00	OFC	OFC	2
Programs Section	CI	12	20	0000	00	00	00	00	OFC	OFC	2
Office of Communications	CI	14	00	0000	00	00	00	00	PUB	PUB	2
Legislative Affairs	CI	15	00	0000	00	00	00	00	CRE	CRE	2
Field Operations Directorate	CI	17	00	0000	00	00	00	00	OFS	OFS	2
Ofc Of The Dir, Natl Benef Ctr	**CI**	**17**	**40**	**0100**	**00**	**00**	**00**	**00**	**NBC**	**NBC**	4
Adjudications Division	CI	17	40	0100	01	00	00	00	NBC	NBC	4
Visas Branch	CI	17	40	0100	01	10	00	00	NBC	NBC	4
Legalization Branch	CI	17	40	0100	01	20	00	00	NBC	NBC	4
Records Division	CI	17	40	0100	02	00	00	00	NBC	NBC	4
Information Technology Div	CI	17	40	0100	03	00	00	00	NBC	NBC	4
Customer Relations	CI	17	40	0100	04	00	00	00	NBC	NBC	4
Management Division	CI	17	40	0100	05	00	00	00	NBC	NBC	4
Northeast Regional Office	**CI**	**17**	**40**	**0200**	**00**	**00**	**00**	**00**	**NER**	**NER**	1
Operations Branch	CI	17	40	0200	00	10	00	00	NER	NER	1
District 1	CI	17	40	0205	00	00	00	00	D01	D01	1
Boston Ma Field Office	CI	17	40	0205	01	00	00	00	BOS	BOS	1

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Providence Ri Field Office	CI	17	40	0205	02	00	00	00	PRO	PRO	1
Portland Me Field Office	CI	17	40	0205	03	00	00	00	POM	POM	1
Manchester Nh Field Office	CI	17	40	0205	04	00	00	00	MAN	MAN	1
Lawrence Field Office	CI	17	40	0205	05	00	00	00	LAW	LAW	1
District 2	CI	17	40	0210	00	00	00	00	D02	D02	1
Buffalo Ny Field Office	CI	17	40	0210	01	00	00	00	BUF	BUF	1
Syracuse Ny Fso	CI	17	40	0210	01	10	00	00	BUF	SYR	1
Albany Ny Field Office	CI	17	40	0210	02	00	00	00	ALB	ALB	1
Hartford Ct Field Office	CI	17	40	0210	03	00	00	00	HAR	HAR	1
St Albans Vt Field Office	CI	17	40	0210	04	00	00	00	STA	STA	1
District 3	CI	17	40	0215	00	00	00	00	D03	D03	1
New York City Field Office	CI	17	40	0215	01	00	00	00	NYC	NYC	1
Meo Language Services Section	CI	17	40	0215	01	10	00	00	LSS	LSS	1
Garden City Nj Field Office	CI	17	40	0215	02	00	00	00	GDN	GDN	1
Long Island Field Office	CI	17	40	0215	03	00	00	00	LNY	LNY	1
Queens Field Office	CI	17	40	0215	04	00	00	00	QNS	QNS	1
District 4	CI	17	40	0220	00	00	00	00	D04	D04	1
Newark Nj Field Office	CI	17	40	0220	01	00	00	00	NEW	NEW	1
Mt Laurel Nj Field Office	CI	17	40	0220	02	00	00	00	MTL	MTL	1
District 5	CI	17	40	0225	00	00	00	00	D05	D05	1
Philadelphia Pa Field Office	CI	17	40	0225	01	00	00	00	PHI	PHI	1
Dover De Fso	CI	17	40	0225	01	10	00	00	PHI	DOV	1
Pittsburgh Pa Field Office	CI	17	40	0225	02	00	00	00	PIT	PIT	1
Charleston Wv Fso	CI	17	40	0225	02	10	00	00	PIT	CHS	1
District 6	CI	17	40	0230	00	00	00	00	D06	D06	1
Baltimore Md Field Office	CI	17	40	0230	01	00	00	00	BAL	BAL	1
District 7	CI	17	40	0235	00	00	00	00	D07	D07	1
Fairfax Va Field Office	CI	17	40	0235	01	00	00	00	WAS	WAS	1
Norfolk Va Field Office	CI	17	40	0235	02	00	00	00	NOR	NOR	1
Southeast Regional Office	**CI**	**17**	**40**	**0300**	**00**	**00**	**00**	**00**	**SER**	**SER**	4
Operations Branch	CI	17	40	0300	00	10	00	00	SER	SER	4
District 8	CI	17	40	0305	00	00	00	00	D08	D08	4
Atlanta Ga Field Office	CI	17	40	0305	01	00	00	00	ATL	ATL	4
Birmingham, Al Fso	CI	17	40	0305	01	10	00	00	ATL	BIR	4
Charlotte Nc Field Office	CI	17	40	0305	02	00	00	00	CLT	CLT	4
Charleston Sc Field Office	CI	17	40	0305	03	00	00	00	CHL	CHL	4
Greer Sc Fso	CI	17	40	0305	03	10	00	00	CHL	GRR	4
Raleigh Nc Field Office	CI	17	40	0305	04	00	00	00	RAL	RAL	4
District 9	CI	17	40	0310	00	00	00	00	D09	D09	4
Miami Fl Field Office	CI	17	40	0310	01	00	00	00	MIA	MIA	4
Charlotte Amalie Vi Field Office	CI	17	40	0310	02	00	00	00	VIR	VIR	4
St Croix Vi Fso	CI	17	40	0310	02	10	00	00	VIR	SCX	4
San Juan Pr Field Office	CI	17	40	0310	03	00	00	00	SAJ	SAJ	4
Hialeah Field Office	CI	17	40	0310	04	00	00	00	HIA	HIA	4
Kendall Field Office	CI	17	40	0310	05	00	00	00	KND	KND	4
Oakland Park Field Office	CI	17	40	0310	06	00	00	00	OKL	OKL	4
District 10	CI	17	40	0315	00	00	00	00	D10	D10	4
Tampa Fl Field Office	CI	17	40	0315	01	00	00	00	TAM	TAM	4
Jacksonville Fl Field Office	CI	17	40	0315	02	00	00	00	JAC	JAC	4
Orlando Fl Field Office	CI	17	40	0315	03	00	00	00	ORL	ORL	4

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Budget LOC	Tops OFC	Tops ESP Star Team
West Palm Beach Fl Field Office	CI	17	40	0315	04	00	00	00	WPB	WPB	4
District 11	CI	17	40	0320	00	00	00	00	D11	D11	4
New Orleans La Field Office	CI	17	40	0320	01	00	00	00	NOL	NOL	4
Jackson Ms Fso	CI	17	40	0320	01	10	00	00	NOL	JAK	4
Ft Smith Ar Field Office	CI	17	40	0320	02	00	00	00	FSA	FSA	4
Memphis Tn Field Office	CI	17	40	0320	03	00	00	00	MEM	MEM	4
Nashville Tn Fso	CI	17	40	0320	03	10	00	00	MEM	NVL	4
Central Regional Office	**CI**	**17**	**40**	**0400**	**00**	**00**	**00**	**00**	**CRO**	**CRO**	2
Operations Branch	CI	17	40	0400	00	10	00	00	CRO	CRO	2
District 12	CI	17	40	0405	00	00	00	00	D12	D12	2
Detroit Mi Field Office	CI	17	40	0405	01	00	00	00	DET	DET	2
District 13	CI	17	40	0410	00	00	00	00	D13	D13	2
Cleveland Oh Field Office	CI	17	40	0410	01	00	00	00	CLE	CLE	2
Cincinnati Oh Field Office	CI	17	40	0410	02	00	00	00	CIN	CIN	2
Columbus Oh Field Office	CI	17	40	0410	03	00	00	00	CLM	CLM	2
Louisville Ky Field Office	CI	17	40	0410	04	00	00	00	LOU	LOU	2
Indianapolis In Field Office	CI	17	40	0410	05	00	00	00	INP	INP	2
District 14	CI	17	40	0415	00	00	00	00	D14	D14	2
Chicago Il Field Office	CI	17	40	0415	01	00	00	00	CHI	CHI	2
Milwaukee Wi Field Office	CI	17	40	0415	02	00	00	00	MIL	MIL	2
District 15	CI	17	40	0420	00	00	00	00	D15	D15	2
Kansas City Mo Field Office	CI	17	40	0420	01	00	00	00	KAN	KAN	2
Wichita Ks Fso	CI	17	40	0420	01	10	00	00	KAN	WIC	2
St Louis Mo Field Office	CI	17	40	0420	02	00	00	00	STL	STL	2
Omaha Ne Field Office	CI	17	40	0420	03	00	00	00	OMA	OMA	2
Des Moines Ia Field Office	CI	17	40	0420	04	00	00	00	DSM	DSM	2
St. Paul Mn Field Office	CI	17	40	0420	05	00	00	00	SPM	SPM	2
Sioux Falls Sd Fso	CI	17	40	0420	05	10	00	00	SPM	SXF	2
Fargo Nd Fso	CI	17	40	0420	05	20	00	00	SPM	FND	2
Duluth Mn Fso	CI	17	40	0420	05	30	00	00	SPM	DMN	2
Rapid City Sd Fso	CI	17	40	0420	05	40	00	00	SPM	RPC	2
District 16	CI	17	40	0425	00	00	00	00	D16	D16	2
Dallas Tx Field Office	CI	17	40	0425	01	00	00	00	DAL	DAL	2
Lubbock Tx Fso	CI	17	40	0425	01	10	00	00	DAL	LUB	2
Oklahoma City Ok Field Office	CI	17	40	0425	02	00	00	00	OKC	OKC	2
District 17	CI	17	40	0430	00	00	00	00	D17	D17	2
Houston Field Office	CI	17	40	0430	01	00	00	00	HOU	HOU	2
District 18	CI	17	40	0435	00	00	00	00	D18	D18	2
San Antonio Tx Field Office	CI	17	40	0435	01	00	00	00	SNA	SNA	2
Eagle Pass Tx Fso	CI	17	40	0435	01	10	00	00	SNA	EPT	2
Laredo Tx Fso	CI	17	40	0435	01	20	00	00	SNA	LTX	2
Austin Tx Fso	CI	17	40	0435	01	30	00	00	SNA	AUS	2
Albuquerque Nm Field Office	CI	17	40	0435	02	00	00	00	ABQ	ABQ	2
El Paso Tx Field Office	CI	17	40	0435	03	00	00	00	ELP	ELP	2
Harlingen Tx Field Office	CI	17	40	0435	04	00	00	00	HLG	HLG	2
District 19	CI	17	40	0440	00	00	00	00	D19	D19	2
Denver Co Field Office	CI	17	40	0440	01	00	00	00	DEN	DEN	2
Casper Wy Fso	CI	17	40	0440	01	10	00	00	DEN	CAS	2
Grand Junction Co Fso	CI	17	40	0440	01	20	00	00	DEN	GJC	2
Salt Lake Ut Field Office	CI	17	40	0440	02	00	00	00	SLC	SLC	2

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Helena Mt Field Office	CI	17	40	0440	03	00	00	00	HEL	HEL	2
Boise Id Field Office	CI	17	40	0440	04	00	00	00	BOI	BOI	2
Idaho Falls Id Fso	CI	17	40	0440	04	10	00	00	IFI	IFI	2
Western Regional Office	**CI**	**17**	**40**	**0500**	**00**	**00**	**00**	**00**	**WRO**	**WRO**	4
Operations Br	CI	17	40	0500	00	10	00	00	WRO	WRO	4
District 20	CI	17	40	0505	00	00	00	00	D20	D20	4
Seattle Or Field Office	CI	17	40	0505	01	00	00	00	SEA	SEA	4
Yakima Wa Field Office	CI	17	40	0505	02	00	00	00	YAK	YAK	4
Spokane Wa Field Office	CI	17	40	0505	03	00	00	00	SPO	SPO	4
Anchorage Ak Field Office	CI	17	40	0505	04	00	00	00	ANC	ANC	4
Portland Or Field Office	CI	17	40	0505	05	00	00	00	POO	POO	4
District 21	CI	17	40	0510	00	00	00	00	D21	D21	4
San Francisco Ca Field Office	CI	17	40	0510	01	00	00	00	SFR	SFR	4
San Jose Ca Field Office	CI	17	40	0510	02	00	00	00	SNJ	SNJ	4
District 22	CI	17	40	0515	00	00	00	00	D22	D22	4
Sacramento Ca Field Office	CI	17	40	0515	01	00	00	00	SAC	SAC	4
Fresno Ca Field Office	CI	17	40	0515	02	00	00	00	FRE	FRE	4
District 23	CI	17	40	0520	00	00	00	00	D23	D23	4
Los Angeles Ca Field Office	CI	17	40	0520	01	00	00	00	LOS	LOS	4
East Los Angeles Field Support Office	CI	17	40	0520	01	10	00	00	LOS	XLA	4
San Bernardino Ca Field Office	CI	17	40	0520	02	00	00	00	SBD	SBD	4
El Monte Ca Field Office	CI	17	40	0520	04	00	00	00	ELM	ELM	4
Santa Ana Ca Field Office	CI	17	40	0520	05	00	00	00	SAA	SAA	4
San Fernando Valley Field Office	CI	17	40	0520	06	00	00	00	SFV	SFV	4
District 24	CI	17	40	0525	00	00	00	00	D24	D24	4
San Diego Ca Field Office	CI	17	40	0525	01	00	00	00	SND	SND	4
Imperial Valley Ca Fso	CI	17	40	0525	01	10	00	00	SND	IMP	4
Chula Vista Ca Field Office	CI	17	40	0525	02	00	00	00	CVC	CVC	4
District 25	CI	17	40	0530	00	00	00	00	D25	D25	4
Phoenix Ar Field Office	CI	17	40	0530	01	00	00	00	PHO	PHO	4
Phoenix Life Bldg Fso	CI	17	40	0530	01	10	00	00	PHO	PHL	4
Las Vegas Nv Field Office	CI	17	40	0530	02	00	00	00	LVG	LVG	4
Reno Nv Field Office	CI	17	40	0530	03	00	00	00	REN	REN	4
Tucson Az Field Office	CI	17	40	0530	04	00	00	00	TUC	TUC	4
District 26	CI	17	40	0535	00	00	00	00	D26	D26	4
Honolulu Hi Field Office	CI	17	40	0535	01	00	00	00	HHW	HHW	4
Guam Field Office	CI	17	40	0535	02	00	00	00	AGA	AGA	4
Saipan Field Support Office	CI	17	40	0535	02	10	00	00	AGA	SAI	4
Public Engagement	CI	18	00	0000	00	00	00	00	OPE	OPE	2
Executive Secretariat	CI	19	00	0000	00	00	00	00	EXS	EXS	2
Office Of Transformation	CI	20	00	0000	00	00	00	00	TFM	TFM	
Performance & Quality	CI	21	00	0000	00	00	00	00	OPQ	OPQ	2
Office of Privacy	CI	22	00	0000	00	00	00	00	PVY	PVY	2
Management Directorate	CI	23	00	0000	00	00	00	00	MGT	MGT	1
Office Of Administration	CI	23	10	0000	00	00	00	00	ADM	ADM	1
Field Support Center Burlington	CI	23	10	0100	00	00	00	00	ADM	ADM	1
Project Management Branch	CI	23	10	0100	10	00	00	00	ADM	ADM	1
Field Asset Branch	CI	23	10	0100	20	00	00	00	ADM	ADM	1
Facilities Mgmt Div	CI	23	10	0200	00	00	00	00	ADM	ADM	1
Hq Space Mgmt Branch	CI	23	10	0200	10	00	00	00	ADM	ADM	1

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Planning And Programming Branch	CI	23	10	0200	20	00	00	00	ADM	ADM	1
Logistics Management Div	CI	23	10	0300	00	00	00	00	ADM	ADM	1
Asset Management Branch	CI	23	10	0300	10	00	00	00	ADM	ADM	1
Fleet & HQ Services Branch	CI	23	10	0300	20	00	00	00	ADM	ADM	1
Ofc Of Chief Information Officer	**CI**	**23**	**20**	**0000**	**00**	**00**	**00**	**00**	**ISM**	**ISM**	[redacted]
Chief Of Staff	CI	23	20	0100	00	00	00	00	ISM	ISM	[redacted]
Enterprise Program Management	CI	23	20	0100	10	00	00	00	ISM	ISM	[redacted]
Operations Analysis	CI	23	20	0100	20	00	00	00	ISM	ISM	[redacted]
Chief Technology Officer	CI	23	20	0200	00	00	00	00	ISM	ISM	[redacted]
Enterprise Architecture	CI	23	20	0200	10	00	00	00	ISM	ISM	[redacted]
Security Integration Division	CI	23	20	0300	00	00	00	00	ISM	ISM	[redacted]
Technical Support	CI	23	20	0300	10	00	00	00	ISM	ISM	[redacted]
Regional Issm	CI	23	20	0300	20	00	00	00	ISM	ISM	[redacted]
Network Defense	CI	23	20	0300	30	00	00	00	ISM	ISM	[redacted]
Audit Control	CI	23	20	0300	40	00	00	00	ISM	ISM	[redacted]
Fisma Compliance	CI	23	20	0300	50	00	00	00	ISM	ISM	[redacted]
Enterprise Infrastructure Division	CI	23	20	0400	00	00	00	00	ISM	ISM	[redacted]
Automation & Virtual Services	CI	23	20	0400	10	00	00	00	ISM	ISM	[redacted]
Network Operations	CI	23	20	0400	20	00	00	00	ISM	ISM	[redacted]
Capacity Availability & Resiliency	CI	23	20	0400	30	00	00	00	ISM	ISM	[redacted]
Converged Communications	CI	23	20	0400	40	00	00	00	ISM	ISM	[redacted]
Engineering Optmization	CI	23	20	0400	50	00	00	00	ISM	ISM	[redacted]
Transformation Support Division	CI	23	20	0500	00	00	00	00	ISM	ISM	[redacted]
Security	CI	23	20	0500	10	00	00	00	ISM	ISM	[redacted]
Infrastructure	CI	23	20	0500	20	00	00	00	ISM	ISM	[redacted]
Enterprise Architecture	CI	23	20	0500	30	00	00	00	ISM	ISM	[redacted]
Systems Engineering	CI	23	20	0500	40	00	00	00	ISM	ISM	[redacted]
Common Services	CI	23	20	0500	50	00	00	00	ISM	ISM	[redacted]
Systems Engineering Division	CI	23	20	0600	00	00	00	00	ISM	ISM	[redacted]
Systems Development	CI	23	20	0600	10	00	00	00	ISM	ISM	[redacted]
Process Control	CI	23	20	0600	20	00	00	00	ISM	ISM	[redacted]
Esd It Peo	CI	23	20	0600	30	00	00	00	ISM	ISM	[redacted]
Web Services	CI	23	20	0600	40	00	00	00	ISM	ISM	[redacted]
Data Interchange	CI	23	20	0600	50	00	00	00	ISM	ISM	[redacted]
Std Tools & Services	CI	23	20	0600	60	00	00	00	ISM	ISM	[redacted]
Problem Management	CI	23	20	0600	70	00	00	00	ISM	ISM	[redacted]
Resource Management Division	CI	23	20	0700	00	00	00	00	ISM	ISM	[redacted]
Financial Management	CI	23	20	0700	10	00	00	00	ISM	ISM	[redacted]
Workforce Management	CI	23	20	0700	20	00	00	00	ISM	ISM	[redacted]
Acquisition And Contract Admin	CI	23	20	0700	30	00	00	00	ISM	ISM	[redacted]
Technology Services	CI	23	20	0700	40	00	00	00	ISM	ISM	[redacted]
End User Services Division	CI	23	20	0800	00	00	00	00	ISM	ISM	[redacted]
Product Provisioning	CI	23	20	0800	10	00	00	00	ISM	ISM	[redacted]
Chg Config And Rel Mgmt Suprt	CI	23	20	0800	20	00	00	00	ISM	ISM	[redacted]
National Capital Area	CI	23	20	0800	30	00	00	00	ISM	ISM	[redacted]
Southeast Area	CI	23	20	0800	40	00	00	00	ISM	ISM	[redacted]
Northeast Area	CI	23	20	0800	50	00	00	00	ISM	ISM	[redacted]
West Area	CI	23	20	0800	60	00	00	00	ISM	ISM	[redacted]
Central Area	CI	23	20	0800	70	00	00	00	ISM	ISM	[redacted]
Office Of Equal Opportunity & Inclusion	**CI**	**23**	**30**	**0000**	**00**	**00**	**00**	**00**	**EOI**	**EOI**	4

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
Office Of Security & Integrity	**CI**	**23**	**40**	**0000**	**00**	**00**	**00**	**00**	**SEC**	**SEC**	5
Office Of Emergency Management & Safety	CI	23	40	0100	00	00	00	00	EPC	EPC	2
Office Of Chief Financial Officer	**CI**	**23**	**50**	**0000**	**00**	**00**	**00**	**00**	**CFO**	**CFO**	1
Duty Post Burlington	CI	23	50	0100	00	00	00	00	CFO	BUR	1
Support Services	CI	23	50	0200	00	00	00	00	CFO	CFO	1
Support Services-WCF	CI	23	50	0200	10	00	00	00	CFO	WCF	1
Support Services - Overhead	CI	23	50	0200	20	00	00	00	CFO	OHD	1
Support Services - Shared	CI	23	50	0200	30	00	00	00	CFO	SHS	1
Support Services - PCS	CI	23	50	0200	40	00	00	00	CFO	BUD	1
Prior Year Funds	CI	23	50	0300	00	00	00	00	FIN	FIN	1
Prior Year Funds	CI	23	50	0300	10	00	00	00	FIN	PYF	1
Intake & Document Production	**CI**	**23**	**60**	**0000**	**00**	**00**	**00**	**00**	**IDP**	**IDP**	1
Integrated Document Production	CI	23	60	0100	00	00	00	00	IDO	IDO	1
Document Production Branch	CI	23	60	0100	10	00	00	00	DPB	DPB	1
Corbin Prod Facility Corbin, K	CI	23	60	0100	20	00	00	00	CBN	CBN	1
Document Services Division	CI	23	60	0200	00	00	00	00	DSD	DSD	1
Forms Management and Design Branch	CI	23	60	0200	10	00	00	00	FRM	FRM	1
Printing and Distribution Branch	CI	23	60	0200	20	00	00	00	PRT	PRT	1
Eastern Forms Center	CI	23	60	0200	30	00	00	00	EFC	EFC	1
Western Forms Center	CI	23	60	0200	40	00	00	00	WFC	WFC	1
Intake Operations & Enhancement	CI	23	60	0500	00	00	00	00	IOE	IOE	1
Ofc Of Human Capital & Training	**CI**	**23**	**70**	**0000**	**00**	**00**	**00**	**00**	**HCT**	**HCT**	1
Training & Career Development Division	CI	23	70	0100	00	00	00	00	TRN	TRN	1
Training Career Dev - Burlington, VT	CI	23	70	0100	10	00	00	00	TRN	BRL	1
Academy Traininig Center	CI	23	70	0100	20	00	00	00	TRN	ATC	1
Human Capital Strategy Division	CI	23	70	0200	00	00	00	00	HCS	HCS	1
Workforce Relations Division	CI	23	70	0300	00	00	00	00	WRD	WRD	1
Wrd-northeastern	CI	23	70	0300	10	00	00	00	WRD	WRD	1
Wrd-southeastern	CI	23	70	0300	20	00	00	00	WRD	WRD	1
Wrd-central	CI	23	70	0300	30	00	00	00	WRD	WRD	1
Wrd-western	CI	23	70	0300	40	00	00	00	WRD	WRD	1
Human Resources Division	CI	23	70	0400	00	00	00	00	HRD	HRD	1
Human Capital Training Business Center - Burlir	CI	23	70	0500	00	00	00	00	HCB	HCB	1
Human Resources Operations Center, Burlingto	CI	23	70	0600	00	00	00	00	HRC	HRC	1
Office of Contracting	CI	23	80	0000	00	00	00	00	CON	CON	1
FDNS Directorate	CI	24	00	0000	00	00	00	00	FDS	FDS	4
FDNS Division	**CI**	**24**	**10**	**0000**	**00**	**00**	**00**	**00**	**FDS**	**FDS**	4
Mission Support Branch	CI	24	10	0100	00	00	00	00	FDS	FDS	4
National Security Branch	CI	24	10	0200	00	00	00	00	FDS	FDS	4
National Security Adjudications Unit	CI	24	10	0200	10	00	00	00	FDS	FDS	4
Background Check Analysis Unit 1	CI	24	10	0200	20	00	00	00	FDS	FDS	4
Background Check Analysis Unit 2	CI	24	10	0200	30	00	00	00	FDS	FDS	4
Intelligence Branch	CI	24	10	0300	00	00	00	00	FDS	FDS	4
Policy Development And Analysis Branch	CI	24	10	0400	00	00	00	00	FDS	FDS	4
Fraud Detection Section	CI	24	10	0400	10	00	00	00	FDS	FDS	4
National Security Section	CI	24	10	0400	20	00	00	00	FDS	FDS	4
Operations Branch	CI	24	10	0500	00	00	00	00	FDS	FDS	4
Program Support Section	CI	24	10	0500	10	00	00	00	FDS	FDS	4
Fraud Detection Service Centers	CI	24	10	0900	00	00	00	00	FDS	FDS	4
FDNS Vermont Sc	CI	24	10	0905	00	00	00	00	FDS	FDS	1

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
FDNS Texas Sc	CI	24	10	0910	00	00	00	00	FDS	FDS	2
FDNS Nebraska Sc	CI	24	10	0915	00	00	00	00	FDS	FDS	4
FDNS California Sc	CI	24	10	0920	00	00	00	00	FDS	FDS	4
FDNS National Benefit Center	CI	24	10	0925	00	00	00	00	FDS	FDS	4
Fraud Detection Asylum Division	CI	24	10	1000	00	00	00	00	FDS	FDS	[redacted]
FDNS Arlington Ao	CI	24	10	1000	10	00	00	00	FDS	FDS	[redacted]
FDNS Chicago Ao	CI	24	10	1000	20	00	00	00	FDS	FDS	[redacted]
FDNS Houston Ao	CI	24	10	1000	30	00	00	00	FDS	FDS	[redacted]
FDNS Los Angeles Ao	CI	24	10	1000	40	00	00	00	FDS	FDS	[redacted]
FDNS Miami Ao	CI	24	10	1000	50	00	00	00	FDS	FDS	[redacted]
FDNS Newark Ao	CI	24	10	1000	60	00	00	00	FDS	FDS	[redacted]
FDNS New York Ao	CI	24	10	1000	70	00	00	00	FDS	FDS	[redacted]
FDNS San Francisco Ao	CI	24	10	1000	80	00	00	00	FDS	FDS	[redacted]
FDNS Bangkok District Office	CI	24	10	1100	00	00	00	00	FDS	FDS	[redacted]
FDNS Beijing China Suboffice	CI	24	10	1100	01	00	00	00	FDS	FDS	[redacted]
FDNS Guangzhou China Suboffice	CI	24	10	1100	02	00	00	00	FDS	FDS	[redacted]
FDNS Ho Chi Minh City Vietnam Suboffice	CI	24	10	1100	03	00	00	00	FDS	FDS	[redacted]
FDNS Manila Phillipines Suboffice	CI	24	10	1100	04	00	00	00	FDS	FDS	[redacted]
FDNS New Delhi Inida Suboffice	CI	24	10	1100	05	00	00	00	FDS	FDS	[redacted]
FDNS Mexico City District Office	CI	24	10	1200	00	00	00	00	FDS	FDS	[redacted]
FDNS Ciudaad Juarez Mexico Suboffice	CI	24	10	1200	01	00	00	00	FDS	FDS	[redacted]
FDNS Monterrey Mexico Suboffice	CI	24	10	1200	02	00	00	00	FDS	FDS	[redacted]
FDNS Rome District Office	CI	24	10	1300	00	00	00	00	FDS	FDS	[redacted]
FDNS Athens Greece Suboffice	CI	24	10	1300	01	00	00	00	FDS	FDS	[redacted]
FDNS Frankfurt Germany Suboffice	CI	24	10	1300	02	00	00	00	FDS	FDS	[redacted]
FDNS Nairobi Kenya Suboffice	CI	24	10	1300	03	00	00	00	FDS	FDS	[redacted]
Fraud Detection Northeast Region	CI	24	10	2000	00	00	00	00	FDS	FDS	[redacted]
District 1	CI	24	10	2005	00	00	00	00	FDS	FDS	1
FDNS Boston	CI	24	10	2005	01	00	00	00	FDS	FDS	1
FDNS Providence Ri	CI	24	10	2005	02	00	00	00	FDS	FDS	1
FDNS Portland Me	CI	24	10	2005	03	00	00	00	FDS	FDS	1
FDNS Manchester Nh	CI	24	10	2005	04	00	00	00	FDS	FDS	1
FDNS Lawrence Ma	CI	24	10	2005	05	00	00	00	FDS	FDS	1
District 2	CI	24	10	2010	00	00	00	00	FDS	FDS	1
FDNS Buffalo	CI	24	10	2010	01	00	00	00	FDS	FDS	1
FDNS Hartford Ct	CI	24	10	2010	02	00	00	00	FDS	FDS	1
FDNS Albany Ny	CI	24	10	2010	03	00	00	00	FDS	FDS	1
District 3	CI	24	10	2015	00	00	00	00	FDS	FDS	1
FDNS New York	CI	24	10	2015	01	00	00	00	FDS	FDS	1
FDNS Garden City Ny	CI	24	10	2015	02	00	00	00	FDS	FDS	1
FDNS HOLTSVILLE	CI	24	10	2015	03	00	00	00	FDS	FDS	1
FDNS QUEENS	CI	24	10	2015	04	00	00	00	FDS	FDS	1
District 4	CI	24	10	2020	00	00	00	00	FDS	FDS	1
FDNS Newark	CI	24	10	2020	01	00	00	00	FDS	FDS	1
FDNS Mt Laurel Nj	CI	24	10	2020	02	00	00	00	FDS	FDS	1
District 5	CI	24	10	2025	00	00	00	00	FDS	FDS	1
FDNS Philadelphia	CI	24	10	2025	01	00	00	00	FDS	FDS	1
FDNS Pittsburgh Pa	CI	24	10	2025	02	00	00	00	FDS	FDS	1
District 6	CI	24	10	2030	00	00	00	00	FDS	FDS	1
FDNS Baltimore	CI	24	10	2030	01	00	00	00	FDS	FDS	1

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
District 7	CI	24	10	2035	00	00	00	00	FDS	FDS	1
FDNS Fairfax Va	CI	24	10	2035	01	00	00	00	FDS	FDS	1
FDNS Norfolk Va	CI	24	10	2035	02	00	00	00	FDS	FDS	1
Fraud Detection Southeast Region	CI	24	10	3000	00	00	00	00	FDS	FDS	4
District 8	CI	24	10	3005	00	00	00	00	FDS	FDS	4
FDNS Atlanta	CI	24	10	3005	01	00	00	00	FDS	FDS	4
FDNS Charlotte Nc	CI	24	10	3005	02	00	00	00	FDS	FDS	4
FDNS Charleston Sc	CI	24	10	3005	03	00	00	00	FDS	FDS	4
FDNS Raleigh Nc	CI	24	10	3005	04	00	00	00	FDS	FDS	4
District 9	CI	24	10	3010	00	00	00	00	FDS	FDS	4
FDNS Miami	CI	24	10	3010	01	00	00	00	FDS	FDS	4
FDNS San Juan	CI	24	10	3010	02	00	00	00	FDS	FDS	4
FDNS Charlotte Amalie	CI	24	10	3010	03	00	00	00	FDS	FDS	4
District 10	CI	24	10	3015	00	00	00	00	FDS	FDS	4
FDNS Tampa Fl	CI	24	10	3015	01	00	00	00	FDS	FDS	4
FDNS Jacksonville Fl	CI	24	10	3015	02	00	00	00	FDS	FDS	4
FDNS Orlando	CI	24	10	3015	03	00	00	00	FDS	FDS	4
FDNS West Palm Beach Fl	CI	24	10	3015	04	00	00	00	FDS	FDS	4
District 11	CI	24	10	3020	00	00	00	00	FDS	FDS	4
FDNS New Orleans	CI	24	10	3020	01	00	00	00	FDS	FDS	4
FDNS Memphis Tn	CI	24	10	3020	02	00	00	00	FDS	FDS	4
FDNS Ft Smith Ar	CI	24	10	3020	03	00	00	00	FDS	FDS	4
Fraud Detection Central Region	CI	24	10	4000	00	00	00	00	FDS	FDS	2
District 12	CI	24	10	4005	00	00	00	00	FDS	FDS	2
FDNS Detroit	CI	24	10	4005	01	00	00	00	FDS	FDS	2
District 13	CI	24	10	4010	00	00	00	00	FDS	FDS	2
FDNS Cleveland	CI	24	10	4010	01	00	00	00	FDS	FDS	2
FDNS Cincinnati Oh	CI	24	10	4010	02	00	00	00	FDS	FDS	2
FDNS Columbus Oh	CI	24	10	4010	03	00	00	00	FDS	FDS	2
FDNS Louisville Ky	CI	24	10	4010	04	00	00	00	FDS	FDS	2
FDNS Indianapolis In	CI	24	10	4010	05	00	00	00	FDS	FDS	2
District 14	CI	24	10	4015	00	00	00	00	FDS	FDS	2
FDNS Chicago	CI	24	10	4015	01	00	00	00	FDS	FDS	2
FDNS Milwaukee Wi	CI	24	10	4015	02	00	00	00	FDS	FDS	2
District 15	CI	24	10	4020	00	00	00	00	FDS	FDS	2
FDNS Kansas City	CI	24	10	4020	01	00	00	00	FDS	FDS	2
FDNS St Louis Mo	CI	24	10	4020	02	00	00	00	FDS	FDS	2
FDNS Omaha	CI	24	10	4020	03	00	00	00	FDS	FDS	2
FDNS St. Paul	CI	24	10	4020	04	00	00	00	FDS	FDS	2
FDNS Des Moines Ia	CI	24	10	4020	05	00	00	00	FDS	FDS	2
District 16	CI	24	10	4025	00	00	00	00	FDS	FDS	2
FDNS Dallas	CI	24	10	4025	01	00	00	00	FDS	FDS	2
FDNS Oklahoma City Ok	CI	24	10	4025	02	00	00	00	FDS	FDS	2
District 17	CI	24	10	4030	00	00	00	00	FDS	FDS	2
FDNS Houston	CI	24	10	4030	01	00	00	00	FDS	FDS	2
District 18	CI	24	10	4035	00	00	00	00	FDS	FDS	2
FDNS San Antonio	CI	24	10	4035	01	00	00	00	FDS	FDS	2
FDNS Albuquerque Nm	CI	24	10	4035	02	00	00	00	FDS	FDS	2
FDNS El Paso	CI	24	10	4035	03	00	00	00	FDS	FDS	2
FDNS Harlingen Tx	CI	24	10	4035	04	00	00	00	FDS	FDS	2

U.S. Citizenship & Immigration Services
FY 2011 Organization Code Structure

12/15/2010

(maximum 30 characters)	Agcy Code	Lev 2	Lev 3	Lev 4	Lev 5	Lev 6	Lev 7	Lev 8	Tops Budget LOC	Tops ESP Star OFC	Team
District 19	CI	24	10	4040	00	00	00	00	FDS	FDS	2
FDNS Denver	CI	24	10	4040	01	00	00	00	FDS	FDS	2
FDNS Salt Lake City Ut	CI	24	10	4040	02	00	00	00	FDS	FDS	2
FDNS Helena Mt	CI	24	10	4040	03	00	00	00	FDS	FDS	2
FDNS Boise Id	CI	24	10	4040	04	00	00	00	FDS	FDS	2
Fraud Detection Western Region	CI	24	10	5000	00	00	00	00	FDS	FDS	4
District 20	CI	24	10	5005	00	00	00	00	FDS	FDS	4
FDNS Seattle	CI	24	10	5005	01	00	00	00	FDS	FDS	4
FDNS Anchorage	CI	24	10	5005	02	00	00	00	FDS	FDS	4
FDNS Portland Or	CI	24	10	5005	03	00	00	00	FDS	FDS	4
District 21	CI	24	10	5010	00	00	00	00	FDS	FDS	4
FDNS San Francisco	CI	24	10	5010	01	00	00	00	FDS	FDS	4
FDNS San Jose Ca	CI	24	10	5010	02	00	00	00	FDS	FDS	4
District 22	CI	24	10	5015	00	00	00	00	FDS	FDS	4
FDNS Sacramento Ca	CI	24	10	5015	01	00	00	00	FDS	FDS	4
FDNS Fresno Ca	CI	24	10	5015	02	00	00	00	FDS	FDS	4
District 23	CI	24	10	5020	00	00	00	00	FDS	FDS	4
FDNS Los Angeles	CI	24	10	5020	01	00	00	00	FDS	FDS	4
FDNS San Bernadino Ca	CI	24	10	5020	02	00	00	00	FDS	FDS	4
FDNS Santa Ana Ca	CI	24	10	5020	03	00	00	00	FDS	FDS	4
District 24	CI	24	10	5025	00	00	00	00	FDS	FDS	4
FDNS San Diego	CI	24	10	5025	01	00	00	00	FDS	FDS	4
FDNS Chula Vista Ca	CI	24	10	5025	02	00	00	00	FDS	FDS	4
District 25	CI	24	10	5030	00	00	00	00	FDS	FDS	4
FDNS Phoenix	CI	24	10	5030	01	00	00	00	FDS	FDS	4
FDNS Las Vegas Nv	CI	24	10	5030	02	00	00	00	FDS	FDS	4
FDNS Tuscon Az	CI	24	10	5030	03	00	00	00	FDS	FDS	4
FDNS Reno Nv	CI	24	10	5030	04	00	00	00	FDS	FDS	4
District 26	CI	24	10	5035	00	00	00	00	FDS	FDS	4
FDNS Honolulu	CI	24	10	5035	01	00	00	00	FDS	FDS	4
Customer Service Directorate	**CI**	**25**	**00**	**0000**	**00**	**00**	**00**	**00**	**ICS**	**ICS**	4
Office Of Policy And Coordination	CI	25	01	0000	00	00	00	00	ICS	ICS	4
Infrastructure	CI	25	02	0000	00	00	00	00	ICS	ICS	4
Quality Assurance	CI	25	03	0000	00	00	00	00	ICS	ICS	4
Content Mgmt Office	CI	25	04	0000	00	00	00	00	ICS	ICS	4
Call Center	CI	25	10	0000	00	00	00	00	ICS	ICS	4
Eastern Call Center Ny City	CI	25	10	0100	00	00	00	00	ETC	ETC	4
Western Call Center Los Angeles	CI	25	10	0200	00	00	00	00	WTC	WTC	4
Customer Assistance Ofc	CI	25	20	0000	00	00	00	00	ICS	ICS	4
Service Center Operations Directorate	**CI**	**26**	**00**	**0000**	**00**	**00**	**00**	**00**	**SCO**	**SCO**	4
Vermont Service Center	**CI**	**26**	**10**	**0000**	**00**	**00**	**00**	**00**	**ESC**	**ESC**	1
Texas Service Center	**CI**	**26**	**20**	**0000**	**00**	**00**	**00**	**00**	**SSC**	**SSC**	2
Nebraska Service Center	**CI**	**26**	**30**	**0000**	**00**	**00**	**00**	**00**	**NSC**	**NSC**	4
California Service Center	**CI**	**26**	**40**	**0000**	**00**	**00**	**00**	**00**	**WSC**	**WSC**	4

Team 1 **Team 2** ▨ **Team 4**

USCIS FOIA INFORMATION BULLETIN

April 27, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated a portion of Section 7.5 **Deceased subjects and the 100-year rule**, of the FOIA/PA Assistants Guide as follows (new information in red):

7.5 Deceased subjects and the 100-year rule

If the subject of a request is deceased, it is incumbent upon the requester to provide proof of death. Proof of death could be any of the following:

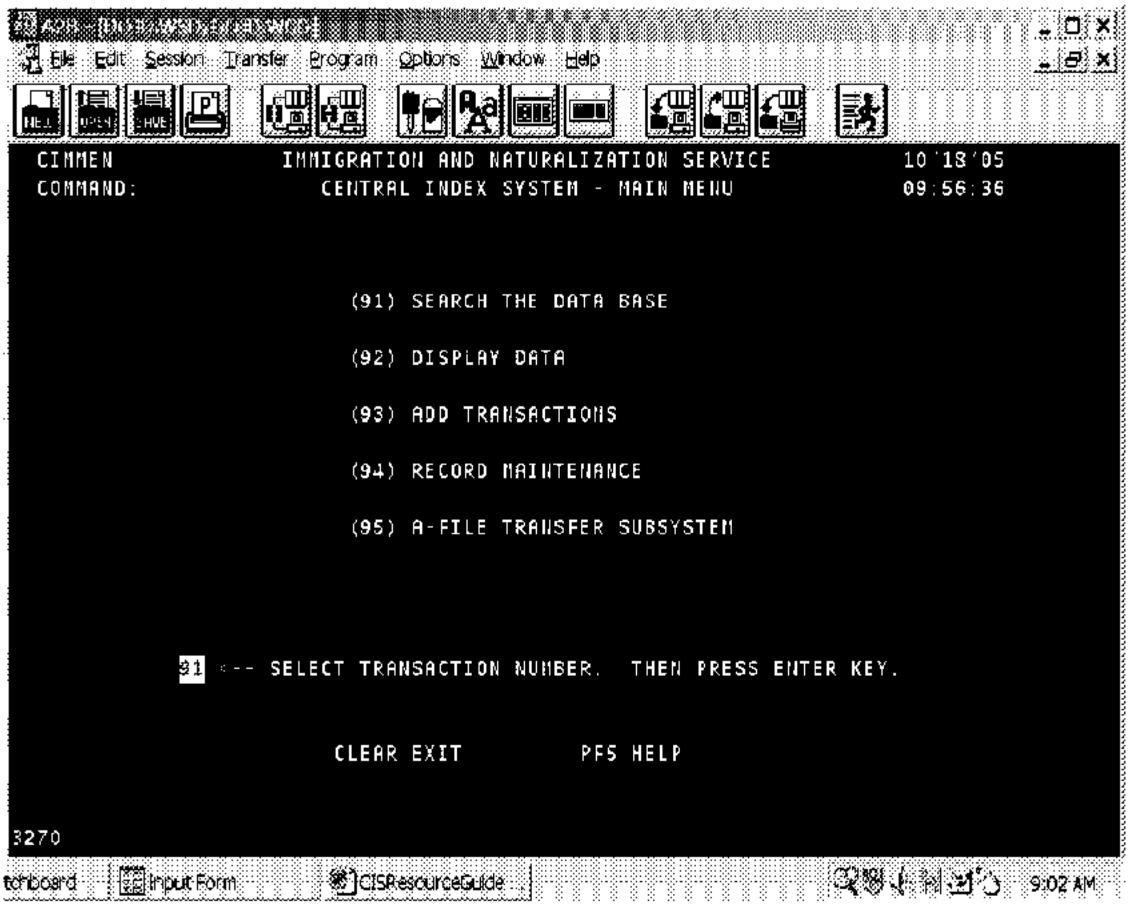
- Death Certificate;
- Obituary;
- Funeral Memorial; ~~or~~
- Photograph of headstone; or
- Screen print from the Social Security Death Index

If the subject of a request is over 100 years old, USCIS assumes he or she is deceased and no proof of death is required.

If the requester says the subject is deceased and did not provide proof of death, but the subject is not over 100, we will close the case as a total denial (TD). For TD procedure, please refer to section 16a, TD (total denial) Case Closings.

We have updated portions of section 5.1, Central Index System in the FOIA/PA Assistants Guide as follows (~~deleted information in strikethrough~~, new information in red):

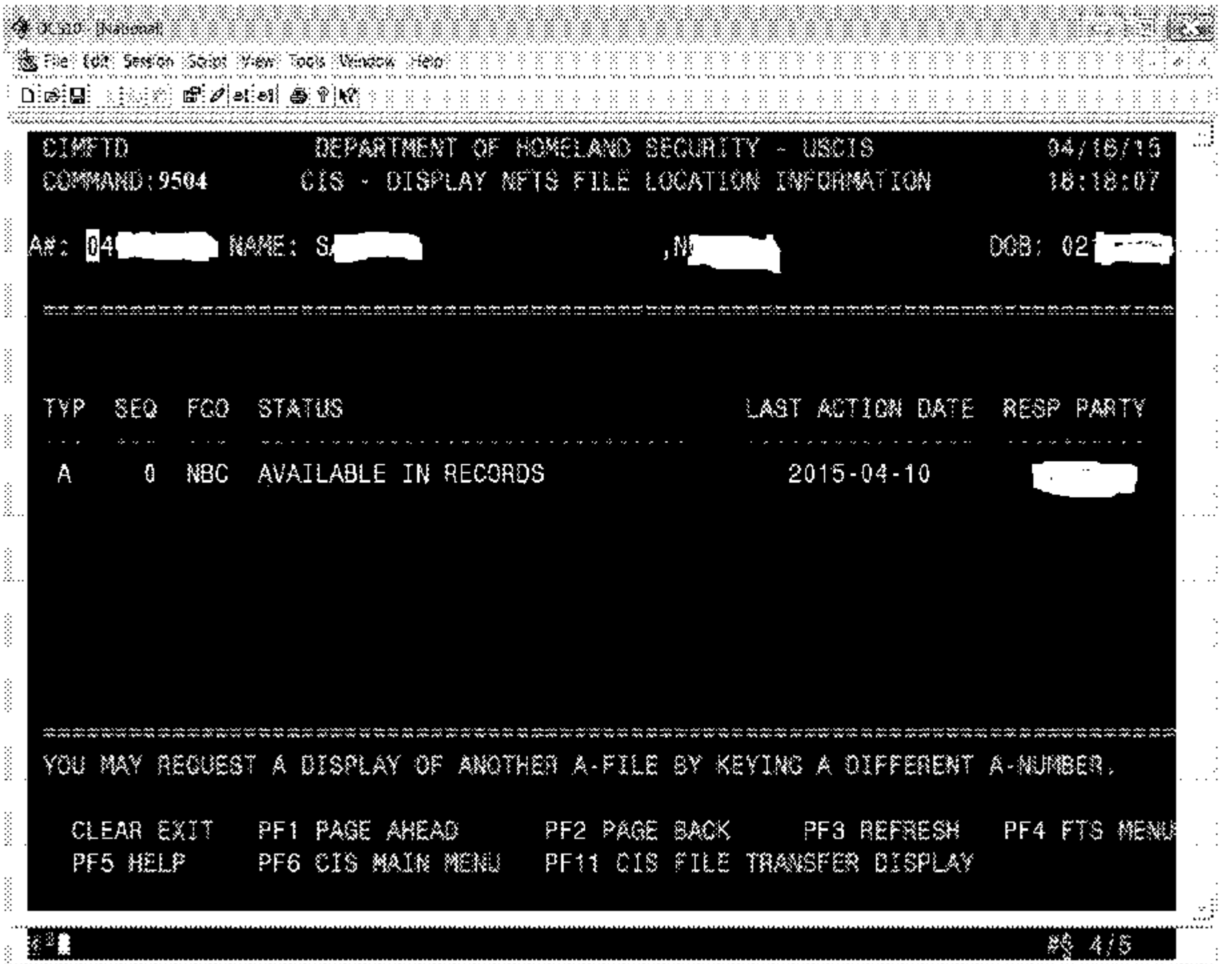
5.1.4 CIS Main Menu



```
 CIMMEN              IMMIGRATION AND NATURALIZATION SERVICE          10/18/05
 COMMAND:               CENTRAL INDEX SYSTEM - MAIN MENU             09:56:36



                           (91) SEARCH THE DATA BASE

                           (92) DISPLAY DATA

                           (93) ADD TRANSACTIONS

                           (94) RECORD MAINTENANCE

                           (95) A-FILE TRANSFER SUBSYSTEM



             91 <-- SELECT TRANSACTION NUMBER.  THEN PRESS ENTER KEY.


                          CLEAR EXIT         PF5 HELP


3270
```

This screen displays a variety of ways to search for information. The transaction numbers that we use within FOIA are 91, 92, and 95. By typing the number 91 next to select transaction number and pressing enter, another search screen will appear. The main purpose of the "91" transaction number is to search the database for specific information concerning an individual. Transaction number "92" is used to display card information. The transaction number "95" is used mainly to see the location of the alien file (which we will frequently refer to as 'A-file'). The only "95" menu command we use is "9504 + F11 (CIS File Transfer Display)" to verify if the file is Not Found (N).

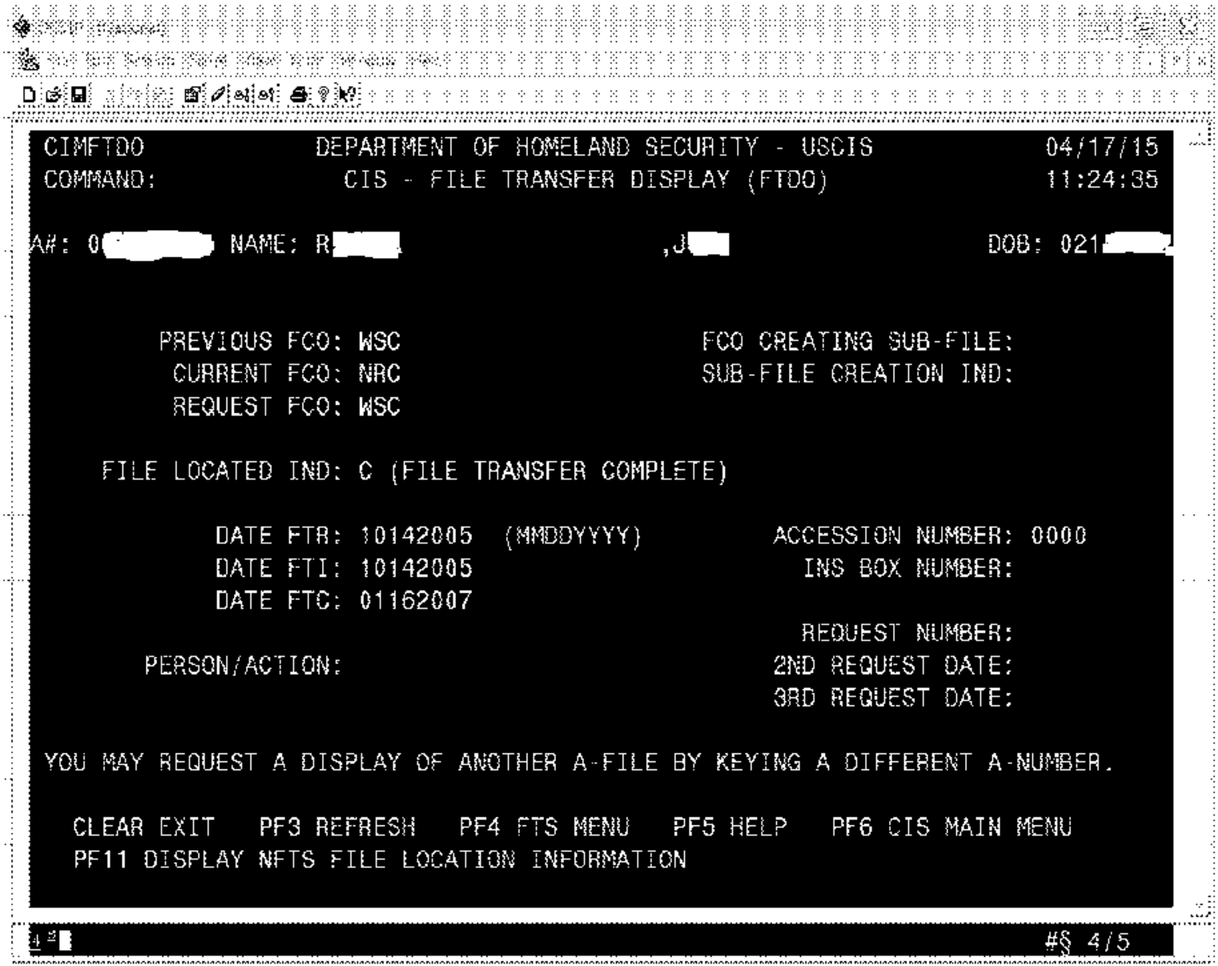
5.1.10 File ~~Transfer~~ Location Display (9504)



```
CIMFTD              DEPARTMENT OF HOMELAND SECURITY - USCIS             04/16/15
COMMAND:9504       CIS - DISPLAY NFTS FILE LOCATION INFORMATION         16:18:07

A#: 04[redacted] NAME: S[redacted]                  ,N[redacted]               DOB: 02[redacted]
================================================================================


TYP  SEQ  FCO  STATUS                           LAST ACTION DATE  RESP PARTY
---  ---  ---  -------------------------------  ----------------  ----------
 A     0  NBC  AVAILABLE IN RECORDS                  2015-04-10    [redacted]







================================================================================
YOU MAY REQUEST A DISPLAY OF ANOTHER A-FILE BY KEYING A DIFFERENT A-NUMBER.

  CLEAR EXIT    PF1 PAGE AHEAD     PF2 PAGE BACK      PF3 REFRESH    PF4 FTS MENU
  PF5 HELP      PF6 CIS MAIN MENU  PF11 CIS FILE TRANSFER DISPLAY
```

The 9504 screen is split into two parts. This first screen shows you which File Control Office (FCO) has the A-file per NFTS. To view the old 9504 screen, please push "F11" (CIS File Transfer Display).

5.1.10.1 File Transfer Display (9504 + F11)



```
CIMFTDO            DEPARTMENT OF HOMELAND SECURITY - USCIS                 04/17/15
COMMAND:             CIS - FILE TRANSFER DISPLAY (FTDO)                    11:24:35

A#: 0[redacted] NAME: R[redacted]                ,J[redacted]                   DOB: 021[redacted]


        PREVIOUS FCO: WSC                        FCO CREATING SUB-FILE:
         CURRENT FCO: NRC                        SUB-FILE CREATION IND:
         REQUEST FCO: WSC

    FILE LOCATED IND: C (FILE TRANSFER COMPLETE)

            DATE FTR: 10142005  (MMDDYYYY)         ACCESSION NUMBER: 0000
            DATE FTI: 10142005                       INS BOX NUMBER:
            DATE FTC: 01162007
                                                     REQUEST NUMBER:
       PERSON/ACTION:                              2ND REQUEST DATE:
                                                   3RD REQUEST DATE:

YOU MAY REQUEST A DISPLAY OF ANOTHER A-FILE BY KEYING A DIFFERENT A-NUMBER.

  CLEAR EXIT   PF3 REFRESH   PF4 FTS MENU   PF5 HELP   PF6 CIS MAIN MENU
  PF11 DISPLAY NFTS FILE LOCATION INFORMATION
```

The main purpose of the 9504 screen is to check the location and movement of files. ~~You will be using this screen in conjunction with NFTS in the case create function.~~ The following is a list of acronyms displayed on this screen.

FTR: File Transfer Request

FTI: File Transfer Initiated

FTC: File Transfer Complete

USCIS FOIA INFORMATION BULLETIN

April 19, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have split section 16 of the *FOIA/PA Assistant's Guide* into 16a and 16b as follows (new information in red):

16a. TD(total denial) CASE CLOSINGS

A. Create the case as Track 1.
B. Uncheck the Print to CD box.
C. Change the case category to "Third Party No Consent" and save.
D. Select the "Final Action Letter" from the Tasks tab. Select "TD" from the final action codes list.
E. Paste in the body of the "TD No Agreement language" onto the FIPS TD final action letter, which you may find in the Case Create Template Letters folder of the FOIA Library or the Enterprise Collaboration, ECN Network Case Create Library.
F. Review the letter to ensure the pasted content is in the correct format, save it and check it in.
G. Create a Discussion: "Third Party, No Agreement."
H. Send to Up-front Approver.

16b is failure to comply case closing procedure, unchanged from the old paragraph 16.

We have added additional explanation to Section 7 of the *FOIA/PA Assistant's Guide* as follows (new information in red):

A Privacy Act Record is any item, collection, or grouping of information about an individual which the maintaining agency retrieves by the person's name, identifying number, symbol, or other identifying particular assigned to that individual.

An A-number is an "identifying number" assigned to a single individual. That makes an A-file a Privacy Act Record.

A CBP incident could involve several people. A CBP Incident Report is filed by a number which is not an "identifying particular" for any individual. Even though the file most likely contains sensitive PII, a CBP Incident Report is not a Privacy Act Record. A USCIS contract is another example of a document that is filed by a number, but that number is not an identifying particular for any individual.

If a person requests a non-Privacy Act Record, he or she must request it under the FOIA. The agency will review the record and release information that is not exempt, including sensitive information about individuals in the record. An individual involved in that record could provide a signed agreement which will allow the agency to release information about that individual to whatever requester.

Any time a person other than the subject of a Privacy Act Record requests the record, the subject of record must provide the agency with a signed statement agreeing that the agency may release information in that file to the requester. We refer to that as "certification of agreement."

A subject of record is not required to provide a certification of agreement signed by himself or herself giving us permission to release information to himself or herself.

Unconsolidated petitions are not always one way or the other. An I-360 could be associated with only one person, an I-130 concerns two or more people, and an I-140 could be associated with 50 or more people. If a third party requests an unconsolidated petition, we need an agreement to release information from at least one of the people associated with the petition.

In any third party request for a Privacy Act Record, we need either:

- A certification of agreement to release information to the requester, or
- Proof of parentage if the subject of record is a minor at the time of the request, or
- Proof of court-appointed guardianship, or
- Proof of death.

If none of those elements are present, VOI becomes irrelevant. We will close the case as a total denial (TD). For TD procedure, please refer to section 16a, TD (total denial) Case Closings.

USCIS FOIA INFORMATION BULLETIN

April 12, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended section 27.11 of the *Processing Guide* as follows (new information in red ~~deleted information in strikethrough~~):

A total denial is the withholding of all agency records responsive to the FOIA/PA request. ~~You must apply the appropriate exemptions to each page of responsive records and cite each exemption applied in the Final Action Letter. We have to fully process a total denial case because they are frequently appealed and sometimes go to litigation.~~ Different agencies have different reasons for totally denying a FOIA request, but the only instance you are likely to see processing a request for A-file or receipt is a request by a third party without adequate agreement to release information from the subject of record. Once you have determined that you have a case with inadequate certification of agreement from the subject of record allowing USCIS to release information to the third party, please go by the following procedure:

1. Change the case category to "Third Party No Agreement."
2. Go to Tasks, click Final Action Letter and choose code TD-Total Denial.
3. Paste in the Total Denial letter language.
4. Add a discussion, "Third Party, No Agreement."
5. Send the case to approver.

Do not make any redactions to the responsive record.

We have completely re-written section 27.25 of the *Processing Guide* as follows (new information in red ~~deleted information in strikethrough~~):

27.25 ~~FD-258 Fingerprint Tracking System~~ FBI Documents

27.25.a FD-258

The FD-258 Fingerprint Tracking System is owned by USCIS. The system is used to determine the status of pending fingerprints and control the receipt and processing of fingerprints submitted to the FBI in conjunction with an application or petition that has been filed by an alien. Two of the screens that you may see in A-files are the "FBI NAME CHECK RESPONSE" screen and the "FD-258 Tracking System" screen. If an FD-258 screen contains any result, whether positive or negative, please partially redact the page, citing Exemption (b)(7)(E) or if PA a(j)(2) and (b)(7)(E).

~~You may release all information as long as consent is present and you have confirmed the identity of the person.~~

27.25.b FBI Systems Check Results

(b)(7)(e)

Please partially redact documents containing the result of any FBI name check or FBI response descriptor, such as [redacted] or [redacted]iting Exemption (b)(7)(E) or if PA a(j)(2) and (b)(7)(E). We are not withholding the fact that we conduct FBI name checks. Please release administrative information that does not have to do with an FBI response, such as a check mark beside "FBI RESULT" on a checklist, or comments such as FINGERPRINTS SENT TO FBI, FINGERPRINTS/BIOMETRICS SCHEDULED, and so forth. Next, there is no need to withhold a response that does not indicate any result, positive or negative, such as PENDING. Finally, please note that IAFIS is a fingerprint identification system belonging to FBI, and we withhold IAFIS under the same rules as any other FBI systems check result. You will often see IDENT and IAFIS listed together. If so, please withhold the result the same as you would withhold IAFIS by itself.

27.25.c FBI Criminal Number

RAP sheets and our 9101 screens show what we refer to as the "FBI Number." FBI refers to these as "criminal numbers." The FBI criminal number serves as a personal identifier, the same as an A-number for us. An FBI criminal number is nine alphanumerics and is usually identified as being associated with an individual (for example 153701RK0). If you are sure the FBI number relates to the first party requester, you may release it to the individual. FBI numbers are based on fingerprints, so it would be extremely rare, if not impossible, that an individual would have two FBI numbers. As a corollary, if you see two different FBI numbers, it is extremely unlikely that they relate to the same person. If the FBI number does not relate to your subject of record, please withhold it under (b)(7)(C), or if PA, j(2) and (b)(7)(C).

27.25.d FBI File Number

An FBI file number is not the same as a criminal number – a file number will contain up to 3 digits, sometimes with an alpha (e.g., 415M) followed by a two letter Field office code (e.g., CG for Chicago, IP for Indianapolis) followed by the unique case number. So, for example, 91A-CG-12345 is a specific bank robbery investigation out of Chicago and you should withhold it under (b)(7)(E), or if PA, j(2) and (b)(7)(E).

27.25.e RAP Sheet or TECS III screen prints

You may release an FBI RAP sheet pertaining to a first party requester to the individual. The same is true for TECS Interstate Identification Index screen prints, which are essentially the same thing as an FBI RAP sheet, but may contain law enforcement identifying information. If the subject has a common name, the III search frequently returns several pages of "sounds-like" matches for people who are not the subject of record. If the FBI RAP sheet does not relate to your subject of record, please withhold it under (b)(7)(C), or if PA, j(2) and (b)(7)(C). If there is any law enforcement identifying information on the TECS III screen print, please withhold it, citing Exemption (b)(7)(C) or if PA, j(2) and (b)(7)(C).

27.25.f NCIC

The National Crime Information Center (NCIC) is the United States' central database for tracking crime-related information. Since 1967, the NCIC has been maintained by the Federal Bureau of Investigation's Criminal Justice Information Services Division, and is interlinked with similar systems that each state maintains. The database receives information from federal law enforcement agencies, state and local law enforcement agencies, as well as tribal law enforcement agencies, railroad police, and other agencies, such as state and federal motor vehicle registration and licensing authorities. Since the NCIC collects data from so many systems, there is no general rule for releasing or withholding NCIC information. For example, we would release "NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX (III) FOR (the subject of record)" because the information comes from III. However, please partially redact documents containing the result of NCIC checks, such as [redacted] citing Exemption (b)(7)(E) or if PA a(j)(2) and (b)(7)(E). We are not withholding the fact that we check NCIC. Please release administrative information that does not have to do with NCIC checks, such as NCIC submitted, NCIC not available, NCIC results pending, and so forth. If the NCIC check does not relate to your subject of record, please add (b)(7)(C), or if PA, j(2) and (b)(7)(C).

(b)(7)(e)

27.25.g FBI Warning

There may be a document originating with FBI marked with the following warning at the bottom:

> "This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; and its contents are not to be distributed outside your agency."

Please fully withhold the document, citing Exemption (b)(7)(E), or if PA, j(2) and (b)(7)(E). If the document does not relate solely to the subject of record or contains law enforcement identifying information, please add (b)(7)(C).

27.25.h Joint Terrorism Task Force (JTTF)

The Joint Terrorism Task Force (JTTF) falls under the purview of the Federal Bureau of Investigation (FBI). Please fully withhold any documents created by the Joint Terrorist Task Force citing Exemption (b)(7)(E), or if PA, j(2) and (b)(7)(E). If the document does not relate solely to the subject of record or contains law enforcement identifying information, please add (b)(7)(C).

27.25.i Questions about FBI documents

If you are unsure of how to handle FBI records, please consult a supervisor.

We have amended section 27.42.g of the *Processing Guide* as follows (new information in red ~~deleted information in strikethrough~~):

> 27.42.g Asylum and NACARA § 203 Background Identity and Security Checklist is used by asylum offices. There is more than one version. On the example below, we have withheld EARM, IBIS and US-VISIT results because they are protected systems. If there is nothing written in those blocks indicating a result, please release them. US-VISIT has instructed us to withhold any US-VISIT results because those results could identify KST or watchlist individuals. We have withheld the CCD result because that block requires a response only when there is a US-VISIT hit. If both the US-VISIT and CCD blocks are blank, then you may release both of them. FBI has instructed us to withhold FBI name check and fingerprint results, citing Exemption (b)(7)(E), or if PA, Exemptions a(j)(2) and (b)(7)(E). If there is no writing indicating any type of response in the FBI fingerprint and name check blocks, please release them. ~~We release the FBI results because we have a Memorandum of Instruction from FBI telling us we may release FBI information about a subject after we have confirmed that it relates to the subject~~. We do not fully withhold this form because of our legal obligation under the FOIA to release non-exempt information when it is reasonably segregable. Note, in the example below, we cited Exemptions (b)(7)(C) and (b)(7)(E). Since this case is a PA, we also cited a(j)(2) to protect the FBI results and a(k)(2) to protect EARM, IBIS, US-VISIT and CCD.

Note: it was also necessary to update the illustration that follows this paragraph. The April 12th version of the *Processing Guide* has the updated illustration.

We have amended section 28.01.f of the *Processing Guide* as follows (~~deleted information in strikethrough~~):

> 28.01.f USCIS FOIA has been given permission to make appropriate redactions on some documents that originated within other DHS components and Federal agencies. ~~Not all documents belonging to FBI need to be referred~~. *The paragraphs below outline the exception relating to referring documents.* If you think you have a consultation, please talk with your supervisor.

We have deleted sections 28.09 and 28.13 of the *Processing Guide* because they deal with referral of FBI documents. For reference purposes, we will move the text of those paragraphs (in strikethrough) to the Record of Revisions.

We have replaced the word “consent” in both guides with “certification of agreement.”

USCIS FOIA INFORMATION BULLETIN

April 7, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new section, **6.3.1.2.1, Track 1 vs. Track 2 Clarification**, to the FOIA/PA Assistants Guide as follows (new information in red):

6.3.1.2.1 Track 1 vs. Track 2 Clarification

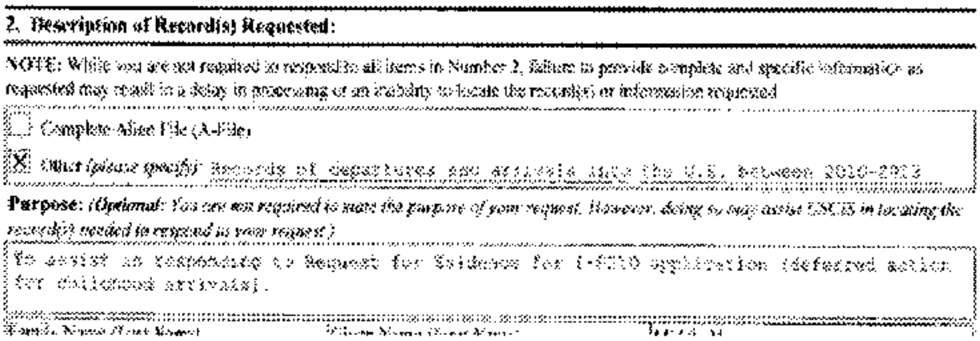
We occasionally have confusion on whether a case should be placed in the Track 1 or Track 2 queue. Most of the confusion centers on how we apply Blocks 2 and 3 to our decision-making process.

Block 2: Description of Record(s) Requested:

Block 2 is where the requester decides whether he or she wants their complete A-file or a portion of his or her records.

Consider the example below. The requester selects **"Other"** and specifies **"Records of departures and arrivals into the U. S. between 2010-2013."**

This request will amount to just a few pages. This is a Track 1 case.



2. Description of Record(s) Requested:

NOTE: While you are not required to respond to all items in Number 2, failure to provide complete and specific information as requested may result in a delay in processing or an inability to locate the record(s) or information requested

☐ Complete Alien File (A-File)

☒ Other *(please specify)*: Records of departures and arrivals into the U.S. between 2010-2013

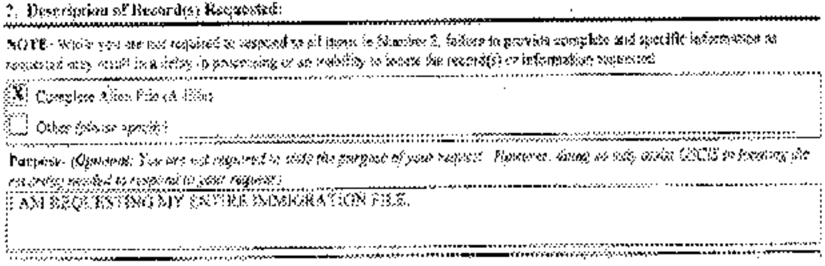
Purpose: *(Optional: You are not required to state the purpose of your request. However, doing so may assist USCIS in locating the record(s) needed to respond to your request.)*

To assist in responding to Request for Evidence for I-821D application (deferred action for childhood arrivals).

In this next Block 2 example, "Complete Alien File" is checked.

Is it a Track 2 case? It depends. Section 6.3.3.1 tells us that if you find nothing other than screen prints (RAFACS staffings) or a receipt file, you need to make this a Track 1 case.

But if "Complete Alien File" is checked and you find the A-file or more than three documents (Section 6.3.3.2), check the Track 2 block, no matter what is written in the "Purpose" section.



2. Description of Record(s) Requested:

NOTE: While you are not required to respond to all items in Number 2, failure to provide complete and specific information as requested may result in a delay in processing or an inability to locate the record(s) or information requested.

☒ Complete Alien File (A-File)

☐ Other *(please specify)*:

Purpose: *(Optional: You are not required to state the purpose of your request. However, doing so may assist USCIS in locating the record(s) needed to respond to your request.)*

I AM REQUESTING MY ENTIRE IMMIGRATION FILE.

In Block 3, we see what the requester gives consent to release.

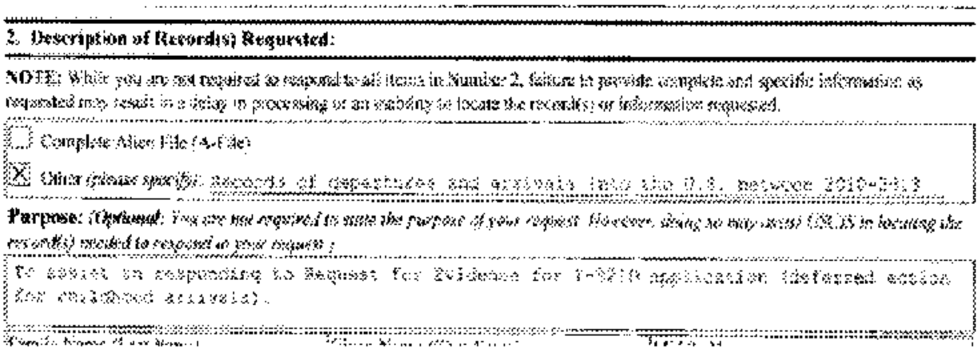
Block 3: Subject of Record Consent to Release Information

You've already selected the track of the case in Block 2. In Block 3, you decide if you have consent. Additionally, you need to consider the following:

1. If your case is a Track 1 (decided in Block 2), the subject of record confirms what information they want released to the requester.

2. If your case is a Track 2 (decided in Block 2), Block 3 is only used for certification of agreement if you're releasing to a third-party…nothing else.

For continuity, we'll repeat our first Block 2 example:



2. Description of Record(s) Requested:

NOTE: While you are not required to respond to all items in Number 2, failure to provide complete and specific information as requested may result in a delay in processing or an inability to locate the record(s) or information requested.

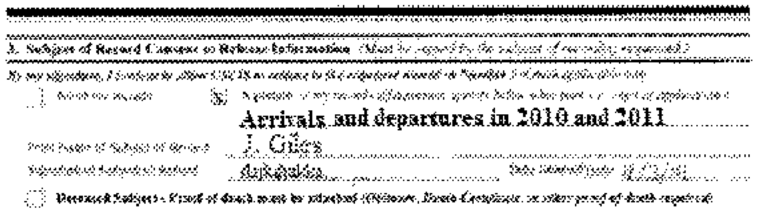
☐ Complete Alien File (A-File)

☒ Other *(please specify)*: Records of departures and arrivals into the U.S. between 2010-2013

Purpose: *(Optional: You are not required to state the purpose of your request. However, doing so may assist USCIS in locating the record(s) needed to respond to your request.)*

To assist in responding to Request for Evidence for I-821D application (deferred action for childhood arrivals).

Now in Block 3, the Subject of Record tells us specifically (gives consent) how much of what was requested in Block 2 gets released to the requester.



Arrivals and departures in 2010 and 2011

J. Giles

In Block 3, the Subject of Record checked “A portion of my records,” and specified that he only wants “Arrivals and Departures in 2010 and 2011” released.

When the records are processed, we will release “Arrivals and Departures in 2010 and 2011” only.

We have updated section 5. Certification of Agreement and Verification of Identity of the Processing Guide and section 7. Certification of Agreement, Verification of Identity, and Description of Records of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

Section 7. Certification of Agreement, Verification of Identity, and Description of Records of the FOIA/PA Assistants Guide

Form G-28, *Notice of Entry of Appearance as Attorney or Accredited Representative*, has been revised ~~(02/28/2013)~~ (03/04/2015). As of ~~**May 26, 2013**~~ **April 13, 2015**, USCIS no longer accepts prior versions of the G-28.

If an applicant, petitioner, or requestor submits an application or benefit request with a previous version of Form G-28, we will accept only the application or request as long as it meets the acceptance criteria. In this situation, we will not accept the Form G-28 and will send all notices and secure documents only to the applicant/petitioner/requestor.

As a FOIA/PA Assistant, this may affect your decision on certification of agreement in the following instances:

- If certification of agreement is provided on no other place except Form G-28,
- Then the attorney must use a *properly executed* new Form G-28 (revision of ~~02/28/13~~ 03/04/2015).

- If the Form G-28 is an older version than the revision of ~~02/28/13~~ 03/04/2015, then you will close the case FC, not TD. Please refer to section 16b of this guide.

- If the new Form G-28 (revision of ~~02/28/13~~ 03/04/2015) is not properly executed, then you will close the case TD (inadequate Certification of Agreement). Please refer to section 16a of this guide.

Section 5. Certification of Agreement and Verification of Identity of the Processing Guide

Form G-28, *Notice of Entry of Appearance as Attorney or Accredited Representative*, has been revised ~~(02/28/2013)~~ (03/04/2015). As of ~~May 26, 2013~~ **April 13, 2015**, USCIS no longer accepts prior versions of the G-28.

If an applicant, petitioner, or requestor submits an application or benefit request with a previous version of Form G-28, we will accept only the application or request as long as it meets the acceptance criteria. In this situation, we will not accept the Form G-28 and will send all notices and secure documents only to the applicant/petitioner/requestor.

If there is adequate certification of agreement someplace else in the request, such as on Form G-639 or on a separate statement, any G-28 is inconsequential.

If certification of agreement is provided on no other place except Form G-28, then the attorney must use a *properly executed* new Form G-28 (revision of ~~02/28/13~~ 03/04/2015).

- If there is no other certification of agreement except on Form G-28 and it is an older version than the revision of ~~02/28/13~~ 03/04/2015, then you will close the case FC. Please refer to section 42 of this guide.

- If there is no other certification of agreement except on a new Form G-28 (revision of ~~02/28/13~~ 03/04/2015) but it is not properly executed, then you will close the case TD (inadequate Certification of Agreement). Please refer to section 27.11 of this guide.

USCIS FOIA INFORMATION BULLETIN

April 5, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added information to section 32.7 of the *FOIA/PA Assistant's Guide* as follows (new information in red):

If the request was for specific documents, please remember to add the specific documents sentence to the new acknowledgement letter the same as in the original acknowledgement letter. If the specific document information sentence was done incorrectly in the original acknowledgment letter, please add an appropriate specific document information sentence to the new acknowledgment letter. That sentence gives us our legal basis for providing only the specific document requested. It also gives the requester an opportunity to clarify if the request was poorly worded or if we misunderstood. If we do not add the specific document information sentence to the new acknowledgment letter, the processor must process the entire file.

We have added a new section 27.49 to the *Processing Guide* as follows (new information in red):

27.49 No Last Page?

In virtually every case, the end of the file is designated with a "Last Page" page. If you don't have a last page in your case, please follow these instructions:

1. Place a discussion in your case, saying that you are sending an email to MSB.
2. Email NRC, NRCFOIAMSB, copy your supervisor (if required) and explain the situation.
3. Send the case to Admin.

MSB will investigate the situation and return the case to you for processing.

USCIS FOIA INFORMATION BULLETIN

O: FOIA/FOIA LIBRARY/FOIA INFORMATION BULLETIN
April 29, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

DISCRETIONARY AUTHORITY CHECKLIST

Please fully withhold the Discretionary Authority Checklist citing Exemptions (b)(5) (b)(7)(C) and (b)(7)(E), or (d)(5)/(b)(5) and (k)(2)/ (b)(7)(C), (b)(7)(E) if the case is PA. The checklist contains analysis, conclusions, or recommendations, and contains protected systems check results.

- The *USCIS FOIA Processing Guide* will be updated to reflect this change. A new paragraph, 27.45f , will be added and the form will be added to the processing tables.

CBP FORM 93, UAC INITIAL PLACEMENT REFERRAL FORM

Please partially withhold CBP Form 93, UAC Initial Placement Referral Form citing Exemption (b)(7)(E), or (k)(2)/ (b)(7)(E) if the case is PA. If there are law enforcement officers' names and/or badge numbers, please also withhold those, citing (b)(7)(C), or (k)(2)/(b)(7)(C) if the case is PA. CBP's concern is that release of the questions would reveal precise questioning procedures used by CBP in screening juveniles, and that release would pose a risk of circumvention of the law (e.g., smugglers would be able to prep juveniles on the questions they will be asked and prepare them on how to answer the questions in order to get status in the United States as a trafficked person). This form may contain analysis, conclusions, or recommendations, and therefore you should evaluate for possible (b)(5), or (d)(5)/(b)(5) if the case is PA.

- The *USCIS FOIA Processing Guide* will be updated to reflect this change. A new paragraph, 27.45g , will be added and the form will be added to the processing tables.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

UNACCOMPANIED ALIEN CHILD SCREENING ADDENDUM

Trafficking Victim Protection Act (8 U.S.C. 1232)

Alien's Name: ______________________

A NUMBER *(if any)* A______________________

Credible Fear Determination

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Do you have any questions or is there anything else you would like to add?

Human Trafficking

Definition: Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion or in which the person induced to perform such an act is under 18; or the recruitment, harboring, transporting, provision, or obtaining of a person for labor or services, through the use of force, fraud or coercion, for the purpose of subjecting that person to involuntary servitude, peonage, debt bondage, or slavery.

Below are examples of trafficking indicators. If one or more of these indicators is present, the interviewer should pursue age appropriate questions that will help identify the key elements of a trafficking scenario. If required, ensure that follow up questions are asked based on the answers given. Answers from these questions will assist an interviewer in determining if the Unaccompanied Alien Child may be a victim of trafficking. In all cases, use your training and experiences to be alert for indicators of human trafficking.

Trafficking Indicators and Suggested Questions

- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

CBP Form 93 (03/09)

LAW ENFORCEMENT SENSITIVE - [redacted]

USCIS FOIA INFORMATION BULLETIN

O: FOIA/FOIA LIBRARY/FOIA INFORMATION BULLETIN
March 18, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

CLOSING DUPLICATE CASES

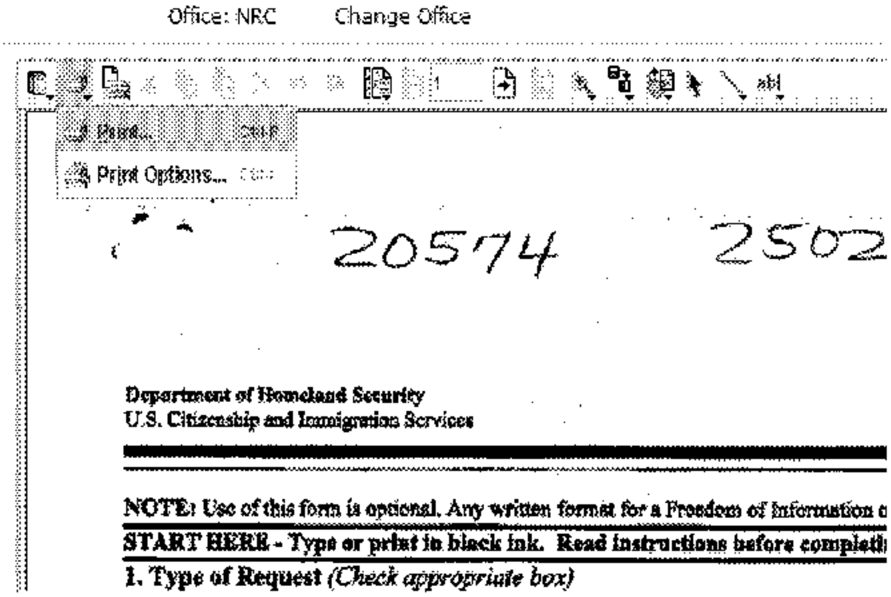
Please close all duplicate cases ER instead of DP, except in cases where an acknowledgement letter has been mailed. This includes system generated duplicates, duplicates created in error, and duplicate cases received multiple times by fax, mail, e-mail.

Creators should use the same process in searching and creating duplicate cases except for the final step. Instead of creating a final action duplicate letter, they should insert a case note referencing the duplicate case, set the case to ER, and put the case in Upfront Approver.

- The *USCIS FOIA/PA Assistant's Guide* will be updated to reflect this change.

SITUATION: Appeals

While case creating, you may open a request and see that it is marked "Appeal." The requester will include the case number he or she is appealing. If this happens, you do not create the case. In the upper right hand of the image portion of the FIPS worksheet, there is a printer logo:



20574 2502

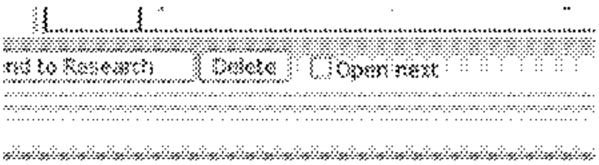
Department of Homeland Security
U.S. Citizenship and Immigration Services

NOTE: Use of this form is optional. Any written format for a Freedom of Information

START HERE - Type or print in black ink. Read instructions before completi

1. Type of Request ***(Check appropriate box)***

Select "Print." FIPS will then print out all the pages of the request. Get those pages and take them to the designated appeals POC (Currently Beth Stokes). After you are sure the pages printed correctly and you have control of those pages, click "Delete." This is possibly the only time you ever click "Delete."

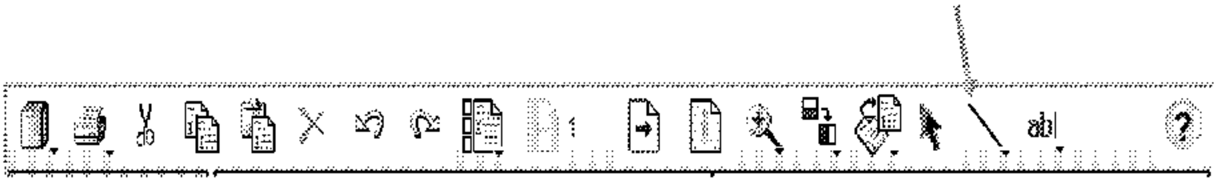


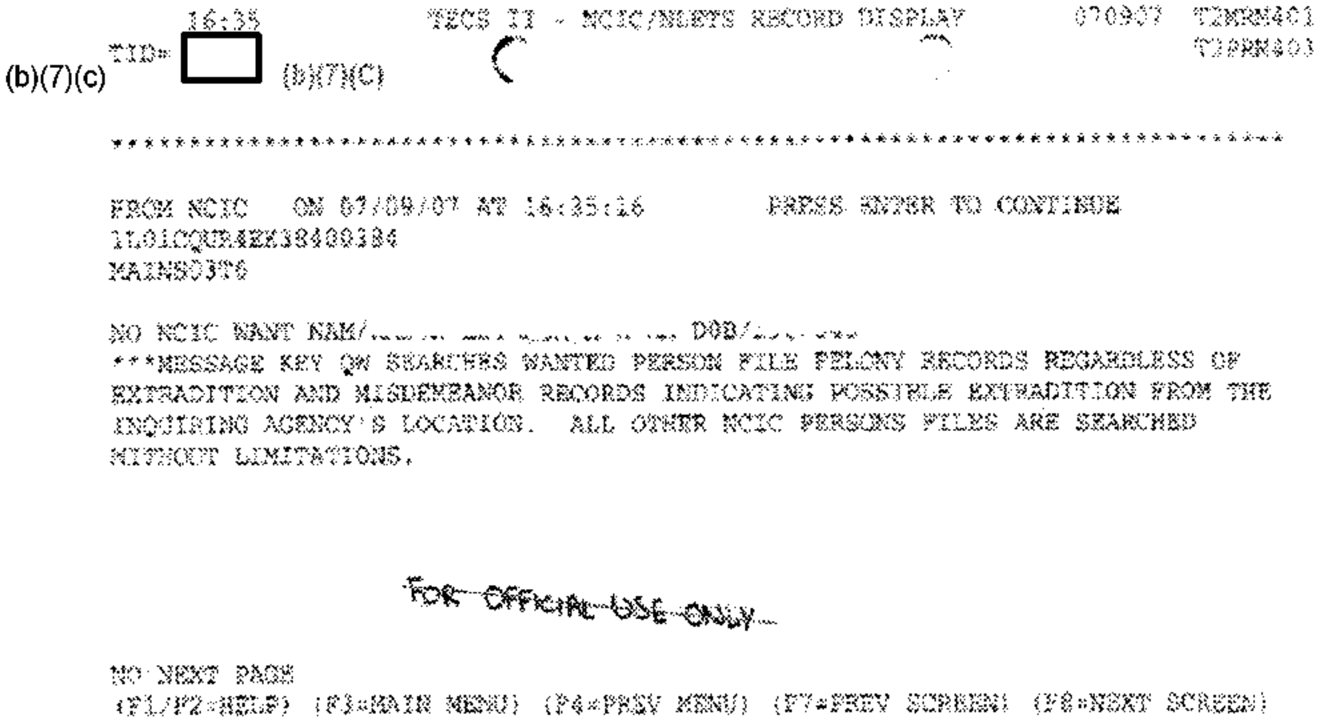
- The *USCIS FOIA/PA Assistant's Guide* will be updated to reflect this change.

Special legends and Sensitive Documents

Documents with instructional legends (e.g., "For Official Use Only," "Adjudicative Work Product," "Law Enforcement Sensitive," "Do Not Release Outside the Agency") **are not** automatically exempt from disclosure under the FOIA or PA. You must review these types of documents' content. As a rule, any document marked "Attorney Work Product" is fully exempt under (b)(5) or (d)(5)/(b)(5) if PA unless the document is blank.

If your determination is to release a specially marked page, you must line through the marking using the line tool:





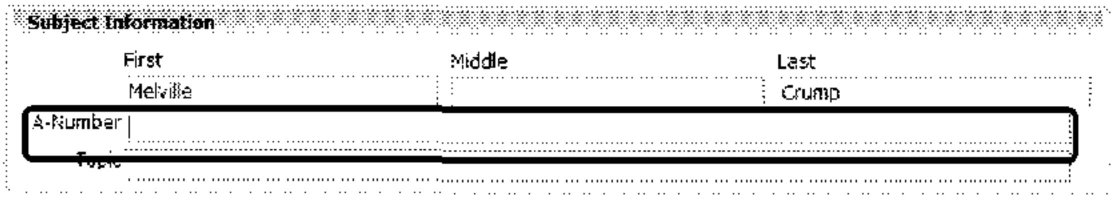
```
          16:35            TECS II - NCIC/NLETS RECORD DISPLAY          070907  T2MRM401
(b)(7)(c) TID= [redacted] (b)(7)(C)                                              T2PRM403

*******************************************************************************************

FROM NCIC   ON 07/09/07 AT 16:35:16         PRESS ENTER TO CONTINUE
1L01CQURAEK38400384
MAINS03T6

NO NCIC WANT NAM/[illegible] DOB/[illegible]
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.


                    FOR OFFICIAL USE ONLY

NO NEXT PAGE
(F1/F2=HELP) (F3=MAIN MENU) (F4=PREV MENU) (F7=PREV SCREEN) (F8=NEXT SCREEN)
```

Some types of application/petitions or investigative materials (I-589, I-360, Legalization and SAW or investigative material) are highly sensitive. When a third party requester specifically requests these documents, see section on "Glomar".

- The *USCIS FOIA Processing Guide* will be updated to reflect this change.

RECORDS LOCATOR: DON'T FORGET THE A NUMBER

If you are staffing for a file in records locator, be sure that you fill in the A-Number field. This is critical. If you do not enter the A-Number into the field, the A-Number does not populate on the staffing sheet. Furthermore, it does not populate on the report submitted to our contractors to request the file. If the file does not get requested, then the FOIA request does not get completed.



Subject Information

First	Middle	Last
Melville		Crump

A-Number

- The *USCIS FOIA/PA Assistant's Guide* will be updated to reflect this change.

TWO UNRELATED REQUESTS SCANNED INTO ONE FILE

If you are case creating and you notice that two unrelated requests accidentally got scanned into one case, please follow these procedures:

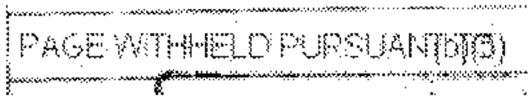
1. Create one of the cases. Search to see if the other subject has an active case.
2. If you find an active case, create a Discussion explaining that. You need take no further action.
3. If there is not already an active case, print out the request, staple the paperwork for the second request to O/A and place it in with new requests to be scanned.
4. Create a Discussion noting all actions taken.

- The *USCIS FOIA/PA Assistant's Guide* will be updated to reflect this change.

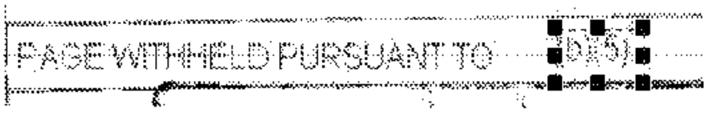
EXEMPTION MARKING PLACEMENT

When withholding a page in full, the exemption may be completely or partially hidden (see "before" example below) if it is placed too close to the "PAGE WITHHELD PURSUANT TO" item.

To avoid this problem, place the exemption further to the right of or below the "PAGE WITHHELD PURSUANT TO" item.



BEFORE



AFTER

- The *USCIS FOIA Processing Guide* will be updated to reflect this change.

DO I NEED TO ADD THE APPEALS PARAGRAPH?

If you are processing and all the subject has in our records is nothing other than a Border Crossing card, close the case as a G1 and do not add the appeals paragraph to the Final Action letter.

The above situation is considered differently than the case of a lost file. Why? In the case of a lost file, we know for a fact that the A-file is missing. The subject, in this case, has the right to appeal. Close this case as a PD and add the appeals paragraph to the Final Action letter.

- The *USCIS FOIA Processing Guide* will be updated to reflect this change.

SAVE YOUR WORK FREQUENTLY AND REVIEW EXEMPTIONS

If you are processing and receive an error message, please go back and double check your work from the last time you saved. In most cases, any work you have done since the last save **will not hold.** This underlines the need for all of us to save our work frequently (every 50-100 pages). In addition, if you are having system issues while processing, compare the redactions listed on the left side with the pages on the image side.

If the listed exemptions do not match the exemptions on the image, you will have to delete all redactions on that page and resynch the page to start redactions over. Be especially cautious of this when you get an error message.

Please also create a Discussion explaining the what the error message was, what page number you were on, or what pages did not match, so that the approver can look more closely to make sure the redactions are identified and are holding.

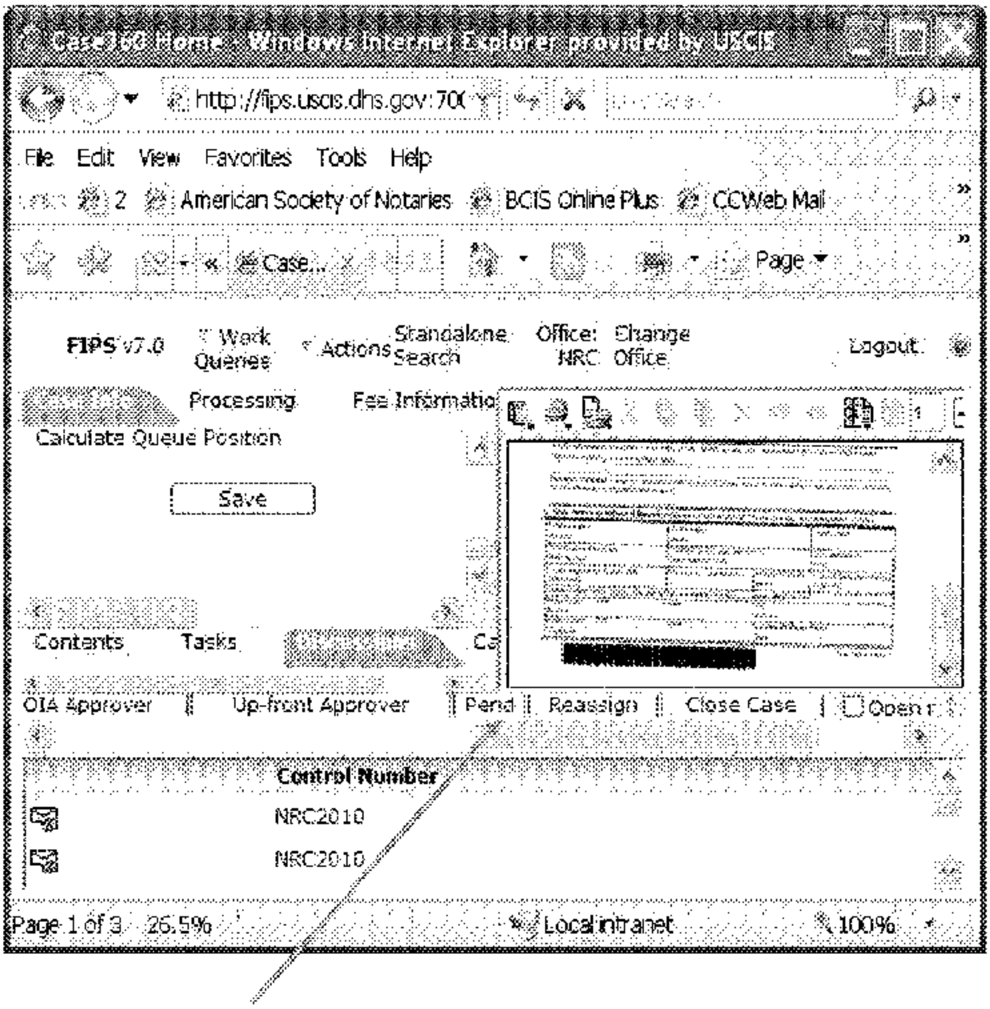
- The *USCIS FOIA Processing Guide* will be updated to reflect this change.

PENDING CASES AS A PROCESSOR

If you pull up a case in processing and there is an open slot for responsive records that is still pending, you must determine if we still need those responsive records.

For example, you open a case that has a staffing for an alien file and a staffing for a receipt. The creator staffed for both. The alien file is ready, but the receipt file slot is still open. You look at the alien file and determine that the receipt is consolidated into the A-file. At the time of staffing, it may not have been consolidated, but you can see that between the time of staffing and the time of scanning, it obviously was consolidated. In an instance like that, you do not need the open slot. Click on the icon beside the staffing response and select "Manage Document." A screen will open, allowing you to cancel that request. You are ready to process the case.

In another case, you may determine that one set of responsive records is scanned in but the other set is still pending. In that case, there is no need to send it to admin. Please click the PEND button on the screen (see screen shot below).


Case360 Home - Windows Internet Explorer provided by USCIS
http://fips.uscis.dhs.gov:70(
File Edit View Favorites Tools Help
2
American Society of Notaries
BCIS Online Plus
CCWeb Mail
Case...
Page
FIPS v7.0
Work Queues
Actions
Standalone Search
Office: NRC
Change Office
Logout
Processing
Fee Informatio
Calculate Queue Position
Save
Contents
Tasks
Ca
OIA Approver
Up-front Approver
Pend
Reassign
Close Case
Open
Control Number
NRC2010
NRC2010
Page 1 of 3 26.5%
Local intranet
100%

[redacted]

- The *USCIS FOIA Processing Guide* will be updated to reflect this change.

CORRECTLY FORMATTING THE FINAL ACTION LETTER

Often in an effort to save space, processors try to squeeze all information into one page. Unfortunately, the attempt to fit everything into one page prompts an error which causes the Final Action letter to not print. When the Final Action letter does not print, two sets of responsive records could be inadvertently sent to the requester, causing a PII leak.

Bottom line: Don't worry about sending a three-page Final Action letter. Please move the final paragraph and signature to the next page.

- The *USCIS FOIA Processing Guide* will be updated to reflect this change.

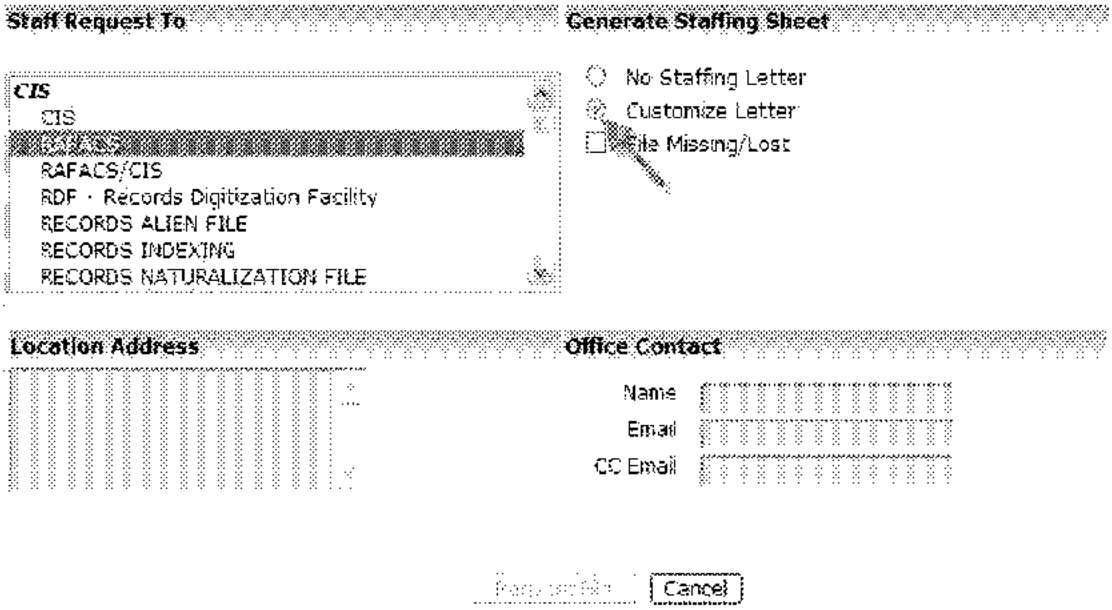
UNIT CHIEF AND CONTROL NUMBERS

Please do not send anything to Unit Chief (U/C) unless the case has a control number. If you send a case to U/C without a control number, it puts the case at the bottom of the U/C queue with no control number and no way to move or even view it until you get to the bottom. Files that are not controlled can only be placed into the Research queue.

- The *USCIS FOIA/PA Assistant's Guide* will be updated to reflect this change.

CHANGE TO RAFACS STAFFINGS

When opening a RAFACS staffing slot (ex. screen prints only); select the "Customize Letter" option, not "No Staffing Letter." The staffing letter produced will have a barcode near the bottom of the page. This barcode, when scanned into FIPS with the documents, places the responsive record in the correct file. This is a new feature of FIPS 7.



Staff Request To
CIS
CIS
RAFACS/CIS
RDF - Records Digitization Facility
RECORDS ALIEN FILE
RECORDS INDEXING
RECORDS NATURALIZATION FILE
Generate Staffing Sheet
○ No Staffing Letter
● Customize Letter
☐ File Missing/Lost
Location Address
Office Contact
Name
Email
CC Email
Cancel

- The *USCIS FOIA/PA Assistant's Guide* will be updated to reflect this change.

RESEARCH: ATTACHING DOCUMENTS IN THE APP, HQS AND PPO QUEUES

Access to the APP, HQS, and PPO queues is restricted. As a result, FIPS 7 will not allow you to attach a document from any other queue, such as NRC.

Example: Let's say you are in the NRC queue, look in Research and find a document that belongs to an APP case. How would you attach the document to the APP case? You would need to click Change Office, select APP, and then return to the Research queue. FIPS 7 will bring up the document–attach it now—then change your office back to NRC.

- The *USCIS FOIA/PA Assistant's Guide* will be updated to reflect this change.

QUESTIONS, SUGGESTIONS AND COMMENTS

Your supervisor is the first person you contact when you have a question that is not covered in a guide. Supervisors relay comments, questions and suggestions to the Program Office fairly regularly. In order to respond to questions most efficiently, the Program Office responds to e-mails via supervisors, especially when it is an issue that may impact more than one person.

ACD FOIA/PA Operations and your Supervisors direct how Paralegal Specialists, FOIA/PA Assistants and Office Automation personnel accomplish their missions. Through ACD Operations, Supervisors submit a new rule or procedure to ACD FOIA Program. At the direction of the ACD, Program Office may immediately amend the guide, or they may seek clarification from Office of Chief Counsel. After consultation, Program Office will either amend the Guide or propose a modified rule to ACD Operations.

You, the processor, may notice something in the Guide that is awkwardly worded, or contains a typographical error, or something that simply is not true. You contact your supervisor and then Program Office amends the guide.

Before we amend the guide, we may first publish a FOIA Information Bulletin (the exception being a misspelled word, a missing punctuation mark or a grammatical error).

Bulletins and the latest version of this Guide are always available at:

http://dhsconnect.dhs.gov/uscis/org/ESD/NRC/Pages/FOIAOperationsDivision.aspx

When we make additions or revisions, we create a Record of Revision at the front of the Guide for quick reference.

USCIS FOIA INFORMATION BULLETIN

August 31, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

FIRST – The record of revisions section was getting so long that we moved it to the end. It's now Appendix L of the Processing Guide. You will still be able to review information we deleted or revised by going to Appendix L. We hope this will cut down on page numbers changing every time we revise the guide.

We have amended section 43 of the *Processing Guide* as follows, new information in red:

If the case you are processing contains a CD, cassette, tape or any kind of media *except* Dictaphone, Gray Audograph, Steno-Disc or floppy disk, please follow the instructions below.

Once a case is processed, the processor should send an e-mail to the NRC, NRCFOIAMSB mailbox with "Media" in the subject line. Include the control number, A-number, and page(s) number where the media can be located.

Modify the final action letter by inserting the following sentence:

"The copy of the ________ located in your file will be sent to you under a separate cover".

In the Summary Discussion, annotate that the file contained media and that you have notified MSB.

2. If the file contains a photograph of a Dictaphone, Gray Audograph, Steno-Disc or floppy disk recording, we cannot reproduce it and send it to the requester because we do not have the equipment. Please do not tell the requester we will. Do not redact the page with the image of the recording, and do not mention it in the Final Action Letter.

We have amended several paragraphs in Appendix H of the *Processing Guide* as follows, new information in red:

I-129F, Petition for Alien Fiancé(e)

The I-129F is completed by a petitioner on behalf of another individual/s. This form can be released in part to the petitioner. Redact all third party information and any exempt information listed in the section titled "For USCIS Use Only."

If the requester is the beneficiary (the fiancé(e)~~) or an individual (rider) listed on page 2, Section B of the form,~~ and if the case is a FOIA, and if you do not have consent from the petitioner, you would release only information relating to the beneficiary. Please protect any highly personal information. If the petition has been consolidated into the beneficiary's A-file, the petitioner must have consent from the beneficiary to obtain a copy of it. If the petition has not been consolidated, the petitioner or beneficiary may obtain a copy of it. For an unconsolidated petition, you should fully release to the petitioner, other than protected system check results or possibly deliberative process. If the beneficiary has not provided the petitioner's consent, you should withhold any of the petitioner's PII that has not been released elsewhere in the file.

I-130, Petition for Alien Relative

The I-130 is completed by the petitioner for a beneficiary. Other information that may be exempt from release to the petitioner or the beneficiary on this form will be located in the block "FOR USCIS OFFICE ONLY."

~~The petitioner needs consent from the beneficiary to obtain an unredacted copy of the I-130 and any supporting documents he or she submitted. Even if the beneficiary has adjusted status and is now an LPR or USC, the petitioner still needs consent from the beneficiary to obtain an unredacted copy of the I-130 and any supporting documents under the FOIA.~~

If the requester is the beneficiary,and if the case is a FOIA, and if you do not have consent from the petitioner, you would release only information relating to the beneficiary. Please protect any highly personal information. If the petition has been consolidated into the beneficiary's A-file, the petitioner must have consent from the beneficiary to obtain a copy of it. If the petition has not been consolidated, the petitioner or beneficiary may obtain a copy of it. For an unconsolidated petition, you should fully release to the petitioner, other than protected system check results or possibly deliberative process. If the beneficiary has not provided the petitioner's consent, you should withhold any of the petitioner's PII that has not been released elsewhere in the file.

I-140, Immigrant Petition for Alien Worker

Form I-140 is used to petition for an immigrant visa based on employment. This form can be completed by a person or company/organization. If the petitioner is an individually owned or closely-held business, you need consent from the petitioner to release the petitioner's information. Companies in general do not have personal privacy protection, so if the petitioner is a company, you do not need the company's consent and you may release most information about the company. You should still protect any information that would reveal information about the owners' personal finances, citing Exemption (b)(6). If the subject who requests the file worked for the company, release the TIN to the subject. Otherwise, if you are processing under FOIA, you will withhold the employer's TIN citing Exemption (b)(3) and § 6103 of 26 USC, but release the remaining information on this form to the requester. ~~If the requester is a third party individual, the information (name and address) relating to the petitioner, (company/organization) can be released.~~ If the petitioner is an individually owned or closely-held business, and if the case is a FOIA, and if you do not have consent from the petitioner, you would release only information relating to the beneficiary. Please protect any highly personal information. If the petition has been consolidated into the beneficiary's A-file, the petitioner must have consent from the beneficiary to obtain a copy of it. If the petition has not been consolidated, the petitioner or beneficiary may obtain a copy of it. For an unconsolidated petition, you should fully release to the petitioner, other than protected system check results or possibly deliberative process. The block titled "For USCIS Use Only" could contain exempt information.

I-589, Application for Asylum and for Withholding of Removal

The Form I-589 is used to apply for asylum in the United States and for withholding of removal. This application may include spouses and unmarried children under 21 who are physically present. If a copy of the Form I-589 is in a rider's file, please withhold third-party information on requests made by the petitioner or by an attorney/representative of the petitioner where consent is present. If the requester is a party to or rider on the application, release the form in part to that individual. Release only the top of each document and the rider's information. Redact all other third party information from the I-589. For more processing instructions, please see section 27.16 of this guide.
The block titled "FOR USCIS USE" may contain exempt information, such as IBIS results, law enforcement initials and/or identifying numbers, and possibly deliberative commentary.

I-730, Refugee/Asylee Relative Petition

Form I-730 is filed if a person has been admitted to the United States as a refugee or if asylee status has been granted. If the subject of record is the primary asylee, please fully release the I-730, unless there are protected systems check results on the first page. ~~If the requester is a party to or rider on the petition, release the form in part to that individual. Release only the top of each document and the rider's information. Redact all other third party information from the I-730.~~ Processing of Form I-730 is essentially the same as Form I-589, except that you should withhold the name of any Refugee Officer, citing Exemption (b)(6), if the case is FOIA. The block titled "FOR USCIS USE ONLY" may contain exempt information, such as IBIS results, law enforcement initials and/or identifying numbers, and possibly deliberative commentary.

USCIS FOIA INFORMATION BULLETIN

August 28, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated Section **6.3.1.2** of the FOIA/PA Assistant's Guide as follows (new information in red):

6.3.1.2 Track 2 – Requests for entire copy of alien file, detentions, deportations or removals, asylum or refugee requests, and requests from news media or special interest groups.

We have changed Section **12.18.6**, No Record, of the FOIA/PA Assistant's Guide as follows ~~(deleted information in strikethrough)~~:

12.18.6 No Record:

When closing a case as a NR (No Record), ensure that you have done the required system searches to support your decision. If there is wording on the request that would indicate the subject was detained, stopped, arrested or sent back across the border and a thorough system search yielded no information, you should refer the request to CBP. CBP will possibly have a record responsive to their request. Your search should include CIS, CLAIMS and PCQS. Consult the sections of this manual entitled "Central Index System" and "Computer Linked Application Information Management System" for more information regarding the systems.

When conducting "no record" research, do the queries ~~and provide screen prints~~ of all CIS and PCQS or CLAIMS searches as directed. ~~There should be no less than two pages and may be lengthier if subject has provided multiple names. Prepare a "Scan As" sheet to be attached to the screen prints and take them to the OA room for scanning as CSD.~~ Prepare a Final Action Letter with closing code NR. Insert a Discussion naming the systems you searched. ~~and stating that you have sent the documentation to OA for scanning as CSD.~~ Send to Up-front Approver.

When conducting no record research, check the following screens in CIS (Central Index System):
9103 Exact Name
9104 AKA (Alias) Name
9102 Sounds-Like Name
~~In CIS you are only required to print the 9103 screen if subject is not found.~~

If you do not have PCQS, perform following searches in CLAIMS. Otherwise, go to PCQS and search using last name with an asterisk and first name with an asterisk. Select <> 90 days in relation to the DOB unless this provides too many responses. If you get too many responses select <> 30 days or exact date. If subject has two last names search each one with an asterisk. ~~If no records are found print screen prints~~

When conducting a search in CLAIMS (Computer Linked Application Information Management System) run alien's name as the beneficiary/applicant (3) AND as petitioner (6).

~~When conducting "no record" research, do the query and provide screen prints of all searches as directed. Print the appropriate CLAIMS screen prints (this should be no less than six pages and may be lengthier if subject has provided multiple names or multiple alias names). Prepare a "Scan As" sheet to be scanned as case supporting documents for the case number you have just created, attach it to the screen prints and take those to the OA room for scanning as CSD and prepare a Final Action Letter with closing code NR. Insert a Discussion outlining the systems you searched and stating that you have sent the documentation to OA for scanning as CSD. Send to Up-front Approver.~~

Genealogy is exempt from this process.

We have updated Section **25.2.4, Status Letters** of the FOIA/PA Assistant's Guide as follows (new information in red, ~~deleted information in strikethrough~~):

25.2.4 Status Letters

The public has the ability to check online the status of their FOIA request(s) with NRC at (www.uscis.gov).

From www.uscis.gov, ~~find the link near the bottom of the left column under "Other Services" marked "FOIA Request Status Check."~~ click on the "Check your Case Status" icon.

Clicking the icon mentioned above will take you to the "My Case Status" page. Enter the Control or Receipt number, and click "Check Status."

The online status check will indicate whether the request is still pending, or whether the case has been processed or closed within the last six months.

If the request is still pending, the online status check will indicate the position of the request relative to all pending USCIS requests in the same processing track. It also provides the date the request was received.

If the request was processed or closed within the last six months the requester will be given the date the request was closed. The system does not discern how the request was closed i.e. DP, G1, PD etc., however it does address cases closed for Failure to Comply.

If the control number entered is not recognized, the requester will be advised the number entered is invalid or the case was processed more than six months ago.

The previous method of providing a status letter did not give the requester accurate information. In order to better serve our customers teams should paste in the online ~~FOIA Request~~ status check every time a status is requested.

If you need to generate a status letter due to correspondence via mail, e-mail or fax, please run the control number with the online ~~FOIA Request~~ status check. ~~You should~~ Do not provide status to the requester using the Calculate Queue Position button.

Change the information on the letter that shows the status of the case, replacing it with the results from the online status check before you close and save. Use the latest Status Letter from the Tasks tab in FIPS.

Note: The Status Letter will always state the track as "Track One." If you are not processing a Track one case, please make sure you change the track.

Please print the online status check and send it to be scanned in as a CSD to support the status letter.

We have updated Section **8.1, Foreign Consulate** of the FOIA/PA Assistant's Guide as follows (new information in red, ~~deleted information in strikethrough~~):

8.1 REQUESTS: Foreign Consulate

~~Immediately forward any type of correspondence, FOIA request or inquiry received from the consulate of a foreign nation to the Director's Office for handling. USCIS Headquarters is the only one authorized to correspond with foreign consulates.~~

Please ~~make sure~~ verify it is a consulate requesting the records and not the subject of the request putting the consulate's address on the G-639 to mail the records to the consulate (for passports).

~~If~~ After you've verified that the request is from a consulate, please do the following:

1. Print out the entire request.
2. Attach a cover sheet ("Request from Foreign Consulate")
3. Take the printout to your supervisor.
4. Add a discussion, "Request from Foreign Consulate."
5. Send an email to NRC, FOIAOA with the case information.
6. Create the case and close it, ER.
7. Send to Up-front Approver.

~~If the request is from a consulate, please close the case ER, insert a Discussion and then send the case to Up-front Approver. Send an e-mail to NRC, FOIAOA with the case information. The supervisor will review and close the case.~~

A person may be using the consulate's address, and that is not the same thing as a request from a foreign consulate. If the subject mailed the request and wrote the consulate's address on the G-639, then you should use the subject's address from the envelope and set it up as a self-request. If you are unsure about which address to use, please consult your supervisor.

USCIS FOIA INFORMATION BULLETIN

August 26, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

REORGANIZATION: We have reorganized PII processing instructions in the Processing Guide by moving them from Paragraph 25.06, which is the description of Exemption (b)(6), to a series of new sub-paragraphs under Paragraph 27.31, which is processing instructions for PII within files. These new sub-paragraphs are 27.31g through 27.31.o.

Sub-paragraph 27.31.j has been changed (new portion in red)

> 27.31.j If the subject's name is listed on a birth certificate (i.e., the child or parent), release it in full. Otherwise, withhold it in full. Release documents relating to a minor child of the subject of a request, as long as that individual is still a minor at the time the case is processed. These documents may include school documents, medical records, etc. If the subject of record is listed anywhere on a Chinese or Korean family registry, please fully release it. If the subject of record is not listed on a Chinese or Korean family registry, please fully withhold it, if the case is FOIA, citing Exemption (b)(6). You may see two family registries if both the petitioner and beneficiary come from China or Korea. The Chinese or Korean version usually follows the English translation. The family registries are written in a logical fashion, and you may normally tell which registry you are looking at by the dates of birth which are listed beside the names. If in doubt, please consult your supervisor.

REORGANIZATION: Because of a new sub-paragraph concerning referral of "IFS Search Results" screen prints to ICE, we have reorganized Paragraph 28.14 of the Processing Guide to include all documents we refer to ICE. 28.14 now has three sub-paragraphs, and Paragraph 28.15 has been changed to "not used."

New Sub-Paragraph 28.14c reads as follows:

> **28.14.c IFS Search Results**
>
> We refer any IFS Search Result screen print to ICE.

Paragraph 27.27.b of the Processing Guide has been modified as follows (new portion in red):

> 27.27.b Redact all initials, signatures, user ID's, telephone numbers, fax numbers and extensions of law enforcement personnel and personnel performing a law enforcement function citing Exemption (b)(7)(C) in a FOIA and (k)(2) and (b)(7)(C) in a PA. If the telephone number shown is not a law enforcement person's direct line number, release it. If a signature protrudes into the narrative, protect only that portion of the signature which does not go up into the narrative. The principle is that we should not withhold possibly important information because of a signature. If the text is insubstantial or inconsequential, such as a form number or a paragraph that does not bear on the subject's situation, then redact the whole signature.

We have added a new Appendix K to the Processing Guide and a new Appendix I to the FOIA/PA Assistant's Guide, Alien Number Assignments. This is the Alien Number assignment chart from the USCIS Records Operations Handbook.

Paragraph **28.06** **U.S. Department of State documents** of the Processing Guide has been modified as follows (~~deleted information in strikethrough,~~ new portion in red):

- Refer asylum related documents, such as interagency communications, advisory opinions and deliberative material, including ~~the~~ any documents entitled "Country Conditions." ~~and Comments on Asylum Applications."~~

We have deleted the following paragraph entirely:

- There may be documents similar to Country Conditions and Comments on Asylum Applications we would not refer. For example, Profiles of Asylum Claims and Country Conditions are available on the U.S. Department of State website and we do not generally refer them.

We have modified paragraph 28.06.b as follows (~~deleted information in strikethrough~~):

> 28.06.b We refer advisory opinions, as well as other documents originating with State which are related to asylum claims, and Country Conditions, ~~and Comments on Asylum Applications~~ as well as any document that refers to the subject by name.

We have deleted the following paragraph entirely:

> Note: there may be other documents with titles like Profile of Asylum Claims and Country Conditions. These documents are available on the U.S. Department of State website and we do not generally refer them. We refer State Department documents that provide recommendations to asylum officers, but not documents that provide

only a profile of asylum claims. Generally speaking, if the document title is not exactly "Country Conditions and Comments on Asylum Applications," we will probably release it in full. If in doubt, please consult your supervisor.

We have added a new paragraph to the FOIA/PA Assistant's Guide:

8.23 SITUATION: Requests from Prospective Adoptive Parents

In the recent past, Vietnam, Cambodia, Guatemala, Nepal, Ethiopia and other countries have had problems concerning adoptions. Birth Certificates have been forged and babies have been taken without consent of the biological parent. In Vietnam, "baby brokers" scour villages looking for unwed, impoverished mothers. They purchase the babies for about $50 and sell them to commercial adoption services. In Guatemala and elsewhere, people steal babies and sell them to middlemen. Prospective adoptive parents from Spain, Italy and the United States are typically willing to pay as much as $25,000 to adopt a child. (This information comes from kidsofkathmandu.org).

Normally if we cannot verify consent or prove parentage in a case, we send out for more information. Please do not send out for additional information in pending (not finalized) adoption cases for the following reasons:

1. The Prospective Adoptive Parents (PAP) have the right to all information they submitted for the adoption. It is likely that the adoption never happened. If that is the case, they have no proof of parentage or guardianship.
2. The child is usually too young to give consent.
3. Congress has substantial interest in this matter.

If you decide you need proof of parentage after a full search, please send your case to Admin for supervisor review.

USCIS FOIA INFORMATION BULLETIN

August 24, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended Appendix H of the FOIA/PA Processing Guide as follows, ~~deleted information in strikethrough~~, re-written section in red:

Departure Record I-94	~~Law enforcement names, badge numbers~~	~~(b)(7)(C)~~Release	~~(k)(2)and (b)(7)(C)~~Release

We have amended Paragraph 6.1.1.14 of the *FOIA/PA Assistants Guide* as follows, ~~deleted information in strikethrough~~, re-written section in red:

6.1.1.14 If the requester does not provide a valid address use: 123 Main Street, Washington, DC 12345. ~~Send an e-mail to your supervisor and assign the case to Unit Chief without any staffing or acknowledgement letter.~~ Close the case as FC, blank out FC letter, then send the case to up front approver. Be sure to add a Discussion note to the case titled “Missing address,” explaining the illegible mailing address.

We have amended Paragraph 28.06 (U.S. Department of State documents) of the *FOIA/PA Processing Guide* by adding an additional bullet as follows:

- Refer all documents belonging to the United States Information Agency (USIA).

USCIS FOIA INFORMATION BULLETIN

August 17, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new paragraph 40.01.g of the FOIA/PA *Processing Guide*, as follows:

> 40.01.g If you do not refer any pages, please delete the following sentence from your final action letter:
>
> "Additionally, we have referred [# of pages] in [its/their] entirety to [government agencies name] for their direct response to you."
>
> If you do refer pages, you will have to modify the sentence to reflect the agency and number of pages, for example:
>
> "Additionally, we have referred 3 pages in their entirety to US-Visit and 1 page in its entirety to the Department of State for their direct response to you."
>
> In that paragraph, please do not mention Immigration and Customs Enforcement, or how many pages you are referring to them. Your final action letter will contain the following paragraph:
>
> "During our review, USCIS located potentially responsive documents that may have originated from U.S. Immigration and Customs Enforcement (ICE). USCIS has sent the document(s) and a copy of your FOIA request to the ICE FOIA Office for consideration and direct response to you. Should you wish to contact ICE concerning the status of the processing of the document(s), please contact the ICE FOIA Office via phone at (866) 633-1182 or via e-mail at ICE-FOIA@dhs.gov. The ICE FOIA Office mailing address is 500 12th Street, S.W., MS 5009, Washington, D.C. 20536-5009."
>
> If you are referring no pages to ICE, please delete that paragraph. If you referred any pages, please leave the paragraph exactly the way it is.

We have amended Section 28.01.b of the *FOIA/PA Processing Guide* as follows, ~~deleted information in strikethrough~~, re-written section in red:

> 28.01.b Release the names of all referred agencies except when the referred documents come from the agencies listed below. ~~involve intelligence records, such as CIA records~~. Generally speaking, you will ~~almost always~~ release the name of the agency.
> ~~If you feel you have a situation involving "intelligence community," please consult your supervisor.~~

(b)(7)(e)

[redacted]

USCIS FOIA INFORMATION BULLETIN

August 7, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section 27.08 Misfiled Documents of the FOIA/PA Processing Guide as follows (new information in red):

Section 27.08 Misfiled Documents

Complete processing of case and send for approval. In the Summary Discussion, annotate the pages of the misfiled documents and that you have notified FST. If both files are not at NRC, omit sending an e-mail to FST, but still include the pages of the misfiled documents and the reason you did not notify FST in the Summary Discussion.

We have updated portions of section 45, Discussions, of the FOIA/PA Processing Guide as follows (~~deleted information in strikethrough~~, new information in red):

45.01.d Moved to 45.02.a.1 ~~To help prevent accidental release of third party PII, please create a Discussion *citing the page number* where you matched each item below from the request to verify that it is the correct file. If there are two sets of responsive records, your discussion should show how you positively identified the subject of record *by page number for each set of responsive records:*~~

1. ~~Signature~~
2. ~~Parents names (if available)~~
3. ~~Country and date of birth (if available)~~
4. ~~Any alias names you find~~
5. ~~Anything else you used to positively ID the file as belonging to the subject~~

~~You may include this as part of your Summary Discussion, or you may create a separate Discussion.~~

45.02 The Summary Discussion

45.02.a Summary Discussions should include, if applicable, the information shown below as well as anything that is unique to the case.

- The type of case (FOIA or PA). If the case is a PA, please include page number for proof of PA. If the subject has lost PA status, please include the page number.
- The total number of pages of responsive records (print total)
- The number of pages released in full
- The number of pages withheld in full
- The number of pages partially released
- What exemptions have been applied in withholding information
- The number of documents referred to another agency
- The number of duplicate pages marked
- The number of pages that were out of scoped (other than the last page).

45.02.a.1 To help prevent accidental release of third party PII, please ~~create a Discussion~~ ~~*citing*~~ *cite the page numbers in your discussion* where you matched each item below from the request to verify that it is the correct file. If there are two sets of responsive records, your discussion should show how you positively identified the subject of record *by page number for each set of responsive records*:

1. Signature
2. Parents names (if available)
3. Country and date of birth (if available)
4. Any alias names you find
5. Anything else you used to positively ID the file as belonging to the subject

~~You may include this as part of your Summary Discussion, or you may create a separate Discussion.~~ The goal is to have one case summary that includes verification info and all other pertinent info regarding the processing of the case.

We have updated section 8.15 Congressional Correspondence of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

Section 8.15 Congressional Correspondence

Reference section 28 CONGRESSIONAL REQUESTS AND APPEALS.
When the unit receives correspondence from a member of Congress, we may need to create the case as a track two case, mark the category as Congressional, request the requested documents and send an e-mail to ~~NRC, NRCFOIAMSB~~ congressionalnrc@uscis.dhs.gov advising them of the control number, congressional contact information and name of the subject of the request. Do not use the Congressional office address as the address for the FOIA request. If an address for the subject is not in the request, please contact a member of the FST for more guidance.

USCIS FOIA INFORMATION BULLETIN

August 3, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

Quick summary of changes with Form G-639 (dated 3-31-2015)

1. The Certification of Agreement (COA, or consent) and Verification of Identity (VOI) sections are merged into one. Only one signature is needed (notarized or under Penalty of Perjury) on this new form.
2. Do not close any cases as Total Denials (TD) based on the 3-31-2015 version of the G-639. Failure to Comply (FC) still applies.
3. The block to check "Complete Alien File" or "Other" no longer exists.
4. The block to check "All of my records" or "A portion of my records," no longer exists.

We have added section 5.02, Verification of Identity (G-639 dated 3-31-2015), of the Processing Guide as follows (new information in red):

5.02 Verification of Identity (G-639 dated 3-31-2015)

Note: On this version of the Form G-639, Certification of Agreement (consent) and Verification of Identity are combined. You still need a name, current address, date of birth and place of birth. However, you only need **one** signature, either notarized or signed under Penalty of Perjury.

Do not close any cases as Total Denials (TD) based on the 3-31-2015 version of the G-639. Failure to Comply (FC) still applies.

If a requestor is asking for a Privacy Act record, he or she must provide verification of identity.

A Privacy Act record, for USCIS purposes, is any item, collection, or grouping of information about a person which we retrieve by the person's name, identifying number, symbol, or other identifying particular assigned to that person. This information includes, but is not limited to, a person's nationality, immigration status, education, financial, medical, criminal, or employment history.

6 CFR § 5.21(d) *Verification of Identity,* says the requestor must provide us:

- Full Name
- Current address
- Date of Birth
- Place of Birth

Providing the Alien Registration Number may not substitute for any of the four items of information required by 6 CFR § 5.21(d).

Next, it says the subject of record must sign the request and his or her signature must either be notarized or submitted under 28 U.S.C. 1746 *(penalty of perjury in lieu of notarized signature).*

8.a. ☐ **Notarized Affidavit of Identity** (Do **NOT** sign and date below until the notary public provides instructions to you.)

By my signature, I consent to USCIS releasing the requested records to the requestor (if applicable) named in **Part 2.** I also consent to pay all costs incurred for search, duplication, and review of documents up to **$25** (if filing this request for myself).

____
Signature of Subject of Record

____
Date of Signature (mm/dd/yyyy)

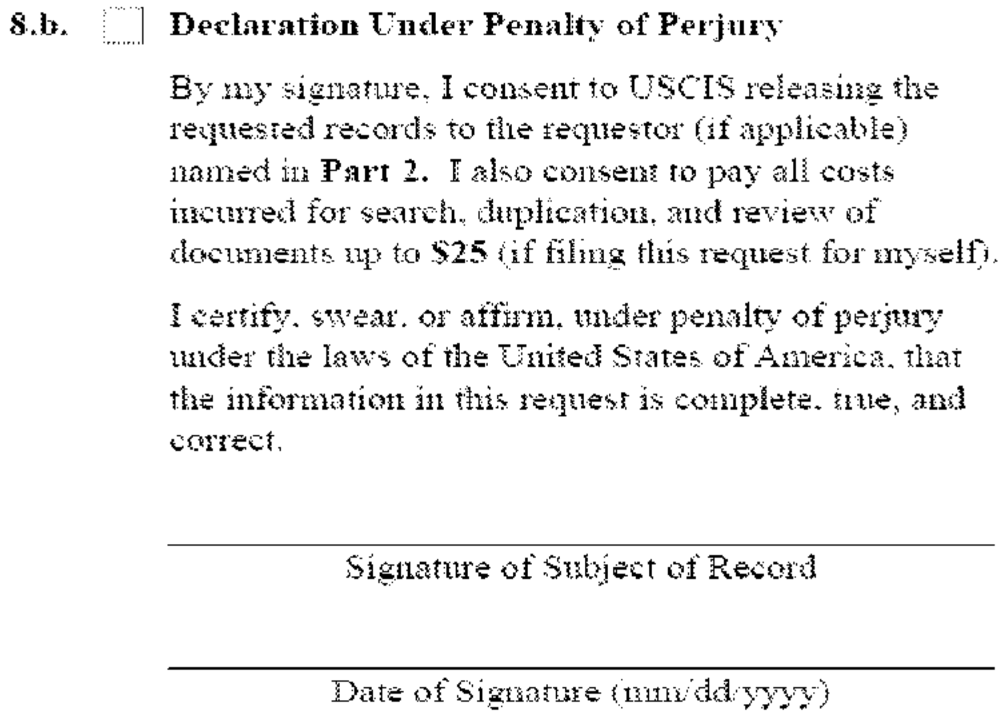
Subscribed and sworn to before me on this __________

day of ____________________ in the year __________.

Daytime Telephone Number ____________________

____
Signature of Notary

My Commission Expires on ____________________



8.b. ☐ **Declaration Under Penalty of Perjury**

By my signature, I consent to USCIS releasing the requested records to the requestor (if applicable) named in **Part 2.** I also consent to pay all costs incurred for search, duplication, and review of documents up to **$25** (if filing this request for myself).

I certify, swear, or affirm, under penalty of perjury under the laws of the United States of America, that the information in this request is complete, true, and correct.

Signature of Subject of Record

Date of Signature (mm/dd/yyyy)

The notarized signature of the subject or the signature under penalty of perjury does not need to be on the G-639. If a requestor has inserted the **penalty of perjury statement on ANY document**, and the subject of the file has signed the document, it fulfills the requirement to verify identity.

The notarized signature or signature under penalty of perjury **might** be on a:

- Separate letter, or any piece of paper *including* a G-28, but then only if the penalty of perjury statement is directly above the signature of the subject of record.
- G-639, when the subject has signed part 4, either notarized or under penalty of perjury.
- DOJ-361, Certificate of Identity: we may not suggest or require that a requestor use a DOJ-361, but we can accept one as certification of agreement with a signature under penalty of perjury.

A current photo ID is for information purposes only and is not verification of identity.

"Verification of Identity" for purposes of FOIA/PA does not include a Form G-28 with a statement made under penalty of perjury by the requesting attorney or representative "that the information I have provided on this form is true and correct." The statement must come from the subject of the record. A statement made under penalty of perjury must conform to the requirements of **28 U.S.C. § 1746: Unsworn declarations under penalty of perjury**, which reads as follows:

Wherever, under any law of the United States or under any rule, regulation, order, or requirement made pursuant to law, any matter is required or permitted to be supported, evidenced, established, or proved by the sworn declaration, verification, certificate, statement, oath, or affidavit, in writing of the person making the same (other than a deposition, or an oath of office, or an oath required to be taken before a specified official other than a notary public), such matter may, with like force and effect, be supported, evidenced, established, or proved by the unsworn declaration, certificate, verification, or statement, in writing of such person which is subscribed by him, as true under penalty of perjury, and dated, in substantially the following form:

(1) If executed without the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date).(Signature)".

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

We have added section 7, CERTIFICATION OF AGREEMENT, VERIFICATION OF IDENTITY, AND DESCRIPTION OF RECORDS (G-639, dated 3-31-2015) of the FOIA/PA Assistants Guide as follows (new information in red):

7 CERTIFICATION OF AGREEMENT, VERIFICATION OF IDENTITY, AND DESCRIPTION OF RECORDS (G-639, dated 3-31-2015)

Note: On this version of the Form G-639, Certification of Agreement (consent) and Verification of Identity are combined. For Verification of Identity you still need a name, current address, date of birth, place of birth, and a signature.

However, you only need **one** signature, either notarized or signed under Penalty of Perjury. If the any of the above items are missing, close the case as a failure to comply.

Do not close any cases as Total Denials based solely on the Form G-639 (3-31-15).

Part 3. Description of Records Requested (continued)

Other Names Used by the Subject of Record (include nicknames, aliases, and maiden name, if applicable)

3.a. Family Name (Last Name) None

3.b. Given Name (First Name)

3.c. Middle Name

Full Name of the Subject of Record at Time of Entry into the United States

4.a. Family Name (Last Name) [illegible]

4.b. Given Name (First Name) [illegible]

4.c. Middle Name [illegible]

Other Information About the Subject of Record

5. Form I-94 Number Arrival-Departure Record
► [illegible]

6. Alien Registration Number (A-Number) (if any)
► A- [illegible]

7. Application, Petition, or Request Receipt Number
► [illegible]

Information About Family Members that May Appear on Requested Records

For example, provide the requested information about a spouse or children. If you need extra space to complete this section, use the space provided in **Part 5. Additional Information.**

Family Member 1

8.a. Family Name (Last Name)

8.b. Given Name (First Name)

8.c. Middle Name

9. Relationship

Family Member 2

10.a. Family Name (Last Name)

10.b. Given Name (First Name)

10.c. Middle Name

11. Relationship

Parents' Names for the Subject of Record

Father

12.a. Family Name (Last Name) [illegible]

12.b. Given Name (First Name) [illegible]

12.c. Middle Name

Mother

13.a. Family Name (Last Name) [illegible]

13.b. Given Name (First Name) [illegible]

13.c. Middle Name

13.d. Maiden Name (if applicable)

Part 4. Verification of Identity and Subject of Record Consent

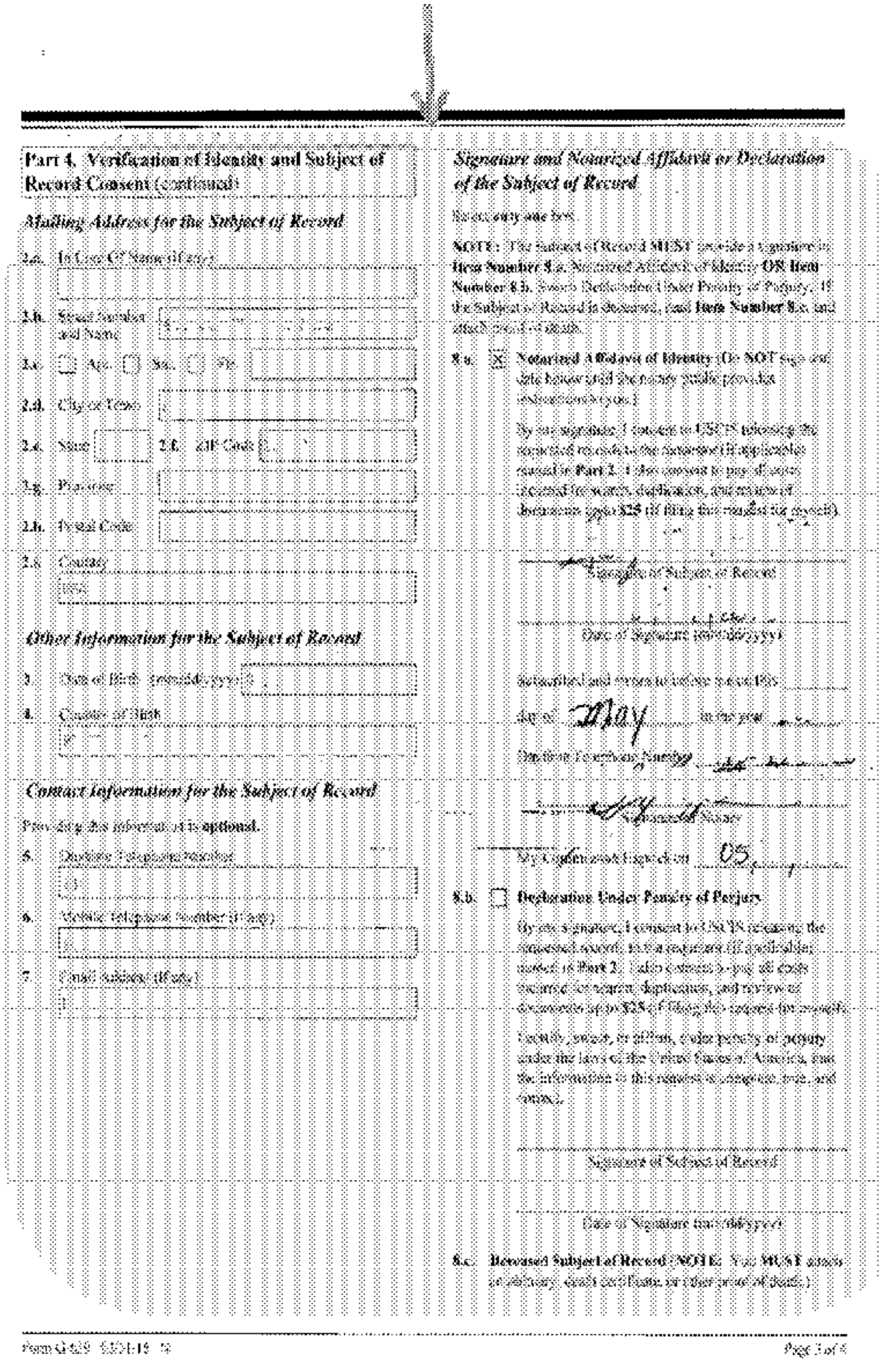
NOTE: The information requested in **Part 4.** is **REQUIRED**. Complete all applicable **Item Numbers**. In addition, the Subject of Record **MUST** sign **Part 4.** of this request.

Full Name of the Subject of Record

1.a. Family Name (Last Name) [illegible] Orbit

1.b. Given Name (First Name) [illegible] Gum

1.c. Middle Name [illegible]



Part 4. Verification of Identity and Subject of Record Consent (continued)

Mailing Address for the Subject of Record

2.a. In Care Of Name (if any)

2.b. Street Number and Name

2.c. ☐ Apt. ☐ Ste. ☐ Flr.

2.d. City or Town

2.e. State 2.f. ZIP Code

2.g. Province

2.h. Postal Code

2.i. Country

USA

Other Information for the Subject of Record

3. Date of Birth (mm/dd/yyyy)

4. Country of Birth

Contact Information for the Subject of Record

Providing this information is **optional.**

5. Daytime Telephone Number

6. Mobile Telephone Number (if any)

7. Email Address (if any)

Signature and Notarized Affidavit or Declaration of the Subject of Record

Select only one box.

NOTE: The Subject of Record MUST provide a signature in **Item Number 8.a.** Notarized Affidavit of Identity **OR Item Number 8.b.** Sworn Declaration Under Penalty of Perjury. If the Subject of Record is deceased, select **Item Number 8.c.** and attach proof of death.

8.a. ☒ **Notarized Affidavit of Identity** (Do NOT sign and date below until the notary public provides instructions to you.)

By my signature, I consent to USCIS releasing the requested records to the requester (if applicable) named in **Part 2.** I also consent to pay all costs incurred for search, duplication, and review of documents up to **$25** (if filing this request for myself).

Signature of Subject of Record

Date of Signature (mm/dd/yyyy)

Subscribed and sworn to before me on this ____ day of May in the year ____

Daytime Telephone Number

Signature of Notary

My Commission Expires on 05

8.b. ☐ **Declaration Under Penalty of Perjury**

By my signature, I consent to USCIS releasing the requested records to the requester (if applicable) named in **Part 2.** I also consent to pay all costs incurred for search, duplication, and review of documents up to $25 (if filing this request for myself).

I certify, swear, or affirm, under penalty of perjury under the laws of the United States of America, that the information in this request is complete, true, and correct.

Signature of Subject of Record

Date of Signature (mm/dd/yyyy)

8.c. **Deceased Subject of Record** (**NOTE:** You **MUST** attach an obituary, death certificate, or other proof of death.)

A Privacy Act Record is any item, collection, or grouping of information about an individual which the maintaining agency retrieves by the person's name, identifying number, symbol, or other identifying particular assigned to that individual.

An A-number is an "identifying number" assigned to a single individual. That makes an A-file a Privacy Act Record.

A CBP incident could involve several people. A CBP Incident Report is filed by a number which is not an "identifying particular" for any individual. Even though the file most likely contains sensitive PII, a CBP Incident Report is not a Privacy Act Record. A USCIS contract is another example of a document that is filed by a number, but that number is not an identifying particular for any individual.

If a person requests a non-Privacy Act Record, he or she must request it under the FOIA. The agency will review the record and withhold information that is exempt, including sensitive information about individuals in the record. An individual involved in that record could provide a signed agreement which will allow the agency to release information about that individual to whatever Requestor.

Any time a person other than the subject of a Privacy Act Record requests the record, the subject of record must provide the agency with a signed statement agreeing that the agency may release information in that file to the Requestor.

Unconsolidated petitions are not always one way or the other. An I-360 could be associated with only one person and an I-130 is associated with two or more people. If a third party requests an unconsolidated petition, we need an agreement to release information from at least one of the people associated with the petition.

If a person is not requesting a Privacy Act Record, then there is no requirement to establish Verification of Identity by mail, fax or e-mail, and do not require a signature. Requestors must provide name, mailing address and adequate description of the records they are seeking. By submitting the request, the person is agreeing to pay fees up to $25.00, unless they specify more.

Additionally, if a Requestor establishes that the subject of record is deceased, or if the subject of record is more than 100 years old, then the Requestor is not required to establish his or her own Verification of Identity. The same requirements apply to a request for the file of a deceased person as apply to a request for a Non-Privacy Act Record.

In any third party request for a Privacy Act Record, we need either:

- Verification of Identity to release information to the Requestor, or
- Proof of parentage if the subject of record is a minor at the time of the request, or
- Proof of court-appointed guardianship, or
- Proof of death.

We have added section 7.2, Verification of Identity (VOI) (G-639, dated 3-31-2015) of the FOIA/PA Assistants Guide as follows (new information in red):

7.2 Verification of Identity (VOI) (G-639, dated 3-31-15)

If a requestor is asking for a Privacy Act record, he or she must provide verification of identity.

A Privacy Act record, for USCIS purposes, is any item, collection, or grouping of information about a person which we retrieve by the person's name, identifying number, symbol, or other identifying particular assigned to that person. This information includes, but is not limited to, a person's nationality, immigration status, education, financial, medical, criminal, or employment history.

By 6 CFR § 5.21(d), we must have five items – name, current address, place of birth, date of birth and signature. The signature must be notarized or signed under penalty of perjury. If the requestor does not provide all five items, we will close the case as FC and insert the unperfected request language in the FC letter. We are required to conduct a thorough search as long as we have the required information.

If we have verification of identity, but are unable to confirm a match because of multiple matches or a possible match, we may need more information to verify that we have the right file (i.e. parents names, alias names, alien number/receipt number). If we ask them for additional information, the information they send back to us does ***not*** have to be signed under penalty of perjury or notarized. Do not request any information that has been marked as unknown or otherwise indicated that they do not know it. The requestor may indicate that he or she does not know date of birth or place of birth, and we will still conduct a search. If the requestor declines to provide us with date of birth or place of birth, we will close the case FC. Please refer to section 16b, **FC (failure to comply) CASE CLOSINGS** of this guide.

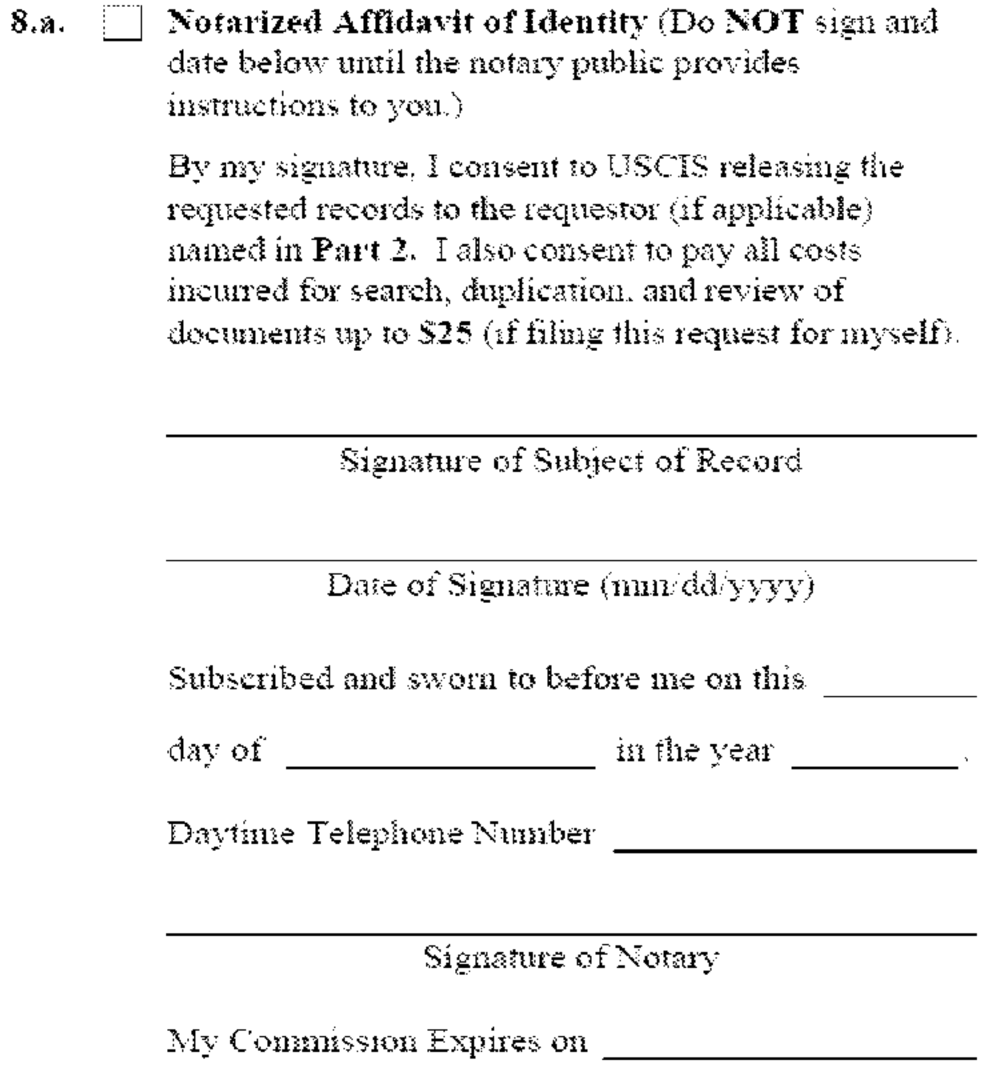
In addition, on February 17, 2011, we started accepting the required PII if provided via a birth certificate or other document if not written on the G-639. We will continue to accept these as long as they are notarized or signed under penalty of perjury or include a sworn Jurat/Affidavit.

6 CFR § 5.21(d) ***Verification of Identity***, says the requestor must provide us:

A. Full Name
B. Current address
C. Date of Birth
D. Place of Birth
E. Signature under penalty of perjury *or* signature notarized

When you review the case and determine the requestor ***did not provide*** all five required pieces of information, you will close the case as a failure to comply (FC). Please refer to Section 16b: FC Case closings. Some examples of failure to comply (FC) are listed below.

A. A requestor who provides full name, current address and alien number only has not provided sufficient verification of identity. The date and place of birth are missing. If any of the five required items is missing, close as a failure to comply (FC).
B. G-639 Self Requests when the subject has not signed under Penalty of Perjury or Verification of Identity. Close as a failure to comply.
C. If the requestor is asking for records concerning a *living* individual and it has not been signed under penalty of perjury nor notarized, close as a failure to comply.



8.a. ☐ **Notarized Affidavit of Identity** (Do **NOT** sign and date below until the notary public provides instructions to you.)

By my signature, I consent to USCIS releasing the requested records to the requestor (if applicable) named in **Part 2.** I also consent to pay all costs incurred for search, duplication, and review of documents up to **$25** (if filing this request for myself).

Signature of Subject of Record

Date of Signature (mm/dd/yyyy)

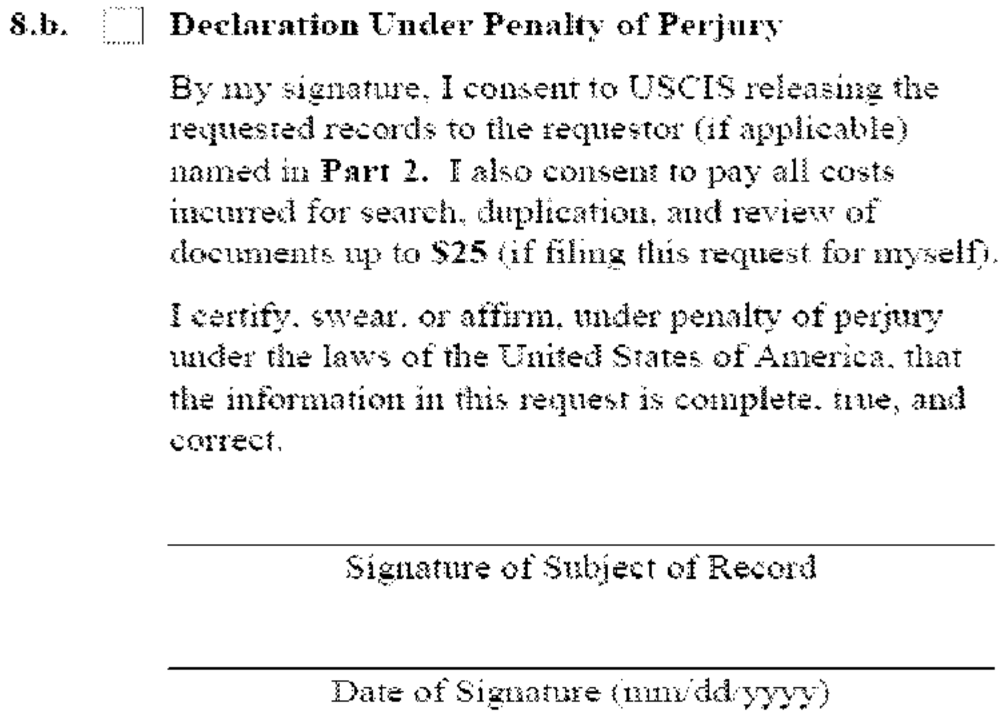
Subscribed and sworn to before me on this _________

day of __________________ in the year __________.

Daytime Telephone Number ____________________

Signature of Notary

My Commission Expires on ______________________



8.b. ☐ **Declaration Under Penalty of Perjury**

By my signature, I consent to USCIS releasing the requested records to the requestor (if applicable) named in **Part 2.** I also consent to pay all costs incurred for search, duplication, and review of documents up to **$25** (if filing this request for myself).

I certify, swear, or affirm, under penalty of perjury under the laws of the United States of America, that the information in this request is complete, true, and correct.

Signature of Subject of Record

Date of Signature (mm/dd/yyyy)

Closing as Failure to Comply (FC) for inadequate Verification of Identity: Please refer to section 16 of this guide.

More information about VOI: The signature of the subject of record must either be notarized or submitted under 28 U.S.C. 1746 *(penalty of perjury in lieu of notarized signature)*.

A. The notarized signature of the subject or the signature under penalty of perjury does not need to be on the G-639.
B. If a requestor has inserted the **penalty of perjury statement on ANY document**, and the subject of record has signed the document, it fulfills the requirement to verify identity.
C. The subject of record may have signed a separate letter, or any piece of paper *including* a G-28, but then only if the penalty of perjury statement is directly above the signature of the subject of record.
D. DOJ-361, Certificate of Identity: we may not suggest or require that a requestor use a DOJ-361, but we can accept one as verification of identity with a signature under penalty of perjury or a notarized signature.
E. For verification of identity, we will accept a statement containing the subject's name, current address, date of birth, and place of birth that is signed under penalty of perjury or notarized, or a sworn Jurat/Affidavit.

A current photo ID, if not notarized or accompanied by a declaration under penalty of perjury specifically attesting to the information on the photo ID, is for information purposes only and is not verification of identity.

"Verification of Identity" for purposes of FOIA/PA ***does not include*** a Form ***G-28*** with a ***statement made under penalty of perjury by the requesting attorney or representative*** "that the information I have provided on this form is true and correct." The statement must come from the subject of the record. A statement made under penalty of perjury must conform to the requirements of **28 U.S.C. § 1746: Unsworn declarations under penalty of perjury**, which reads as follows:

Wherever, under any law of the United State s or under any rule, regulation, order, or requirement made pursuant to law, any matter is required or permitted to be supported, evidenced, established, or proved by the sworn declaration, verification, certificate, statement, oath, or affidavit, in writing of the person making the same (other than a deposition, or an oath of office, or an oath required to be taken before a specified official other than a notary public), such matter may, with like force and effect, be supported, evidenced, established, or proved by the unsworn declaration, certificate, verification, or statement, in writing of such person which is subscribed by him, as true under penalty of perjury, and dated, in substantially the following form:

(1) If executed without the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date).(Signature)".

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

We have added section 6.3.1.1.2.1, Track 1 vs. Track 2 Clarification (G-639, 3-31-2015), of the FOIA/PA Assistants Guide as follows (new information in red):

6.3.1.1.2.1. Track 1 vs. Track 2 Clarification (G-639 dated 3/31/2015)

We occasionally have confusion on whether a case should be placed in the Track 1 or Track 2 queue. Most of the confusion centers on how we apply Part 3 to our decision-making process.

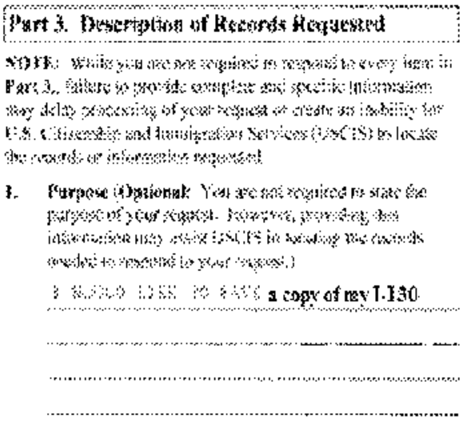
In the latest version of the Form G-639, there is no "Subject of Record Consent to Release Information." You only have Part 3, Description of Record(s) Requested to decide what to release to the requestor.

Part 3: Description of Record(s) Requested:

Part 3 is where the requestor decides whether he or she wants their complete A-file or a portion of his or her records.

Consider the example below. The requestor writes in **"I would like to have a copy of my I-130.**

This request will amount to just a few pages. This is a Track 1 case.



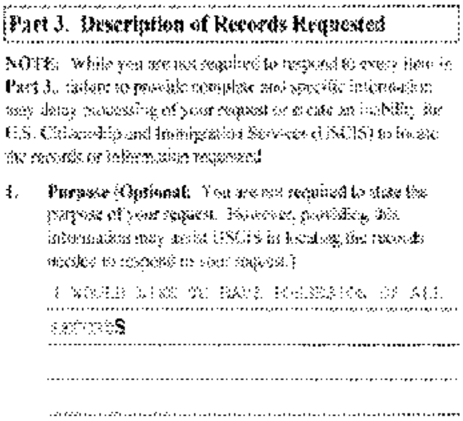
Part 3. Description of Records Requested

NOTE: While you are not required to respond to every item in **Part 3.**, failure to provide complete and specific information may delay processing of your request or create an inability for U.S. Citizenship and Immigration Services (USCIS) to locate the records or information requested.

1. **Purpose (Optional:** You are not required to state the purpose of your request. However, providing this information may assist USCIS in locating the records needed to respond to your request.)

I WOULD LIKE TO HAVE **a copy of my I-130**

In this next Part 3 example, the requestor wants all of his or her records.



Part 3. Description of Records Requested

NOTE: While you are not required to respond to every item in **Part 3.**, failure to provide complete and specific information may delay processing of your request or create an inability for U.S. Citizenship and Immigration Services (USCIS) to locate the records or information requested.

1. **Purpose (Optional:** You are not required to state the purpose of your request. However, providing this information may assist USCIS in locating the records needed to respond to your request.)

I WOULD LIKE TO HAVE [illegible] OF ALL RECORDS

Is it a Track 2 case? It depends. Section 6.3.3.1 tells us that if you find nothing other than screen prints (RAFACS staffings) or a receipt file, you need to make this a Track 1 case.

However, if the person asks for all records and you find the A-file or more than three documents (Section 6.3.3.2), you are going to make this a Track 2 case.

We have updated section 16b., FC (failure to comply) CASE CLOSINGS, of the FOIA/PA Assistants Guide as follows (new information in red):

16b. FC (failure to comply) CASE CLOSINGS

A. Create the case if you have not done so already.

B. Select the "Final Action Letter" from the Tasks tab. Select "FC" from the final action codes list.
C. Paste in the body of the appropriate "Unperfected Request Letter" onto the FIPS FC final action letter, which you may find in the Case Create Template Letters folder of the FOIA Library or the Enterprise Collaboration, ECN Network Case Create Library.
D. Select the "Unperfected Letter for Older G-639 version" for all requests submitted on a G-639 date prior to the revision dated 01/29/12 or
E. Select the "Unperfected Letter" for all new requests and requests submitted on the newly revised G-639 revision date 01/29/2012 or
F. Select the Unperfected Letter for G-639 dated 3/31/2015.
G. Review the letter to ensure the pasted content is in the correct format
H. Create a Discussion to the Up-front Approver with your findings and reasons for closing as a FC case.

Replace the contents of the letter using
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_Unperfected Letter_for_G-639_dated_3_-_31_-_15
Or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_Unperfected Letter
Or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_Unperfected Letter for Older G_639 version if an older version of the G-639 was submitted.

If you are closing a case WD or FC and there is a FOIA Safe Staffing, please send an e-mail to NRC, FOIASafe with the case number, A-number and name of subject of record. The classified document control point of contact maintains the files in the FOIA Safe until the case is closed. Once she is notified the file is no longer needed, she will return the file to the original FCO.

USCIS FOIA INFORMATION BULLETIN

August 3, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended section 28.14.g of the *Processing Guide* as follows, ~~old paragraph in strikethrough~~, new paragraph in red:

~~**28.14.g Detainee Classification System – Primary Assessment Form** Refer the Detainee Classification System – Primary Assessment Form to ICE. Do not hide the name of the agency.~~

28.14.g Detainee Classification System Assessment Forms If prepared by ICE, refer Detainee Classification System forms to ICE. Do not hide the name of the agency.

We have amended Appendix C – Processing Tables of the *Processing Guide* as follows, ~~deleted informatin in strikethrough~~, change in red:

Detainee Classification System ~~– Primary~~ Assessment Forms

We have amended Section 8.7 of the *FOIA/PA Assistant's Guide* as follows, ~~deleted informatin in strikethrough~~, re-written section in red:

~~As other agencies process FOIA/PA requests, they will sometimes find our agency's documents within their files. These documents will be referred to us for processing. The responsive records could be USCIS documents being referred to us for review or joint documents i.e., co-authored by the referring agency and other agencies.~~

A. ~~A transmittal memorandum advising us to respond directly to the referring agency is a consultation.~~
B. ~~A transmittal memorandum advising us to reply directly to the requester is a referral.~~

~~Create a Discussion and send the case to processor. Send an e-mail to NRC, NRCFOIAMSB advising them that you have created the case and that it is a referral/consultation from another agency. Include the subject's name and the NRC control number.~~

Other government agencies' and DHS components' FOIA/PA offices will make the determination to refer a FOIA request to the USCIS FOIA office at the NRC for a direct response to the requester. The referral can be complete or partial.

8.7.1 Complete Referrals

A complete referral comes from another government agency or DHS component in which either the entirety or a segregable portion of the request falls under the purview of USCIS. If the referral is a request for an A-File or A-File material (petition, application, etc.) create the case as if the request came directly to the NRC. If the referral is a request for anything else please see section 6.3.4.4 as the request may fall under SIG.

8.7.2 Partial Referrals

As other agencies process FOIA/PA requests, they will sometimes find USCIS documents within their files. These documents will be referred to us for processing. The majority of partial referrals come from the Office of Personnel Management (OPM), Department of State, and the Federal Bureau of Investigation (FBI). SIG processes all partial referrals. Follow the procedures in section 6.3.4.4.2 for partial referrals.

A consultation is when another government agency or DHS component has found USCIS equities within their documents and then forwards those documents to the USCIS FOIA office to make any recommended withholdings or disclosures. The USCIS FOIA office processes only that specific portion of the document that contains USCIS equities and upon completion returns it back to the original agency/component. SIG processes all consultations. Follow the procedures in section 6.3.4.4.2 for consultations.

We have deleted the following sections from the *FOIA/PA Assistant's Guide*:

6.3.4.3 Personnel ~~The requester is seeking information relating to USCIS personnel matters, including information related to job vacancies. These are Special Interest Group cases but created in the Personnel category.~~

8.8 REQUESTS: USCIS Personnel Information

~~Requests that deal specifically with USCIS vacancy announcements, performance ratings and awards are scanned and handled in the HQS queue by the Special Interest Group.~~

~~A. If a request for CIS Personnel Information mistakenly is scanned in the NRC queue, create the case. Create the case as a Track 2 case. Use **PER** for the category and **CIS** for the bureau, in the "Topic" field, enter the vacancy announcement number.~~
~~B. Create a Discussion on your findings.~~
~~C. Send an e-mail to NRC, FOIASIG with the case information and NRC control number.~~
~~D. Do not send the acknowledgement letter or staff for the file.~~

8.9 REQUESTS: Official Personnel File

~~You may open a FOIA request received from an individual for a copy of his or her Official Personnel File (OPF). Inform such requesters in the final action letter that they may access their OPFs on line at:~~

~~http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/for_employees/info_about_you/eop_folder/eopf_logon.xml~~

~~You will be closing the case as NA (FOIA or PA not applicable). Please refer to section 14 of this guide.~~

8.13 REQUESTS: Privacy Act Amendment (A request to correct/amend records etc.)

~~A person who is a United States Citizen or a Lawful Permanent Resident may request that we amend, expunge, or correct information in his/her PA record that the individual believes is not accurate, relevant, timely or complete. Sometimes a supervisor will place a coversheet on the request stating "Privacy Act Amendment."~~

~~If you are creating a Privacy Act Amendment request, please do the following:~~

~~A. Begin as usual, filling in requester and subject information and searching for duplicates.~~
~~B. Select Privacy Act Amendment - not FOIA Request.~~
~~C. Assign it to Track 2. Assign it to Category: Special Interest Group.~~
~~D. Create the case.~~
~~E. Prepare an email for NRC, FOIASIG and insert the case number in the body of the e-mail.~~
~~F. Create a Discussion and send the case to the Unit Chief (UC). You are now ready to move on to the next case.~~
~~G. You do not reassign the office. A Special Interest Group person will change the Office to "COW" by clicking "SAVE" and then clicking "Reassign Office."~~

9.5 Personnel/hiring practices/vacancy announcements

~~If you receive a request concerning employee records, vacancy announcements, or any personnel matter generally, please create the case as you normally would by filling in the blanks and controlling the case. After that, change the Category to PER. Do not create a staffing and do not send any correspondence to the requester. Add a Discussion note that this appears to be a personnel-type FOIA request. Send an e-mail to NRC, FOIASIG. After that, send the case to Unit Chief.~~

We have amended section 6.3.4.4 of the *FOIA/PA Assistant's Guide*, ~~old version in strikethrough~~, new version in red.

> ~~**6.3.4.4 Special Interest Group** – Requester(s) are seeking information relating to special interest requests such as news media requests, highly visible or public interest cases. We receive this kind of request from members of the media, activist groups, watchdog organizations or educational institutions. The documents requested are normally associated with a controversial or sensitive subject.~~
>
> ~~**6.3.4.4.1** Select "Special Interest Group" if any of the following criteria are met:~~
>
> a. ~~The FOIA request relates to a Presidential or agency priority;~~
> b. ~~The FOIA requester or requested documents will garner media attention or is receiving media attention;~~
> c. ~~The FOIA request is for documents associated with meetings with prominent elected, business, and/or community leaders;~~
> d. ~~The FOIA request is for congressional correspondence;~~
> e. ~~The FOIA request is from a member of Congress;~~
> f. ~~The FOIA request is from a member of the media;~~
> g. ~~The FOIA request is from a member of an activist group, watchdog organization, special interest group, etc.;~~
> h. ~~The FOIA request is for documents associated with a controversial or sensitive subject;~~
> i. ~~The FOIA request is for documents associated with a senior official of the component;~~
> j. ~~A FOIA appeal if it meets one of the "a" through "i" criteria;~~
>
> ~~Items listed above are suggestive and not exclusive – exercise judgment when marking cases with category "Special Interest Group."~~
>
> ~~**6.3.4.4.2** If you believe a request qualifies as a Special Interest Group, choose that case If you believe a request qualifies as a Special Interest Group, create the case in track 2 as normal. Search for duplicates and then create the case in the NRC queue, but do not staff or create an acknowledgment letter. Prepare an e-mail and Discussion note explaining the situation and send to NRC, FOIASIG. Send the case to Unit Chief.~~
>
> ~~A Special Interest Group (SIG) processor will review the case and move it to their queue if it is truly a SIG case. A Special Interest Group processor will then create the staffing and~~

~~acknowledgment letter. This enables the Special Interest Group, responsible for special interest cases, to create a report and determine whether the case is actually a Special Interest Group case and report it accordingly. If the case creators do not mark Special Interest Group cases properly, we have no way to track and report these high visibility cases. When in doubt, choose the Special Interest Group category in FIPS. The Special Interest Group will sort it out later. If you have questions or need to send information regarding SIG cases to the Special Interest Group, their e-mail address is: NRC, FOIASIG.~~

6.3.4.4 Significant Interest Group (SIG) Requests – SIG processes Non-A-File FOIA requests except A-File requests from the Media or A-Files belonging to high-profile individuals. If the request is not for USCIS records, then it is not a SIG request and should be handled accordingly (refer, redirect, etc.).

6.3.4.4.1 It is a SIG request if:

a. The FOIA request is for congressional correspondence;
b. The FOIA request is from a member of the media;
c. The FOIA request is from a member of an activist group, watchdog organization, special interest group, etc.; Such organizations include: AILA, ACLU, CAIR, CREW, EFF
d. The FOIA request is for a vacancy announcement
e. The FOIA request is for personnel records
f. The FOIA request is for records related to an investigation. It may mention:
    a. Report of Investigation
    b. OSI Investigation
    c. Background Investigation (These are not USCIS requests – they are redirected to OPM, however, SIG will handle the redirect).
g. The FOIA request relates to a USCIS contract
h. The FOIA request relates to a USCIS grant program
i. The FOIA request mentions "EB-5" or "Regional Center" records
j. The FOIA request is for data/statistics
k. The FOIA request is a PA Amendment
    a. The requester wants to correct information in their records
    b. The requester mentions "SAVE"
l. The FOIA request is a hybrid, the requester is seeking both A-File material AND non-A-File material (for example: "My child's A-file and all USCIS adjudication policies for Vietnam adoptions")

Items listed above are suggestive and not exclusive.

6.3.4.4.2 If you believe a request qualifies as a SIG request, Create the case in the NRC queue, but do not staff or create an acknowledgment letter. Create the case as follows: Track 2; Type: FOIA Request; Source: Others; Category: Others. Do Not enter subject's name or A-Number. You must enter a short description into the Topic block. Send an e-mail to NRC, FOIASIG and enter a discussion note into FIPS explaining the situation. Send the case to Unit Chief.

A SIG processor will review the case and move it to their queue if it is truly a SIG case. A SIG processor will then finish the creation, create the staffing and acknowledgment letter. If you have questions or need to send information regarding a possible SIG case send it to their e-mail address: NRC, FOIASIG.

FOIA INFORMATION BULLETIN

August 1, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

A cross reference has been added to **Appendix C, Processing Tables**, of the Processing Guide:

Numeric Cross-Reference for commonly seen forms

I-90	Application to Replace Alien Registration Card
I-94	Departure Record
I-200	Warrant for Arrest of Alien
I-203	Order to Detain or Release Alien
I-203A	Order to Detain or Release Aliens
I-205	Warrant of Removal/Deportation
I-210	Notice of Action - Voluntary Departure
I-213	Record of Deportable/Inadmissible Alien
I-217	Information for Travel Doc or Passport
I-218	Record of Persons & Property Transferred
I-220	Order of Supervision (Multi Pgs)
I-220A	Order of Release on Recognizance
I-221	Order to Show Cause and Notice of Hearing (Multi Pgs)
I-229	Warning for Failure to Depart (Memo w/other Doc Attached)
I-246	Application for Stay of Deportation or Removal
I-247	Immigration Detainer - Notice of Action
I-259	Notice to Detain, Remove, or Present Alien
I-264	Notice to Consular Officer Concerning Detention
I-265	Notice to Appear, Bond & Custody Processing Sheet (Multi Pgs)
I-274	Notice & Request for Disposition (Multi Pgs)
I-275	Withdrawal of Application for Admission/Consular Notification
I-286	Notice of Custody Determination
I-294	Warning to Alien Ordered Removed or Deported
I-296	Notice to Alien Ordered Removed/Departure Verification
I-305	Receipt of Immigration Officer US Bonds (Multi Pgs)
I-323	Notice of Immigration Bond Breach
I-340	Notice to Deliver Alien
I-352	Immigration Bond (Multi pgs)
I-385	Alien Booking Record
I-387	Report of Detainees Missing Property

I-391	Notice of Immigration Bond Cancelled (Multi pgs)
I-395	Affidavit In Lieu of Lost Receipt of US INS for Collateral Accepted as Security
I-485	Application to Register Permanent Residence
I-696	SAW
I-770	Notice of Rights and Request for Disposition (Multi Pgs)
I-751	Petition to Remove Conditions
I-826	Notice of Rights and Request for Disposition (Multi Pgs)
I-830	Notice to EOIR: Alien Address
I-851	Notice of Intent to Issue a Final Administrative Removal Order
I-851A	Final Administrative Removal Order
I-860	Notice & Order of Expedited Removal
I-862	Notice to Appear (Multi Pgs)
I-871	Notice of Intent/Decision to Reinstate Prior Order
CBP 93	Unaccompanied Alien Child Initial Placement Referral Form
G-56	Letter of Appointment
G-391	Official Assignment Sheet
G-589	Property Receipt
G-600A	Investigation Preliminary Work Sheet
N-400	Application for Naturalization
N-600	Application for Certificate of Citizenship

Paragraph 27.31.c of the Processing Guide has been amended as follows (addition in red):

27.31.c If we cannot tell if a third party photograph of a person's face has been provided to us by the subject of the file or the requester, please withhold the photograph citing Exemption (b)(6). One exception would be a third party photograph that has appeared in a newspaper article. Such a photograph would be considered "public domain" and should be fully released. If the subject of record is in a group photograph, such as a wedding or family event, fully release the photograph.

Paragraph 27.36, Choicepoint/Discovery Plus/CLEAR Documents of the Processing Guide has been amended as follows (additions in red):

Choicepoint and Discovery Plus (there could be others such as CLEAR, LexusNexis Faces of the Nation, and Accurint) are research tools used by adjudicators or investigators. Fully withhold documents from systems such as these citing (b)(6) for third party PII, (b)(7)(C) for information relating to law enforcement and (b)(7)(E). If you are processing a Privacy Act case, you will need to apply Exemption (k)(2). Apply only the applicable exemptions.

Paragraph 28.09, Federal Bureau of Investigation documents of the Processing Guide has been amended as follows (additions in red):

When processing an A-file that contains documents that originated from the FBI's Criminal Justice Information Services (CJIS) Division, including the FBI "rap sheets", National Crime Information Center (NCIC), and Interstate Identification Index (III) print outs, we should ensure that the documents belong to the subject of the file, consent is present and the identity of the person has been confirmed before processing. This rule does not include TECS/IBIS screen prints referring to NCIC.

If you positively identify the document as belonging to the subject of the file, you would normally release the documents fully, however, there may be exempt information on them. ~~The information on these documents that is exempt from release is a~~ Agent names, third-party names, or any personally identifying information relating to others are all exempt under (b)(7)(C). Any mention of "KST," "known or suspected terrorist," NAILS, or IBIS status would be exempt under (b)(7)(E).

USCIS FOIA INFORMATION BULLETIN

February 29, 2016

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section 6.1.1.10. RULES FOR ENTERING INFORMATION ON THE FIPS WORKSHEET of the FOIA/PA Assistant's Guide as follows (new information in red, ~~deleted information in strikethrough~~):

6.1.1.10 If the request came to us on Form G-639, you should use the name and address of the Requestor in Section, "*Requestor Information.*"

If you have a conflict between addresses on a properly filled out G-639 and G-28, please use the address on the G-28.

~~If the request is on Form G-639, please do not use the address on the envelope, or Form G-28 or letterhead as the Requestor address without first speaking with a supervisor about it, and after you do, create a Discussion saying you did so. If there is, a cover letter or other document specifying that the records should be sent to a different address than the one specified on the request, use the one the Requestor specifies. Please create a Discussion explaining why you are not mailing it to the address in *Requestor Information*.~~

If the request is not on Form G-639, please use the address that is on the letter unless the Requestor specifies a different address. If you are unsure, please consult a supervisor and add a Discussion explaining your decision.

If the Requestor included a G-28, please look to see if the Requestor is an attorney. If the Requestor is an attorney, please look at the name of the firm. If the name of the firm includes the attorney's name, please make the second line of your address "Attorney at Law." If the name of the firm does not include the attorney's name, please make the second line of the address the name of the firm. If the Requestor is not an attorney, then simply use the address that is in the *Requestor Information* block of the G-639. For further guidance, please refer to section 6.1.1.17 of this guide.

We have updated and changed the name of section 20. Requests for Certified Copies or Certificate of Non-Existence to Request for Certified Copies of the Processing Guide as follows (new information in red, ~~deleted information in strikethrough~~):

20. REQUESTS FOR CERTIFIED COPIES ~~OR CERTIFICATE OF NON-EXISTENCE~~

~~If the request contains any reference to "certified copies" or "certificate of non-existence" please e-mail that information, along with the page you found the document on to NRC, NRCFOIAMSB, and send a cc to your supervisor.~~

If you have a request for certified copies, and it has not been addressed in the Case Create role, please perform the following actions:

Certification of record:

Insert a Discussion "certified documents requested."

Process the case as normal. If you are closing the case as no record, total denial or failure to comply, there is no need to address certification of record in the final action letter.

If you are not closing the case NR, TD or FC, and if the Requestor does not want a copy of the whole file, but specifically requests only a certified copy of a particular document, you will be closing the case NB.

According to the situation, please add the following paragraph(s) into your Final Action Letter:

NB Situation 1: If a request is only a request for a certified copy of a Name Change document, insert the following paragraph:

> "Regarding your request for a certified copy of Name Change document, you may check with the Court that issued and certified the Name Change document."

NB Situation 2: If a request is only for a certified copy of Certificate of Naturalization of a living person and not a request for the whole file:

> "This is in response to your request for a certified copy of your Certificate of Naturalization. To request a "Certified True Copy" of your Certificate of Naturalization, and if you have the original document, you must make an appointment at your local USCIS office by using the on-line InfoPass Appointment Scheduler. If you do not have the original document, to request a replacement of your Certificate of Naturalization, you must fill out Form N-565, Application for Replacement Naturalization/Citizenship Document. Please see www.uscis.gov for more information about these processes and the downloadable Form N-565.

> If you have additional questions, you may contact your local USCIS Office or call the National Customer Service Center at 1-800-375-5283 (TTY 1-800-767-1833)."

If the request is for a copy of the whole file, and there is a request for certified copy of a naturalization certificate of a deceased person or if it is a request for any other documents that may be within the file, you will not close the case NB.

Please add this paragraph to your Final Action Letter:

> "You requested a certified copy of a U.S. Citizenship and Immigration Services (USCIS) record. The National Records Center does not certify documents and is responding with a copy of these records as required under the Freedom of Information Act/Privacy Act."

DRAFT FOIA INFORMATION BULLETIN

February 25, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated Section 6.3.1.3.3, Already Approved Requests for Track 3 Processing with Pending Cases of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

6.3.1.3.3 Already Approved Requests for Track 3 Processing with Pending Cases

Before you create the case, look at the documentation and/or check for a duplicate. Sometimes you will find a current, open pending case which is ***already approved*** for Track 3. If you find another case and it is not a DP case, simply click "Send to Research" and you are finished with the case. Add a Discussion to the original case, "Research, original case already approved for Track 3 processing please attach as CSD". If it is an exact duplicate request to the existing pending case and already approved for Track 3 processing, you will close this case as final action DP: ~~ER –~~ Duplicate ~~case~~. Add a Discussion to the original case, "Research DP Case closed as DP ~~ER~~ and provide the NRC control number." (See section 6.4 for information on Searching for Duplicates.)

We have updated Section 6.3.6.1, Letter C of Reviewing Expedited Treatment Requests of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

6.3.6.1 Reviewing Expedited Treatment Requests

C. If you find a recently closed case with the final action codes of RD, RF, or DP, ~~or ER~~, it may also be a duplicate request with a request for expedited treatment. Refer to section 6.4 if you determine it is, but otherwise refer to section 6.3.6.2.3.

We have updated Section 6.3.6.2.3, Search for Duplicate Cases of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

6.3.6.2.3 If the expedited treatment request refers to a case that *has already been closed*, either close it as DP and send a duplicate letter or create it as a new case.~~, or attach as DP, (duplicate) and close with the ER(created in error) final action code, based on the situation~~. ~~To close a case ER, please refer to section 15 of this guide.~~ If in doubt, consult your supervisor. Please refer to the section 6.4 on DP (duplicate) Cases, and the previous guidance listed above on reviewing expedited treatment requests. Create a Discussion with your findings on the original FOIA case prior to sending to Research or closing as a DP case.

We have updated Section 6.4, Search for Duplicate Cases of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

6.4 SEARCH FOR DUPLICATE CASES

Before you begin filling in the worksheet, you should look for duplicates. Duplicate cases are cases in which the request was submitted multiple times to the Service, ~~or~~ was inadvertently scanned into FIPS multiple times, or are cases that we previously processed. To be considered a duplicate, a request must be from the same requester, include the same request documents dated on or about the same date and is seeking the same information about the same subject. If there is a request with an ICE or CBP referral letter, the letter should have been attached to the ***open pending original case*** as a CSD. Please do not close this case ER. Send the case to research.

Sometimes a requester will take a "shotgun" approach. He or she will submit the same FOIA request multiple times to ICE, CBP and CIS, hoping to get an answer more quickly. The receiving offices will then in turn, send these requests to NRC. These are true duplicate cases when an office has ***already processed*** this request with a final action code of either ***PD or G1.*** If the original case is ready to be processed, send to research to attach as a CSD. If we closed a previous case FC and the requester is now providing additional information, it is not a duplicate.

This does not include instances in which the requester has faxed the request and then mailed it. If you open a case and find that the exact same request has very recently been created, chances are that you have opened the mailed copy which followed a few days after the fax. ~~Follow the guidance in section 6.4.~~ Set this case as a DP (duplicate) case to the open pending original case and modify (insert the "Upon review" statement…) your Final Action Letter. ~~and close your case with a final action code of ER~~.

If the date of the request is either the same as your request or within a very few days and:

A. The requester is the same, and
B. The information being requested is the same in both requests,

~~Do not~~ Close this case as a duplicate. Attach the case as a duplicate case by selecting "Set this case as duplicate to original case", next select "Create Case" and close the case with a final action code of ~~ER~~ DP and modify (insert the "Upon review" statement…) your Final Action Letter. Next, enter a case Discussion and send the case to the Up-front Approver.

If you are not sure your case meets the duplicate requirements, create a new Discussion in the case and send the case to Unit Chief. Send your supervisor an e-mail with the case information for his or her review.

We have updated Section 32.9, Wrong Records of the FOIA/PA Assistants Guide as follows (new information in red):

32.9 Wrong Records. Occasionally you will pull a case in Records Locator queue and there is a Discussion stating the wrong records have been scanned into the case. This will require some investigative work before a solution can be determined.

32.9.1 Did the Case Creator use the wrong alien number? If so, please request the correct file. You must then send an e-mail to NRC, FIPS Problem, FOIA PROGRAM, and Tracy Bellisime and ask that the wrong records be removed.

32.9.2 Did the requester ask for a copy of a petition they filed on behalf of a beneficiary? If so, the case was probably set up incorrectly. Check first to see if there are two cases for the requester. If not, you will need to correct the one that exists to become a request for the beneficiary's information. Locate the correct records and re-staff only if you have the beneficiary's PII and VOI. If not, close as FC. For Procedure, please see section 16.

32.9.3 Did the scanning contractor scan the wrong records into the case? If you've reviewed the entire file and there was no mistake made by the FOIA unit, it is possible that the scanning contractor has scanned the wrong file into this case. Here are the steps to follow if you believe this may have happened:

32.9.3.1 Look for a pending case for the records that were scanned into your case.

32.9.3.2 If you locate a case, check to see if the responsive records have been scanned.

32.9.3.3 If the responsive records are not scanned into the case, send an e-mail to NRC, FIPS Problem, FOIA PROGRAM, and [redacted] and ask them to move the responsive records from your case over to the correct case. Also ask them to remove the responsive records from your case and staffing response to "pending."

(b)(6)

USCIS FOIA INFORMATION BULLETIN

February 25, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have revised sections 12.5 and 12.7.12 of the *FOIA/PA Assistant's Guide*, as follows (~~deleted information in strikethrough~~, new information in red):

Do not request receipt files with a prefix from ~~any offices~~ other than one of the five Service Centers (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN). District offices issue work authorizations, but we cannot request those. For instance, you cannot request receipt number LOS0530775120, no matter where it is. However, if you find an unconsolidated receipt file LIN0530775120, and it is at LOS, you can request it.

We have revised section 7 of the *FOIA/PA Assistant's Guide*, as follows (~~deleted information in strikethrough~~, new information in red):

This includes requests for any consolidated petitions the requester or petitioner submitted or provided on behalf of the beneficiary (subject of record, SOR). If the petitioner is the requester, and if the petition has been consolidated into the beneficiary's A-file, then we must have the beneficiary's consent. *If we are staffing the subject of record's A-file, and if the requester is not the same person as the subject of record, then we need consent from the subject of record.* If the petition has not been consolidated into the beneficiary's A-file, and the petitioner or the beneficiary is the requester, we may staff for it.~~-with consent of either the petitioner or the beneficiary~~.

We have added a clarification to section 12.1.1.6 of the *FOIA/PA Assistant's Guide*, as follows (new information in red):

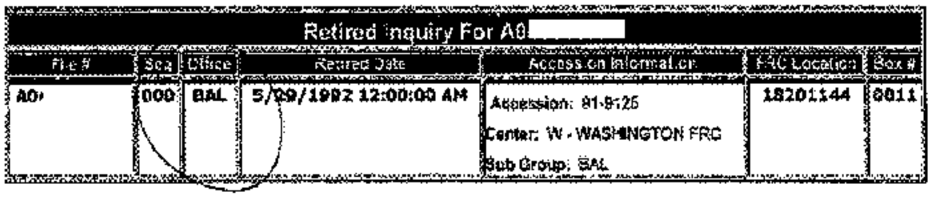
A. If "Retire" had been blued in, it would have been important. We would have used that inquiry screen to staff from the FRC or RDF if it was retired at RDF. If the Center in the Accession Data is other than Kansas City, staff to Non-FOIA for the FCO. Please refer to the notice at the bottom of this section.

Notice - the file below is retired to the Washington FRC, but you should not staff to WAS. The FCO is BAL, so you should staff to Non-FOIA Office BAL. The same principle applies if a file is retired to the SFR FRC - if the FCO is LVG, then you should staff to Non-FOIA Office LVG, and paste in the screen shot of the Retired Inquiry.

Staffed to: WAS
REQUESTED FILE

Office Code: NRC **Control Number:** NRC20130 **Date:** February 12, 2013

Alien Number: 0 **Subject:**



Retired Inquiry For A0[redacted]

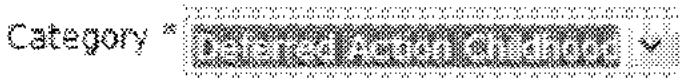
File #	Seq	Office	Retired Date	Accession Information	FRC Location	Box #
A0	000	BAL	5/29/1992 12:00:00 AM	Accession: 81-9125 Center: W - WASHINGTON FRC Sub Group: BAL	18201144	0011

We have revised section 6.3.4.3 of the *FOIA/PA Assistant's Guide*, as follows (~~deleted information in strikethrough~~, new information in red):

There are ~~30~~ 35 different categories of requests. However, the most commonly used ones are:

We have added section 6.3.4.3 to the *FOIA/PA Assistant's Guide*, as follows (new information in red):

6.3.4.3 Deferred Action for Childhood Arrival



Category * Deferred Action on Childhood

Please select Category: Deferred Action for Childhood Arrival in any of the following circumstances:

- If the subject of record mentions DACA or Deferred Action for Childhood Arrival
- If the subject mentions being a child on arrival in the United States
- If the subject mentions the "DREAM Act" and you can tell he or she is referring to DACA
- If you see evidence that the person filed Form I-821D in CLAIMS or PCQS.

We have added instructions to sections 16 and 25.2.5 of the *FOIA/PA Assistant's Guide*, as follows (new information in red):

If you are closing a case WD or FC and there is a FOIA Safe Staffing, please send an e-mail to Cindy Holt, our classified POC. Cindy holds on to the files in the FOIA Safe until the case is closed. Once she is notified the file is no longer needed, she will return the file to the original FCO.

We have added instructions to section 42 of the *Processing Guide*, as follows (new information in red):

If you are closing a case WD or FC and there is a FOIA Safe Staffing, please send an e-mail to [redacted] our classified POC. [redacted] holds on to the files in the FOIA Safe until the case is closed. Once she is notified the file is no longer needed, she will return the file to the original FCO.

(b)(6)

USCIS FOIA INFORMATION BULLETIN

February 24, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

Section 7, **DECISION TO PROCESS AS FOIA OR PA** has a small addition, in red:

- An approved I-129, I-129F, I-130, I-140, I-360 or any other document with the word "petition" in the title does not mean you process the case as a PA – The approved petition is the first step, but there still has to be an approved I-485 or I-181 in order for you to process as PA.

We have added a new paragraph to the processing guide, as follows:

27.45.h Please partially withhold the Report of IBIS Query (ROIQ) citing Exemption (b)(7)(E), or (k)(2)/ (b)(7)(E) if the case is PA. If there are law enforcement officers' names and/or badge numbers, please also withhold those, citing (b)(7)(C), or (k)(2)/(b)(7)(C) if the case is PA. Examples follow:

(b)(7)(c) (b)(7)(e)

■ FOR OFFICIAL USE ONLY ■

Do Not [redacted] Beyond DHS without Prior Authorization from [redacted] (b)(6) (b)(7)(c)

Record Of IBIS Query (ROIQ) (b)(7)(e)

A-Number or Receipt Number: A012345678

No.	NAME (person/business)	DOB	Date IBIS'd	No Match	DNR	Relates	Resolution memo
1	GARCIA, JUAN	[redacted]					
	CATEGORY ☑ A ☐ P ☐ B ☐ D						
2	GARCIA, MARIA						
	CATEGORY ☐ A ☑ P ☐ B ☐ D						
3	GARCIA LOPEZ, MARIA						
	CATEGORY ☐ A ☑ P ☐ B ☐ D						
4	GARCIA, MARIA LUISA						
	CATEGORY ☐ A ☑ P ☐ B ☐ D						
5	GARCIA, JUAN JOSE						
	CATEGORY ☑ A ☐ P ☐ B ☐ D						

Properly annotate IBIS results on the ROIQ:

*Indicate the date of query in the appropriate box (NO MATCH, DNR, RELATES).

*Include the initials or identifying number of the USCIS personnel conducting the query in the same box as the date.

*If the hit was a RELATES and a Resolution Memo was completed, check the Resolution Memo Completed box in the last column.

NO MATCH -- No information found in IBIS.

DNR -- Information found in IBIS but does not relate to the subject.

RELATES -- Information found in IBIS that relates to the subject, case referred for resolution.

A = Applicant P = Petitioner

B = Beneficiary D = Derivative/Household Member

Friday, April 27, 2007 [redacted] (b)(6) (b)(7)(c) *Page 1 of 2*

Do Not Distribute Beyond DHS without Prior Authorization from/Outside Litigation... [redacted]

RECEIPT NUMBER = EAC[illegible]2345 TOTAL RECORDS SELECTED = 1 DATE PRINTED = 9/21/2005 FORM TYPE = I129 RECORD OF IBIS QUERY
LAST C3 UPDATE = 20050921 LAST MANIFEST UPDATE = 20050924 USERID = (b)(6)

C3 LAST NAME, FIRST NAME, MIDDLE NAME	DOB	DISP	RUN DATE	IBIS LAST NAME, FIRST NAME, MIDDLE NAME
Mc GENERIC, ROSEY	19620015	[redacted]	20050921	GENERIC ROSEY

(b)(6)
(b)(7)(c)
(b)(7)(e)

USCIS FOIA INFORMATION BULLETIN

February 18, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed Section 27.08, **Misfiled Documents** of the Processing Guide as follows (new information in red ~~deleted information in strikethrough~~):

- If both files are at the NRC, send an e-mail to the FST mailbox (NRC, NRCFOIAMSB) to have the file corrected. Please copy and fill out the "Misfiled Document Form" located in the Case Processing References Folder on O drive in the FOIA Library, or on the Operations ECN Processor library.

  ~~Include all pertinent information in your e-mail:~~

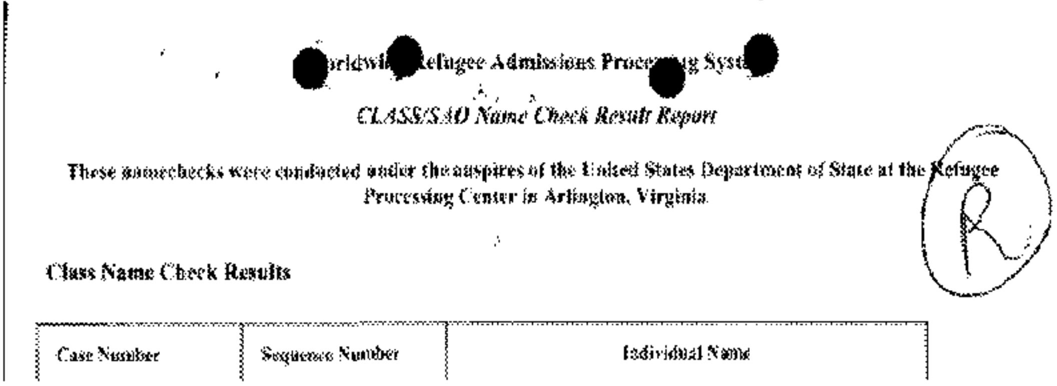
  ~~NRC Control number~~
  ~~Alien number of both files~~
  ~~Alien's name for both files~~
  ~~Types of documents that have been misfiled and page numbers.~~

We have added information to Section 28.06.a, which deals with State Department Referrals, in the Processing Guide as follows (new information in red ~~deleted information in strikethrough~~):

U.S. Department of State will make a direct response to requester on documents that we refer. "U.S. Department of State" is the referral choice in FIPS for Department of State. Generally, if a State Department document pertains to an investigation or a nonimmigrant visa, we refer the document to State. We do not hide the name of the agency. State Department has given us the following guidance for documents that are not third party:

- Process statements, acknowledgements, visa stamps, passports or visas the person has, or has received, or has signed.
- Process any immigrant visa paperwork *except Report 71, investigative, deliberative or law enforcement related documents.*
- Process documentation the alien would have filed to support immigrant visas, letters, or documents the alien would possess.

- Process any form that begins with an "I" (for example, I-130, I-140) even if it was filed overseas.
- Process the Report 24.
- Process the Immigrant Data Summary.
- Refer messages, letters, e-mails, checklists and cables having to do with visa determination or investigations. This includes any Visa Lookout System, CLASS/SAO Name Check Results as well as "VISAS" + any animal or number.



[illegible]orldwi[illegible]efugee Admissions Proce[illegible]g Syst[illegible]

CLASS/SAO Name Check Result Report

These namechecks were conducted under the auspices of the United States Department of State at the Refugee Processing Center in Arlington, Virginia.

R

Class Name Check Results

Case Number	Sequence Number	Individual Name

- Refer nonimmigrant visa (NIV) applications.
- Refer Embassy/Consulate fraud investigations.
- Refer State Department law enforcement related documents.
- Refer Refusal Worksheets
- Refer ~~all~~ documents belonging to the United States Information Agency (USIA), unless the document deals with the former USIA's broadcasting function. If it has anything to do with broadcasting, you should refer it to the Broadcasting Board of Governors (BBG), which has its own FOIA operation, at the following address:

  BBG FOIA Office
  Room 3349
  330 Independence Ave. SW
  Washington, D.C. 20237
  (202) 203-4550

- Refer asylum related documents with State-originated material, such as interagency communications, advisory opinions and deliberative material, including any documents entitled "Country Conditions." (Examples follow this paragraph.)
- Refer electronic database prints with information owned by State, if it has to do with NIV or law enforcement.
- Refer Report 71 – Case Accountability Report, as it may be investigative or deliberative.
- Refer TECS II screen prints marked State Department.
- Refer any State Department document, whether it pertains to a nonimmigrant visa or an immigrant visa, if it bears the following warning:

Sensitive But Unclassified (SBU) – Information Protected under INA 222(f) and 9

FAM 40.4
This record cannot be transferred or reproduced in its entirety without the permission of the Department of State – Bureau of Consular Affairs (Visa Services)

- State Department does not wish to review third party documents. If you would ordinarily refer a page to the Department of State, but it pertains to a third party from whom we do not have FOIA consent, please place the page out of scope. If we do have FOIA consent from the third party, please note that in your summary discussion and in the referral letter to Department of State.

We have added instruction to Appendix C with reference to Form I-217

Information for Travel Document or Passport, I-217	Refer to ICE if there is any ICE or Legacy INS ICE function signature. Otherwise, release. Note: there may be a continuation sheet signed by a CBPO, in which case, you should withhold the CBPO's identity.	Release (b)(7)(C)	Release (k)(2) and (b)(7)(C)

USCIS FOIA INFORMATION BULLETIN

February 10, 2016

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section **7.2 Verification of Identity (VOI) (G-639, dated 3-31-15)** of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

7.2 Verification of Identity (VOI) (G-639, dated 3-31-15)

In addition, on February 17, 2011, we started accepting the required PII if provided via a birth certificate or other document if not written on the G-639. ~~We will continue to accept these. as long as they are notarized or signed under penalty of perjury or include a sworn Jurat/Affidavit.~~

A current photo ID, ~~if not notarized or accompanied by a declaration under penalty of perjury specifically attesting to the information on the photo ID, is for information purposes only and is not~~ can be used for verification of identity.

We have updated section **7.2 Verification of Identity (VOI)** of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

7.2 Verification of Identity (VOI)

In addition, on February 17th, 2011, we started accepting the required PII if provided via a birth certificate or other document if not written on the G-639. ~~We will continue to accept these. as long as they are notarized or signed under penalty of perjury or include a sworn Jurat/Affidavit.~~

A current photo ID, ~~if not notarized or accompanied by a declaration under penalty of perjury specifically attesting to the information on the photo ID, is for information purposes only and is not~~ can be used for verification of identity.

We have updated paragraph **9.2.2**, under section **9.2 Redirection (RD)** of the FOIA/PA Assistant's Guide as follows (new information in red):

9.2.2 If it is a general request for "My Complete A-File" or "All my records," you must conduct a search for responsive records. If you find an A-file, you should create the case and staff for the file. If unable to find the A-file, we are still required to provide any other records we find, including any applications, petitions, etc… However, unless receipt files are specifically requested, we will not produce receipt files in responding to an "All My Records" request. Please refer to the flow charts at Appendix H. Before you redirect the case, you must verify we have no responsive record. When conducting research, do the queries and provide screen prints of CIS 9103, CIS 9102, CIS 9104 and PCQS or CLAIMS searches. There should be no less than two pages and may be lengthier if the subject has provided multiple names. If the receipt is located at the NVC, do not redirect to the NVC. Have the screen prints of the receipt scan in as responsive records. Make sure the track is TRACK I. Create the request using RAFACS (not RAFACS/CIS). Find the information from the archived receipt in PCQS and print that information. Prepare a "Scan As" sheet to be scanned as responsive records for the case number you have just created, attach it to the screen prints to OneNote and send an email to FOIAPROGRAM.NRC@uscis.dhs.gov. On the subject line, put the control number and SOR's name. Pend the case.

We have updated section **32.8.2 The Requestor/subject may not return the VOI or certification of agreement we asked for** of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

32.8.2 The Requestor/subject may not return the VOI or certification of agreement we asked for. If so, generate a FC letter and replace the contents of the letter with the appropriate FC letter depending on the version of the G-639. Create a Discussion explaining the FC. Send the case to the Up-front Approver when you are finished.

The ~~two~~ three versions of the FC letter:

O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_G-639_Unperfected Letter_for_3-31-2015 or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_Unperfected Letter or
O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_References_ Unperfected Letter for Older G-639 version

We have updated all unperfected letters by deleting the following sentence as follows (deleted information in strikethrough):

~~Simply providing a copy of a birth certificate, driver's license, or alien card for the records subject will not fulfill this requirement.~~

We have updated section 21, **CLASSIFIED RECORDS** of the Processing Guide as follows (new information in red, deleted information in strikethrough):

21. CLASSIFIED RECORDS

We do **not** process classified records containing National Security Information (NSI) in FIPS. However, if there is an inadvertent classified data spill and you encounter a document bearing a security classification marking (Confidential, Secret, Top Secret, Sensitive Compartmented Information[SCI], or Department of Energy[DOE] Restricted/Formerly Restricted) immediately stop processing, lock (but do not turn off) your workstation, and contact one of the following people in this order:

(b)(6)

[redacted]

The person authorized to handle classified documents will verify the document is classified NSI by viewing the document(s) on the employee's computer screen. If the document is determined to be classified, the employee who is cleared for NSI will contact their supervisor and one of the following ~~individuals~~: either of the NRC Field Security Managers, [redacted] ~~Field Security Manager~~ [redacted] the Local Security Officer, [redacted] r the National Benefits Center (NBC) Field Security Office [redacted] ~~he National Benefits Center (NBC)~~. In addition, the NSI cleared employee should print out the FIPS history and provide it to ~~Tim Luke or Mike Wilson~~ an NRC Field Security Manager.

If you are teleworking and encounter a document bearing a security classification marking (Confidential, Secret, Top Secret, SCI, or DOE Restricted/Formerly Restricted) in FIPS, please immediately stop processing, save the responsive record, exit FIPS and power down your workstation. Next, call your supervisor and one of the above NSI cleared individuals to notify them of a potential classified data spill. This is the type of statement you should use when making notifications, "I may have run into NSI information while processing." When instructed, undock the laptop and proceed immediately to NRC with your laptop to have the documents reviewed by a NSI cleared employee.

Once the NSI cleared person confirms the document is classified, you must call the Citizenship and Immigration Services ~~Network~~ Security Operations Center (~~CISSNOC~~ CISSOC) immediately at ~~(303)-542-8501~~ (228) 689-0663. Explain that classified information has been found in a non-secure environment, answer their questions if you can, and ensure you obtain the incident remedy ticket; it should be a number preceded with INC – INC#xxxxxx. After you have the incident number, you should immediately call local OIT staff so they can start local remediation efforts.

After ~~CISSNOC~~ CISSOC notification, the discoverer ~~and~~ with his or her supervisor must draft a Security Violation Report (DHS 11000-10). For the employees that have accessed the file without the appropriate security clearance, an Inadvertent Disclosure Agreement Statement (IADS) is also necessary. The NSI cleared employee and/or your supervisor will discuss it with you.

We have updated section 42, **FAILURE TO COMPLY (FC) CASE CLOSINGS** of the Processing Guide as follows (new information in red, deleted information in strikethrough):

42. FAILURE TO COMPLY (FC) CASE CLOSINGS

~~In addition,~~ When the Form G-639 changed on 01/29/2012, the blocks for certification of agreement and VOI ~~are now~~ changed from 3 and 4 ~~instead of~~ to 7 and 8, respectively.

To solve both these issues, we have two letters that we copy and paste in place of the FC letter, called Unperfected Request letters.

One letter, simply called "Unperfected Letter," is for unperfected requests on the 01/29/2012 version of the Form G-639. ~~You can find this letter at:~~

~~http://ecn.uscis.dhs.gov/team/esd/Division/NRC/Branches/FOIA_OPS/Case%20Create%20Library/Forms/AllItems.aspx~~

~~The other~~ Another letter, called "Unperfected Letter for Older G-639 version" is for any other version of the Form G-639 older than 01/29/2012. ~~You can also find this letter at the link shown above.~~

In addition, we had a change to the Form G-639 on 03/31/2015 concerning VOI and Certification of Agreement.

~~Alternatively, you may go to~~ You can find each of these letters at O:\Foia\FOIA LIBRARY\Case Create References\Case Create References.

USCIS FOIA INFORMATION BULLETIN

February 3, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

FST has updated the Staffing Sheet Guide – it can be found in the Common drive at O:/FOIA/FOIA Library/Case Create References/Staffing Sheet Guide – 1-23-2015

1. A section on digitized files was added.
2. MSC/NBC now scans files directly into FIPS, along with the other Service Centers. This means that you must make a separate staffing if there are any NRC related T-files. Before this change, any NRC related T-files would automatically be scanned on site.

We have updated and changed the name of Section 8.4, **REQUESTS: Bond obligor, no certification of agreement required, not USCIS FOIA** of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

8.4 REQUESTS: Bond obligor, no certification of agreement, closed as a Total Denial ~~required, not USCIS FOIA~~

Criminal bonds are bonds posted by individuals or bail bondsmen relating to non-immigration violations of the law.

Immigration bond obligors are surety companies who have posted an immigration bond (Form I-352) for an alien who has been taken into custody by the Service. If the alien fails to attend his or her hearing, then he or she forfeits the bond. ~~Under the court case *Amwest v. Reno*, the surety companies, or their attorneys, are entitled to a complete copy of the alien's file to assist them in trying to locate the alien. Certification of agreement is not required for the bond obligor; however, they should provide a copy of the bond contract, Form I-352, with their FOIA request.~~

~~We no longer process requests received from immigration bond obligors or criminal bond obligors.~~

These requests ~~are~~ previously were processed by Immigration and Customs Enforcement.

We will now create bond obligor requests under FOIA.

Since there is no certification of agreement provided with bond obligor cases, we will close these as a TD.

Please refer to Section 16a, TD (total denial) CASE CLOSINGS.

~~**Closing as ER- Bond Obligor Cases**~~

~~A. Select the "Final Action Letter" from the Tasks tab. Select "ER" from the final action codes list. FIPS will not generate a letter.~~
~~B. Create a Discussion with your findings for the Up Front Approver, "UFA This case is a Bond Obligor Case" and explain why.~~
~~C. Move the case to the Up Front Approver queue.~~
~~D. Please send an e-mail to your supervisor and NRC, FOIAOA and provide the REQ number or control number, and also include the requester's name.~~

~~The OA room will mail the request to ICE.~~

We have updated Section 43, **A-FILES CONTAINING MEDIA** of the FOIA/PA Processing Guide as follows (new information in red, deleted information in strikethrough):

43. A-FILES CONTAINING MEDIA

Once a case is processed, the processor should send an e-mail to the NRC, FOIAMEDIA mailbox with "Media" in the subject line. Include the control number, A-number, and the page number(s) where the media can be located.

Modify the final action letter by inserting the following sentence: "The copy of the media located in your file will be addressed under a separate cover."

If you believe the media has a transcript, please process and when you e-mail the FOIA Media mailbox, state you believe it is a transcript and also note the page number(s) where the transcript is located in the file.

In the Summary Discussion, annotate that the file contained media, the page number(s) and that you have notified **NRC, FOIAMEDIA**. This should be done in every circumstance.

All files that contain media will be addressed. A separate letter is sent by the employee processing the media.

We have updated Section **12.18.11**, **T-files** of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~, new information in red):

12.18.11 T-files

The exception to this rule – We do not receive A-files from ESC, SSC, NSC, WSC, NBC or RDF for scanning. Those offices either scan directly into FIPS for us or we export the A-file from EDMS. Therefore, if the A-file is at one of the above service centers and there is a T-file anywhere else, including at the NRC, you will have to staff for the T-file. This includes any digitized files. ~~MSC is the only service center that sends the A-file to the NRC for scanning.~~ Another example of when we staff for an in-house T-file is when the responsive records are scanned in simultaneously with the request.

We have updated Section **12.5**, **Service Centers** of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~):

12.5 Service Centers

The Service Centers ~~(except MSC/NBC)~~ scan the responsive records into FIPS when they are the FCO for that file. Please see the Staffing Sheet Guide for more instructions on requesting these types of Service Center files.

We have updated Section 8.18, **Subpoena or court order** of the FOIA/PA Assistants Guide as follows (new information in red, ~~deleted information in strikethrough~~):

8.18 SITUATION: Subpoena or court order

If you pull a new request that is a subpoena or court order, please send it to Up-front Approver for closure as ER.

A. Create the case.
B. Create a Discussion with findings for the Up-front Approver to close as ER
C. Send a message to NRC, FOIA PROGRAM~~;~~ and the current OCC Paralegal ~~Cameron, Lincoln L~~, providing the ~~REQ~~ NRC control number and information indicating the request was a subpoena or court order. The Chief Counsel's Office is currently addressing these requests. Subpoenas or court orders are a high priority. Please notify NRC, FOIA PROGRAM as soon as possible.
D. If you aren't sure, please contact your supervisor for guidance on how to proceed.

USCIS FOIA INFORMATION BULLETIN

February 1, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have revised section 12.7.12.4 of the *FOIA/PA Assistant's Guide*, as follows (~~deleted information in strikethrough~~, new information in red):

12.7.12.4 If the requester specifies a receipt file, and the receipt has not been consolidated, you may have VOI (and consent, if necessary) from either party and you may staff for the file if it is available in records. If you are unsure of whether you need consent, please refer to section 7 of this guide. If the receipt is not available in records, please refer to sections 12.7.13 and 12.7.14. If it is available in records in NFTS, first verify the receipt number belongs to the subject, ~~search NFTS~~ and then staff for that receipt file. ~~Or~~

If the receipt has been consolidated into an alien file, the situation is different. If you have VOI (and consent, if necessary) from the person whose alien file the receipt has been consolidated into, then you should verify the alien number belongs to the subject and staff for that alien file. ~~If the subject of the request is the petitioner on a petition you will need to create the case in the name of the beneficiary. If there is consent from the beneficiary, search NFTS and staff for that receipt file.~~ If there is no consent from the ~~beneficiary~~ person whose alien file the petition has been consolidated into, you will close the request as FC. Refer to 16. "FC (failure to comply) CASE CLOSINGS."

USCIS FOIA INFORMATION BULLETIN

December 20, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added to Section 12.7.16, Staffing ELIS, of the *FOIA/PA Assistants Guide* as follows (new information in red):

Any time you create an ELIS staffing, please send an e-mail to NRC, FOIA QA-CS and copy [redacted] The subject of the e-mail should be "ELIS staffing" and the body of the e-mail should be the case number.

(b)(6)

We added a table to Section 7, CERTIFICATION OF AGREEMENT, VERIFICATION OF IDENTITY, AND DESCRIPTION OF RECORDS, of the *FOIA/PA Assistant's Guide* as follows (new information in red):

Who is the requester?	Certification	VOI	Close?
Self	Not needed	If adequate	No close - staff
Self	Not needed	If inadequate	FC – Sec. 16b
3rd Party (incl Atty)	If adequate	If adequate	No close - staff
3rd Party (incl Atty)	If inadequate then	Does not matter	TD – Sec. 16a
3rd Party (incl Atty)	If adequate	If inadequate	FC – Sec 16b
3rd Party (incl Atty)	Other proof (death cert, proof of guardianship)	Must establish identity of subject of record	No close - staff

We have added instructions to Section 7.1, Certification of agreement of parents or guardians, of the *FOIA/PA Assistant's Guide* as follows (new information in red):

Please note: if the request references a baby from Vietnam, Cambodia, Guatemala, Nepal or Ethiopia, please refer to section 8.23 of this guide. If the requester is a prospective adoptive parent, we will provide any documents concerning them. If unsure, please consult a supervisor.

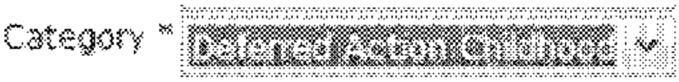
USCIS FOIA INFORMATION BULLETIN

December 14, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section 6.3.4.3, Deferred Action for Childhood Arrival of the FOIA/PA Assistant's Guide as follows (new information in red):

6.3.4.3 Deferred Action for Childhood Arrival



Category * Deferred Action Childhood

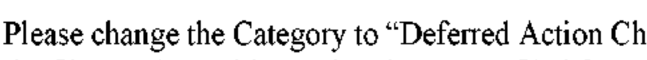
Please select Category: Deferred Action for Childhood Arrival in any of the following circumstances:

- If the subject of record mentions DACA or Deferred Action for Childhood Arrival
- If the subject mentions being a child on arrival in the United States
- If the subject mentions the "DREAM Act" and you can tell he or she is referring to DACA
- If you see evidence that the person filed Form I-821D in CLAIMS or PCQS.

Exception: If the FCO is SFR, please select SFR as the category. SFR has priority.

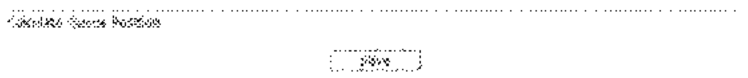
We have updated section 19.3, Deferred Action for Childhood Arrival of the FOIA/PA Processing Guide as follows (new information in red):

19.3 Deferred Action for Childhood Arrivals



Category * Deferred Action Childhood

Please change the Category to "Deferred Action Childhood" if you see Form I-821D in the file or other evidence that the person filed for consideration of Deferred Action for Childhood Arrivals (for example, an approval notice).



Click “Save” and then insert a Discussion with the page number where you found the Form I-821D or other evidence.

NOTE: If the category “SFR Cases at NRC” is selected, but you determine that you have a DACA case, please change the category to DACA for inclusion in our annual report.

We have updated various sections that referred to 12.7.12, 12.7.13 and 12.7.14, none of which exists. Changed all to the correct references in the FOIA/PA Assistant’s Guide as follows (new information in red, ~~deleted information in strikethrough~~):

12.14 EAD numbers (100,000,000 through 199,999,999)

If the alien number provided by the Requestor is 100,000,000 through 199,999,999, it is an EAD (Employment Authorization Document) card number. There is no physical A-file associated with EAD numbers, even though they can be researched in CIS. You will have to research CLAIMS to locate the receipt number that corresponds with the EAD number, and then request that receipt number. Please refer to sections ~~12.7.12~~ 12.16 and ~~12.7.13~~12.18.12.3 for additional information. If the receipt has been destroyed, follow instructions in ~~12.7.14~~ 12.18.14.

12.18.12.4 If the Requestor specifies a receipt file, and the receipt has not been consolidated, you may have VOI (and certification of agreement, if necessary) from either party and you may staff for the file if it is available in records. If you are unsure of whether you need certification of agreement, please refer to section 7 of this guide. If the receipt is not available in records, please refer to sections ~~12.7.13~~ 12.18.6 ~~and~~ or ~~12.7.14~~ 12.18.14 If it is available in records in NFTS, first verify the receipt number belongs to the subject, then staff for that receipt file.

32.11.2 If the receipt file is marked Lost, File Destroyed, File Cannot Locate, or Rejected, please refer to section ~~12.7.14~~ 12.18.14, *Receipt files; Lost receipt file, File destroyed, File cannot locate or File Rejected.*

12.12.4 Empty Jackets

If NFTS indicates the file as an “Empty Jacket,” you will normally not create a file request. The only time you ever staff for an empty jacket is if the FCO is HAV. If you are unsure, please contact MSB. If the FCO is not Havana, and the only A-number you found is an empty jacket, your next step is probably to conduct a no records search, depending on the situation (No Record instruction is at Section 12.18.6). If you found a receipt file, please refer to Section ~~12.7.12.~~ 12.18.12

12.18.14 Receipt files; Lost receipt file, File destroyed, File cannot locate or File Rejected

If NFTS shows a receipt has been "Deleted," please refer to section 9.2. Section 12.18.14 is only for files that show Lost, Destroyed or Rejected in NFTS or if we receive a staffing response saying "File cannot locate."

USCIS FOIA INFORMATION BULLETIN

December 14, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

Based on guidance from Office of Chief Counsel, absent consent by the records subject, we will no longer provide documents to a third party requester. While generally we have followed this approach, if the requester is an individual who may have submitted or otherwise be aware of information in the records subject's A-file (such as a petitioner or a former representative of the subject) we would, in some instances, release the information. In accordance with this guidance, **Section 12, THIRD PARTY REQUESTS** of the Processing Guide has been changed as follows (new information in red, ~~deleted information in strikethrough~~)

A third party requester is any person who asks for access to another individual's record without that individual's written consent. The identity of a third party requester and his/her relationship to the subject does not increase (or decrease) his/her rights of access to the records. Upon receipt of a third party request, close the case as a Failure to Comply. This includes a petitioner who may be asking for a photocopy of the Affidavit of Support he or she filed for an estranged spouse. If we do not have consent of the subject of record, we will not disclose the information. ~~Third party requesters are entitled to documents they submitted or filed on behalf of the beneficiary; however we do not always release all documents prepared by petitioners back to them. Therefore, in cases like this, simply staff for the file and put a Discussion in FIPS that there is no consent. Media requests for alien files are almost always third party requests also.~~

Paragraph 7.4, Third party requests of the FOIA/PA Assistant's Guide has been changed as follows (new information in red, ~~deleted information in strikethrough~~)

Third party requesters are not entitled to any public documents that may be in the file they are seeking, ~~as well as~~ nor documents they provided in support of an application or petition. For example, if a wife is looking for a copy of her husband's file so that she may divorce him, and says in her request letter that she does not know where he is or says she cannot get his consent, do not send a request back to her for her husband's consent. In a situation like this, close the case as a Failure to Comply. ~~simply request the file and put a Discussion in FIPS that it is a third party request without consent. In the above example, if she did not specifically say she cannot get his consent or that she does not know where he is, do not request the file. In a situation like this, send a request for consent and pend the case for requester documentation.~~

Additionally, any section in the guide pertaining to release of documents originally supplied by a petitioner will be changed. In the interim, please clarify any uncertainties through your supervisor.

USCIS FOIA INFORMATION BULLETIN

March 29, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new section 8.13 to the *FOIA/PA Assistant's Guide* as follows (new information in red):

8.13 REQUESTS: Inmate in Federal Custody

The Bureau of Prisons (BOP), an agency of the U.S. Department of Justice, will not deliver incoming mail to a person housed in their custody unless it contains the subject's Register Number. Upon entry into BOP custody , each inmate is assigned an eight digit Register Number (i.e. xxxxx-xxx)by which he/she is identified throughout his/her commitment. The first five digits are unique identifiers for that specific inmate, the last three digits, separated from the first five by a dash, indicate the jurisdiction from which the inmate originally entered the corrections system. It is imperative that the correspondence contain the Register Number in the proper format. BOP Register numbers are created for the subjects in the name in which they received a conviction sentence from a federal court or a legal document charging them of an immigration violation and/or removal. This name could be their birth name or an alias name.

ICE will not deliver mail to an ICE detainee unless we include the alien number in the address. Please include the alien number in the address of an ICE detainee, if you are addressing correspondence to the alien in the ICE detention facility. In order to avoid PII spills, OA will prepare an outer envelope without the alien number and mail it in that.

We have changed section 12.2 of the *FOIA/PA Assistant's Guide* as follows (new information in red, ~~deleted portion in strikethrough~~):

~~Choose the track according to what the requester asked for.~~ Create as Track 1, category OTHER.

We have changed section 12.7.14 of the *FOIA/PA Assistant's Guide* as follows (new information in red), ~~deleted portion in strikethrough~~):

~~the case creator will need to follow the steps outlined below.~~ create as Track 1, category OTHER.

We have added a new section 27.48 to the *Processing Guide* as follows (new information in red):

27.48 Record of Information Disclosure (Privacy Act), Form G-658

Please mark Form G-658 Out of Scope if the "Disclosed to" agency is law enforcement or intelligence community. If the "Disclosed to" agency is for purposes of obtaining a benefit, please fully release. A listing of intelligence community agencies is at section 28.01.b. If you are unsure of the nature of the disclosure, please consult a supervisor.

We have made a change to Appendix H of the *Processing Guide* as follows (new information in red, ~~deleted portion in strikethrough~~):

I-485, Application to Register Permanent Residence or Adjust Status

If you are processing under FOIA and the subject of record filed the I-485, please fully release it, unless there are protected systems check results on the first page. ~~withhold third party information on the I-485 on requests made by the subject of the file or by an attorney/representative if consent is not present.~~

USCIS FOIA INFORMATION BULLETIN

March 28, 2016

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated and changed the name of section 12.18.16 Creating Staffing and Acknowledgement letters for ELIS cases to Creating Staffing and Acknowledgement letters for ELIS2 cases of the FOIA/PA Assistant's Guide as follows (new information in red, deleted information in strikethrough):

NOTE: All forms have either migrated to ELIS2 or are handled outside of Legacy ELIS.

Any references from this point on refer to ELIS2.

Any time you create an ELIS2 staffing, please send an e-mail to NRC, FOIA QA-CS and copy Tracy Bellisime. The subject of the e-mail should be "ELIS 2 staffing" and the body of the e-mail should be the case number.

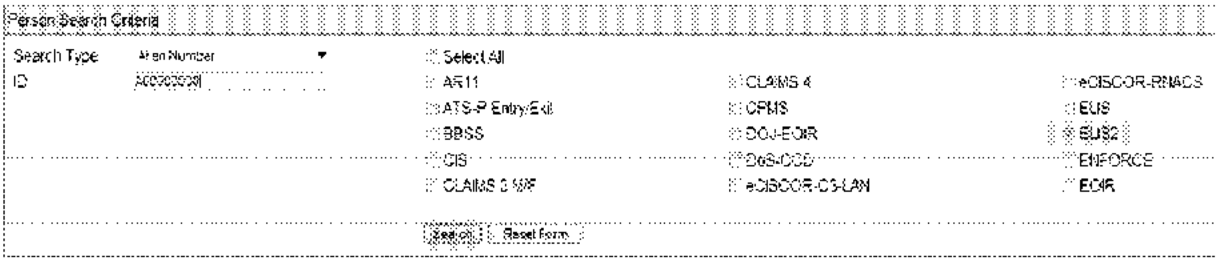
~~(The updated slideshows; ELIS Research Staff Redact – ELIS, and ELIS Research Staff Redact – PCQS can be found at O:\FOIA\FOIA Library\Case Create References, also in Connect and ECN).~~

12.18.16 Creating Staffing and Acknowledgement letters for ELIS2 cases

12.18.16.1 Deleted

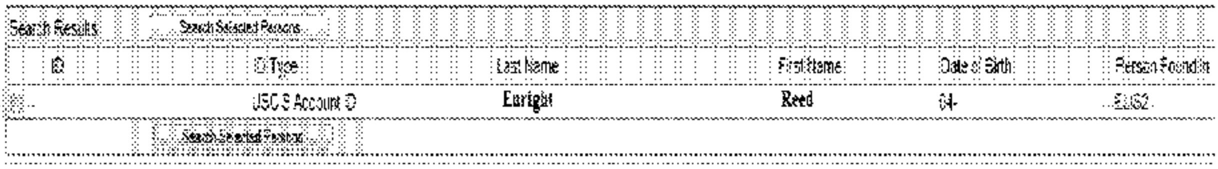
Step 1: Find the IOE Receipt Number

Whenever you create a case, please check ~~both~~ the ~~ELIS and~~ ELIS2 block~~s~~ in PCQS to search for ~~ELIS~~ ~~information~~ the IOE Receipt number.



Person Search Criteria
Search Type
Alien Number
ID
Select All
AR11
ATS-P Entry/Exit
BBSS
CIS
CLAIMS 3 WF
CLAIMS 4
CPMS
DOJ-EOIR
DoS-CCD
eCISCOR-CS-LAN
eCISCOR-RNACS
ELIS
ELIS2
ENFORCE
EOIR
Search
Reset Form

If you get a response of “Person Found In: ELIS2,” please ~~click twice~~ check the box and click “Search Selected Persons” to get your IOE Receipt number.

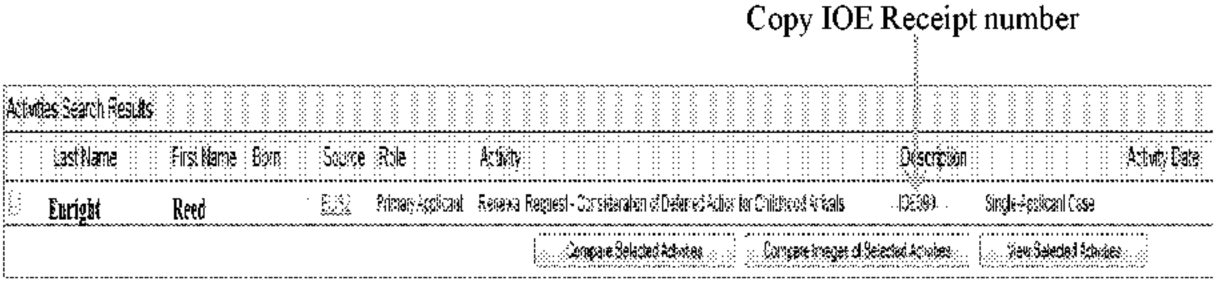


Search Results
Search Selected Persons

	ID	ID Type	Last Name	First Name	Date of Birth	Person Found In
☐		USCIS Account ID	Enright	Reed	04-	ELIS2

Search Selected Persons

You will come to the page below, “Activities Search Results.” Please copy the IOE Receipt number.



Copy IOE Receipt number

Activities Search Results

	Last Name	First Name	Born	Source	Role	Activity	Description		Activity Date
☐	Enright	Reed		ELIS2	Primary Applicant	Renewal Request - Consideration of Deferred Action for Childhood Arrivals	IOE89	Single-Applicant Case	

Compare Selected Activities
Compare Images of Selected Activities
View Selected Activities

12.18.16.2 Deleted

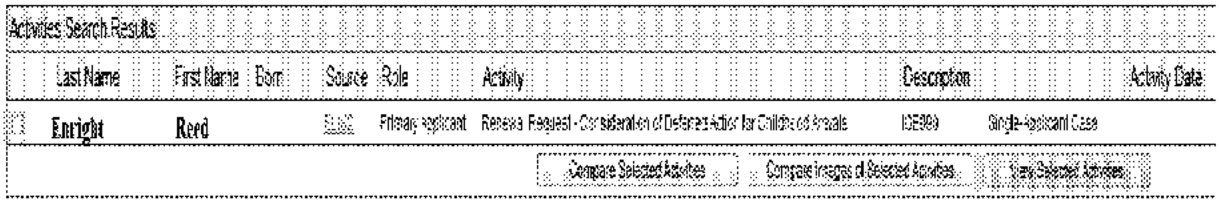
Step 2: Is the case open or closed?

~~To determine what language (if any) gets copied and pasted into the Staffing and Acknowledgment letters, you have to know two things:~~

~~1. Is this a self request or a request from Attorney/Representative/Others?~~
~~2. Is the case open or closed?~~

~~You can see if the case is open or closed on the ELIS Case Info screen. If you double-click the person's information in PCQS (same place where you copied the IOE number above), the “Primary Applicant Summary” default screen will display.~~

Using this same Activities Search Results section, check the box on the ELIS2 line, then click “View Selected Activities.”



Activities Search Results

	Last Name	First Name	Born	Source	Role	Activity	Description		Activity Date
☐	Enright	Reed		ELIS2	Primary Applicant	Renewal Request - Consideration of Deferred Action for Childhood Arrivals	IOE89	Single-Applicant Case	

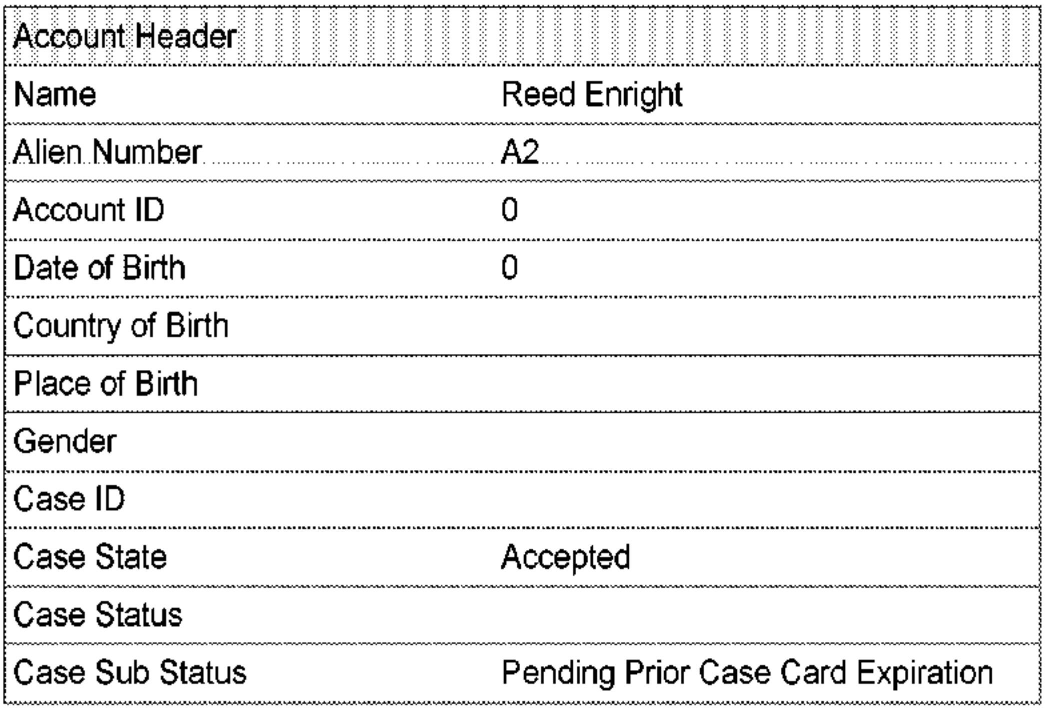
Compare Selected Activities
Compare Images of Selected Activities
View Selected Activities

~~Please click to display the "Case Info" screen. On the left side of the Case Info screen, you'll see a category called "Case State." Across from the Case State, you'll see one of four options:~~

~~A. Accepted~~
~~B. Optimized~~
~~C. Reopened~~
~~D. Closed~~

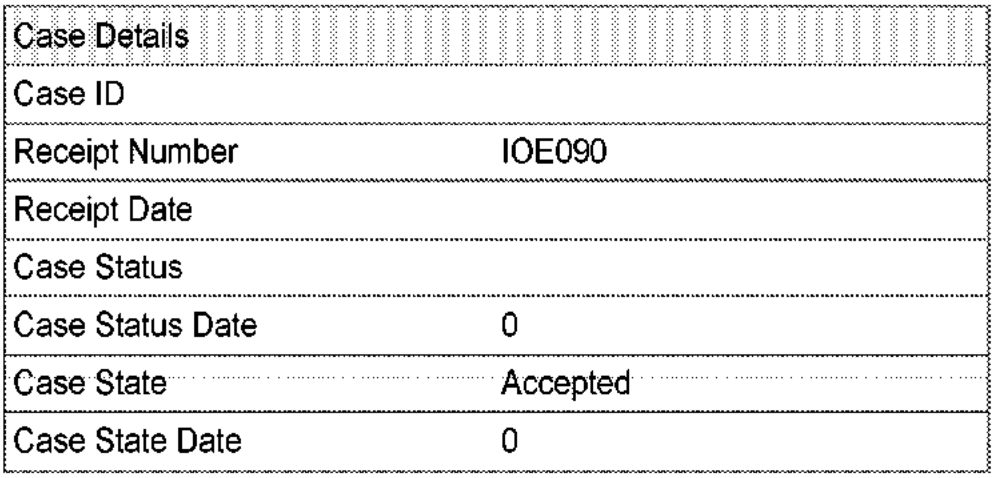
On the ELIS2 details screen, find the "Case State" in the "Account Header" section.

If the case state is accepted, optimized or reopened, your case is open. ~~Closed means closed~~.



Account Header	
Name	Reed Enright
Alien Number	A2
Account ID	0
Date of Birth	0
Country of Birth	
Place of Birth	
Gender	
Case ID	
Case State	Accepted
Case Status	
Case Sub Status	Pending Prior Case Card Expiration

NOTE: The Case State can also be found in the Case Details section of your screen print.

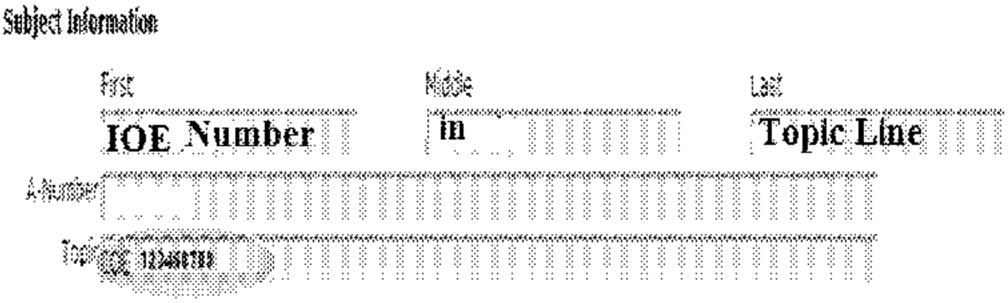


Case Details	
Case ID	
Receipt Number	IOE090
Receipt Date	
Case Status	
Case Status Date	0
Case State	Accepted
Case State Date	0

12.18.16.3 Deleted

Step 3: Create the Case/Put IOE Receipt Number in Topic Line

Fill out the FIPS worksheet as you normally would, except paste “IOE” and the number into the “Topic” line on the FIPS worksheet.



Subject Information

First: IOE Number
Middle: in
Last: Topic Line
A-Number:
Topic: IOE 123456789

NOTE: Putting the IOE Receipt number in the Topic line is the only way we have to track ELIS and ELIS2 cases.

Next, ~~either~~ create a~~n~~ ~~SSC or ESC~~ staffing to the correct File Control Office.

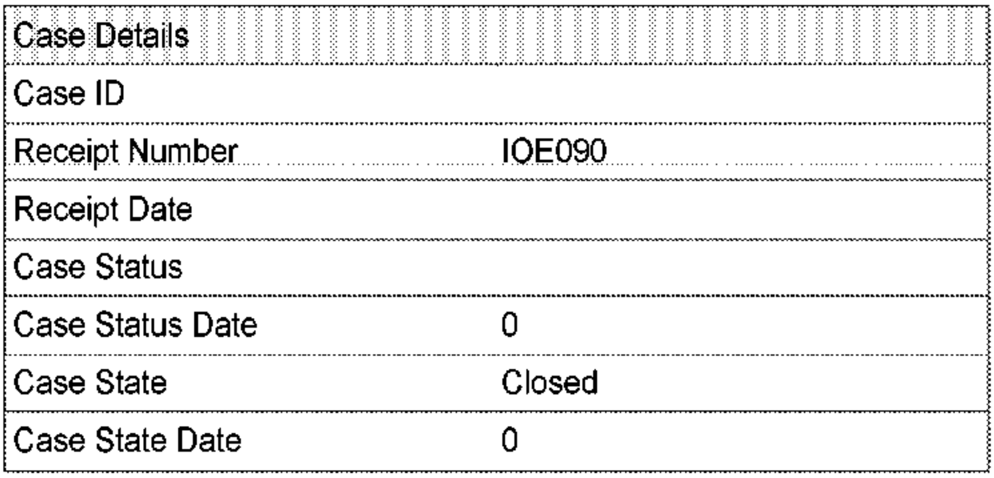
Step 4: Is your requestor an attorney/representative or is this a self-request?

If you answered “yes” to either choice, go to Step 5a(1) to create your Staffing and Acknowledgement letters. You will be inserting specific language into both letters.

If the requestor is other than an attorney/representative or a request from the subject of record, go to Step 5b(1) to change your Staffing letter only. There is no change to the Acknowledgement letter.

A wife requesting her husband’s file is an example of an “other.”

If the case is closed (see example below), it doesn’t matter who the requester is.
Go to Step 5b(1).



Case Details	
Case ID	
Receipt Number	IOE090
Receipt Date	
Case Status	
Case Status Date	0
Case State	Closed
Case State Date	0

Step 5a(1): Staffing letter

Open cases from Attorney/Representatives or self-requests:

- Replace the Alien number at the top and bottom of the page with the IOE Receipt number
- Replace the first part of the second bullet which reads "Send a copy of all responsive documents to the FOIA office in their entirety," with the sentence, "Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memo."
- Do not replace "**DO NOT MAKE REDACTIONS.**" Leave it at the end of the second bullet.

Before:

MEMORANDUM FOR:
NSC
P.O. BOX 82521
LINCOLN, NE 68501-2521

ATTN: via email
nsc,foiafilereq

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information /Privacy Act Request NRC2016
Alien #: 2
Subject Name: Reed Enright

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- Send a copy of all responsive documents to the FOIA office in their entirety. **DO NOT MAKE REDACTIONS.**

Freedom of Information/Privacy Act Request, NRC2016
Alien #: 2
Subject Name: Reed Enright

After:

MEMORANDUM FOR:
NSC
P.O. BOX 82521
LINCOLN, NE 68501-2521

ATTN: via email
nsc,foiafilereq

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information /Privacy Act Request NRC2016
IOEXXXXXXXXX
Subject Name: Reed Enright

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- **Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memo. DO NOT MAKE REDACTIONS.**

Freedom of Information/Privacy Act Request, NRC2016
IOEXXXXXXXXX
Subject Name: Reed Enright

Step 5a(2): Acknowledgement letter

Open cases from Attorney/Representatives or self-requests:

- Add the paragraph, "From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen," between the fee and CD paragraphs.

Example:

In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.3(c)), your request is deemed to constitute an agreement to pay any fees that may be chargeable up to $25.00. Fees may be charged for searching for records sought at the respective clerical, professional, and/or managerial rates of $4.00/$7.00/$10.25 per quarter hour, and for duplication of copies at the rate of $.10 per copy. The first 100 copies and two hours of search time are not charged, and the remaining combined charges for search and duplication must exceed $14.00 before we will charge you any fees. Most requests do not require any fees; however, if fees in excess of $25.00 are required, we will notify you beforehand.

From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen.

This office will be providing your records on a Compact Disc (CD) for use on your personal computer. The CD is readable on all computers through the use of Adobe Acrobat software. A version of Adobe Acrobat will be included on the CD. Your records can be viewed on your computer screen and can be printed onto paper. Only records 15 pages or more are eligible for CD printing. To request your responsive records on paper, please include your control number and write to the above address Attention: FOIA/PA Officer, or fax them to (816) 350-5785.

Step 5b(1): Staffing letter

All closed cases or cases from others (not Attorney/Representatives nor self-requests):

- Replace the Alien number with the IOE Receipt number at the top and bottom of the letter only. Do not replace the second bullet.

Example:

MEMORANDUM FOR:
NSC
P.O. BOX 82521
LINCOLN, NE 68501-2521

ATTN: via email
nsc,foiafilereq

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information /Privacy Act Request NRC2016
IOEXXXXXXXXX
Subject Name: Reed Enright

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- Send a copy of all responsive documents to the FOIA office in their entirety. **DO NOT MAKE REDACTIONS.**

Freedom of Information/Privacy Act Request, NRC20160
IOEXXXXXXXXX
Subject Name: Reed Enright

Step 5b(2): Acknowledgement letter

All closed cases or cases from others (not Attorney/Representatives nor self-requests):

- **There is no change to the Acknowledgement letter**

ELIS FAQ's

Q: The NFTS screen print says that ELIS is consolidated into a T-file. How do I fill out the Staffing Sheet?

A: If ELIS is consolidated into an A or T-file per NFTS, do not replace the A-number with the IOE receipt number or replace the second bullet. Create as a normal case (not in ELIS), except don't forget to add the IOE Receipt number to the FIPS worksheet.

Q: Which FCOs adjudicate the Form I-90?

A: MSC/NBC, SSC and WSC…check NFTS for the correct staffing.

USCIS FOIA INFORMATION BULLETIN

March 28, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added additional instruction to section 7.1 of the FOIA/PA Assistant's Guide as follows. (Deleted information in ~~Strikethrough~~, new information in red):

7.1 Certification of agreement of parents or guardians

If a parent is filing on behalf of a minor child, then the parent must submit proof of parentage. Proof of parentage can be in the form of a birth certificate, adoption decree or similar document, naming ~~them~~ the requester as a legal parent. If guardians file on behalf of their wards, they must submit proof of guardianship. No certification of agreement is necessary from the minor child or the person judicially determined to be incompetent, however the parent/guardian must provide his or her own verification of identity that is notarized or signed under penalty of perjury [6C.F.R. § 5.21(e)].

Please note: if the request references a baby from Vietnam, Cambodia, Guatemala, Nepal or Ethiopia, please refer to section 8.23 of this guide. If the requester is a prospective adoptive parent, we will provide any documents concerning them. If unsure, please consult a supervisor.

USCIS FOIA INFORMATION BULLETIN

March 23, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

Added a new bullet to the "Note:" list of Section 7. **DECISION TO PROCESS AS FOIA OR PA** of the Processing Guide:

- Please look for documentation other than form I-551, the Permanent Resident Alien card, since there is frequently a counterfeit or photo-substituted I-551 that CBP has confiscated within a file. If there is no other documentation of lawful permanent residence, you may process the case as PA if the CARD information in CIS or PCQS matches the information on the I-551 AND your supervisor has seen the information and agrees with you. If you are processing as PA under those circumstances, please add that information to your summary discussion.

We have made two changes to Appendix C, Processing Tables, as follows:

Initials (not law enforcement function or refugee officer)	Release	Release
Names and initials of refugee officers (except on correspondence mailed to the refugee)	(b)(6)	Release

USCIS FOIA INFORMATION BULLETIN

March 22, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new section 27.43.i to the *Processing Guide* as follows (new information in red):

> 27.43.i **PCQS records** – sometimes you will see PCQS screen prints as responsive records. If the system the PCQS record came from [redacted]

(b)(7)(e)

Card Expires Date	
Viol Flag	
EADS Flag	(b)(7)(e)
NAIL Flag	(b)(7)(e) [redacted]
LAPS Flag	
EARM Flag	[redacted]
NACS Flag	
Revn Flag	
Mother's First Name	
Father's First Name	

We have changed Appendix C of the *Processing Guide* as follows (new information in red):

Notice to Appear, I-862 (multi page document)	Withhold in full if document **has not** been served - or if prepared by ICE, refer to ICE	(b)(5) and (b)(7)(C) if applicable	(d)(5), (k)(2), (b)(5) and (b)(7)(C)

	If not ICE and documents have been served	Release	Release

We have again re-written Section 27.31.a of the *Processing Guide* as follows (new information in red)(~~deleted information in strikethrough~~):

27.31.a Most files contain third party supporting documents and PII. If you are processing a Privacy Act case, third party supporting documents and PII are not an issue because you will be releasing the information.

If you are processing a FOIA, generally, the rule is to fully release supporting documents which the **subject of record** is a party to, which were completed by the subject of record, or which the subject of record signed. The rest of section 27.31 deals with specific types of supporting documents and exceptions to the general rule.

If you are processing a FOIA, generally, the rule is no consent = no information. The two major exceptions to the general rule are:

i. Information released elsewhere in the file, and
ii. Marked court exhibits. There are exceptions, which you can find in section 27.31.i.

We consider applications and petitions differently than we consider supporting documents. For specific instructions on applications and petitions, please refer to Appendix H.

~~If~~

- ~~the case is a FOIA and~~
- ~~if the document was provided by the subject of record, and~~
- ~~if it is a first party request or~~
- ~~if it is a third party request with consent from the subject of record,~~
- ~~then you may release third party PII on documents provided by the subject of record, and~~
- ~~that also constitutes release of those elements of PII throughout the file.~~

~~At the same time, we must consider clearly unwarranted invasion of personal privacy.~~

~~If~~

- ~~the case is a FOIA and~~
- ~~if the document was not provided by the subject of record, and~~
- ~~if there is sensitive third party PII on that document, and~~
- ~~if we do not have FOIA consent from the third party, and~~
- ~~if the PII is not already released somewhere else in the file,~~
- ~~then we should withhold sensitive third party information, citing Exemption (b)(6).~~

USCIS FOIA INFORMATION BULLETIN

March 21, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added additional instruction to section 27.25.b of the Processing Guide as follows (new information in red):

27.25.b FBI Systems Check Results

FBI uses the following result codes which you should redact:

No Record: NR, ND or NP
Positive Response: PR, DS, RP, OC or RF
Unknown Response: UN

The following codes do not indicate any result, and you may release them:

Pending: IP or H
Duplicate: DD or D
Request Cancelled: RC
Error: E

USCIS FOIA INFORMATION BULLETIN

March 15, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have revised section 27.31.a of the *Processing Guide* as follows (new information in red)(~~deleted information in strikethrough~~):

27.31.a Most files contain third party documents and PII.

If

- the case is a FOIA and
- if the document was provided by the subject of record, and
- if it is a first party request or
- if it is a third party request with consent from the subject of record,
- then you may release third party PII on documents provided by the subject of record, and
- that also constitutes release of those elements of PII throughout the file.

At the same time, we must consider clearly unwarranted invasion of personal privacy.

If

- the case is a FOIA and
- if the document was not provided by the subject of record, and
- if there is sensitive third party PII on that document, and
- if we do not have FOIA consent from the third party, and
- if the PII is not already released somewhere else in the file,
- then we should withhold sensitive third party information, citing Exemption (b)(6).

  ~~We should fully withhold this information unless we can tell it was provided to us by the subject of the file if it is a first party FOIA request. Whether to disclose or release third party documents in a FOIA case hinges on consent.~~

We have added a new section 27.42.g to the *Processing Guide* as follows (new information in red):

27.42.g Asylum and NACARA § 203 Background Identity and Security Checklist is used by asylum offices. There is more than one version. On the example below, we have withheld EARM, IBIS and US-VISIT results because they are protected systems. US-VISIT has instructed us to withhold any US-VISIT results because those results could identify KST or watchlist individuals. We withhold the CCD block, first because the information belongs to State Department, and second, because there is a check box for derogatory visa application information. We release the FBI results because we have a Memorandum of Instruction from FBI telling us we may release FBI information about a subject after we have confirmed that it relates to the subject. We do not fully withhold this form because of our legal obligation under the FOIA to release non-exempt information when it is reasonably segregable. Note, in the example below, we cited Exemptions (b)(7)(C) and (b)(7)(E). If the case is a PA, please also cite (k)(2).

FOR OFFICIAL USE ONLY

ASYLUM AND NACARA § 203 BACKGROUND IDENTITY AND SECURITY CHECKLIST (rev. [illegible])

Name (LN1, LN2, Fn, Mn) ____________ ____________

(b)(7)(c)

Alien Number(s) ____________ *Date of Birth:* ____________

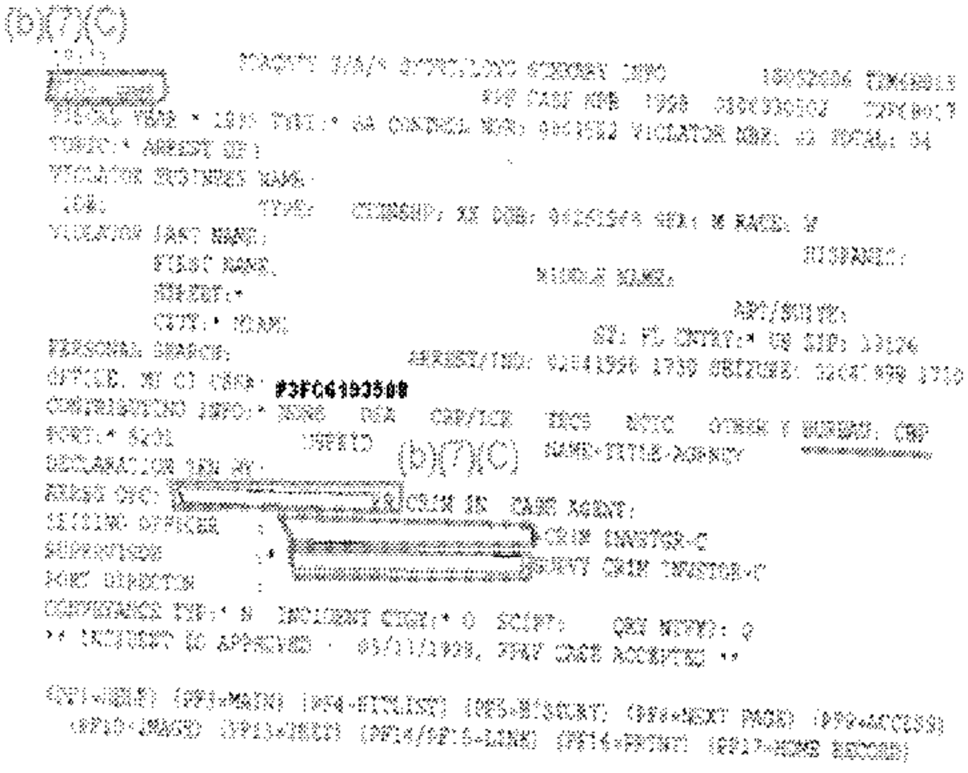
(b)(7)(c)

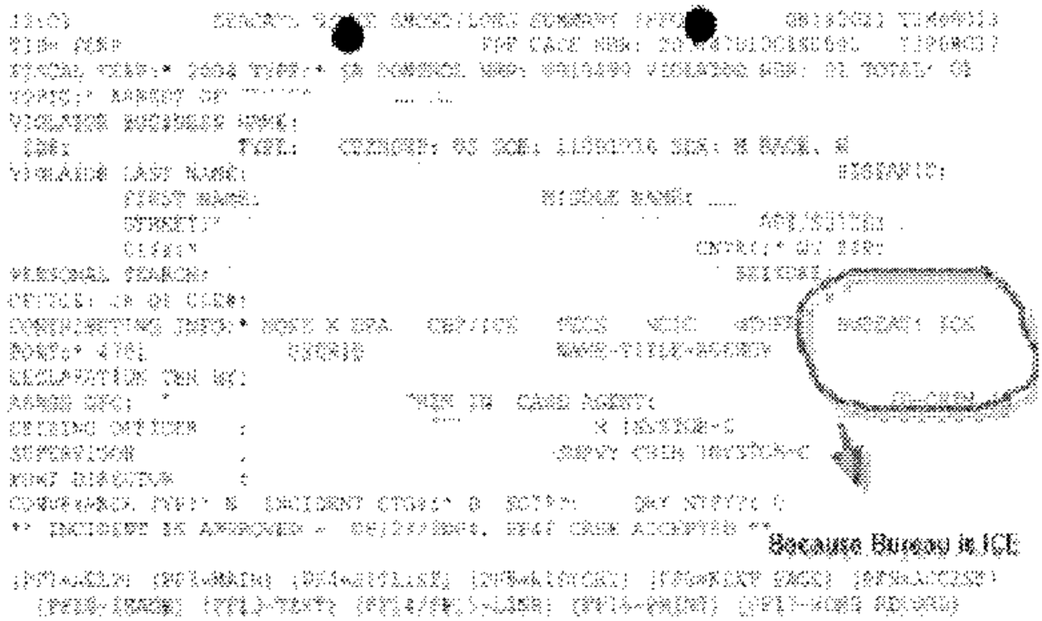
Alias(es) or alternate name(s) and date(s) of birth must be recorded on a Record of IBIS Queries (ROIQ). IBIS checks must be conducted on each name and date of birth recorded on the ROIQ.

✓ Ini.	System Name:	Results:
[redacted]	**CIS** Search-like name and exact DOB required for primary name and all aliases and alternate DOB's	☑ No other A-numbers found ☐ Additional A-numbers in CIS (b)(7)(e) (b)(7)(e)
[redacted]	**FARM (DACS hit flag)** A-Number search required; Name search required for alternate names	[redacted]
[redacted]	**IBIS** ☐ Check here if under age 14 (no IBIS required) ☐ If recheck required (>180 days), please document on separate sheet.	[redacted]
[redacted]	**FBI NAME CHECK (Primary)** Check here if: ☐ Under age 14 ☐ Over age 79 (no name check required)	☑ FBI "No Record" Response ☐ No Response in RAPS-not for final grants ☐ Pending (IP) -not for final grants ☐ Positive Response (FBI response attached) ☐ Positive Response (FBI response not yet received) – not for final grants
[redacted]	**FBI NAME CHECK (Alias(es)/Alt. DOB(s))** Aliases, maiden names, and alternate DOB's outside the primary year of birth must be entered into RAPS via the NAME screen.	☐ FBI "No Record" Response ☐ No Response in RAPS-not for final grants ☐ Pending (IP)-not for final grants ☒ NO ALIASES FOUND Date: 12/10/12 Officer ID# 199 ☐ Positive Response (FBI response attached) ☐ Positive Response (FBI response not yet received) – not for final grants
[redacted]	**FBI FINGERPRINTS** Check here if: ☐ Under age 14 ☐ Over age 79 (no prints required)	RAPS CYTA screen must be attached. ☑ NONIDENT ☐ Health related waiver by ASC ☐ Expired or No Result in RAPS; IRSQ done-not for recommended approvals or final grants (b)(7)(e) ☐ IDENT ☐ MAX. REJECT Follow-up documentation: ☐ RAP Sheet Attached ☐ Sworn Statement Attached
[redacted]	**US-VISIT/SIT** Check here if: ☐ Under age 14 (US-VISIT not required)	[redacted]
[redacted]	**CCD (req'd if US-VISIT hit)** ☐ No visa applications	[redacted]

We have added a new section 27.43.h to the *Processing Guide* as follows (new information in red):

> 27.43.h **SEACATS** – Before DHS, the Seized Asset and Case Tracking System was owned by Department of the Treasury, US Customs Service. After 2003, SEACATS passed under CBP control. Usually, these screens will belong to CBP, and if so, you should redact the TID as well as any law enforcement names and identifiers, citing Exemption (b)(7)(C) or if PA, Exemptions (k)(2) and (b)(7)(C). If the SEACATS record belongs to ICE, please refer it to ICE. Examples below:





```
[illegible]                [illegible]                    [illegible]
[illegible]                          [illegible] CASE NBR: [illegible]
FISCAL YEAR:* 2004 TYPE:* [illegible] VIOLATION NBR: 01 TOTAL: 01
[illegible]
VIOLATOR BUSINESS NAME:
 [illegible]        TYPE:   CITIZEN: US DOB: [illegible] SEX: M RACE: W
VIOLATOR LAST NAME:                                        [illegible]
         FIRST NAME:                    MIDDLE NAME:
         STREET:                                       APT/SUITE:
         CITY:                                     CNTRY/ST ZIP:
PERSONAL SEARCH:                                     SEIZURE:
[illegible]
CONTRIBUTING INFO:* NONE X DEA   CBP/ICE   FDCS   NCIC   OTHER  AGENCY: ICE
[illegible]          [illegible]          NAME-TITLE-AGENCY
DECLARATION TKN BY:
ARRES OFC:                   TURN IN CASE AGENT:                  [illegible]
SEIZING OFFICER    :                        [illegible]
SUPERVISOR         :                    [illegible]
PORT DIRECTOR      :
CONVEYANCE TYPE: N  INCIDENT STORY: [illegible]      [illegible]
** INCIDENT IS APPROVED - [illegible]/2004. NEW CASE ACCEPTED **
[illegible]
```

Because Bureau is ICE

REFER TO IMMIGRATION CUSTOMS ENFORCEMENT

USCIS FOIA INFORMATION BULLETIN

March 10, 2016

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section 15. **BOND OBLIGORS – IMMIGRATION OR CRIMINAL BONDS** of the Processing Guide as follows (new information in red, ~~deleted information in strikethrough~~):

15. BOND OBLIGORS – IMMIGRATION OR CRIMINAL BONDS

Criminal bonds are bonds posted by individuals or bail bondsmen relating to non-immigration violations of the law.

Immigration bond obligors are surety companies who have posted an immigration bond (Form I-352) for an alien who has been taken into custody by the Service. If the alien fails to attend his or her hearing, then he or she forfeits the bond.

These requests previously were processed by Immigration and Customs Enforcement.

We will now process bond obligor requests under FOIA.

Since there is no certification of agreement provided with bond obligor cases, we will close these as a TD.

Please refer to Section 27.11 Total Denial.

~~Immigration Bond obligors are surety companies who have posted an immigration bond (Form I-352) for an alien who has been taken into custody by the Service. If the alien fails to attend his hearing, then the bond is forfeited. Under the court case *Amwest Surety v. Reno*, No. 93-3256 JSL (Shx) (C.D. CA., June 22, 1995), the surety companies, or their attorneys, are entitled to a partial copy of the alien's file to assist them in locating the alien. These types of requests are processed by Immigration and Customs Enforcement. Immigration bonds may also be posted by individuals. However, individuals are not covered under the court case.~~

~~Criminal bonds are bonds that have been posted by individuals or bail bondsmen relating to non-immigration violations of the law. This type of bond obligor is only entitled to proof of~~

~~deportation of the alien by the Service. These types of requests are also processed by Immigration and Customs Enforcement.~~

~~Please assign a final action code of ER to any bond obligor requests that have been scanned into FIPS and send to Up-front Approver. Please send the OA room an e-mail containing the REQ number or control number, and also include the requestor's name.~~

~~OA room will mail the request to the following address.~~

~~Immigration and Customs Enforcement~~

~~Information Disclosure Section Attn: Debra Laird~~

~~1010 East Whatley Road~~

~~Oakdale, LA 71463~~

USCIS FOIA INFORMATION BULLETIN

March 8, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have revised section 6.3.1.1 of the *FOIA/PA Assistant's Guide* as follows (~~deleted information in strikethrough~~)(new information in red):

6.3.1.1 Track 1 –

Select Track 1 if the request is for: ~~requests for receipt files and requests for partial records such as~~

- a specific document, or
- if your search yields only a receipt file or
- if the only responsive record is screen prints.

Any time you have a RAFACS-only staffing, you should create the case as Track 1. A specific document request consists of three documents or less (except asylum or refugee requests, which you must evaluate more carefully – please refer to section 8.24 SITUATION: Requests for Asylum or Refugee documentation).

6.3.1.1.1 If the request is for a specific document, please select the category **Specific Documents** and make the case a Track 1. The third paragraph of the acknowledgement letter sent to the requester must contain the following paragraph and it must be modified to show the specific documents requested:

> We respond to requests on a first-in, first-out basis and on a multi-track system. Your request has been placed in the simple track (Track 1). "You specifically requested [enter specific document information here]. If you would like a copy of all your records, please send a written request to the address above, otherwise you will receive only the documents you specified."

You should modify the specific document language in the acknowledgement letter should to be as close as possible to the way it was stated in the request.

6.3.1.1.2 If the request is for a specific document, continue to create the case in Track 1 as Specific Documents. If the requester responds that he or she needs the whole file, a FOIA/PA Assistant or Public Information Specialist working in Records Locator (which we will refer to as RL) or the Research queue can change it to Track 2 at that time. See section 34 for instructions on how to change tracks.

We have revised section 6.3.4.2 of the *FOIA/PA Assistant's Guide* as follows (~~deleted information in strikethrough~~)(new information in red):

> **6.3.4.2 Specific Documents** – The requester is asking for specific documents, such as a copy of a receipt file, an application or a copy of his or her naturalization certificate. A Specific Document case is a Track 1 case~~, and vice versa~~. As a rule, you should create a case as Specific Documents if the requester is asking for up to three documents. If a requester is asking for an asylum application and supporting documents, or refugee documents you should create it as Asylum, Track 2, or a refugee request as Alien file, Track 2.
> You must update the language in any ~~Track 1 case~~ Specific Document request to specify what documents have been requested. See section 9 for CBP and ICE referrals.

We have revised section 7.3.4.6 of the *FOIA/PA Assistant's Guide* as follows (~~deleted information in strikethrough~~)(new information in red):

> 7.3.4.6 The acknowledgement letter has a third page. Do not change the wording on the acknowledgement page without specific supervisory instruction to do so unless it is a ~~Track 1~~ Specific Document Request. ~~In Track 1 cases~~ For Specific Document Requests we modify the acknowledgement (ack) letter by adding the specific documents language. You may add information after the "Other" checkbox to clarify what information we need. Double-click in the area you need additional information, select the radio button marked "Checked" and then click OK for each item of information you need.

We have revised section 9.1 of the *FOIA/PA Assistant's Guide* as follows (~~deleted information in strikethrough~~)(new information in red):

RF to ICE (Please note: refer to ICE if you found no other record and this is not a Records Indexing Staffing situation – see section 12.7.5)

> ~~Criminal history~~
> ~~Drug smuggling~~
> ~~Human trafficking~~

~~Deportation~~
Information about SEVIS
F, J, or M Visa requests

We have added the following guidance to section 12 of the *FOIA/PA Assistant's Guide:*

If the requester asked for Complete Alien File and provided an A-number, we will staff for that A-number only, unless

- The number they provided was wrong, or
- The A-number they gave us is for a file that has been lost for more than nine months, or
- The number they provided was between 86 million and 86,900,000, or
- The number they provided was a 100 million series.

We have revised section 18 of the *FOIA/PA Assistant's Guide* as follows (~~deleted information in strikethrough~~)(new information in red):

You may have some modifications to make to the letter. ~~If you have selected Track 1~~If it is a request for Specific Documents, please delete the words "Specific Doc Information" and specify what they are requesting. Word it as closely to their description as possible while maintaining proper grammar and punctuation.

We have revised Appendix J of the *FOIA/PA Assistant's Guide* as follows (~~deleted information in strikethrough~~)(new information in red):

Make sure you are marking the correct track and it matches the category. Specific requests for 3 documents or less are track 1 cases, except in asylum or refugee cases. You must add the specific language on the request (or as close as possible to their language) to the ~~track 1~~ acknowledgment letter if it is a request for Specific Documents.

We have rewritten section 27.30 of the *Processing Guide* as follows (new information in red):

If you are processing a case under the Privacy Act, you may not hold information under FOIA Exemptions (b)(3) or (b)(6), and so you will be releasing tax returns.

If you are processing case under the FOIA and you see a personal tax return, (not a corporate tax return), the following rules apply:

1. If there is a joint tax return in the file and the subject of record is party to the return, we release it in full, including worksheets. If there is a joint tax return in

the file and the subject of record is party to the return, we release all W-2's that go with that year's joint tax return in full.

2. If there is a joint tax return in the file and the subject of record is not party to the return and we do not have FOIA consent from that individual (for example, it was filed w/I-864 affidavit of support or possibly with an I-140) then we must PD the return and only release the name of the person who filed the I-864 or I-140. We fully withhold the spouse's information, including their W-2's if they are not part of the I-864/I-140.
3. Fully withhold the Earned Income Credit sheet of a third party when there is no consent. Release of any part of the form would provide sensitive information about the third party's economic status.

If you are processing a case under the FOIA and you see a corporate tax return, IRS Form 1120 (but not a personal tax return with an attached Schedule C), the following rules apply:

1. Companies in general do not have personal privacy protection, so if the petitioner is a company, you do not need the company's consent and you may release most information about the company. You should still protect any information that would reveal information about compensation of officers, citing Exemption (b)(6).
2. If you find evidence that the subject who requested the file worked for the company, release the Employer Identification Number to the subject. Otherwise, you should withhold the employer's Employer Identification Number citing Exemption (b)(3) and § 6103 of 26 USC, but release the remaining information on this form to the requester.
3. Even if the subject worked for the company, the company's tax return may have been prepared by an accounting firm that lists their Employer Identification Number. Please withhold the accounting firm's Employer Identification Number, citing Exemption (b)(3) and § 6103 of 26 USC. If you are processing under FOIA, and if the accountant is an individual who lists his or her social security number, you should protect that number, citing Exemption (b)(6).
4. The Preparer Tax Identification Number, or PTIN, is a number issued by IRS to paid tax return preparers who do not wish to disclose their social security number on returns they prepare. A PTIN is a letter followed by eight digits. You should release that number. However – if they do not have an IRS-issued PTIN, IRS requires that paid tax preparers enter their social security number in that block. If the number in the PTIN block is nine digits, please withhold that number, citing Exemption (b)(6).

~~Redact third party documents such as W2's, and tax returns in part, submitted with the Affidavit of support. Release the name of the document and the names of the individual. Release the document if consent of the subject or the third party is present.~~

~~Fully release the tax return if the subject of the file or requester is a party to it. Partially withhold the tax return if the subject of the file is not a party to it, including a subject listed as a dependent.~~

~~If you are processing a FOIA case, fully withhold the Earned Income Credit sheet of a third party when there is no consent. Release of any part of the form would provide sensitive information about the third party's economic status.~~

We have revised Appendix C of the *Processing Guide* as follows (~~deleted information in strikethrough~~)(new information in red):

TITLE/SUBJECT	TYPE OF INFORMATION	FOIA EXEMPTION	PA EXEMPTION
NCIC/NLETS View Messages	~~CBP law enforcement names - or WIF if the results do not relate to the subject. If ICE record, refer to ICE.~~ Law enforcement names and identifiers	(b)(7)(C)	(k)(2), (b)(7)(C)
TECS II External Message Display, Interstate Identification Index	Law enforcement names and identifiers	(b)(7)(C)	(k)(2), (b)(7)(C)
Continuation Page, Form I-831	If not ICE and it is a continuation of a served document, release. If not ICE and it is a continuation of an unserved document, Law enforcement names and identifiers If ICE, refer to ICE.	(b)(7)(C)	(k)(2), (b)(7)(C)

USCIS FOIA INFORMATION BULLETIN

March 7, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added additional instruction to section 6.3.1.1.1 of the FOIA/PA Assistant's Guide as follows (new information in red):

> You should modify the specific document language in the acknowledgement letter should to be as close as possible to the way it was stated in the request. Otherwise, if the request is Track 1, but is not a request for specific documents, please delete the two sentences that address specific documents (bolded in the example above). Either way, you should never leave the words "**Specific Doc Information**" in your acknowledgment letter.

We have added a new section 7.6, **Power of Attorney**, to the FOIA/PA Assistant's Guide as follows (new information in red):

A power of attorney is a document in which one person appoints another person to act as an agent on his or her behalf. A requester may submit a power of attorney with a request, and we may consider it.

The requester may have provided adequate certification of agreement on the Form G-639 or elsewhere in the request, and if so, we do not need to evaluate the validity of the power of attorney.

A power of attorney cannot override either the requirement for verification of identity in 6 CFR § 5.21(d) or the requirement for certification of agreement in 6 CFR § 5.21(f).

The subject of record must have signed the power of attorney. In order to meet the 6 CFR § 5.21(d) requirement, the power of attorney must list the subject of record's name, date of birth, place of birth and address, and the subject of record's signature must be notarized or made under penalty of perjury.

If the requester did not provide certification of agreement on the G-639 or on some other document, only then we should look for certification of agreement on a power of attorney. The wording on the Power of Attorney must meet the 6 CFR § 5.21(f) requirement, for example:

> "By this Power of Attorney, I agree to the disclosure to (the named person) of any record pertaining to me that appears in any system of records of USCIS, USCBP, or USICE."

If you are unsure if the wording is sufficient to meet the requirement, please contact a supervisor.

If the subject of record is not alive, a power of attorney is irrelevant. If the requester states that the subject of record is deceased, please refer to section 7.5 of this guide.

We cannot consider a power of attorney describing blanket authority without specific mention of delegated authority to request USCIS records. We cannot consider a power of attorney with no expiration date or a power of attorney with an indefinite expiration date.

If it is expired, the power of attorney is invalid, even if it met all the § 5.21 requirements. We are not legally covered if we honor an expired power of attorney.

If the requester provided adequate certification of agreement and verification of identity elsewhere in the request, such as on Form G-639 or on a separate document, any attached power of attorney is irrelevant, whether or not it is valid.

We have added new instruction to Section 9.2, **Redirection (RD)**, of the FOIA/PA Assistant's Guide as follows (new information in red):

USCIS forwards the following forms (and no others) to the National Visa Center:

I-129F	Petition for Alien Fiancé(e)
I-130	Petition for Alien Relative
I-140	Immigrant Petition for Alien Worker
I-360	Petition for Amerasian, Widow(er), or Special Immigrant
I-526	Immigrant Petition by Alien Entrepreneur
I-600	Petition to Classify Orphan as an Immediate Relative
I-730	Refugee/Asylee Relative Petition
I-800	Petition to Classify Convention Adoptee as an Immediate Relative

Please check CLAIMS or PCQS for the form number. If it is not one of those forms, we do not RD the case to NVC.

If NFTS shows "File destroyed in accordance with Receipt File Retention Schedule," we will not RD the case to NVC. Please refer to section 12.7.14 of this guide.

We have added new instruction to Section 12.7.14, Referral, of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~ new information in red):

~~**This is only if there is no A-Number and you have checked and the receipt file is not at the NVC**~~ If NFTS shows a receipt has been "Deleted," please refer to section 9.2. **Section 12.7.14 is only for files that NFTS shows Lost, Destroyed or Rejected or if we receive a staffing** response saying "File cannot locate."

USCIS FOIA INFORMATION BULLETIN

March 2, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

Note: We have made only two changes to the FOIA/PA Assistant's Guide in this bulletin. The second changed involved re-writing several pages, deleting old examples and adding new ones, which is why this Information Bulletin is eight pages.

1st Change: We have re-written section 6.3.5 of the FOIA/PA Assistant's Guide, as follows:

6.3.5 Bureau

The three possible selections for Bureau are:

ICE – Please select ICE if you are staffing to any ICE location, for example OPLA, DRO or SAC. There may be other ICE locations, and if you are unsure, please consult your supervisor.

CIS – Used for all other categories. This is the default in FIPS.

CBP – Please select CBP if the request pertains specifically to documents relating to the Border Patrol, incident reports relating to apprehension, entry without inspection (EWI), smuggled humans, mobile patrol group, voluntary return, repatriation, checkpoints, entry/exit information, inspection, Port of Entry (POE), legacy customs or legacy inspections. Key words that you could see on a request relating to CBP are inspection, Port of Entry, Bridge of the Americas, Friendship Bridge, and smuggled goods. **Note: If request is for entry/exit information and the requester/subject provided an alien number, request the file.**

2nd Change: We have re-written section **7.3 Reasonable Description of Records Being Sought** of the FOIA/PA Assistant's Guide, as follows:

If the requester provided ~~all elements required by 6 CFR § 5.21(d),~~ full name, COB, DOB and a notarized signature or signature under penalty of perjury but did not provide an alien number or receipt number, you may still request a file if there is only one match and there is no other indicator that it may not be the correct subject of record.

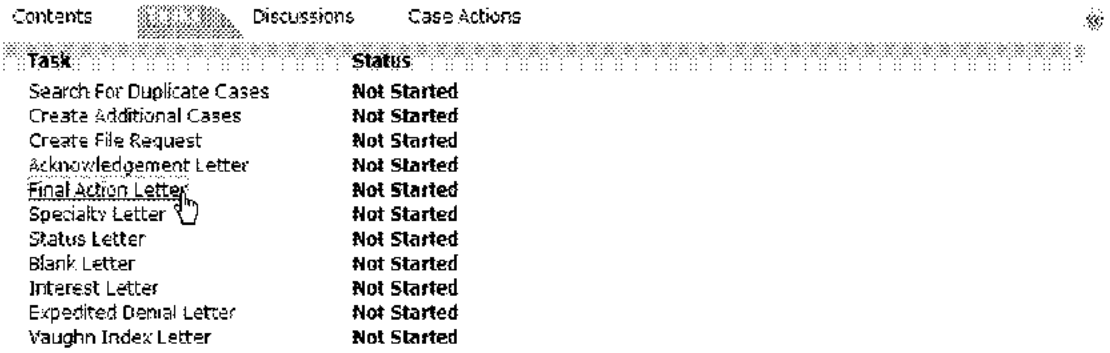
An "unperfected request" applies when any of the required elements (full name, DOB, COB, notarized signature or signature under penalty of perjury) is missing. In a situation like this, we do not have a reasonable description of the records the requester wants. We will have to ~~send for additional requester documentation~~, close the case as an Unperfected Request.

Since FIPS does not generate an Unperfected Request letter, there are a few extra steps. First, please open the Failure to Comply (FC) letter and delete the body after the first paragraph. Next, you'll open the Unperfected Request letter and insert the applicable paragraphs into the FC letter. Finally, you'll send the case to Up-front Approver. You will not request a file.

- ~~Alien Number (if known)~~
- ~~Application/Petition Receipt Number (if known)~~

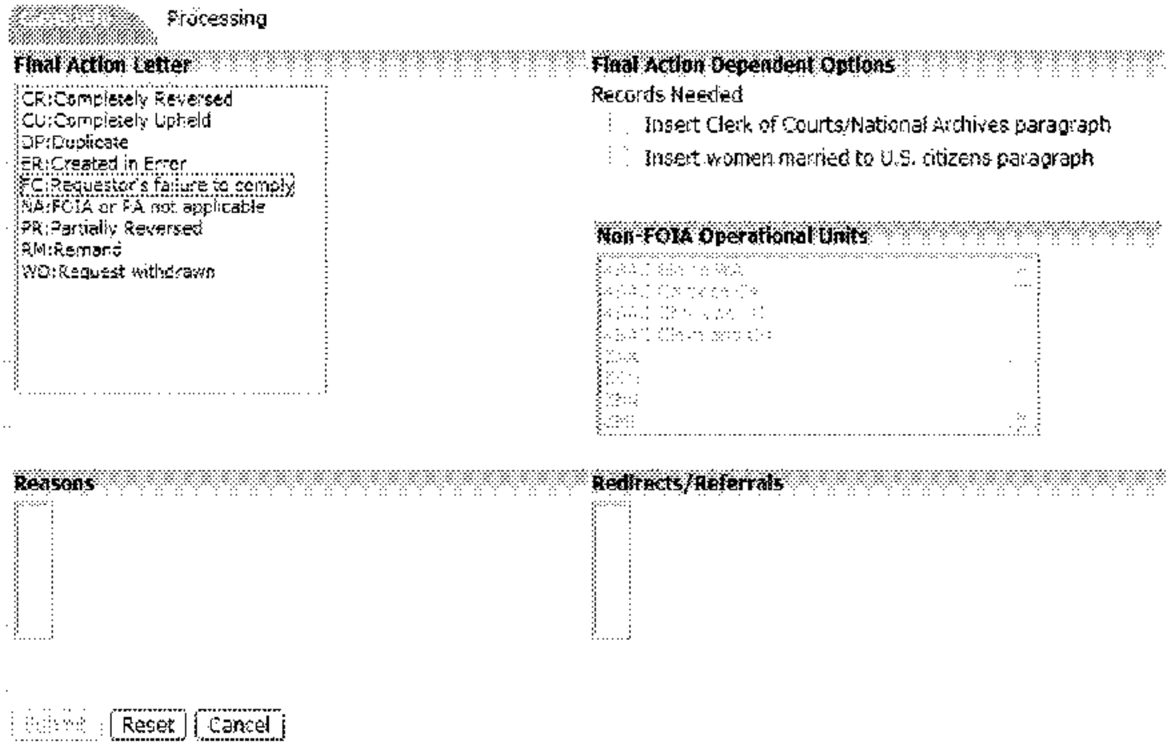
~~Additionally, we may ask for items of information such as mother's and father's names. The requester is not required by law or regulation to provide that information, but if the requester does not, we may be unable to locate a responsive record.~~
~~Please request the additional PII with your Acknowledgement Letter. After you create the acknowledgment letter requesting additional documentation, do not create the file request. In the "Contents" tab, you will see a Pending slot for Requester Documentation. Send the case to Pend. After we receive a response from the requester, a FOIA/PA Assistant working in Records Locator queue will request the file. The processor will use the requested information to verify the release of the correct records.~~

~~Note: if the requester marks "unknown," "none" or "N/A" for any element of the above PII, please do not request this information as part of the Acknowledgement Letter.~~
Go to the "Tasks" tab and select "~~Acknowledgement~~ Final Action Letter"



Task	Status
Search For Duplicate Cases	**Not Started**
Create Additional Cases	**Not Started**
Create File Request	**Not Started**
Acknowledgement Letter	**Not Started**
Final Action Letter	**Not Started**
Specialty Letter	**Not Started**
Status Letter	**Not Started**
Blank Letter	**Not Started**
Interest Letter	**Not Started**
Expedited Denial Letter	**Not Started**
Vaughn Index Letter	**Not Started**

After selecting "~~Acknowledgement~~ Final Action Letter," the ~~Acknowledgement~~ Final Action Letter Options screen will open. ~~Options on this screen will allow you to ask for other documentation and will also allow you to add a Track 3 Denial or Lost File paragraph.~~ The Case Info tab displays the Final Action Letter screen. Select "FC: Requestor's failure to comply" from the Final Action Letter list, then click **Submit.**



Processing

Final Action Letter

- CR:Completely Reversed
- CU:Completely Upheld
- DP:Duplicate
- ER:Created in Error
- FC:Requestor's failure to comply
- NA:FOIA or PA not applicable
- PR:Partially Reversed
- RM:Remand
- WD:Request withdrawn

Final Action Dependent Options

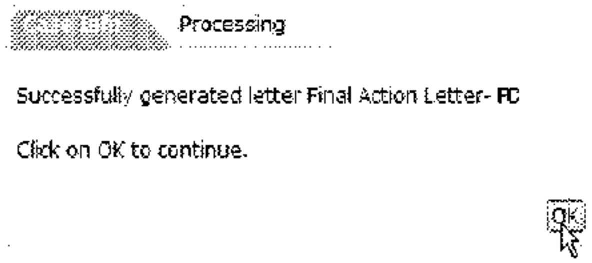
Records Needed

☐ Insert Clerk of Courts/National Archives paragraph

☐ Insert women married to U.S. citizens paragraph

Non-FOIA Operational Units
Reasons
Redirects/Referrals
Submit
Reset
Cancel

Our only option at that point is to click OK:



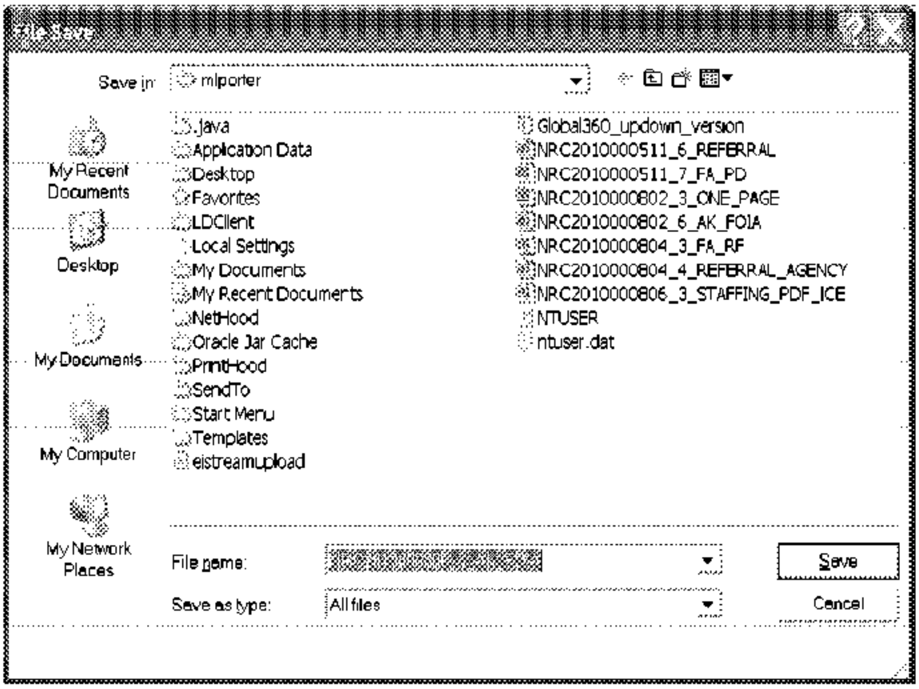
Processing

Successfully generated letter Final Action Letter- FC

Click on OK to continue.

OK

As soon as you do, a File Save pop-up window will appear. Click "Save."


File Save
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
.java
Application Data
Desktop
Favorites
LDClient
Local Settings
My Documents
My Recent Documents
NetHood
Oracle Jar Cache
PrintHood
SendTo
Start Menu
Templates
eistreamupload
Global360_updown_version
NRC2010000511_6_REFERRAL
NRC2010000511_7_FA_PD
NRC2010000802_3_ONE_PAGE
NRC2010000802_6_AK_FOIA
NRC2010000804_3_FA_RF
NRC2010000804_4_REFERRAL_AGENCY
NRC2010000806_3_STAFFING_PDF_ICE
NTUSER
ntuser.dat
Save
Cancel

Save in: mlporter

File name: [redacted]

Save as type: All files

The ~~Acknowledgement~~ FC letter will pop up. Delete the 4 paragraphs shown below:

U.S. Department of Homeland Security
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship
and Immigration
Services

Dear J Loreal:

We received your request for information on [date], relating to [Subject].

The Freedom of Information Act (FOIA), 5 U.S.C. § 552, specifies certain requirements for an access request. One of these requirements is that the request must be made in accordance with the agency's published FOIA regulations. In the Department of Homeland Security (DHS) regulation, Title 6 C.F.R. § 5.3 *Requirements for Making A Request*; the procedures for requesting access to DHS records are outlined. See McDonnell v. U.S., 4 F.3d 1227, 1236 (3d Cir. 1993).

Because the records you seek are those of a personal nature, DHS' regulations require you to provide consent from the records subject before a disclosure of records can be made. On [Date] we sent correspondence requesting you provide us with proper consent. Proper consent is defined under 6 CFR § 5.21 as either a notarized signature, a signature signed under penalty of perjury, or proof of death. Although you are not required to use form G-639 to provide consent, a notarized signature in section 7, or a signature at the bottom of section 8 would fulfill this requirement.

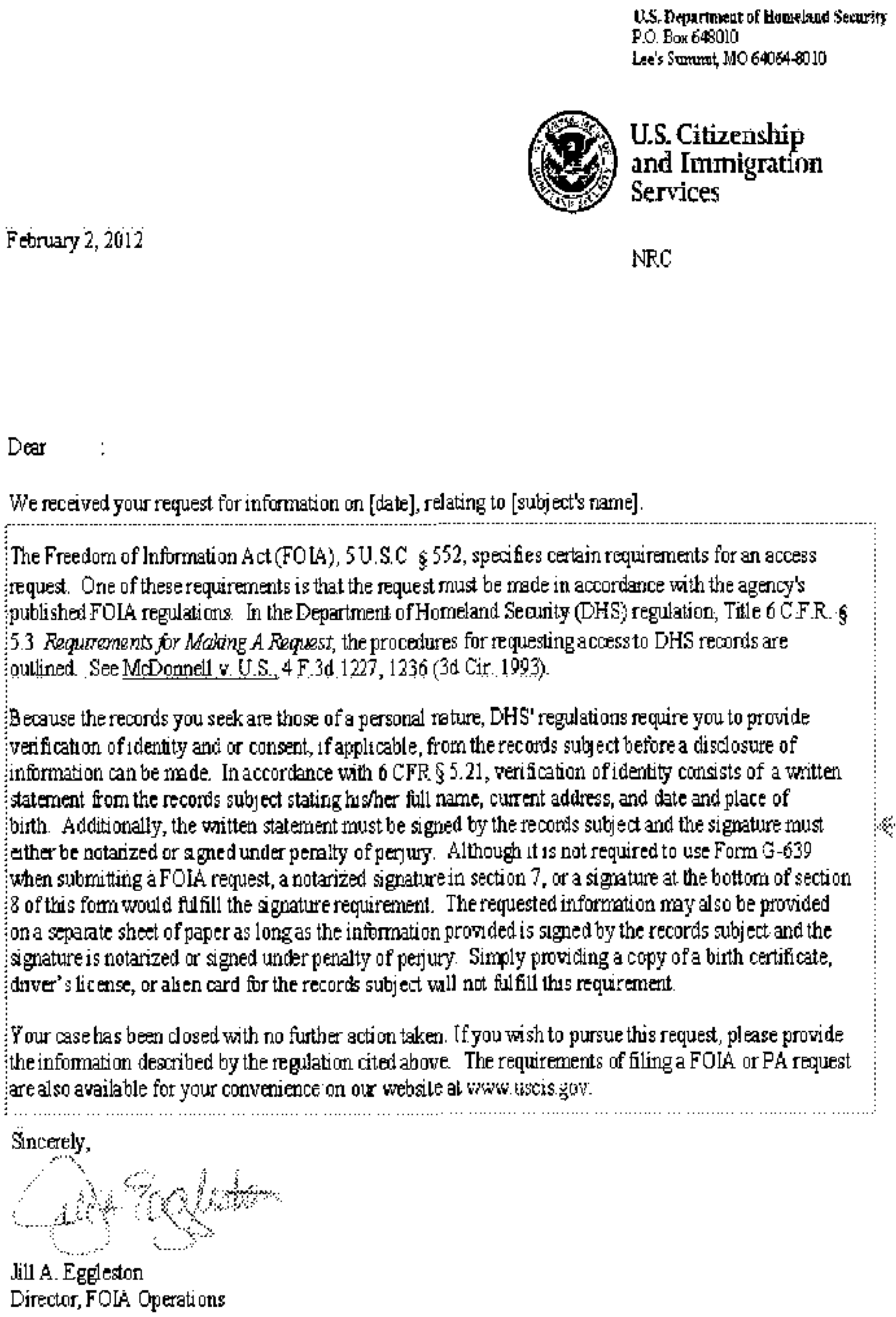
Your case has been closed with no further action taken. If you wish to pursue this request, please provide the information described by the regulation cited above. The requirements for filing a FOIA or PA request are also available for your convenience on our website at www.uscis.gov.

Delete

Sincerely,

Jill A. Eggleston
Director, FOIA Operations

Go into O:\Foia\FOIA LIBRARY\Case Create References\Case Create References\Unperfected Letter, highlight the 3 paragraphs below and select either "Copy" or "CNTRL C." You will paste these 3 paragraphs into the FC letter.



U.S. Department of Homeland Security
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship
and Immigration
Services

February 2, 2012

NRC

Dear :

We received your request for information on [date], relating to [subject's name].

The Freedom of Information Act (FOIA), 5 U.S.C. § 552, specifies certain requirements for an access request. One of these requirements is that the request must be made in accordance with the agency's published FOIA regulations. In the Department of Homeland Security (DHS) regulation, Title 6 C.F.R. § 5.3 *Requirements for Making A Request*, the procedures for requesting access to DHS records are outlined. See McDonnell v. U.S., 4 F.3d 1227, 1236 (3d Cir. 1993).

Because the records you seek are those of a personal nature, DHS' regulations require you to provide verification of identity and or consent, if applicable, from the records subject before a disclosure of information can be made. In accordance with 6 CFR § 5.21, verification of identity consists of a written statement from the records subject stating his/her full name, current address, and date and place of birth. Additionally, the written statement must be signed by the records subject and the signature must either be notarized or signed under penalty of perjury. Although it is not required to use Form G-639 when submitting a FOIA request, a notarized signature in section 7, or a signature at the bottom of section 8 of this form would fulfill the signature requirement. The requested information may also be provided on a separate sheet of paper as long as the information provided is signed by the records subject and the signature is notarized or signed under penalty of perjury. Simply providing a copy of a birth certificate, driver's license, or alien card for the records subject will not fulfill this requirement.

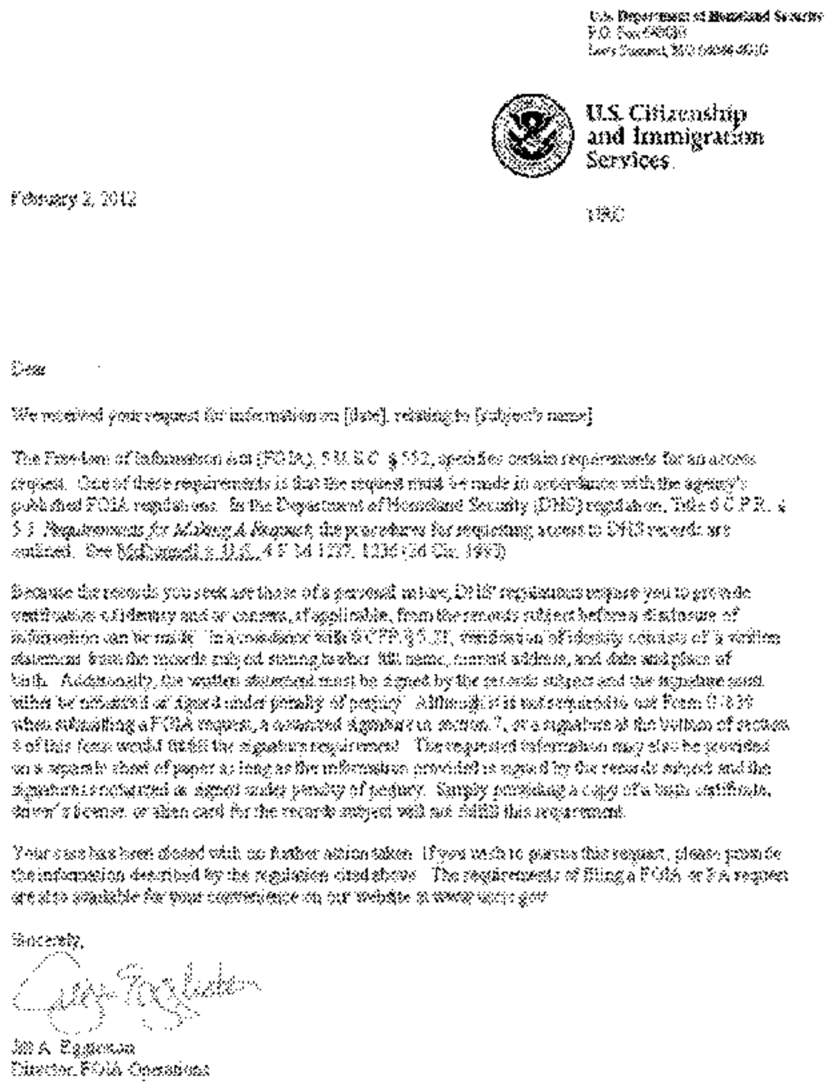
Your case has been closed with no further action taken. If you wish to pursue this request, please provide the information described by the regulation cited above. The requirements of filing a FOIA or PA request are also available for your convenience on our website at www.uscis.gov.

Sincerely,

Jill A. Eggleston
Director, FOIA Operations

Replace with

The resulting page will look something like this:



U.S. Department of Homeland Security
P.O. Box 648010
Lee's Summit, MO 64064-8010

U.S. Citizenship
and Immigration
Services

February 2, 2012

NRC

Dear

We received your request for information on [date], relating to [subject's name].

The Freedom of Information Act (FOIA), 5 U.S.C. § 552, specifies certain requirements for an access request. One of these requirements is that the request must be made in accordance with the agency's published FOIA regulations. In the Department of Homeland Security (DHS) regulation, Title 6 C.F.R. § 5.3, *Requirements for Making A Request*, the procedures for requesting access to DHS records are outlined. See McDonnell v. U.S., 4 F.3d 1227, 1236 (3d Cir. 1993).

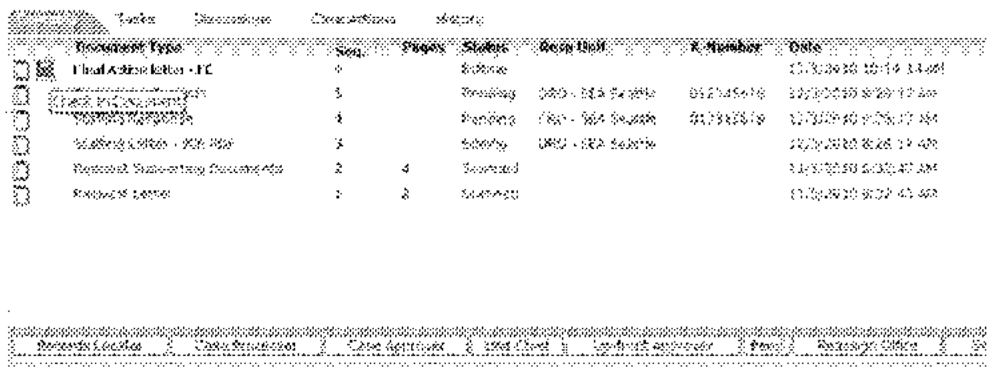
Because the records you seek are those of a personal nature, DHS' regulations require you to provide verification of identity and/or consent, if applicable, from the records subject before a disclosure of information can be made. In accordance with 6 CFR § 5.21, verification of identity consists of a written statement from the records subject stating his/her full name, current address, and date and place of birth. Additionally, the written statement must be signed by the records subject and the signature must either be notarized or signed under penalty of perjury. Although it is not required to use Form G-639 when submitting a FOIA request, a notarized signature in section 7, or a signature at the bottom of section 8 of this form would fulfill the signature requirement. The requested information may also be provided on a separate sheet of paper as long as the information provided is signed by the records subject and the signature is notarized or signed under penalty of perjury. Simply providing a copy of a birth certificate, driver's license, or alien card for the records subject will not fulfill this requirement.

Your case has been closed with no further action taken. If you wish to pursue this request, please provide the information described by the regulation cited above. The requirements of filing a FOIA or PA request are also available for your convenience on our website at www.uscis.gov

Sincerely,

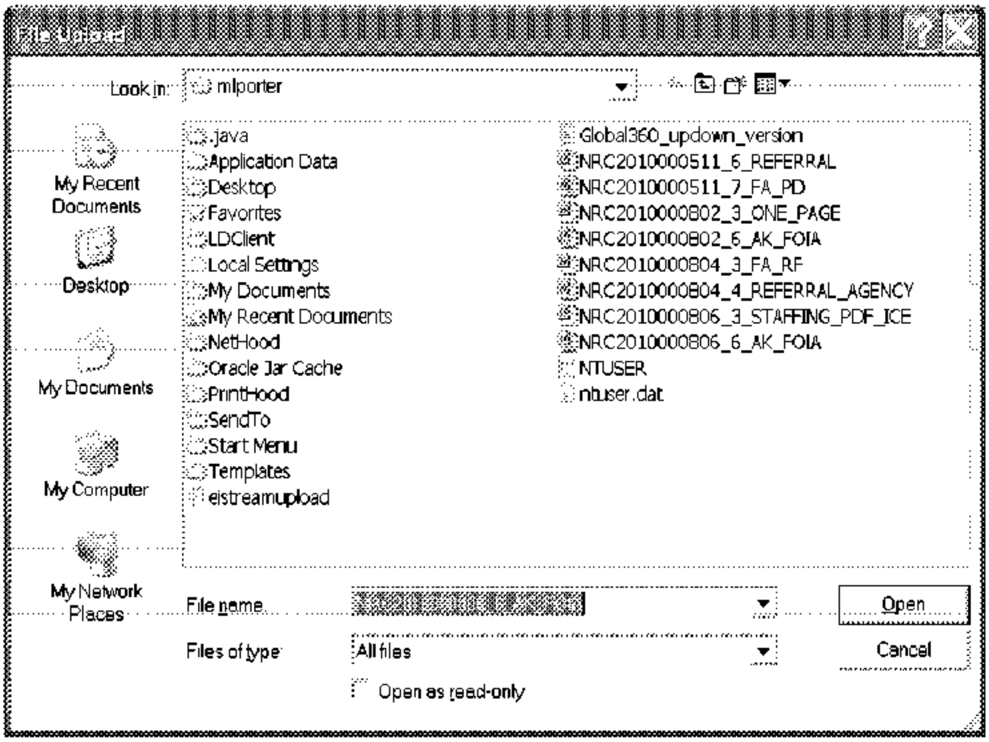
Jill A. Eggleston
Director, FOIA Operations

In a situation like this, you would not have created a staffing letter. (Note: If this were a live case, you would not see a pending Responsive Records slot, as in this example.) You save the document, exit Word, and check the document in:

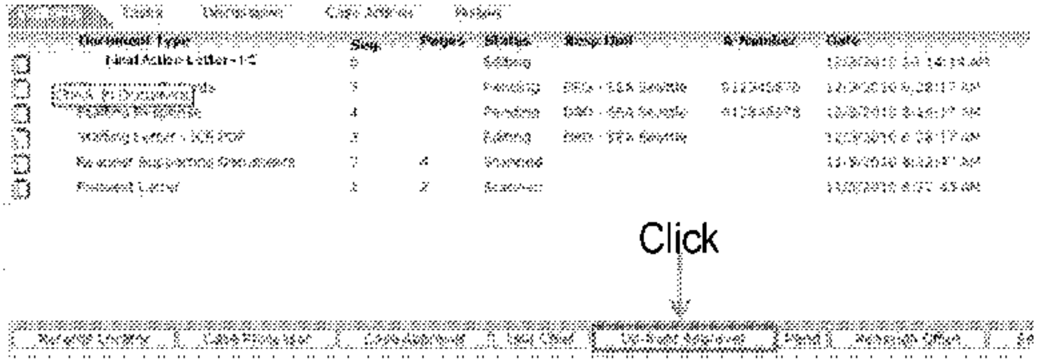


Document Type	Seq.	Pages	Status	Resp Unit	A-Number	Date
Final Action letter - FC	[illegible]		[illegible]			[illegible]
[illegible]	5		Pending	[illegible]	[illegible]	[illegible]
Responsive Records	4		Pending	[illegible]	[illegible]	[illegible]
Staffing Letter - [illegible]	3		[illegible]	[illegible]		[illegible]
Request Supporting Documents	2	4	Scanned			[illegible]
Request Letter	1	2	Scanned			[illegible]

Click "Open":


File Upload
Look in: mlporter
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
.java
Application Data
Desktop
Favorites
LDClient
Local Settings
My Documents
My Recent Documents
NetHood
Oracle Jar Cache
PrintHood
SendTo
Start Menu
Templates
eistreamupload
Global360_updown_version
NRC2010000511_6_REFERRAL
NRC2010000511_7_FA_PD
NRC2010000802_3_ONE_PAGE
NRC2010000802_6_AK_FOIA
NRC2010000804_3_FA_RF
NRC2010000804_4_REFERRAL_AGENCY
NRC2010000806_3_STAFFING_PDF_ICE
NRC2010000806_6_AK_FOIA
NTUSER
ntuser.dat
File name:
Files of type: All files
Open as read-only
Open
Cancel

After this, you send the case to "Up-front Approver."



The Up-front Approver will either close the case or return it for further action.

USCIS FOIA INFORMATION BULLETIN

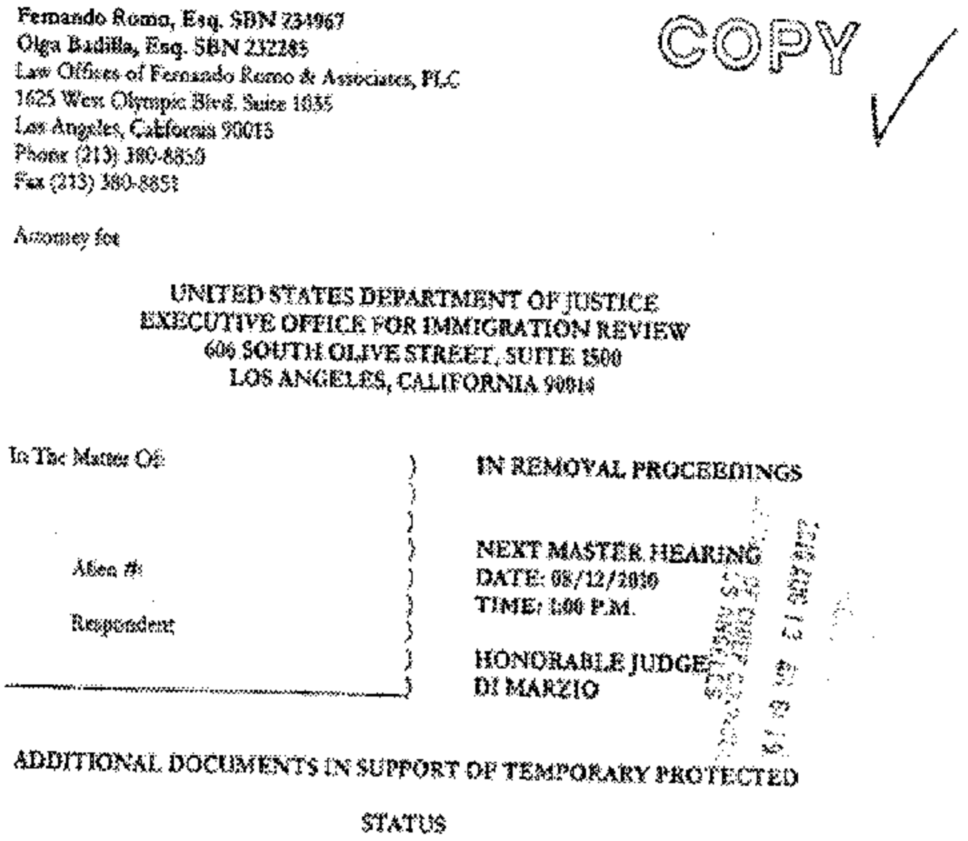
March 1, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added an explanation to section 28.14 of the *Processing Guide* as follows:

QUESTION: What about a court document that was served on ICE?

Let's take the following example:
On page 210, we have the following court document:



Fernando Romo, Esq. SBN 234967
Olga Badilla, Esq. SBN 232285
Law Offices of Fernando Romo & Associates, PLC
1625 West Olympic Blvd. Suite 1035
Los Angeles, California 90015
Phone (213) 380-8850
Fax (213) 380-8851

COPY

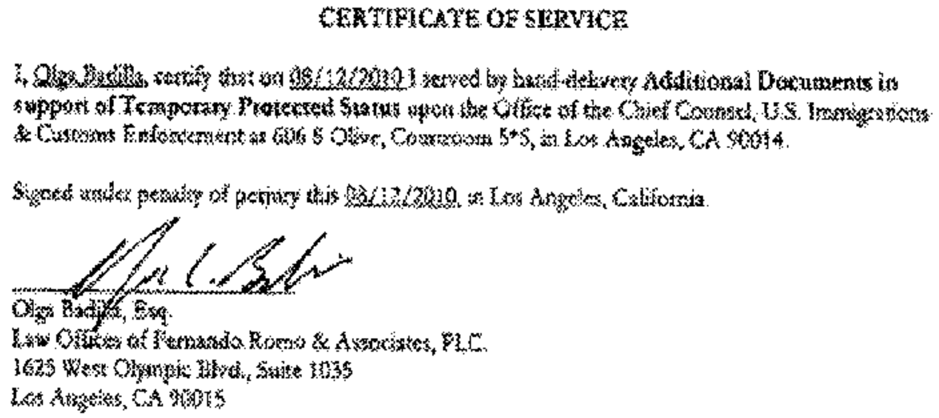
Attorney for

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
606 SOUTH OLIVE STREET, SUITE 1500
LOS ANGELES, CALIFORNIA 90014

In The Matter Of:	**IN REMOVAL PROCEEDINGS**
Alien #:	**NEXT MASTER HEARING** **DATE: 08/12/2010** **TIME: 1:00 P.M.**
Respondent	**HONORABLE JUDGE** **DI MARZIO**

ADDITIONAL DOCUMENTS IN SUPPORT OF TEMPORARY PROTECTED STATUS

On page 212, we have a certificate of service to ICE:



CERTIFICATE OF SERVICE

I, Olga Badilla, certify that on 08/12/2010 I served by hand-delivery Additional Documents in support of Temporary Protected Status upon the Office of the Chief Counsel, U.S. Immigrations & Customs Enforcement at 606 S Olive, Courtroom 5*5, in Los Angeles, CA 90014.

Signed under penalty of perjury this 08/12/2010, at Los Angeles, California.

Olga Badilla, Esq.
Law Offices of Fernando Romo & Associates, PLC.
1625 West Olympic Blvd., Suite 1035
Los Angeles, CA 90015

ANSWER: The document was written by Olga Badilla, Attorney at Law, representing the alien, which means it neither originated with ICE, nor was it authored by ICE. The document is addressed to Executive Office for Immigration Review, a part of Department of Justice, and so it is not addressed to ICE. Section 28.14 does not include the words "or served to ICE." The fact that the document was served to ICE is merely coincidental. Also, you may be assured that an attorney representing an alien in removal proceedings would not disclose a document she intended to send to EOIR unless she had already sent it to EOIR. Prior to that, it would be attorney work product. In short, please do not refer to ICE in that circumstance.

We have revised section 28.07 of the *Processing Guide* as follows (new information in red):

Refer all documents originating with US-VISIT for their direct response to the requester. Do not hide the name of the agency.

Refer Arrival Departure Information System (ADIS) screen prints to US-VISIT.

Please do not place any redactions on documents you are referring to US-VISIT.

USCIS FOIA INFORMATION BULLETIN

June 29, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

UPDATED FOIA-PA Assistant's Guide:

(b)(6)

Program office would like to give a big **Thank You** to [redacted] **Mary Jadlot**, [redacted]or their weeks of work updating the FOIA-PA Assistant's Guide. If you create cases or work in records locator, you will soon notice there are now easy-to-understand procedures where the original guide instructed a person to do something without explaining how.

In addition to helping Public Information Specialists and FOIA-PA Assistants on the floor, it will help Program Office tremendously in preparing training and responding to developing training needs.

If you'd like an example of a drastically re-written paragraph fleshed out with how-to information, take a look at section 7.3, which has to do with reasonable description. Sections 8.3, 8.17 and 8.18 are good examples of adding the procedure to the end (where we did not include the procedure before). Those are just a few examples.

Added new paragraph 27.43.g to the Processing Guide, as follows:

> 27.43.g **Refugee and Asylee Processing System screen prints** – you may identify RAPS screen prints by the prefix "RAX" in the upper left-hand corner of the screen print. The form is not compiled for law enforcement purposes, but there may be four protected systems check results. If the the fields are blank, do not redact them. If there is any result in IBIS, DACS, NAILS or USVISIT, please withhold those results citing Exemption (b)(7)(E), [or (k)(2) and (b)(7)(E), if PA].

USCIS FOIA INFORMATION BULLETIN

June 28, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added new guidance to section 6, Preparing Records for Disclosure, of the *Processing Guide* as follows (new information in red):

- Verify the responsive records relate to the subject of record by comparing the file with information the subject provided in the request. There is no need to compare information in CIS with either the request or the responsive records. The important thing is to verify information in the request letter against information in the file. Annotate for your Summary Discussion the page numbers where you found the information. If the wrong file is scanned in, it may have been an error in staffing or scanning. If it is obviously a simple mistake in staffing, such as an inverted A-number, create a discussion for Records Locator with an explanation of what happened and which file RL should request. If you are sure it is not a staffing error, create a discussion for Records Locator. "RL, wrong file is at sequence #. Please refer to section 32.9.3 of the FOIA/PA Assistant's Guide."

USCIS FOIA INFORMATION BULLETIN

June 27, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added more detailed explanation to section **6.3.1.3.5** of the FOIA/PA Assistant's Guide as follows:

> Attorneys may refer to Track 3 as "the removal track" or "the immigration hearing track." The key is any reference to deportation or removal. Some attorneys do not know the difference between "Track 3" and "Expedited Treatment," and we should not punish them for that. If an attorney requests expedited processing because his or her client has a removal hearing, we should treat that as a request for Track 3 processing and evaluate accordingly.
>
> - Example 1: if the attorney requested expedited processing because his or her client has a removal hearing and the attorney also provided a Notice to Appear with a future scheduled date, then you will create the case as a Track 3 and our acknowledgment will say that the case will be processed in the accelerated track (Track 3). Of course, if you are not sure, you should contact a supervisor.
> - Example 2: if the attorney requested expedited processing because his or her client has a removal hearing but the attorney did not also provide supporting documentation, then you will create the case in the regular track and include the Track 3 denial paragraph in your acknowledgment letter. The attorney then has the opportunity to provide supporting documentation to move the case to Track 3.
> - Example 3: if the attorney requested expedited processing and cites a threat to health or physical safety, or if the attorney cites no reason at all, then we should treat it as a request for expedited processing. When we deny expedited processing, we have to send a separate letter informing the requester of our decision. The requester has the right to appeal our decision to deny expedited processing.

We have changed Section 7 CERTIFICATION OF AGREEMENT, VERIFICATION OF IDENTITY, AND DESCRIPTION OF RECORDS, of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~, new information in red):

Any petition filed for another person creates special requirements for certification of agreement. Sometimes the VOI and certification of agreement the requester provided is sufficient, but sometimes not. If the requester is asking for a petition, please refer to section 12.16 of this guide.

~~This includes requests for any consolidated petitions the requester or petitioner submitted or provided on behalf of the beneficiary (subject of record, SOR). If the petitioner is the requester and if the petition has been consolidated into the beneficiary's A-file, then the beneficiary is the subject of record. In that situation, even if the petitioner lists himself or herself as the subject on the request, we must make the beneficiary the subject of record. We must have VOI of the subject of record and certification of agreement if the requester is other than the subject of record.~~ ~~*If we are staffing the subject of record's A-file, and if the requester is not the same person as the subject of record, then we need certification of agreement from the subject of record.*~~

~~If the petition has not been consolidated into the beneficiary's A-file, and the petitioner or the beneficiary is the requester, we may staff for it. In this situation, if the petitioner listed himself or herself as the subject of record on the request, then we should enter the petitioner as the subject of record. Information in PCQS or CLAIMS is retrievable by either the petitioner's or beneficiary's name. In some situations, we are not able to staff for a petition because it is consolidated into the beneficiary's A-file and we do not have certification of agreement or VOI from the beneficiary – BUT PCQS or CLAIMS screen-prints would provide the requester with the information he or she is requesting. If that is the situation, and we have the petitioner's VOI (and certification of agreement, if necessary) then you should provide those screen-prints with a RAFACS staffing.~~

We have changed Section 12.16, "Receipt Numbers," of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~, new information in red):

A receipt could be either an application or a petition. For example, Form I-90 is an Application to Replace Permanent Resident Card. The applicant is requesting a benefit for himself or herself. Form I-360 is a Petition for Amerasian, Widow(er), or Special Immigrant. It is a "self-petition." With form I-360, the petitioner and the beneficiary are the same person and so VOI and consent requirements are the same as for an A-file.

With many other petitions, the "petitioner" and the "beneficiary" are not the same person. That petition will always belong to both parties – both the petitioner and the beneficiary, except that sometimes the petition has been consolidated into another Privacy Act record: the beneficiary's file. The Alien File is stored and retrieved by a unique identifier belonging to only one person: the subject of record (SOR). We need SOR consent to open the A-file, even though the A-file could contain information that belongs to another person.

The following is a list of petitions in which the petitioner and the beneficiary are not the same person:

I-129F	Petition for Alien Fiancé(e)
I-130	Petition for Alien Relative
I-140	Immigrant Petition for Alien Worker
I-600	Petition to Classify Orphan as an Immediate Relative
I-730	Refugee/Asylee Relative Petition
I-800	Petition to Classify Convention Adoptee as an Immediate Relative

~~This includes requests for any consolidated petitions the requester or petitioner submitted or provided on behalf of the beneficiary (subject of record, SOR).~~

If the petitioner is the requester, and if the petition has been consolidated into the beneficiary's A-file, then the beneficiary is always the subject of record. We must address any correspondence about that petition citing the beneficiary as the "subject of record" or the "records' subject." For that reason, even though the requester may have listed the petitioner as the subject of record, if you discover that the petition is consolidated into the beneficiary's file, you must change the name of the subject in FIPS to the beneficiary. The beneficiary's A-number goes in the A-number field, even if the requester entered the petitioner's A-number on the G-639. ~~In that situation, even if the petitioner lists himself or herself as the subject on the request, we must make the beneficiary the subject of record.~~

This is legally important because we must have VOI of the subject of record and we must have certification of agreement if the requester is other than the subject of record. *If we are staffing the subject of record's A-file, and if the requester is not the same person as the subject of record, then we need certification of agreement from the subject of record.*

If the petition has not been consolidated into the beneficiary's A-file, whether the petitioner or the beneficiary is the requester, we may staff for it. In this situation, we list the subject of record the way it is listed in the request letter, whether the petitioner or the beneficiary.
~~if the petitioner listed himself or herself as the subject of record on the request, then we should enter the petitioner as the subject of record~~.
~~Information in PCQS or CLAIMS is retrievable by either the petitioner's or beneficiary's name. In some situations, we are not able to staff for a petition because it is consolidated into the beneficiary's A-file and we do not have certification of agreement or VOI from the beneficiary – BUT~~

PCQS or CLAIMS screen-prints usually would not provide the requester with the information he or she is requesting, because the requester is asking for a copy of the file. Rarely, a petitioner may only need a particular piece of information, such as proof of filing to prove Section 245i eligibility. If that is the situation, and we have the petitioner's VOI (and certification of agreement, if necessary) then you should provide those screen-prints with a RAFACS staffing. This is not usually what happens, so providing screen prints is the exception, not the rule.

- If the requester wants a copy of a petition or supporting document,

- and the petition has been consolidated into the beneficiary's A-file,
- and the requester did not provide certification of agreement from the beneficiary,
- close the case TD.

When the requester needs a copy of a petition or supporting documents:

Where is the PETITION?	**Who is the requester?**	
Unconsolidated	Petitioner	Staff for the petition.
Unconsolidated	Beneficiary	Staff for the petition.
Beneficiary's File	Petitioner	Ensure the subject of record is the beneficiary. Ensure the A-number entered is the beneficiary's. We need either certification of agreement from the Beneficiary or we close the case TD.
Beneficiary's File	Beneficiary	Staff for the A-file.
NVC	Petitioner or Beneficiary	RD to NVC.

Special Cases:

NFTS shows petition has been destroyed in accordance with records retention schedule.	Prepare RAFACS staffing. Provide screen prints from PCQS and provide NFTS history screen print showing it was destroyed.
Petitioner specifies "proof of filing," or "status" AND the petition is consolidated into beneficiary's file AND petitioner does not provide certification of agreement from beneficiary.	Prepare RAFACS staffing. Provide screen prints from PCQS.
Petitioner specifies "proof of filing," or "status" AND the petition is consolidated into beneficiary's file AND petitioner does provide certification of agreement from beneficiary.	Ensure the subject of record is the beneficiary. Ensure the A-number entered is the beneficiary's. Staff for the beneficiary's A-file.
NFTS shows "Deleted."	First, check history in NFTS. If it shows transferred to NVC, RD to NVC. Call NVC. If they have it, RD to NVC. If they do not have it, prepare a RAFACS staffing. Provide screen prints from PCQS.
NFTS shows "No record of the receipt"	Look to see if there is information in the history. Sometimes it shows the petition has been transferred to NVC. If so, RD to

	NVC.
NFTS shows the petition is at HBG pending destruction.	Prepare RAFACS staffing. Provide screen prints from PCQS and provide NFTS history screen print showing it is pending destruction.
NFTS shows the petition is at HBG, but the RPC starts with XX, XY, ZG, ZY, or ZZ.	It's digitized. Refer to the Staffing Sheet Guide. If unsure, consult FST.

We have changed the lost file staffing procedure. Any reference to lost files more than or less than 9 months is now lost files more than or less than 60 days.

We have re-written and renamed Section 12.18.16, "Staffing ELIS" to "Creating Staffing and Acknowledgement letters for ELIS cases" of the FOIA/PA Assistants Guide as follows (new information in red, ~~deleted information in strikethrough~~).

12.18.16 Creating Staffing and Acknowledgement letters for ELIS cases

(The updated slideshow; Researching, Staffing and Redacting ELIS information in PCQS can be found at O:\FOIA\FOIA Library\Case Create References, also in Connect and ECN).

Whenever you create a case, please check PCQS for ELIS information. If you get a response of "Person Found In: ELIS," ~~please create an ESC staffing.~~ you'll either create an SSC or ESC staffing. If the A number is between 30 and 70 million, please create an SSC staffing. Create an ESC staffing for any other A-number.

To determine what language (if any) gets copied and pasted into the Staffing and Acknowledgment letters, you have to know two things:

1. Is this a self-request or a request from Attorney/Representative/Others?
2. Is the case open or closed?

You can see if the case is open or closed on the ELIS Case Info screen. If you double-click the person's information in PCQS, the "Primary Applicant Summary" default screen will display. Please click to display the "Case Info" screen. On the left side of the Case Info screen, you'll see a category called "Case State." Across from the Case State, you'll see one of four options:

A. Accepted
B. Optimized

C. Reopened
D. Closed

If the case state is accepted, optimized or reopened, the case is open. Closed means closed.

In the ELIS record, there will also be an IOE number. Please copy that number. On both pages of the SSC or ESC staffing letter, please replace the "Alien #" with the IOE number you copied from PCQS.

If you have a self-request, whether it is open or closed, you will replace the Staffing letter's second bullet, first sentence with the following language:

"Send copies of the on-demand point-in-time snapshot, approval notice and any documents that were scanned and uploaded by an internal user to the FOIA office."

NOTE: Leave the second statement, "**DO NOT MAKE REDACTIONS**," as is, after the language you inserted. Do not delete.

If you have an open Attorney/Representative/Others request, please follow the same directions as the open or closed self-request above.

However, if you have a closed Attorney/Representative/Others request, replace the "Alien #" with the IOE number you copied from PCQS only. Do not insert the language mentioned earlier.

Different language will be inserted into the Acknowledgement letter, but will follow the same pattern as above. An open or closed self-request will be treated the same as an open Attorney/Representative/Others request. Please insert the following paragraph after the "fees" section in the Acknowledgement letter:

"From the USCIS Electronic Immigration System (ELIS) you may download:

(1) the case intake snapshot, documents uploaded in response to a Request for Evidence and correspondences (G-28 Representation or Withdrawal request) from the View My Cases screen; and
(2) notices, if any, from the View Messages screen.

NOTE: Since you can download the USCIS ELIS content above, we will not be providing this material in our response to you. However, if you are unable to access USCIS ELIS, please follow the instructions below to request your USCIS ELIS content."

If the Attorney/Representative/Others case is closed, do not make any changes to the Acknowledgment letter.

Any time you create an ELIS staffing, please send an e-mail to NRC, FOIA QA-CS and copy [redacted] The subject of the e-mail should be "ELIS staffing" and the body of the e-mail should be the case number. (b)(6)

We have added a new Section 12.18.16a "ELIS Staffing /Ack Letter Decision Table to the FOIA/PA Assistant Guide as follows (new information in red):

12.16.18a "ELIS Staffing / Ack Letter Decision Table

Please use the following table to help you successfully create ELIS cases.

ELIS Staffing / Ack Letter Decision Table

Requester/Case State?	Staffing Letter	Acknowledgement Letter
Self-Request, Open (Accepted, Optimized or Reopened)	Add IOE number and Insert – "Send a copy of the on-demand…"	Insert the language that begins, "From the USCIS Electronic Immigration System (ELIS)…"
Self-Request, Closed	Add IOE number and insert – "Send a copy of the on-demand…"	Insert the language that begins, "From the USCIS Electronic Immigration System (ELIS)…"
Third Party (including Atty/Rep/Others) – Open	Add IOE number and Insert – "Send a copy of the on-demand…"	Insert the language that begins, "From the USCIS Electronic Immigration System (ELIS)…"
Third Party (including Atty/Rep/Others) – Closed	Add IOE number only	No change to Acknowledgement Letter

We have added a new paragraph to Section 27.24. "Joint Automated Booking System (JABS)", of the FOIA/PA Processing Guide as follows (new information in red):

NOTE: If you find any one of the following, please refer the document(s) to the Drug Enforcement Agency (DEA):

1. Agency is DEA

2. DEA agency case number
3. Narcotics and Dangerous Drugs Information System (NADDIS) number

USCIS FOIA INFORMATION BULLETIN

June 21, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed the CBP-ICE and CBP-NVC letters in the Case Create References folder to read:

> You may wish to contact Customs and Border Protection. Please be sure to include dates and locations of any encounters.
>
> U.S. Customs and Border Protection
> Office of Diversity and Civil Rights
> Freedom of Information Act (FOIA) Division
> 90 K Street NE, 9th Floor
> Washington, DC 20229-1181

We removed the reference to ICE, because when ICE apprehends a person, they assign an A-number and we would have been able to find a record. For your reference only, this is the way it used to read:

> After assessing your request, we determined that the responsive records are not under the purview of USCIS. If such records exist, they would be maintained under the jurisdiction of the following government agency:
>
> U.S. Customs and Border Protection
> 799 9th Street NW, Mint Annex
> Washington, DC 20229-1177
>
> For your convenience, we have forwarded your request to that agency for consideration and direct reply to you. For additional information relating to the Department of Homeland Security (DHS) and its components, we encourage you to visit the DHS website at the following address: http://www.dhs.gov.
>
> You may also want to contact the Immigration and Customs Enforcement as you seek to obtain any records regarding the subject:
>
> Immigration and Customs Enforcement
> Freedom of Information Act Office
> 500 12th Street, SW, Stop 5009
> (202) 732-0300
> Washington, DC 20536-5009

(b)(7)(e)

[redacted]

USCIS FOIA INFORMATION BULLETIN

O: FOIA/FOIA LIBRARY/FOIA INFORMATION BULLETIN
June 10, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

The wording of paragraph 28 of the **FOIA/PA Assistant's Guide** has been changed as follows:

Current language:

28. CONGRESSIONAL REQUESTS AND APPEALS

All Congressional Requests and Appeals are pulled out of the in-coming mail and handled by a supervisor. If you encounter a Congressional Request or an Appeal in Records Locator queue that was not previously addressed; send an e-mail to NRC, FOIAMSB mailbox, include the control number and alien number of the case and specific instructions as to what needs to be done. Put the case in Unit Chief. FOIA/PA Assistants assigned to mail will place the mail in the MSB or Appeals bin.

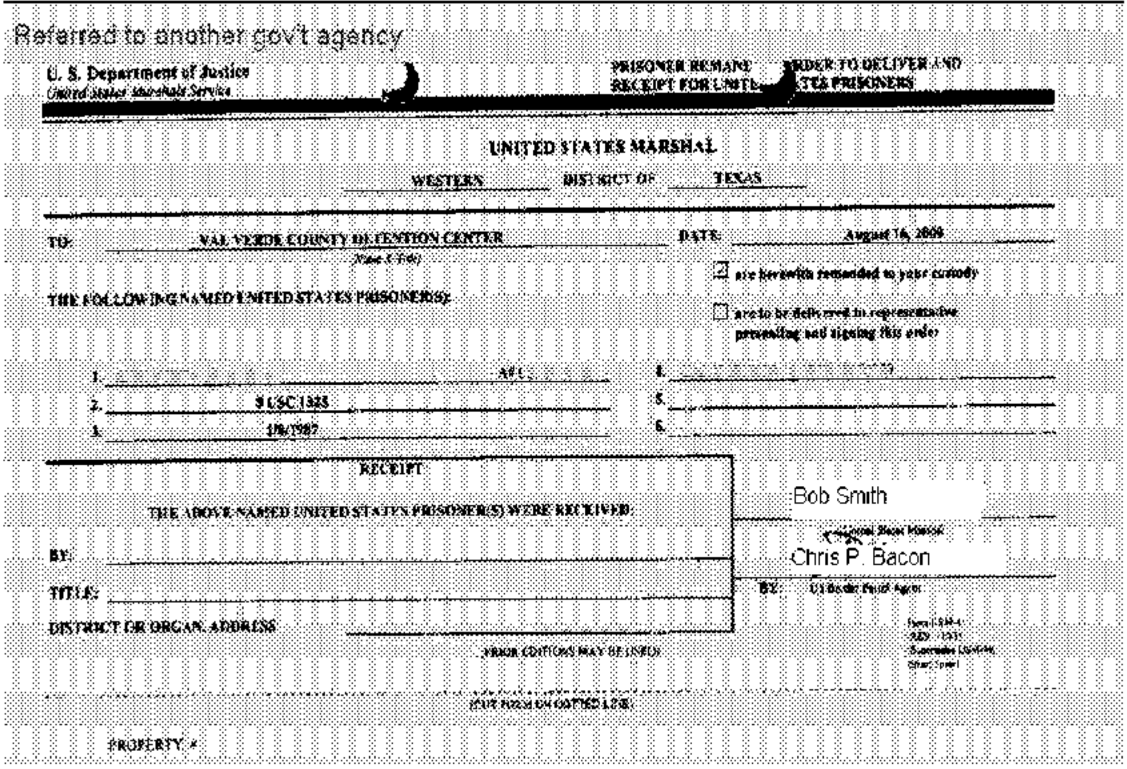
Here is the new paragraph:

28. CONGRESSIONAL REQUESTS AND APPEALS

a. Congressional requests. True congressional requests are requests from a congressman or senator for information which usually does not relate to an alien file or receipt file. Most FOIA/PA requests with congressional correspondence should be handled under paragraph b. of this section, however, if you feel that you have a true congressional request or appeal, control the case, put the case in Unit Chief, and e-mail your supervisor the control number. A supervisor will either send the case to SIG or return the case to you for staffing.

b. Congressional requests on behalf of a constituent: These are requests that have some kind of congressional correspondence included with the request from the subject. These cases should be created in the same manner as any other FOIA or PA request. Please use the subject's name as the requestor, mark "self" in the source block, create the acknowledgment letter and go out for verification of identity or consent as needed. Insert a case note, and e-mail Vicki Ohrnell the control number.

Paragraph **28.02 REFERRAL WITH USCIS REDACTIONS** has been updated as follows:



Referred to another gov't agency

U. S. Department of Justice
United States Marshals Service

PRISONER REMAND RDER TO DELIVER AND RECEIPT FOR UNITE TES PRISONERS

UNITED STATES MARSHAL

WESTERN DISTRICT OF **TEXAS**

TO: VAL VERDE COUNTY DETENTION CENTER (Name & Title)

DATE: August 16, 2009

THE FOLLOWING NAMED UNITED STATES PRISONER(S):

☑ are herewith remanded to your custody

☐ are to be delivered to representative presenting and signing this order

1. A#:
2. 8 USC 1325
3. 1/8/1987
4.
5.
6.

RECEIPT

THE ABOVE NAMED UNITED STATES PRISONER(S) WERE RECEIVED:

BY:

TITLE:

DISTRICT OR ORGAN. ADDRESS

PRIOR EDITIONS MAY BE USED

Bob Smith

Chris P. Bacon

BY: US Border Patrol Agent

(CUT FROM DOTTED LINE)

PROPERTY #

If you refer this page to U.S. Marshals Service, they will redact the name **Bob Smith** under (b)(7)(C) because he is a United States Marshal, but they will release the name **Chris P. Bacon** because he is a US Border Patrol Agent.

If there is information we would withhold, you must redact it before you refer the page to another government agency. ICE is an exception to this rule.

If there is information we redact on a page that we refer to another government agency, you must paste in the USCIS paragraph for that exemption and the USCIS final action letter appeal paragraph into the referral letter to the other government agency. ICE has provided us with guidance not to redact information before we refer to them, as they redact any exempt information, regardless of agency of origination.

The wording of paragraph 28.05 of the **Processing Guide** has been changed as follows:

28.05 Referring documents relating to third party individuals

If you are processing a case that contains documents that you normally refer to another agency but those documents **do not** relate to the subject of record, please **do not** refer those documents. The exception would be if consent of all individuals has been given.

Mark as "Out of Scope" any TECS screen prints relating to third party individuals, if we would normally refer that screen print to another agency. Otherwise, withhold the TECS screen print in full citing (b)(7)(C) of the FOIA and exemptions (k)(2) and (b)(7)(C) on PA cases.

USCIS FOIA INFORMATION BULLETIN

June 9, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new section **12.12.1.14.a Highlight the Correct File for Scanning**, of the FOIA/PA Assistant's Guide as follows (new information in red):

12.12.1.14.a Highlight the Correct File for Scanning

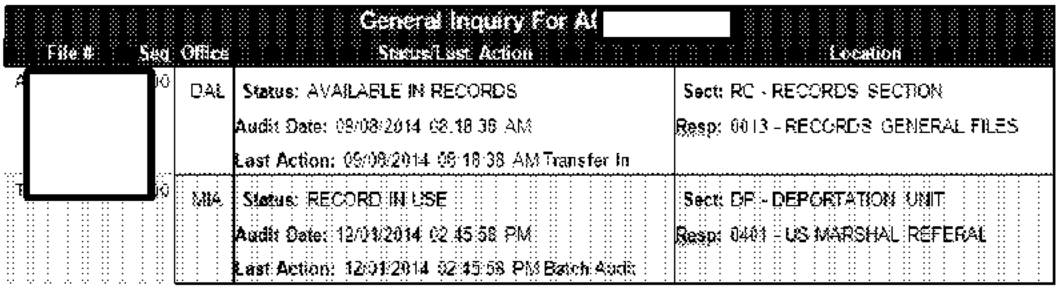
Section **12.18.11, T-files,** tells you never to crop the NFTS screen print.

However, if your screen print has more than one file, and you are requesting files from different locations, it can pose a problem for the contractor.

How will the contractor know which file(s) to scan? We have to make the correct file stand out to erase any doubt.

Consider the screen print example below. Here we have an A file and a T file at different locations. You will require two separate staffings, one to Dallas, the other to Miami – DRO (ICE).

(b)(6)

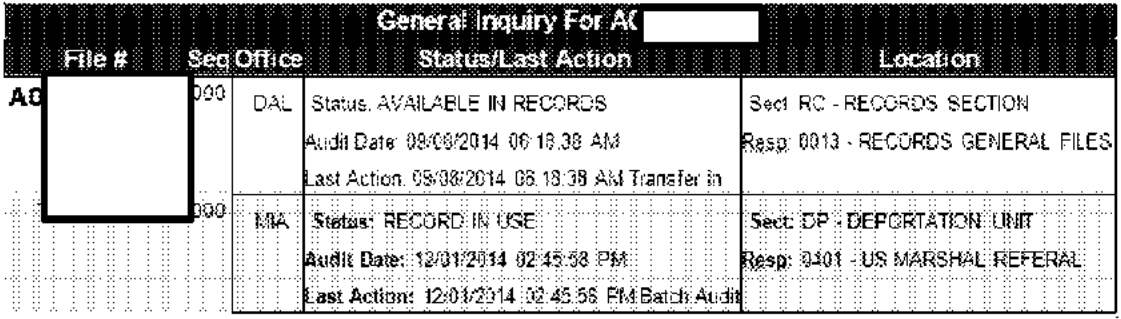


General Inquiry For A[redacted]

File #	Seq	Office	Status/Last Action	Location
[redacted]	[redacted]	DAL	Status: AVAILABLE IN RECORDS Audit Date: 09/08/2014 08:18:38 AM Last Action: 09/08/2014 08:18:38 AM Transfer In	Sect: RC - RECORDS SECTION Resp: 0013 - RECORDS GENERAL FILES
[redacted]	[redacted]	MIA	Status: RECORD IN USE Audit Date: 12/01/2014 02:45:58 PM Last Action: 12/01/2014 02:45:58 PM Batch Audit	Sect: DP - DEPORTATION UNIT Resp: 0401 - US MARSHAL REFERAL

First, we will staff for Dallas. You find DAL under the Non FOIA section; click Request File, and the staffing sheet pops up. Next, highlight the DAL A-number, **bold** and increase the size to 10-font.

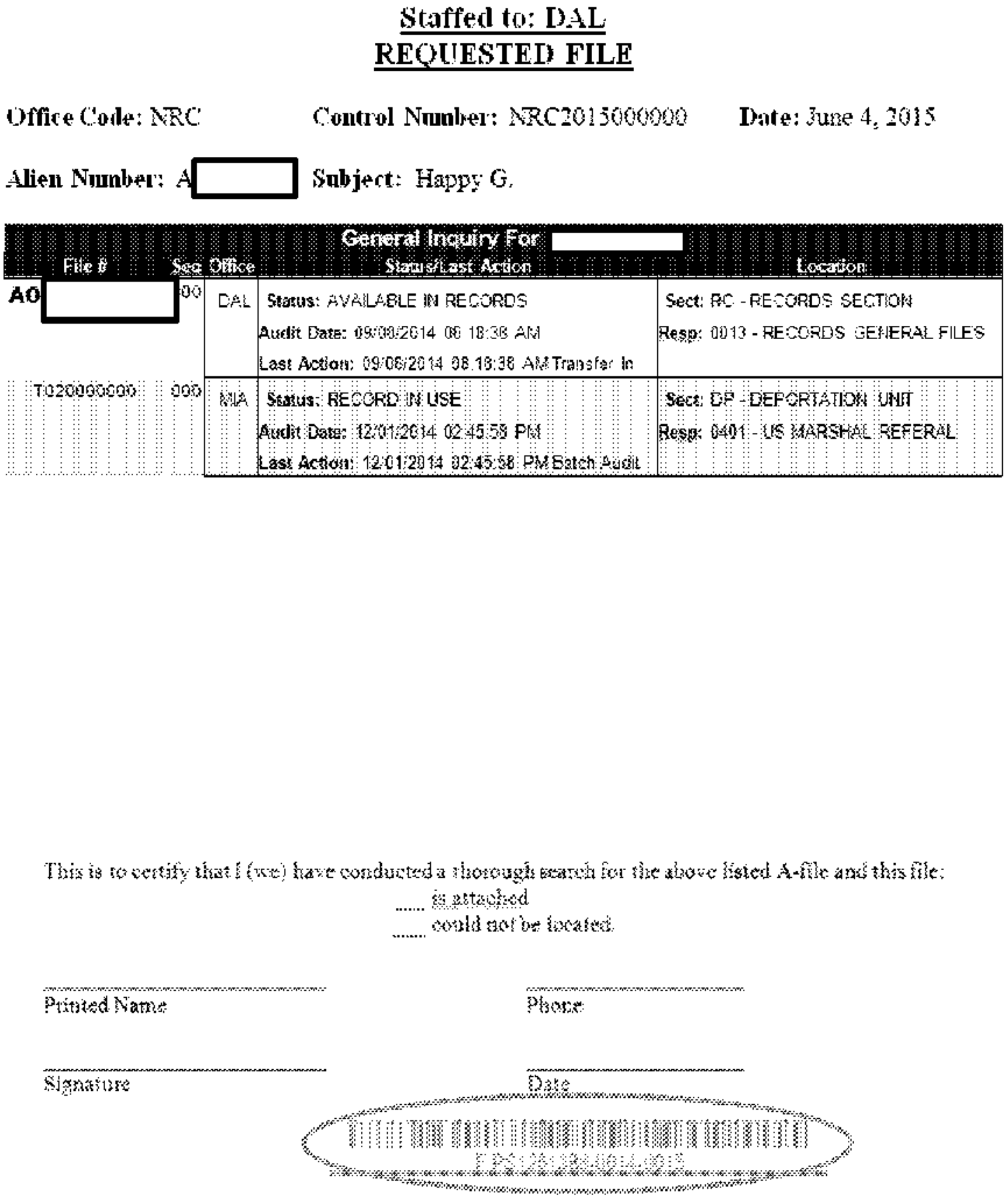
(b)(6)



General Inquiry For A0[redacted]

File #	Seq	Office	Status/Last Action	Location
A0[redacted]	000	DAL	Status. AVAILABLE IN RECORDS Audit Date 09/08/2014 06:18:38 AM Last Action. 09/08/2014 06:18:38 AM Transfer in	Sect RC - RECORDS SECTION Resp 0013 - RECORDS GENERAL FILES
[redacted]	000	MIA	Status: RECORD IN USE Audit Date: 12/01/2014 02:45:58 PM Last Action: 12/01/2014 02:45:58 PM Batch Audit	Sect: DP - DEPORTATION UNIT Resp: 9401 - US MARSHAL REFERAL

The first of your two staffing letters should look like this:



Staffed to: DAL
REQUESTED FILE

Office Code: NRC **Control Number:** NRC2015000000 **Date:** June 4, 2015

Alien Number: A[redacted] **Subject:** Happy G.

(b)(6)

General Inquiry For [redacted]				
File #	**Seq**	**Office**	**Status/Last Action**	**Location**
AO[redacted]	00	DAL	**Status:** AVAILABLE IN RECORDS **Audit Date:** 09/08/2014 08:18:38 AM **Last Action:** 09/08/2014 08:18:38 AM Transfer In	**Sect:** RC - RECORDS SECTION **Resp:** 0013 - RECORDS GENERAL FILES
T020000000	000	MIA	**Status:** RECORD IN USE **Audit Date:** 12/01/2014 02:45:58 PM **Last Action:** 12/01/2014 02:45:58 PM Batch Audit	**Sect:** DP - DEPORTATION UNIT **Resp:** 0401 - US MARSHAL REFERAL

This is to certify that I (we) have conducted a thorough search for the above listed A-file and this file:
...... is attached
...... could not be located.

Printed Name

Phone

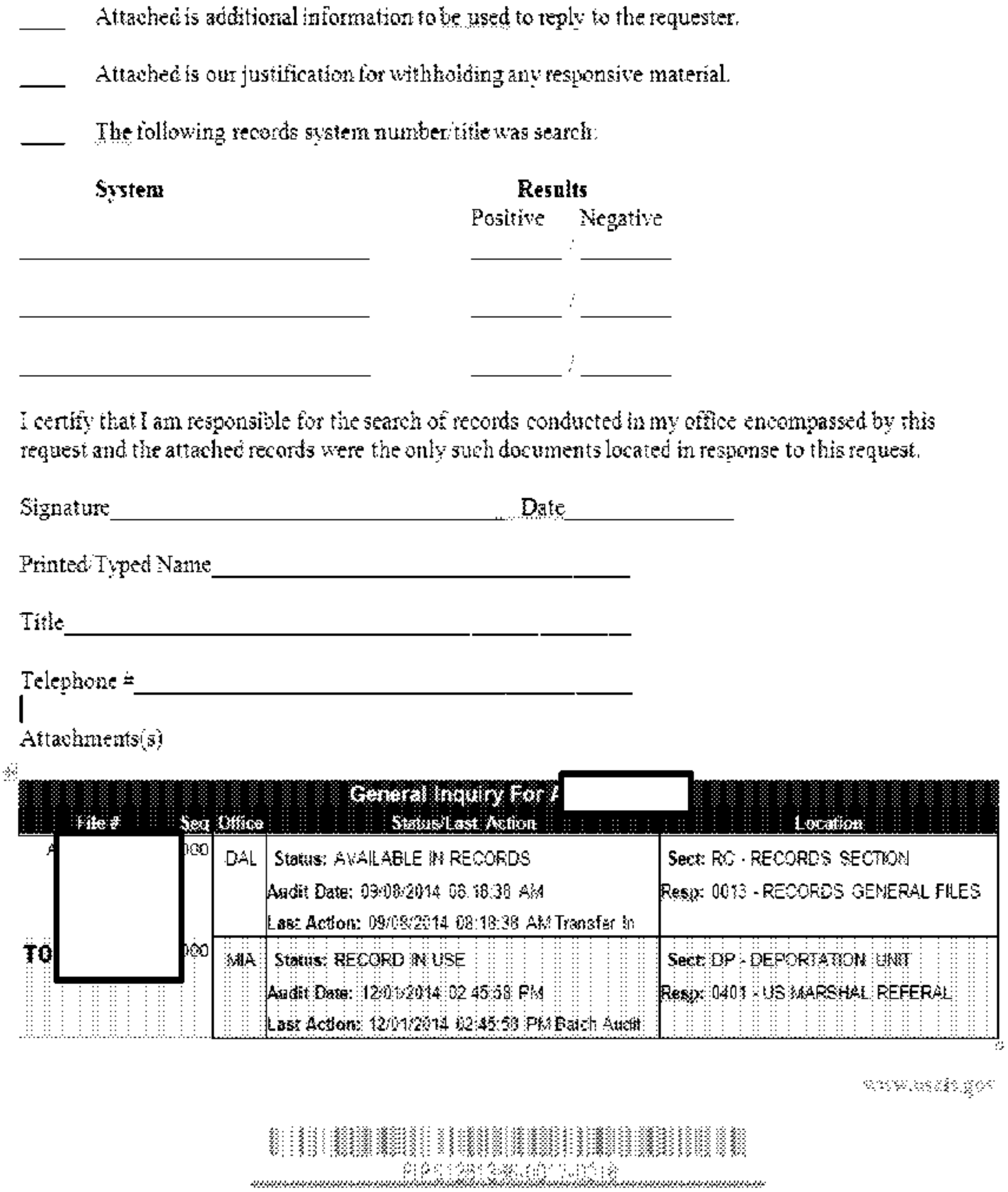
Signature

Date

Make sure nothing interferes with the barcode at the bottom of the page. Click and drag the "This is to certify…" section up and away from the barcode if you need to.

Now we will prepare the staffing sheet for Miami – DRO (ICE). Since this is an ICE staffing, the staffing sheet will be in letter format. Place the entire screen print just below the word "Attachments" but above the barcode.

Highlight the MIA - DRO A-number, **bold** and increase the size to 10-font.



____ Attached is additional information to be used to reply to the requester.

____ Attached is our justification for withholding any responsive material.

____ The following records system number/title was search:

System	**Results** Positive	Negative
________________	________ /	________
________________	________ /	________
________________	________ /	________

I certify that I am responsible for the search of records conducted in my office encompassed by this request and the attached records were the only such documents located in response to this request.

Signature_______________________________ Date____________

Printed/Typed Name_______________________________

Title_______________________________

Telephone #_______________________________

Attachments(s)

(b)(6)

General Inquiry For A[redacted]

File #	Seq	Office	Status/Last Action	Location
A[redacted]	000	DAL	**Status:** AVAILABLE IN RECORDS **Audit Date:** 09/08/2014 08:18:38 AM **Last Action:** 09/08/2014 08:18:38 AM Transfer In	**Sect:** RC - RECORDS SECTION **Resp:** 0013 - RECORDS GENERAL FILES
TO[redacted]	000	MIA	**Status:** RECORD IN USE **Audit Date:** 12/01/2014 02:45:58 PM **Last Action:** 12/01/2014 02:45:58 PM Batch Audit	**Sect:** DP - DEPORTATION UNIT **Resp:** 0401 - US MARSHAL REFERAL

www.uscis.gov

If your screen print is too large to fit between "Attachments" and the barcode, place the cursor before the screen print and then click "Ctrl + Enter." This will move your screen print to the next page.

USCIS FOIA INFORMATION BULLETIN

June 7, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new section, 6.3.4.7, Border Crossing Card, to the *FOIA/PA Assistant's Guide* as follows (new information in red):

> **6.3.4.7 Border Crossing Card:** Sometimes a person has no other record than a Border Crossing Card, and you will know this because the only record you can find for that person is an alien number between 80,000,000 and 86,999,999. If that is the only record you are able to find, select Category **OTHER**, then refer to Section 12.2 of this guide.

We have added new guidance to section 7, Certification of Agreement, Verification of Identity and Description of Records, of the *FOIA/PA Assistant's Guide* as follows (new information in red):

Form G-28, *Notice of Entry of Appearance as Attorney or Accredited Representative*, has been revised (02/28/2013). Beginning **May 26, 2013**, USCIS will no longer accept prior versions of the G-28.

If the request scan date in FIPS is after May 25, 2013 and

- If certification of agreement is provided on no other place except Form G-28,
- Then the attorney must use a *properly executed* new Form G-28 (revision of 02/28/13).
- If the Form G-28 is an older version than the revision of 02/28/13, then you will close the case FC. Please refer to section 16b of this guide.
- If the new Form G-28 (revision of 02/28/13) is not properly executed, then you will close the case TD (inadequate Certification of Agreement). Please refer to section 16a of this guide.

If the request scan date in FIPS is on or before May 25, 2013 and

- If certification of agreement is provided on no other place except Form G-28,
- Then the version of Form G-28 does not matter, but it must be properly executed.
- If Form G-28 is not properly executed, then you will close the case TD (inadequate Certification of Agreement). Please refer to section 16a of this guide.

Finally, if there is adequate certification of agreement someplace else in the request, such as on Form G-639 or on a separate statement, it does not matter what version of Form G-28, or if it was properly executed.

We have re-written section 12.2, Border crossing card number, of the *FOIA/PA Assistant's Guide* as follows (new information in red)(~~deleted information in strikethrough~~):

Sometimes a person has no other record than a Border Crossing Card, and you will know this because the only record you can find for that person is an alien number between 80,000,000 and 86,999,999. If that is the only record you are able to find, select Category **OTHER**, then do the following:

a. Create the case.
b. If you have access to PCQS, search PCQS and print any data you find. It is better to provide PCQS screen prints, so if you do not have access to PCQS, please locate a person who has PCQS to print those screens. If that is not possible, search and print CIS screens 9101, 9101-history (F8), 9222 and 9223.
c. Prepare the screen prints for scanning into this slot as responsive records. Please attach a "Scan As" sheet and mark it as "Responsive Records" with the screen prints to be scanned, and then take the responsive records to the designated person. (The current designated person will be posted by FOIA Operations on the ECN page.)
d. Open a RAFACS (not RAFACS/CIS) staffing slot. Make sure "Customize Letter" is selected. You do not have to modify the staffing letter.
e. Prepare a discussion explaining what you did, prepare any correspondence, and then pend the case.

~~Previously during the Case Create process, if a requester/subject provided a Border Crossing Card Number and all of the required PII (except an A-Number), we asked the requester/subject to provide additional information (Alien or receipt number, copies of documents from the service, etc…). We used this information to determine if the subject had an A-File. We would find the A-file only in very rare instances.~~

~~We no longer request additional information if the requester/subject provides all of the required PII (except an A-Number). Since Border Crossing Cards are strictly electronic records (no actual file), we will have the Border Crossing Card screen prints scanned into a RAFACS slot.~~

~~Use the Border Crossing Card Number provided; if you have access to PCQS, search PCQS and print any data found, otherwise, search and print CIS screens 9101, 9101-history (F8), 9222 and 9223. Open a RAFACS staffing slot. Make sure "Customize Letter" is selected. Prepare the screen prints for scanning into this slot as responsive records. Pend the case for responsive records. Please attach a "Scan As" sheet and mark~~

~~it as "Responsive Records" with the screen prints to be scanned. The case will be sent to the processor after screen prints are scanned in. Create as Track 1, category OTHER.~~

We have added new guidance to section 5.01, Certification of Agreement, of the *Processing Guide* as follows (new information in red):

Form G-28, *Notice of Entry of Appearance as Attorney or Accredited Representative*, has been revised (02/28/2013). Beginning **May 26, 2013**, USCIS will no longer accept prior versions of the G-28.

If the case was created on or after June 7, 2013 and

- If certification of agreement is provided on no other place except Form G-28,
- Then the attorney must use a *properly executed* new Form G-28 (revision of 02/28/13).
- If the Form G-28 is an older version than the revision of 02/28/13, then you will close the case FC. Please refer to section 42 of this guide.
- If the new Form G-28 (revision of 02/28/13) is not properly executed, then you will close the case TD (inadequate Certification of Agreement). Please refer to section 27.11 of this guide.

If the case was created before June 7, 2013 and

- If certification of agreement is provided on no other place except Form G-28,
- Then the version of Form G-28 does not matter, but it must be properly executed.
- If Form G-28 is not properly executed, then you will close the case TD (inadequate Certification of Agreement). Please refer to section 27.11 of this guide.

Finally, if there is adequate certification of agreement someplace else in the request, such as on Form G-639 or on a separate statement, it does not matter what version of Form G-28, or if it was properly executed.

We have added INTERPOL to the names of agencies we do not disclose upon referral. Please see Section 28.01.b of the *Processing Guide.*

We have added a clarification to Section 28.06, U.S. Department of State Documents, of the *Processing Guide* as follows (new information in red):

- Refer messages, letters, e-mails, checklists and cables having to do with visa determination or investigations. This includes any Visa Lookout System, CLASS or SAO Name Check Results as well as "VISAS" + any animal.

USCIS FOIA INFORMATION BULLETIN

June 6, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new section, 27.53 to the Processing Guide as follows: (new information in red)

27.53 Aliens with Multiple Unconsolidated A-Numbers

27.53 Aliens with Multiple Unconsolidated A-Numbers

If the alien has multiple unconsolidated A-Numbers and both files are located at the NRC, please add them to the spreadsheet that Records Operations maintains at *S:\Record_Ops\Files_to_Consolidate.xls.* You are responsible for entering the alien numbers of the files that may possibly need consolidation. Records Operations will review the files and consolidate if necessary.

Please double-check that your A-Numbers have not already been entered into the spreadsheet. Don't forget to include your actions in your case summary discussion.

Note: If both files are not at the NRC, do not add the information to the spreadsheet.

USCIS FOIA INFORMATION BULLETIN

June 1, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

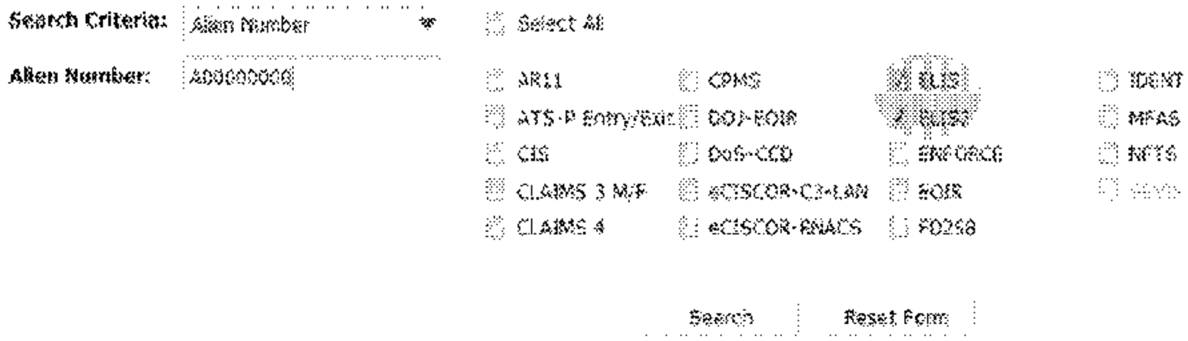
We have added a new section 12.18.16, Creating Staffing and Acknowledgement letters for ELIS cases, of the FOIA/PA Assistant's Guide as follows (new information in red):

12.18.16.b Creating Staffing and Acknowledgement letters for ELIS2 cases

The slideshow ELIS Research Staff Redact – ELIS2 can be found at O:\FOIA\FOIA Library\Case Create References, also in Connect and ECN).

12.18.16.b.1 Find the IOE Number

Whenever you create a case, please check PCQS for ELIS and ELIS2 information.



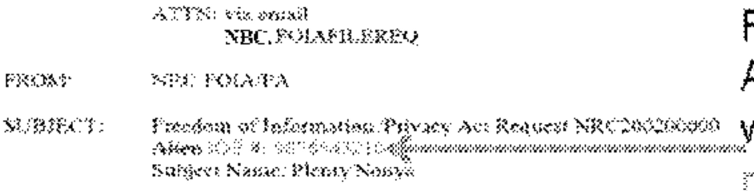
Search Criteria: Alien Number

Alien Number: A00000000

☑ ELIS

☑ ELIS2

Select All
AR11
ATS-P Entry/Exit
CIS
CLAIMS 3 M/F
CLAIMS 4
CPMS
DOJ-EOIR
DoS-CCD
eCISCOR-C3-LAN
eCISCOR-RNACS
ENFORCE
EOIR
FD258
IDENT
MFAS
NFTS
Search
Reset Form

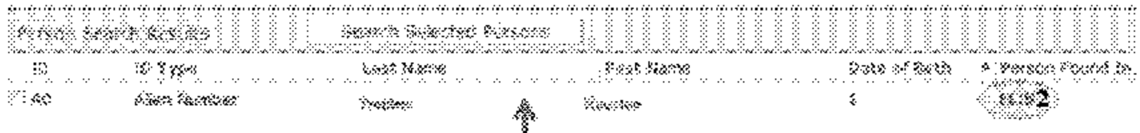


ATTN: via email
NBC.FOIAFILEREQ

FROM: NBC FOIA/PA

SUBJECT: Freedom of Information/Privacy Act Request [illegible]
Alien IOE #: [illegible]
Subject Name: [illegible]

Replace the A-number with the IOE number.

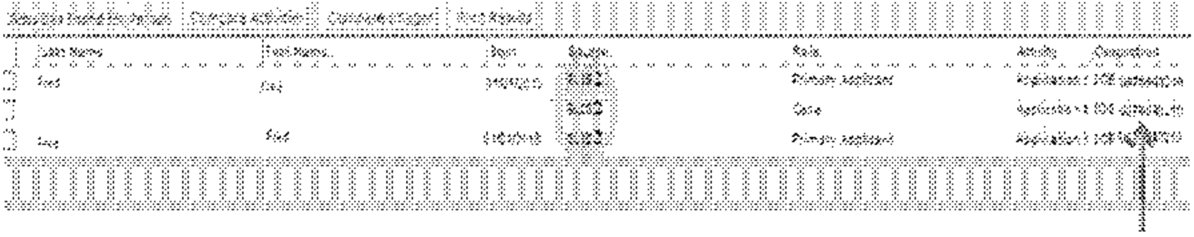


Person Search Results
Search Selected Persons

ID	ID Type	Last Name	First Name	Date of Birth	Person Found In
[illegible]	Alien Number	[illegible]	[illegible]	[illegible]	ELIS2

Click twice

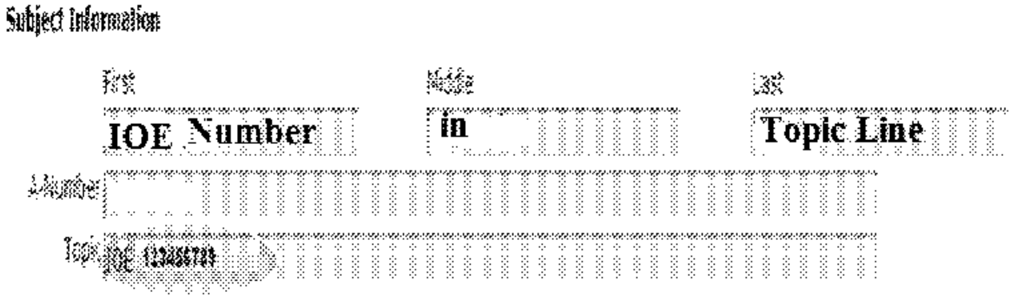
You'll come to the page below. Please copy the IOE number.



Copy IOE Number

12.18.16.b.2 Create the Case/Put IOE Number in Topic Line

Fill out the FIPS worksheet as you normally would, except paste "IOE" and the number into the "Topic" line on the FIPS worksheet.



Subject Information

First: IOE Number

Middle: in

Last: Topic Line

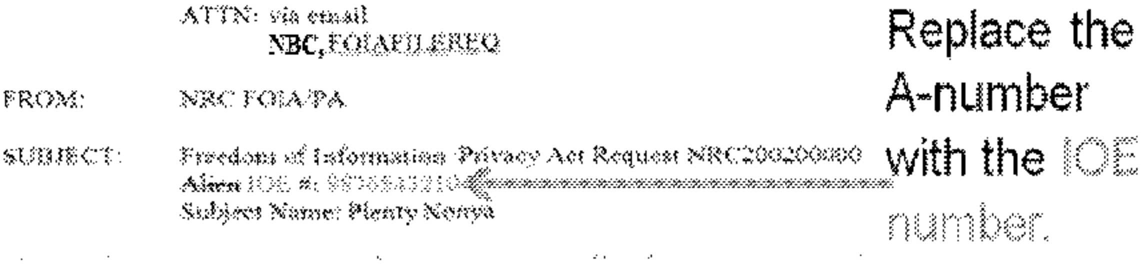
Topic: IOE 123456789

NOTE: Putting the IOE number in the Topic line is the only way we have to track ELIS and ELIS2 cases.

Next, you will be creating an NBC staffing (Form I-90, Application to Replace Permanent Resident Card).

12.18.16.b.3 Create Staffing and Acknowledgement Letters

On both pages of the NBC staffing letter, please replace the "Alien #" with the term IOE and the number you copied from PCQS as shown here:



ATTN: via email
NBC,FOIAFILEREQ

FROM: NBC FOIA/PA

SUBJECT: Freedom of Information Privacy Act Request NBC20020000
Alien IOE #: [illegible]
Subject Name: Plenty Nonya

Replace the A-number with the IOE number.

12.18.16.b.3 Determine Requester

To determine what language (if any) gets copied and pasted into the Staffing and Acknowledgment letters, you have to answer this one question:

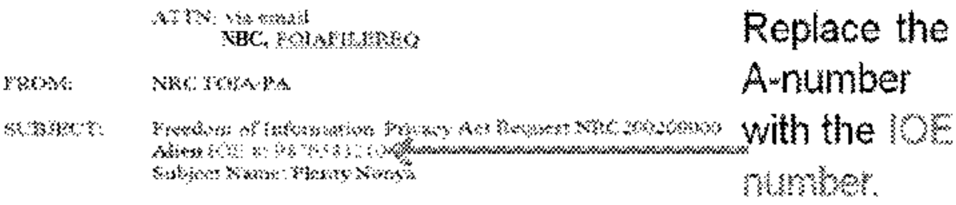
1. Is this a self-request or a request from Attorney/Representative?

If the answer is "yes," you insert language into the Staffing and Acknowledgement letters.

If the answer is "no," you only have to add the IOE number to the top and the bottom of the Staffing letter. There is no change to the Acknowledgement letter.

NOTE: The language you insert into the ELIS 2 Staffing and Acknowledgement letters is different from the language inserted into legacy ELIS (ELIS 1).

On both pages of the NBC staffing letter, please replace the "Alien #" with the IOE number you copied from PCQS.



ATTN: via email
NBC, FOIAFILEREQ

FROM: NBC FOIA/PA

SUBJECT: Freedom of Information Privacy Act Request NBC20020000
Alien IOE #: [illegible]
Subject Name: Plenty Nonya

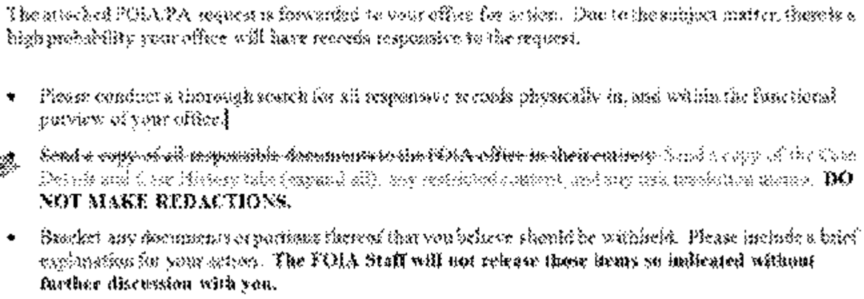
Replace the A-number with the IOE number.

If you have a self-request or if the request is from an Attorney/Representative, replace the Staffing letter's second bullet, first sentence with the following language:

"Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memo."

NOTE: Leave the second statement, "**DO NOT MAKE REDACTIONS**," as is, after the language you inserted. Do not delete.

Delete the first part of the second bullet (shown in ~~strikethrough~~). Replace it with the sentence shown in red.



The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

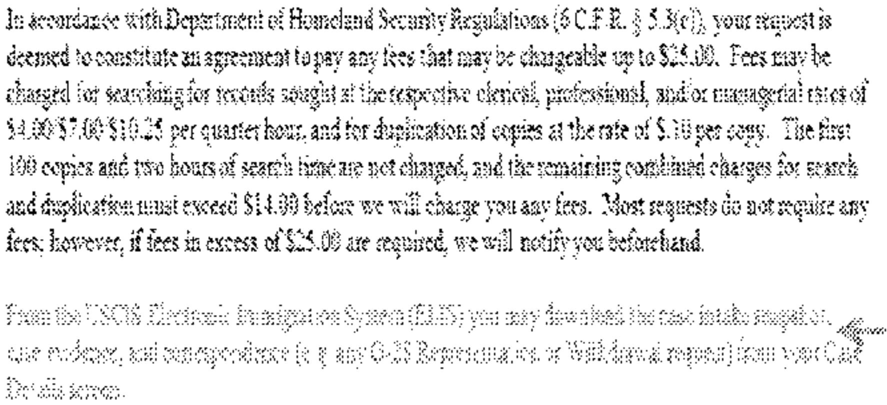
- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.]
- ~~Send a copy of all responsive documents to the FOIA office in their entirety.~~ Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memos. **DO NOT MAKE REDACTIONS.**
- Bracket any documents or portions thereof that you believe should be withheld. Please include a brief explanation for your action. **The FOIA Staff will not release these items so indicated without further discussion with you.**

Different language will be inserted into the Acknowledgement letter, but will follow the same pattern as above. A self-request will be treated the same as an Attorney/Representative request.

Please insert the following paragraph after the "fees" section in the Acknowledgement letter:

"From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen.

See the following example:



In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.3(c)), your request is deemed to constitute an agreement to pay any fees that may be chargeable up to $25.00. Fees may be charged for searching for records sought at the respective clerical, professional, and/or managerial rates of $4.00/$7.00/$10.25 per quarter hour, and for duplication of copies at the rate of $.10 per copy. The first 100 copies and two hours of search time are not charged, and the remaining combined charges for search and duplication must exceed $14.00 before we will charge you any fees. Most requests do not require any fees; however, if fees in excess of $25.00 are required, we will notify you beforehand.

From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen.

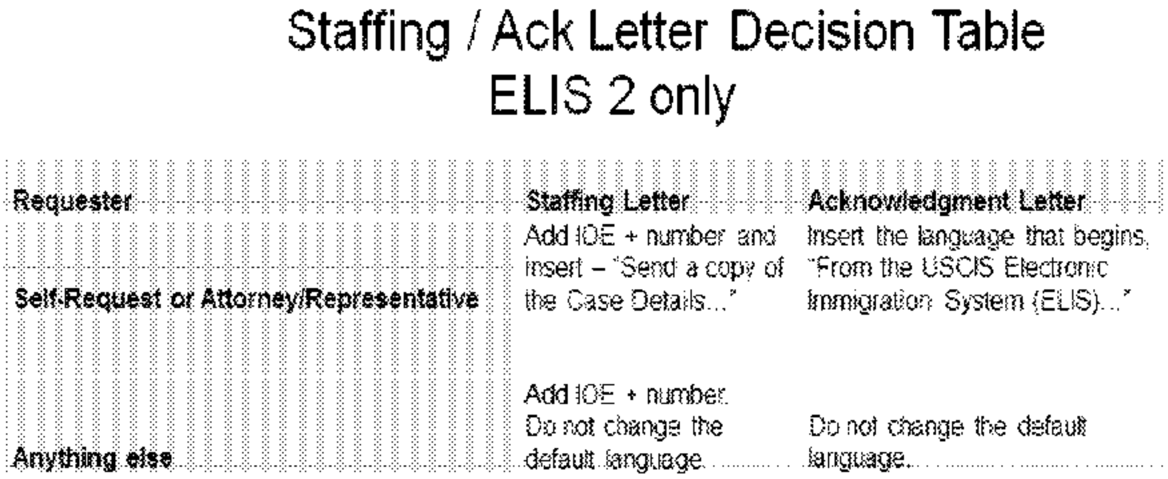
Please cut and paste this language below the fees paragraph – it tells the requester what he or she can download

Any time you create an ELIS staffing, please send an e-mail to NRC, FOIA QA-CS and copy [redacted] The subject of the e-mail should be "ELIS 2 staffing" and the body of the e-mail should be the case number.

(b)(6)

12.18.16.b.4 “ELIS 2 Staffing / Ack Letter Decision Table

Please use the following table to help you successfully create ELIS 2 cases.



Staffing / Ack Letter Decision Table
ELIS 2 only

Requester	Staffing Letter	Acknowledgment Letter
Self-Request or Attorney/Representative	Add IOE + number and insert – “Send a copy of the Case Details…”	Insert the language that begins, “From the USCIS Electronic Immigration System (ELIS)…”
Anything else	Add IOE + number. Do not change the default language.	Do not change the default language.

USCIS FOIA INFORMATION BULLETIN

June 1, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

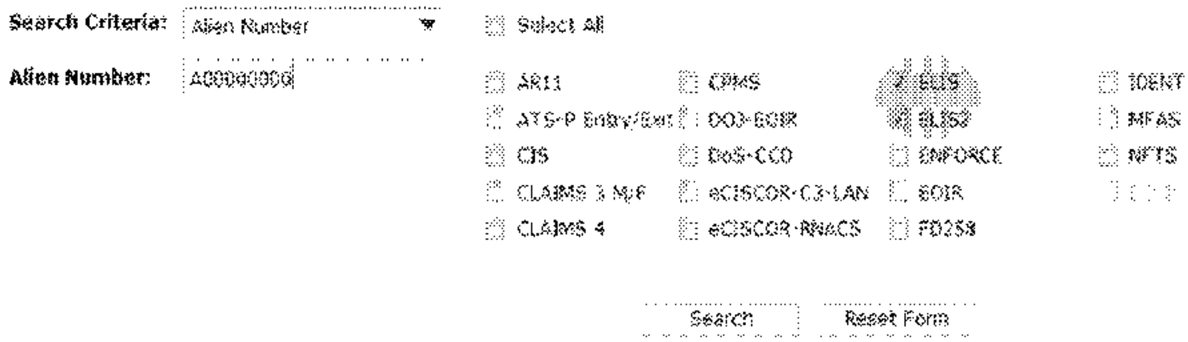
We have added a new section 12.18.16.b, Creating ELIS2 cases, of the FOIA/PA Assistant's Guide as follows (new information in red):

12.18.16.b Creating ELIS2 cases

The slideshow ELIS Research Staff Redact – ELIS2 can be found at O:\FOIA\FOIA Library\Case Create References and on ECN).

12.18.16.b.1 Find the IOE Number

Whenever you create a case, please check PCQS for ELIS and ELIS2 information.

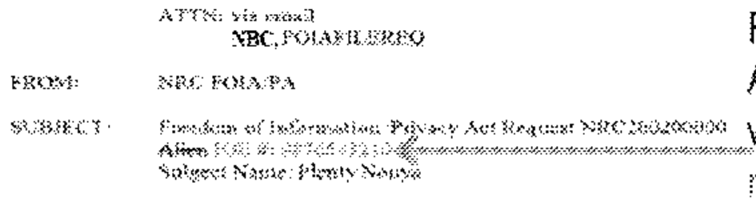


Search Criteria: Alien Number

Alien Number: A00000000

☐ Select All

☐ AR11
☐ ATS-P Entry/Exit
☐ CIS
☐ CLAIMS 3 M/F
☐ CLAIMS 4
☐ CPMS
☐ DOJ-EOIR
☐ DoS-CCD
☐ eCISCOR-C3-LAN
☐ eCISCOR-RNACS
☑ ELIS
☑ ELIS2
☐ ENFORCE
☐ EOIR
☐ FD258
☐ IDENT
☐ MFAS
☐ NFTS
☐ [illegible]

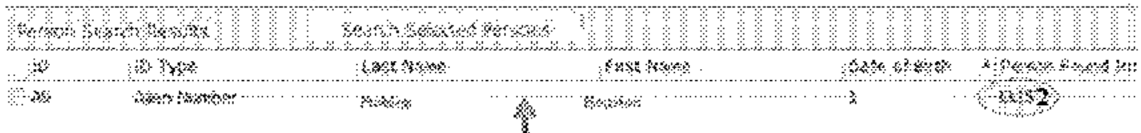


ATTN: via mail
NBC, [illegible]

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information/Privacy Act Request NRC[illegible]
Alien [illegible]
Subject Name: [illegible]

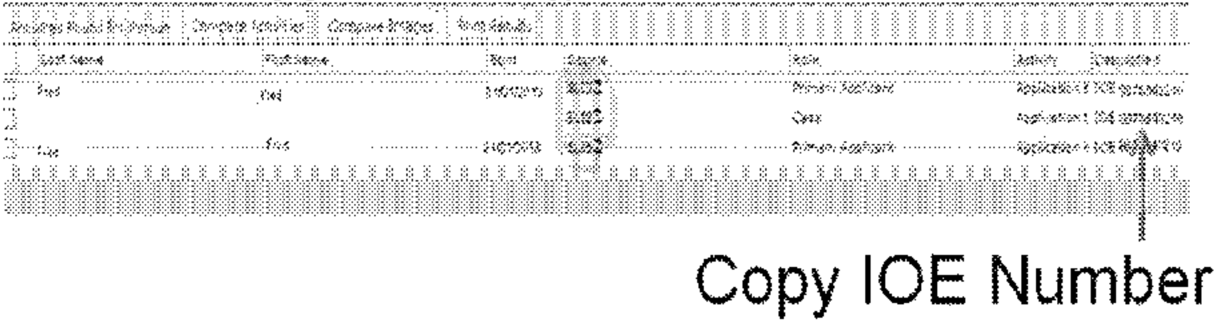
Replace the A-number with the IOE number.



ID	ID Type	Last Name	First Name	Date of Birth	# Person Found In
[illegible]	Alien Number	[illegible]	[illegible]	[illegible]	ELIS2

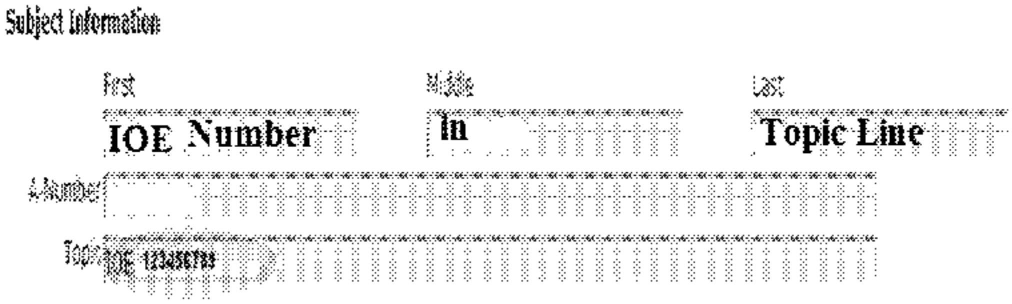
Click twice

You will come to the page below. Please copy the IOE number.



12.18.16.b.2 Create the Case/Put IOE Number in Topic Line

Fill out the FIPS worksheet as you normally would, except paste "IOE" and the number into the "Topic" line on the FIPS worksheet.



Subject Information

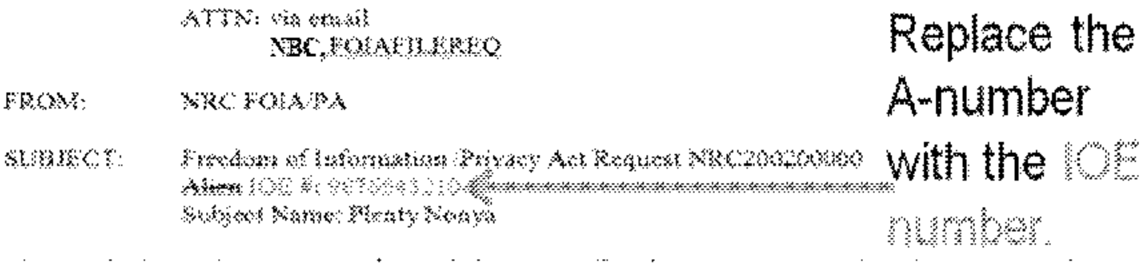
First: IOE Number
Middle: In
Last: Topic Line
A-Number:
Topic: IOE 12345678

NOTE: Putting the IOE number in the Topic line is the only way we have to track ELIS and ELIS2 cases.

Next, you will be creating an NBC staffing (Form I-90, Application to Replace Permanent Resident Card).

12.18.16.b.3 Create Staffing and Acknowledgement Letters

On both pages of the NBC staffing letter, please replace the "Alien #" with the term IOE and the number you copied from PCQS as shown here:



ATTN: via email
NBC.FOIAFILEREQ

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information/Privacy Act Request NRC[illegible]
~~Alien~~ IOE #: [illegible]
Subject Name: [illegible]

Replace the A-number with the IOE number.

12.18.16.b.4 Determine Requester

To determine what language (if any) gets copied and pasted into the Staffing and Acknowledgment letters, you have to answer this one question:

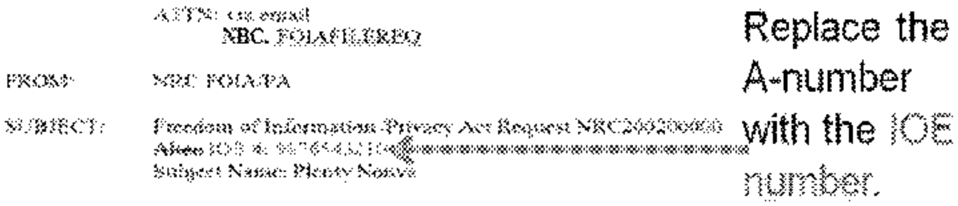
1. Is this a self-request or a request from Attorney/Representative?

If the answer is “yes,” you insert language into the Staffing and Acknowledgement letters.

If the answer is “no,” you only have to add the IOE number to the top and the bottom of the Staffing letter. There is no change to the Acknowledgement letter.

NOTE: The language you insert into the ELIS 2 Staffing and Acknowledgement letters is different from the language inserted into legacy ELIS (ELIS 1).

On both pages of the NBC staffing letter, please replace the “Alien #” with the IOE number you copied from PCQS.



ATTN: via email
NBC. FOIAFILEREQ

FROM: NBC FOIA/PA

SUBJECT: Freedom of Information/Privacy Act Request [illegible]
Alien IOE #: [illegible]
Subject Name: [illegible]

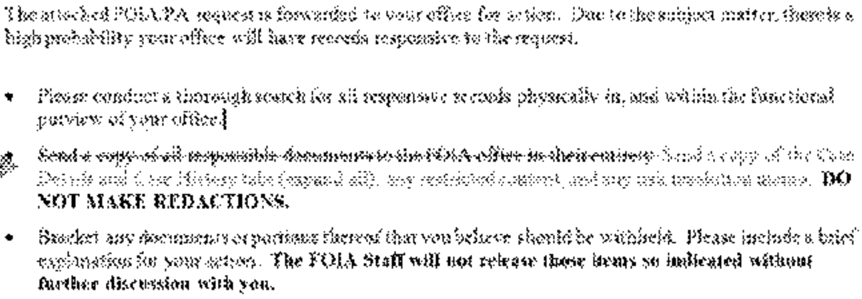
Replace the A-number with the IOE number.

If you have a self-request or if the request is from an Attorney/Representative, replace the Staffing letter’s second bullet, first sentence with the following language:

“Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memo.”

NOTE: Leave the second statement, “**DO NOT MAKE REDACTIONS**,” as is, after the language you inserted. Do not delete.

Delete the first part of the second bullet (shown in ~~strikethrough~~). Replace it with the sentence shown in red.



The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

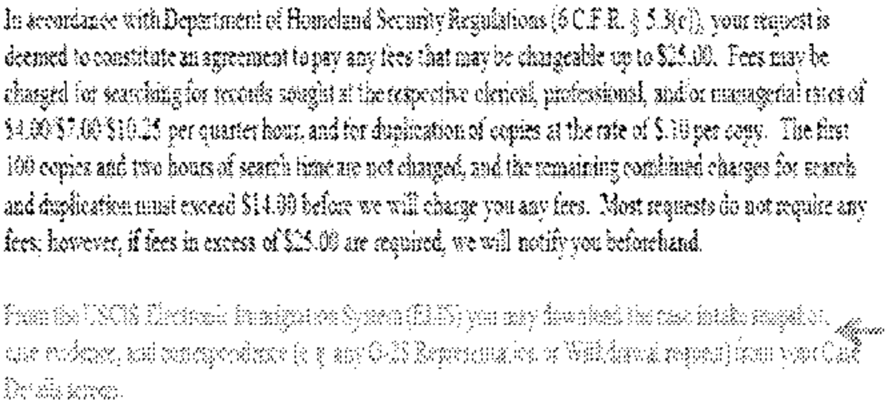
- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- ~~Send a copy of all responsive documents to the FOIA office in their entirety.~~ Send a copy of the Case Details and Case History tabs (expand all), any restricted content, and any risk resolution memos. **DO NOT MAKE REDACTIONS.**
- Bracket any documents or portions thereof that you believe should be withheld. Please include a brief explanation for your action. **The FOIA Staff will not release these items so indicated without further discussion with you.**

Different language will be inserted into the Acknowledgement letter, but will follow the same pattern as above. A self-request will be treated the same as an Attorney/Representative request.

Please insert the following paragraph after the "fees" section in the Acknowledgement letter:

"From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen.

See the following example:



In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.3(c)), your request is deemed to constitute an agreement to pay any fees that may be chargeable up to $25.00. Fees may be charged for searching for records sought at the respective clerical, professional, and/or managerial rates of $4.00/$7.00/$10.25 per quarter hour, and for duplication of copies at the rate of $.10 per copy. The first 100 copies and two hours of search time are not charged, and the remaining combined charges for search and duplication must exceed $14.00 before we will charge you any fees. Most requests do not require any fees; however, if fees in excess of $25.00 are required, we will notify you beforehand.

From the USCIS Electronic Immigration System (ELIS) you may download the case intake snapshot, case evidence, and correspondence (e.g. any G-28 Representation or Withdrawal request) from your Case Details screen.

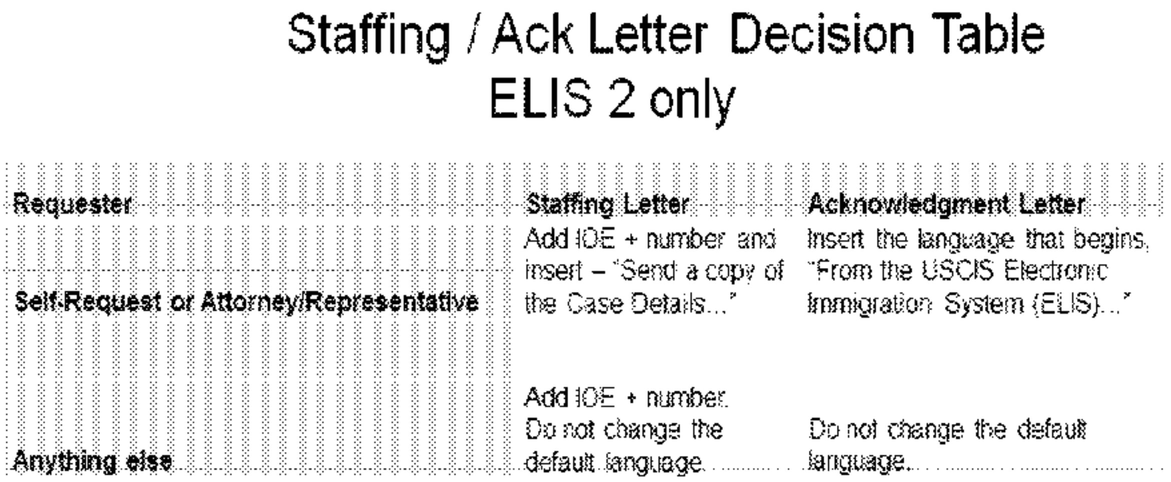
Please cut and paste this language below the fees paragraph – it tells the requester what he or she can download

Any time you create an ELIS staffing, please send an e-mail to NRC, FOIA QA-CS and

(b)(6) copy [redacted] The subject of the e-mail should be "ELIS 2 staffing" and the body of the e-mail should be the case number.

12.18.16.b.5 “ELIS 2 Staffing / Ack Letter Decision Table

Please use the following table to help you successfully create ELIS 2 cases.



Staffing / Ack Letter Decision Table
ELIS 2 only

Requester	**Staffing Letter**	**Acknowledgment Letter**
Self-Request or Attorney/Representative	Add IOE + number and insert – “Send a copy of the Case Details…”	Insert the language that begins, “From the USCIS Electronic Immigration System (ELIS)…”
Anything else	Add IOE + number. Do not change the default language.	Do not change the default language.

USCIS FOIA INFORMATION BULLETIN

July 27, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

When we published the April 1st version of the Guide, which directed us to refer all ICE documents to ICE, we inadvertently deleted the instructions for a Memorandum of Investigation or Report of Investigation *if* it was not prepared by ICE.
We have added a new section 27.47 to the *Processing Guide* to the guide to replace that information, as follows:

27.47 Report of Investigation or Memorandum of Investigation

Please note that a Report of Investigation or Memorandum of Investigation could be completed by CIS or CBP. If that is the case, please process the document. Otherwise, refer any Report of Investigation or Memorandum of Investigation completed by ICE to ICE for direct response to the requester. Do not hide the name of the agency. You should also refer a Report of Investigation or Memorandum of Investigation completed by legacy INS (prior to March 2003) to ICE if it was prepared by a Special Agent or other Investigator who would now work for ICE.

We have amended section 9.1 of the *FOIA/PA Assistant's Guide* as follows, new information in red:

If you find no A-file or receipt file for the subject, follow the referral guidelines set forth below. The list below includes examples of when to Refer (RF) to CBP and or ICE.

If you find an A-file, you should create the case and staff for the file. Please refer to the flow charts at Appendix H. Before you refer the case, you must verify we have no record. When conducting research, do the queries and provide screen prints of CIS 9103, CIS 9102, CIS 9104 and PCQS or CLAIMS searches. There should be no less than two pages and may be lengthier if the subject has provided multiple names. Prepare a "Scan As" sheet to be attached to the screen prints and take them to the OA room for scanning as CSD. In your Discussion, you should also name the systems you searched and state that you have sent the documentation to OA for scanning as CSD.

Referring the Case

A. Create the case as normal

B. Conduct a search for responsive records. Prepare screen prints and "Scan As" sheet.
C. Under the "Tasks" tab, select Final Action Letter. Select "RF: Referred to a DHS Component" as the final action code. Under "Redirects/Referrals" select the component to which we are referring the request and click "Submit."
D. FIPS will automatically create two documents: a final action letter to the requester and a referral memorandum to the DHS component.
E. FIPS then generates the two Word documents
F. You will need to edit the letter to add needed information. After you exit from the Word documents, they will appear under the "Contents" tab.
G. Click on the "Check in Document" icon and you will get a "Save" dialog box. Click "Open."
H. After you have done this for both documents, enter a case Discussion with your RF findings stating that you have sent the screen prints to be scanned as CSD.
I. Send the case to Up-front Approver.

We have amended section 9.2 of the *FOIA/PA Assistant's Guide* as follows, new information in red:

If we receive a request for specific records that belong to an agency outside of DHS, we close it and write a "redirect letter." If it is a general request for "My Complete A-File" or "All my records," you must conduct a search for responsive records.

If you find an A-file, you should create the case and staff for the file. Please refer to the flow charts at Appendix H. Before you redirect the case, you must verify we have no record. When conducting research, do the queries and provide screen prints of CIS 9103, CIS 9102, CIS 9104 and PCQS or CLAIMS searches. There should be no less than two pages and may be lengthier if the subject has provided multiple names. Prepare a "Scan As" sheet to be attached to the screen prints and take them to the OA room for scanning as CSD. In your Discussion, you should also name the systems you searched and state that you have sent the documentation to OA for scanning as CSD.

Redirecting the Case to another Agency or Unit

A. Create the case
B. Conduct a search for responsive records. Prepare screen prints and "Scan As" sheet.
C. Under the "Tasks" tab, select Final Action Letter. Select "RD: Referred to a DHS Component" as the final action code. Under "Redirects/Referrals" select the component to which we are redirecting the request and click "Submit."
D. FIPS will automatically create a document: a final action RD letter to the requester.
E. FIPS then generates the Word document.
F. You will need to edit the RD letter/document to add needed information. After you exit from the Word document, it will appear under the "Contents" tab.

G. Click on the "Check in Document" icon and you will get a "Save" dialog box. Click "Open."

H. After you have done this for the document, enter a case Discussion with your RD findings stating that you have sent the screen prints to be scanned as CSD.

I. Send the case to Up-front Approver.

USCIS FOIA INFORMATION BULLETIN

July 26, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added new information to Section 7, CERTIFICATION OF AGREEMENT, VERIFICATION OF IDENTITY, AND DESCRIPTION OF RECORDS, of the *FOIA/PA Assistant's Guide* as follows (new information in red):

If a person is not requesting a Privacy Act Record, then there is no requirement to establish Verification of Identity or Certification of Agreement. Non-Privacy Act Record requests frequently fall under SIG. Such a request may arrive by mail, fax or e-mail, and do not require a signature. Requesters must provide name, mailing address and adequate description of the records they are seeking. By submitting the request, the person is agreeing to pay fees up to $25.00, unless they specify more.

Additionally, if a requester establishes that the subject of record is deceased, or if the subject of record is more than 100 years old, then the requester is not required to establish his or her own Verification of Identity. The same requirements apply to a request for the file of a deceased person as apply to a request for a Non-Privacy Act Record.

We have changed section 8.19 Situation: Certification of Record of the *FOIA/PA Assistant's Guide* as follows (~~old information in strikethrough~~ new information in red):

8.19 SITUATION: Certification of record

When creating a new case, insert a Discussion "certified documents requested."

Create the case as normal. If you are closing the case as no record, total denial or failure to comply, there is no need to address certification of record in the final action letter. If you are not closing the case NR, TD or FC, and if the requester does not want a copy of the whole file, but specifically requests only a certified copy of a particular document, you will be closing the case NB. According to the situation, please add the following paragraph(s) into your final action letter:

NB Situation 1: If a request is only a request for a certified copy of a Name Change document, insert the following paragraph:

> Regarding your request for a certified copy of Name Change document, you may check with the Court that issued and certified the Name Change document.

NB Situation 2: If a request is only for a certified copy of Certificate of Naturalization of a living person and not a request for the whole file:

> This is in response to your request for a certified copy of your Certificate of Naturalization.
>
> To request a "Certified True Copy" of your Certificate of Naturalization, and if you have the original document, you must make an appointment at your local USCIS office by using the on-line InfoPass Appointment Scheduler. If you do not have the original document, to request a replacement of your Certificate of Naturalization, you must fill out Form N-565, Application for Replacement Naturalization/Citizenship Document. Please see www.uscis.gov for more information about these processes and the downloadable Form N-565.
>
> If you have additional questions, you may contact your local USCIS Office or call the National Customer Service Center at 1-800-375-5283 (TTY 1-800-767-1833).

If the request is for a copy of the whole file, and there is a request for certified copy of a naturalization certificate of a deceased person (but not Italian dual citizenship – if it is an Italian dual citizenship request, please go to section 8.20 of this guide), or if it is a request for any other documents that may be within the file, you will not close the case NB. Please staff for the file and add this paragraph to your acknowledgment letter:

> You requested a certified copy of a U.S. Citizenship and Immigration Services (USCIS) record. The National Records Center does not certify documents and is responding with a copy of these records as required under the Freedom of Information Act/Privacy Act.

~~When creating a new case, insert a Discussion "requester wants documents certified." The processor or approver will handle the certification process.~~

~~Certification of records is done in accordance with 8 C.F.R. § 103.7(d) and the Records Operations Handbook (ROH).~~

~~The NRC will certify certain documents from A-files as being true and correct copies. The physical file must be located at either the NRC or the FRC. Genealogy requests that were received, staffed and processed by NRC can also be certified by the NRC. The NRC will not certify copies of documents that belong to other agencies. Information will be provided to the requester on how to~~

~~obtain certified copies of these documents. The NRC can also provide a certified letter giving information such as the date of entry and the status of the individual.~~

~~First, evaluate if the request qualifies under the Genealogy Program. Refer to the section entitled Case Specifications, Category 4 (Other).~~

~~NRC will *not* certify naturalization certificates for *living persons*. If the individual has his or her original naturalization certificate and want or need a certified copy of it, he or she must make an INFOPASS appointment. An individual must submit an N-565, Application for Replacement Naturalization/Citizenship Document if he or she has lost or misplaced the original.~~

~~Records Services Branch, USCIS does all certificates of non-existence; these requests must be submitted in writing to the address shown below:~~

~~U.S. Citizenship and Immigration Services~~
~~ATTN: Records Service Branch~~
~~1200 First Street, NE, 2nd Floor~~
~~Washington, DC 20529-2204~~

We have changed section 16a. TD (total denial) CASE CLOSINGS, section H. back to Up-front Approver as follows (new information in red, ~~deleted portion in strikethrough~~):

16a. TD (total denial) CASE CLOSINGS

Send to Up-front ~~Case~~ Approver.

We have added referral addresses to the Case Processing References folder.

We have added a new Section 5.03, Requests for Non-Privacy Act Records, to the *Processing Guide* as follows (new information in red):

If a person is not requesting a Privacy Act Record, then there is no requirement to establish Verification of Identity or Certification of Agreement. Non-Privacy Act Record requests frequently fall under SIG. Such a request may arrive by mail, fax or e-mail, and do not require a signature. Requesters must provide name, mailing address and adequate description of the records they are seeking. By submitting the request, the person is agreeing to pay fees up to $25.00, unless they specify more.

Additionally, if a requester establishes that the subject of record is deceased, or if the subject of record is more than 100 years old, then the requester is not required to establish his or her own Verification of Identity. The same requirements apply to a request for the file of a deceased person as apply to a request for a Non-Privacy Act Record.

We have added a new Section 27.27.e to the *Processing Guide* as follows (new information in red):

> 27.27.e If you are processing a FOIA case, there are certain USCIS personnel whose names you should withhold even when not performing a law enforcement function, citing Exemption (b)(6). Those personnel are:
>
> (1) Refugee Officers
> (2) Asylum Officers
> (3) FDNS personnel.
>
> In addition to that, there are times you must use your judgment. If any person is working overseas, especially in a sensitive region, and if you feel that person could be a potential target for extortion, kidnapping or interference in performance of duty, you should protect that person's name, direct line phone numbers and e-mail addresses, along with any other identifying information. If you have a doubt, please contact a supervisor.

We have added new information to Section 27.31.n of the *Processing Guide* as follows (new information in red):

> 27.31.n Death extinguishes the right to privacy. Sensitive or graphic personal details relating to an individual's death may be withheld to protect family members. Examples of this could be photographs of a death scene or results of an autopsy.
>
> We always process the file of a deceased person under the FOIA, regardless of the subject of record's status at time of death.
>
> PII rules in this section generally apply to living persons requesting a copy of their own files. Third-party documents and PII rules are very different when you are processing the file of a deceased person, and that is because you are protecting the identities of every person except the deceased person. You must redact names and protect identities of any individual who could be alive, unless we have certification of agreement to release information from the individual. For instance, when you process the file of a deceased person, you would release only the name of the subject of record on a birth certificate, unless there is some other reason to release the other names and identifying information, for instance:
>
> 1. The requester is a child on the birth certificate and the requester provided signed verification of identity with the request.
> 2. The requester also provided proof of death of other party(ies) to the birth certificate.

3. You know that other party(ies) to the birth certificate are more than 100 years old.
4. You know from some other source, such as news media or SSDI that other party(ies) to the birth certificate are deceased – and if that is the situation, please provide your source of information in your case summary discussion.

When you process the file of a deceased person, you will partially withhold other documents, such as marriage certificates, joint tax returns and even documents that were originally provided by the subject of record, all of which you would normally release if a living person requested a copy of his or her own file. Additionally, you must review death certificates and possibly protect PII of the person reporting the death.

A requester is not required to establish his or her own identity to request the file of a deceased person. If the requester did not do so, you must withhold the requester's own PII that may be within the deceased person's file.

We have modified Section 27.36, **Choicepoint/Discovery Plus/CLEAR/Accurint/LexisNexis Person Searches** of the *Processing Guide* as follows (new information in red, ~~deleted portion in strikethrough~~):

Choicepoint and Discovery Plus (there could be others such as CLEAR, LexisNexis Faces of the Nation, and Accurint) are research tools used by adjudicators or investigators. These screen prints are compiled for law enforcement investigatory purposes. Fully withhold documents from systems such as these citing Exemption (b)(7)(E). If there is any third party PII, please also cite Exemption (b)~~(6)~~(7)(C). If you are processing a Privacy Act case, you will need to apply Exemption (k)(2). Apply only the applicable exemptions.

USCIS FOIA INFORMATION BULLETIN

July 20, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended section 27.45.f of the *Processing Guide* as follows, new information in red:

27.45.f **TECS I-94 printouts**

27.45.f.1 **I-94 Departure Record** (computer generated) –should be released in full.

27.45.f.2 **I-94 Arrival/Departure Display -** Please withhold the TID number and the Inspector Number, citing Exemption (b)(7)(C), or (k)(2) and (b)(7)(C) if PA.

We have amended section **27.38** **Processing Form I-181, Memorandum of Creation of Record of Lawful Permanent Residence** of the *Processing Guide* as follows, new information in red:

If this is a first party request, release Form I-181, Memorandum of Creation of Record of Lawful Permanent Residence if marked (stamped or handwritten) approved. Keep in mind there may be an IBIS stamp on the form, so you might not always fully release it.

The same rule applies if the Form I-181 is marked denied or terminated. You should fully release it unless there is an IBIS stamp. If there are additional copies without markings following a denied or terminated copy, please fully withhold those copies, citing Exemption (b)(5).

If you are processing a FOIA and the I-181 **has not** been stamped approved, terminated or denied, then please fully withhold it, citing Exemption (b)(5).

We have added a new section **28.01.h** to the *Processing guide*, as follows:

28.01.h Please treat attachments as independent documents. That is to say, if you refer a cover letter, you should not refer all attachments just because they are attachments. Instead, you should process those documents according to guidance we have already. For example, if an attorney addresses a letter to ICE and says Exhibit A attached is the subject's birth certificate, we should refer the letter addressed to ICE, but not the birth certificate. We know how to process the birth certificate, and ICE does not need that birth certificate in order to know how to withhold or release the cover letter.

We have amended Appendix H, the section dealing with **Form I-140**, ~~superceded information in strikethrough~~, new information in red:

If the petitioner is an individual, ~~withhold the petition in full~~ and if the case is a FOIA, and if you do not have consent from the petitioner, you would release only information relating to the beneficiary. Please protect any highly personal information.

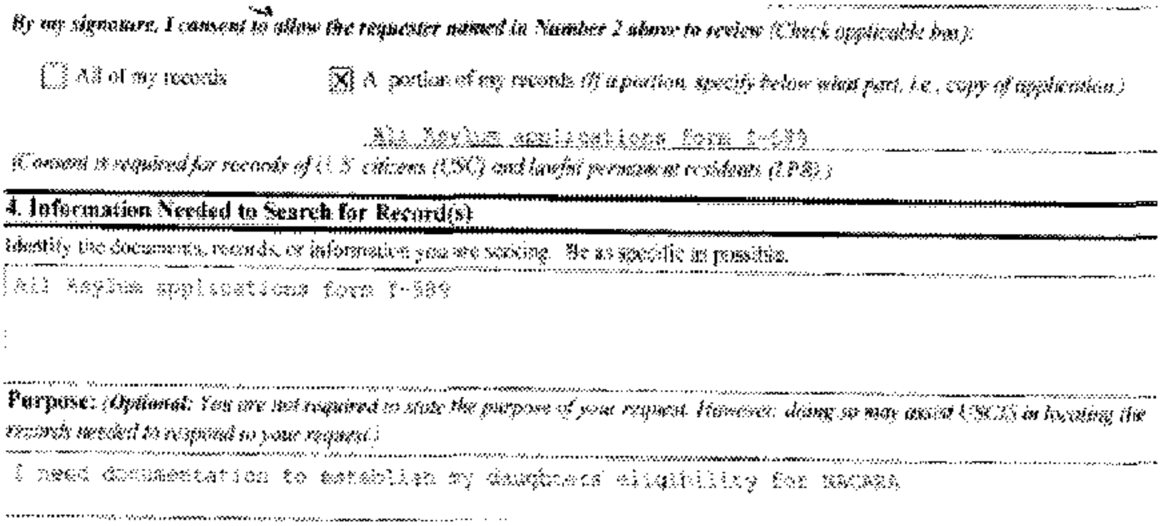
We have amended section 6.3.1.1 Track 1 – of the *FOIA/PA Assistant's Guide*, ~~superceded information in strikethrough~~, new information in red:

> Track I requests for receipt files and requests for partial records such as a specific document. A specific document request consists of three documents or less (except asylum or refugee requests, which you ~~should create under category Asylum and Alien file for refugee requests. Assign those to Track 2~~).
>
> Track I requests for receipt files and requests for partial records such as a specific document. A specific document request consists of three documents or less (except asylum or refugee requests, which you must evaluate more carefully – please refer to section 8.24 SITUATION: Requests for Asylum or Refugee documentation).

We have added a new section **8.24** SITUATION: Requests for Asylum or Refugee documentation to the *FOIA/PA Assistant's Guide*, as follows:

Asylum and refugee A-Files can be very large. We frequently see voluminous evidence of past persecution or conditions that would jeopardize the life or safety of the applicant. Because of this, we do not adhere strictly to the "three documents or less" rule when deciding whether we have a Track 1 or Track 2 case. The two examples below show first, a Track 1 and second, a Track 2:

Example 1, Track 1:



By my signature, I consent to allow the requester named in Number 2 above to review (Check applicable box):

☐ All of my records ☒ A portion of my records *(If a portion, specify below what part, i.e., copy of application.)*

All Asylum applications form I-589

(Consent is required for records of U.S. citizens (USC) and lawful permanent residents (LPR).)

4. Information Needed to Search for Record(s)

Identify the documents, records, or information you are seeking. Be as specific as possible.

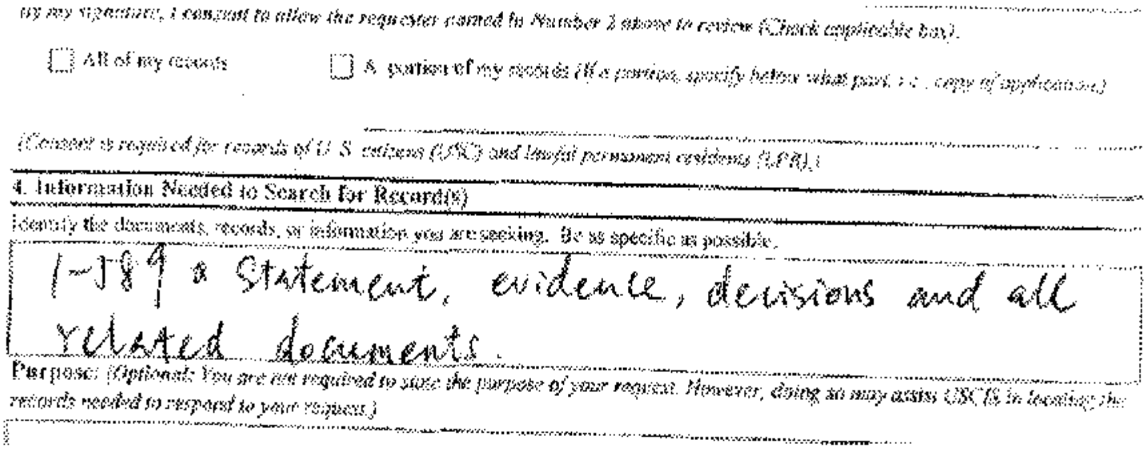
All Asylum applications form I-589

Purpose: *(Optional: You are not required to state the purpose of your request. However, doing so may assist USCIS in locating the records needed to respond to your request.)*

I need documentation to establish my daughters' eligibility for NACARA

An asylum application and a Form I-589 are the same thing. They are usually about 10 pages. There are some things we might do to help decide whether this is Track 1 or Track 2. For instance, we might want to ask a more experienced creator what it takes to establish eligibility for NACARA. For NACARA, if the requester can produce a Form I-589 that was accepted by the service and lists the daughter on it, the requester can establish eligibility. We could conclude that all the requester needs is the Form I-589. Alternatively, we might call the attorney's office to ask if they mean only the Form I-589 and nothing else. In either case, you would create a Discussion explaining what you did and why, and modify the acknowledgment letter, using language as close as possible to the request while remaining grammatically correct, stating, for example, "you specifically requested all Forms I-589, Asylum Applications." If we do not state it that specifically in the acknowlegment letter, the processor will be forced to process the case as if it were a request for the entire file. An example of such a failure would be "you specifically requested asylum documents."

Example 2, Track 2:



By my signature, I consent to allow the requester named in Number 2 above to review (Check applicable box).

☐ All of my records ☐ A portion of my records *(If a portion, specify below what part, i.e., copy of application.)*

(Consent is required for records of U.S. citizens (USC) and lawful permanent residents (LPR).)

4. Information Needed to Search for Record(s)

Identify the documents, records, or information you are seeking. Be as specific as possible.

I-589 & Statement, evidence, decisions and all related documents.

Purpose: *(Optional: You are not required to state the purpose of your request. However, doing so may assist USCIS in locating the records needed to respond to your request.)*

This may as well be a request for the entire file. Even if this request had only listed three things: "I-589, evidence and decisions," we should still create this as a Track 2 rather than a Track 1 because "evidence" could imply hundreds of pages.

There are other times that the decision to assign the case to Track 1 or Track 2 is not clear, and at those times it helps to speak with more experienced creators, your supervisor, or as a last resort, create a Discussion and send the case to Unit Chief.

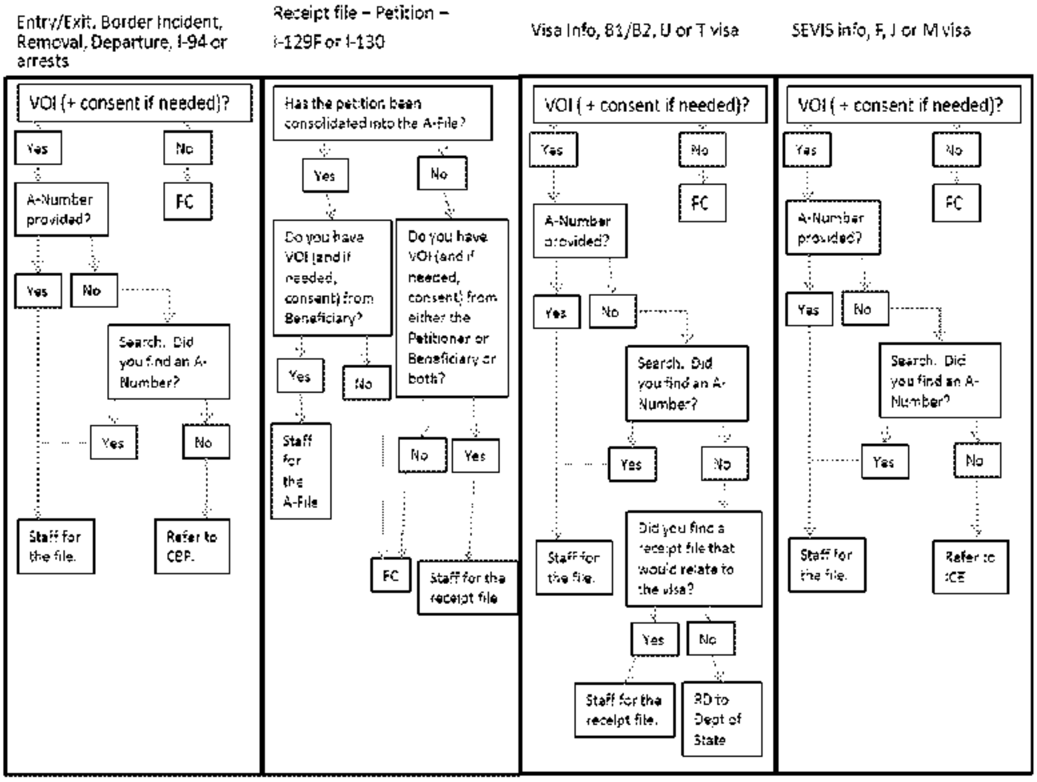
USCIS FOIA INFORMATION BULLETIN

July 13, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have modified the Case Create Flowchart for Specific Documents of Appendix H of the *FOIA/PA Assistant's Guide*, as follows:

Case Create Flow Chart for Specific Docs



Entry/Exit, Border Incident, Removal, Departure, I-94 or arrests
VOI (+ consent if needed)?
Yes
No
A-Number provided?
FC
Yes
No
Search. Did you find an A-Number?
Yes
No
Staff for the file.
Refer to CBP.
Receipt file – Petition – I-129F or I-130
Has the petition been consolidated into the A-File?
Yes
No
Do you have VOI (and if needed, consent) from Beneficiary?
Do you have VOI (and if needed, consent) from either the Petitioner or Beneficiary or both?
Yes
No
Staff for the A-File
No
Yes
FC
Staff for the receipt file
Visa Info, B1/B2, U or T visa
VOI (+ consent if needed)?
Yes
No
FC
A-Number provided?
Yes
No
Search. Did you find an A-Number?
Yes
No
Staff for the file.
Did you find a receipt file that would relate to the visa?
Yes
No
Staff for the receipt file.
RD to Dept of State
SEVIS info, F, J or M visa
VOI (+ consent if needed)?
Yes
No
FC
A-Number provided?
Yes
No
Search. Did you find an A-Number?
Yes
No
Staff for the file.
Refer to ICE

Section 27.33 of the *Processing Guide* has been changed. ~~Superceded version in strikethrough~~, new version in red:

27.33 Supporting Documents or Exhibits submitted with applications or petitions

~~If you are processing an I-129F or I-130 petition, (whether it's in an A-file or a receipt file)~~

- ~~*with* the consent of the beneficiary,~~
- ~~but *without* the consent of the petitioner,~~
- ~~then protect the PII of the petitioner in any attached exhibits the same as you would protect the PII of the petitioner in the left-hand column of the I-129F or I-130, (such as withholding in full the petitioner's Resident Alien Card, or partially withholding the petitioner's W-2's),~~
- ~~*unless* the FOIA requester is the same attorney as the attorney who filed the petition AND there is a G-28 within the file signed by the petitioner showing representation by that attorney. In such a case, release the PII of the petitioner to the attorney.~~

Note: Documents filed with the court, or that have been served on the subject or their attorney/representative do not fall under this rule.

27.33 Supporting Documents or Exhibits Submitted with Petitions

An I-129F or I-130 petition, if submitted by an attorney, will be accompanied by a Form G-28 for each party. The G-28 is valid for representation specifically for the benefit being sought and does not carry over to other actions. As a result, when we process a subsequent FOIA request from the beneficiary, we cannot rely on the previously submitted G-28 in order to release personal information pertaining to the petitioner. Unless the FOIA request contains consent of both parties, the processor must withhold sensitive or personally identifiable third party information in accordance with the guidelines in section 27.31, Third-party Documents and PII.

For example, an attorney files an I-130 with the agency. He represents both the petitioner and the beneficiary in the filing and submits G-28's for both parties with the I-130. He files a FOIA request 12 months later, but includes with his FOIA request consent from the beneficiary only. The beneficiary has not adjusted status, so the case is FOIA. In order to protect the interest of USCIS, without consent for the purpose of the FOIA case you are processing, you should not release the information of the petitioner to the attorney, even though the petitioner's information was originally submitted by the same attorney.

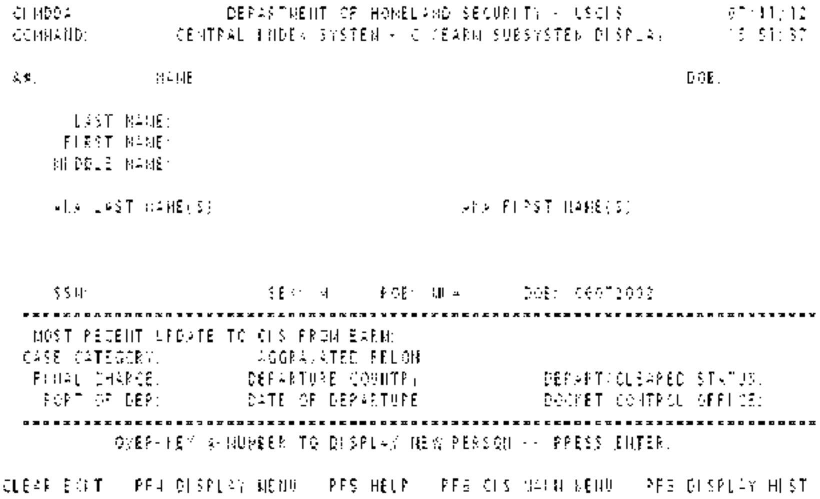
Note: Documents filed with the court, or that have been served on the subject or their attorney/representative do not fall under this rule.

Section 28.14, **ICE Documents**, of the *Processing Guide* has been changed. Added information in red:

Refer any document originating with, authored by or addressed to Immigration and Customs Enforcement to ICE. Do not hide the name of the agency. Please also refer any legacy INS document having to do with OPLA, detention or deportation to ICE. Generally speaking, legacy INS functions that became ICE are deportation, detention and removal. Most attorney work product has to do with removal and deportation, which is an ICE function. If attorney work product does not concern removal and deportation, it may have been prepared by a USCIS attorney. Ordinarily, if the case contains third party documents belonging to another agency, we do not refer those documents. The exception to this rule is ICE. Even if the ICE-authored document refers to a third party from whom we do not have consent, refer the page to ICE.

We have added a new section 28.14.1 to the *Processing Guide*, as follows:

> **<u>28.14.1</u>** **EARM and/or DACS subsystem displays** can be accessed from Central Index System. If the subsystem display is blank and there is no data for the individual, then there is no need to refer the screen to ICE. However, if the subsystem display does contain information, since ICE owns that information, ICE should decide whether to withhold or release it. Please refer those screens to ICE.



```
CIMDOA            DEPARTMENT OF HOMELAND SECURITY - USCIS          07/11/12
COMMAND:        CENTRAL INDEX SYSTEM - C/EARM SUBSYSTEM DISPLAY    15:51:37

A#:            NAME                                             DOB:

      LAST NAME:
     FIRST NAME:
    MIDDLE NAME:

    AKA LAST NAME(S)                        AKA FIRST NAME(S)


    SSN:                 SEX: M     POB: UNK      DOB: 06072002
 ***********************************************************************
  MOST RECENT UPDATE TO CIS FROM EARM:
 CASE CATEGORY:         AGGRAVATED FELON
  FINAL CHARGE:        DEPARTURE COUNTRY:          DEPART/CLEARED STATUS:
   PORT OF DEP:        DATE OF DEPARTURE           DOCKET CONTROL OFFICE:
 ***********************************************************************
          OVER-KEY A-NUMBER TO DISPLAY NEW PERSON -- PRESS ENTER.

CLEAR EXIT   PF4 DISPLAY MENU   PF5 HELP   PF6 CIS MAIN MENU   PF8 DISPLAY HIST
```

We have added new information to section 28.15, **<u>Referring or Processing Documents Originating from NVC</u>**, of the *Processing Guide*, as follows:

If you must inform a requester that a specific receipt file is at the National Visa Center, you may add the following paragraph to your final action letter:

The petition [insert petition information] has been approved and forwarded to the National Visa Center for processing. It is no longer under the control of USCIS. To reach the National Visa Center (Immigrant visa inquiries, including assistance regarding the new DS-260 Online Immigrant Visa Application) call: 603-334-0700 or e-mail: NVCINQUIRY@state.gov.

USCIS FOIA INFORMATION BULLETIN

July 10, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section 7.3.2, Finding Multiple Matches of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~, new information in red):

7.3.2 Finding Multiple Matches

~~You may possibly find multiple matches, and you may be unable to confirm a match to the records due to limited information provided by the requestor.~~ Sometimes a requestor provides complete Verification of Identity, but you still cannot locate the Subject of Record. Common subject names will result in multiple name and date of birth matches. You may find no matches at all. You may need ~~all the~~ additional beneficiary and/or petitioner PII to find a petition. In situations like this, we do not have a reasonable description of the records the requestor wants. We will have to ~~send~~ ask for additional requestor documentation, specifically:

A. Alien Number (if known)
B. Application/Petition Receipt Number (if known).

Additionally, we may ask for items of information such as names of the mother and father. If you have found more than one possible match, and those matches have parents' names in CIS, we can narrow our search or confirm we have the right A-Number. The requestor is not required by law or regulation to provide that information, but if the requestor does not, we may be unable to locate a responsive record.

Please request the additional PII with your Acknowledgement Letter. Check all relevant boxes on the requestor documentation worksheet, save the letter, and check it in. Do not staff for a file if you are sending for requestor documentation. In the "Contents" tab, you will see a Pending slot for Requestor Documentation. Send the case to Pend. After we receive a response from the requestor, a FOIA/PA Assistant or Government Information Specialist working in Records Locator queue will request the file. The processor will use the requested information to verify the release of the correct records.

Note: if the requestor entered "unknown," or "none" for any element of the above PII, please do not request this information as part of the Acknowledgement Letter. For example, if the requestor entered "unknown," "none" or "N/A" under *Alien Number*, it does not make sense to ask for their A-Number. You may have to use discretion. If you found parents' names in CIS and it would help to match the person to the A-Number, you may ask them for parents' names, even though the requestor may have entered "unknown," "none" or "N/A" under *Father's Name* and *Mother's Name*. If in doubt, please consult a supervisor.

We have updated section 32, RECORDS LOCATOR QUEUE, of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~, new information in red):

32. RECORDS LOCATOR QUEUE

Cases assigned to Records Locator queue will require some kind of action. Some of the most common reasons are:

- The staffing has to be re-pended (please refer to section 33)
- Additional PII ~~or certification of agreement is~~ needed to verify the correct file (please refer to section 32.7)
- Requestor docs have been received (please refer to section 32.8)
- The wrong records were scanned into the case (please refer to section 32.9)
- We need to send an interim interest letter to an incarcerated individual (please refer to section 32.10)
- The file is lost or we got a response of not found or consolidated from a service center (please refer to section 32.11)
- Requestor writes to request the record on paper (please refer to section 32.12)
- Requestor wants to change the track of their case (please refer to section 34).

We have updated section 32.7, Additional PII Needed, of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~):

32.7 Additional PII needed: Sometimes when a processor retrieves a case, he or she will determine that additional PII ~~or verification of identity~~ is needed from the requestor/subject. You will have to create another Acknowledgement Letter and check the other documentation box. The Requestor Documentation Attachment will automatically be added to the Acknowledgement Letter. Check the boxes required and pend the case for Requestor Documentation. If the processor is asking for information that is already present in the scanned documents, put in a Discussion asking for clarification on what the processor is requesting. You may also have to point them to the slot where the information is currently contained. Send the case to Unit Chief with a Discussion.

We have updated section 5.02, Verification of Identity, of the Processing Guide as follows (~~deleted information in strikethrough~~, new information in red):

5.02 Verification of Identity

If the requestor is asking for records concerning *(a living)* individual, ~~and if~~ there is only one signature, and ~~it~~ the request does not fall under one of the categories above for certification of agreement and/or verification of identity, create a new Discussion stating the problem and ~~send the case to Records Locator~~ either close the case as a Total Denial or a Failure to Comply, based on the decision matrix shown below.

Who is the Requestor?	Certification	VOI	Close?
Self	Not needed	If adequate	No close - staff
Self	Not needed	If inadequate	FC – Sec. 16b
3rd Party (incl Atty)	If adequate	If adequate	No close - staff
3rd Party (incl Atty)	If inadequate then	Does not matter	TD – Sec. 16a
3rd Party (incl Atty)	If adequate	If inadequate	FC – Sec 16b
3rd Party (incl Atty)	Other proof (death cert, proof of guardianship)	Must establish identity of subject of record	No close - staff

We have updated paragraph 6.1.f. of section 6, PREPARING RECORDS FOR DISCLOSURE, of the Processing Guide as follows (~~deleted information in strikethrough~~, new information in red):

6.1.f. Confirm certification of agreement, verification of identity, and reasonable description of records being sought. For more information, read section 5, CERTIFICATION OF AGREEMENT AND VERIFICATION OF IDENTITY. If the requestor has specified that it is a third party request, please read the section 12, THIRD PARTY REQUESTS. Otherwise, if you do not have the necessary certification of agreement or verification of identity, ~~please consult with your supervisor~~ please close the case as a Total Denial or Failure to Comply based on the decision matrix found in section 5.02, Verification of Identity.

USCIS FOIA INFORMATION BULLETIN

O: FOIA/FOIA LIBRARY/FOIA INFORMATION BULLETIN
July 8, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

A new flow chart for Lost File procedure has been added to **APPENDIX H: CASE CREATE FLOW CHARTS** in the **FOIA/PA Assistant's Guide**.

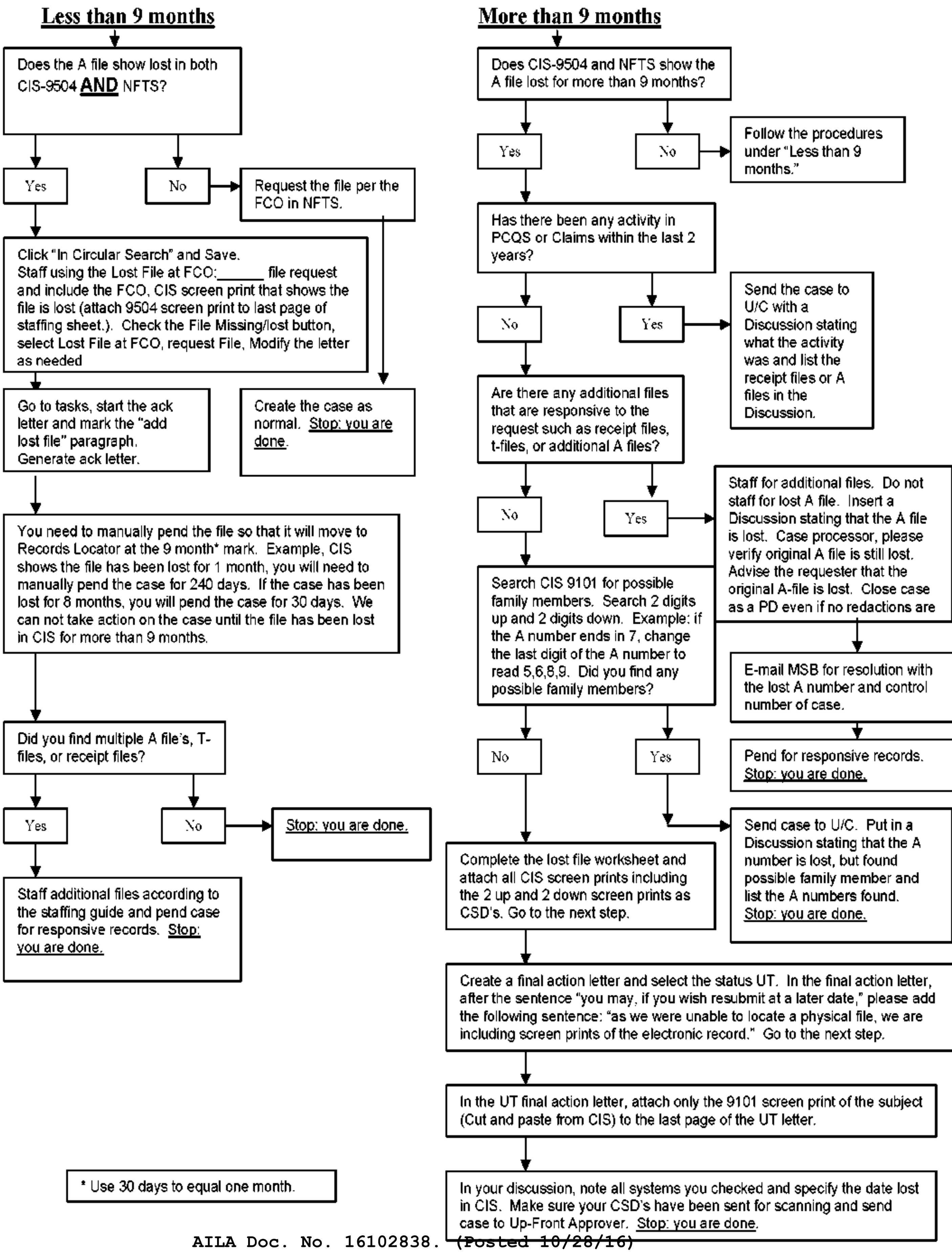
Additionally, in paragraphs

12.7.2 Files Lost or Not Found LESS THAN NINE MONTHS
and
12.7.3 Files Lost or Not Found MORE THAN NINE MONTHS
the following new sentence has been added:

Note: Please refer to the **Lost File Flowchart** which you will find in Appendix H.

(the new flowchart follows on the next page)

Lost File Flowchart



Less than 9 months

Does the A file show lost in both CIS-9504 **AND** NFTS?

Request the file per the FCO in NFTS.

Click "In Circular Search" and Save. Staff using the Lost File at FCO:______ file request and include the FCO, CIS screen print that shows the file is lost (attach 9504 screen print to last page of staffing sheet.). Check the File Missing/lost button, select Lost File at FCO, request File, Modify the letter as needed

Go to tasks, start the ack letter and mark the "add lost file" paragraph. Generate ack letter.

Create the case as normal. Stop: you are done.

You need to manually pend the file so that it will move to Records Locator at the 9 month* mark. Example, CIS shows the file has been lost for 1 month, you will need to manually pend the case for 240 days. If the case has been lost for 8 months, you will pend the case for 30 days. We can not take action on the case until the file has been lost in CIS for more than 9 months.

Did you find multiple A file's, T-files, or receipt files?

Stop: you are done.

Staff additional files according to the staffing guide and pend case for responsive records. Stop: you are done.

* Use 30 days to equal one month.

More than 9 months

Does CIS-9504 and NFTS show the A file lost for more than 9 months?

Follow the procedures under "Less than 9 months."

Has there been any activity in PCQS or Claims within the last 2 years?

Send the case to U/C with a Discussion stating what the activity was and list the receipt files or A files in the Discussion.

Are there any additional files that are responsive to the request such as receipt files, t-files, or additional A files?

Staff for additional files. Do not staff for lost A file. Insert a Discussion stating that the A file is lost. Case processor, please verify original A file is still lost. Advise the requester that the original A-file is lost. Close case as a PD even if no redactions are

E-mail MSB for resolution with the lost A number and control number of case.

Pend for responsive records. Stop: you are done.

Search CIS 9101 for possible family members. Search 2 digits up and 2 digits down. Example: if the A number ends in 7, change the last digit of the A number to read 5,6,8,9. Did you find any possible family members?

Send case to U/C. Put in a Discussion stating that the A number is lost, but found possible family member and list the A numbers found. Stop: you are done.

Complete the lost file worksheet and attach all CIS screen prints including the 2 up and 2 down screen prints as CSD's. Go to the next step.

Create a final action letter and select the status UT. In the final action letter, after the sentence "you may, if you wish resubmit at a later date," please add the following sentence: "as we were unable to locate a physical file, we are including screen prints of the electronic record." Go to the next step.

In the UT final action letter, attach only the 9101 screen print of the subject (Cut and paste from CIS) to the last page of the UT letter.

In your discussion, note all systems you checked and specify the date lost in CIS. Make sure your CSD's have been sent for scanning and send case to Up-Front Approver. Stop: you are done.

A third Exception to paragraph **43. A-FILES CONTAINING MEDIA** of the **Processing Guide** will be added as follows:

3. If the media in the case is not responsive to the request (mostly in track 1), please send an e-mail to MSB and let them know that the media is not responsive and does not need to be mailed out. After this, please prepare a Discussion detailing what you have done so that the approver will know you have taken care of it.

A new bullet has been added to paragraph ***28.06 U.S. Department of State documents*** of the **Processing Guide** as follows:

- Refer any State Department document, whether it pertains to a nonimmigrant visa or an immigrant visa, if it bears the following warning:
  Sensitive But Unclassified (SBU) – Information Protected under INA 222(f) and 9 FAM 40.4
  This record cannot be transferred or reproduced in its entirety without the permission of the Department of State – Bureau of Consular Affairs (Visa Services)

Paragraph 6.1.1.10 of the **FOIA/PA Assistant's Guide** has been changed as follows:

Old version:
6.1.1.10 If the only evidence of an attorney is an envelope or letter, but there is not a duly executed Form G-28, create the case using the name and address of the requester in Section 2, "*Requester Information.*" Do not use the address on the envelope or letterhead.

New version:
6.1.1.10 If the request came to us on Form G-639, always use the name and address of the requester in Section 2, "*Requester Information.*" Do not use the address on the envelope, or Form G-28 or letterhead *unless* the requester did not use Form G-639 *or unless* Section 2 of Form G-639 is illegible. If the address on the G-639 is a foreign consulate office, or is a congressional office, you may use the address listed on the G-28, or other documents in the request, such as an envelope. If you can find no other address, insert a case note and send the case to U/C.

Be careful - it is easy to miss apartment or suite numbers because the space for them is at the right side of Form G-639.

The following has been added to 6.4 SEARCH FOR DUPLICATE CASES of the **FOIA/PA Assistant's Guide**: (old text lined through, new text in red)

This does not include instances in which the requester has faxed the request and then mailed it. If you open a case and find that the exact same request has very recently been created, chances are that you have opened the mailed copy which followed a few days after the fax. ~~Close this case as ER (created in error).~~ Do not create such a case. Click "Send to Research." That case will go and you will be ready for your next case.

Ordinarily, you will search by Alien Number, and if you do not find a duplicate or similar case, your search will be complete. If the requester did not provide an alien number, you may search by the subject's last name and first name, or even by the requester's last name and first name. You may use a percent sign (%) as a wild-card for these searches. For example, if the requester's name is Jaime Vazquez, but you see he also has spelled his name Vasquez – you can search by Subject Last Name "Va%" and Subject First Name "Jaime."

Further on within paragraph 6.4, in the examples, there are two more changes:

~~Create a Final Action Letter and select final action code ER: Created in Error. After this, send the case to Up-front Approver~~ Do not click "Create Case." Click "Send to Research." You will then be ready for your next case.

If you determine that it is not a true duplicate, please insert a new Discussion entitled "Similar Case" in each of the cases, so that a processor or approver can review both.

If the date of the request is either the same as your request or within a very few days and:

1. The requester is the same, and
2. The information being requested is the same in both requests,

Do not close this case as a duplicate. ~~Instead, close this case as ER (created in error)~~ Do not click "Create Case." Click "Send to Research."

USCIS FOIA INFORMATION BULLETIN

January 25, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have revised section 27.45.b of the *Processing Guide*, as follows (new information in red):

27.45.b TECS II Person Subject Display

we should refer TECS screen prints originating with Immigration and Customs Enforcement to ICE. Please process the TECS screens originating with Customs and Border Protection (CBP). The "TECS RECORD ID" in the upper left hand corner indicates who the screen print belongs to as does information listed in the "CONTACT" portion of the screen print.

The last three letters of the "TECS RECORD ID" identify the contact or the TECS record owner. At some point, TECS codes could become public knowledge. Certain TECS codes disclose the record concerns a NAILS lookout or other critical piece of law enforcement information. APPENDIX F of this guide has a listing of TECS codes. Please look up the last three characters of the TECS code. Ordinarily, we release the TECS RECORD ID number, and most of the codes would disclose nothing. However, for example, if the last three characters are B10, you search B10 and see the code refers to TIPOFF / TERRORIST, then you should withhold the TECS RECORD ID, citing Exemption (b)(7)(E), or (k)(2) and (b)(7)(E) if PA. If you are unsure of whether to withhold the TECS RECORD ID, please contact a supervisor. If the TECS code is not in APPENDIX F, you may make a decision to withhold or release based on the content of the narrative. Again, if you are unsure, please contact a supervisor. It may be necessary to send the case to admin until QA/CS is able to determine what the code is.

When you are processing a TECS record originating from CBP, first, you should withhold the TID number, citing Exemption (b)(7)(C), or (k)(2) and (b)(7)(C) if PA. Next, beginning with the portion of the screen print titled "CONTACT" and ending just above the computer function keys, you should redact this entire area citing Exemptions (b)(7)(C) and (b)(7)(E), or (k)(2) (b)(7)(C) and (b)(7)(E) if PA.

We have revised section 6.2.2.4 of the *FOIA/PA Assistant's Guide*, as follows (~~deleted information in strikethrough~~, new information in red):

> **6.2.2.4** Do not enter the petitioner's A-Number if the request is only for a copy of an unconsolidated petition filed on behalf of someone else. If the request is for all records, we would need to staff for the A-Number and receipt file. If the subject of the A-Number and beneficiary are different people, you must create ~~multiple~~ additional cases.

We have revised section 6.3.6.7 of the *FOIA/PA Assistant's Guide*, as follows (~~deleted information in strikethrough~~, new information in red):

> **6.3.6.7** If there is an Expedited Treatment Requested cover sheet, and if you determine during case create that you must create additional cases ~~this needs to be a *multiple case*~~, you must check the Expedited Treatment Requested box (and create the appropriate response letters) for each child case. On the other hand, it might be that we will treat only the parent case as an expedited treatment request. The Supervisor will make the determination or the supervisor will make a statement to that effect on the cover sheet, and of course, in such a situation, you would not mark the child cases as expedited treatment requests. Send the case to the Unit Chief Queue (UC) if an approval or denial is needed. Refer to section 6.6 of this guide ~~Multiple Case Guidance~~ when creating additional ~~multiple~~ cases.

We have revised section 6.3.9.4 of the *FOIA/PA Assistant's Guide*, as follows (~~deleted information in strikethrough~~, new information in red):

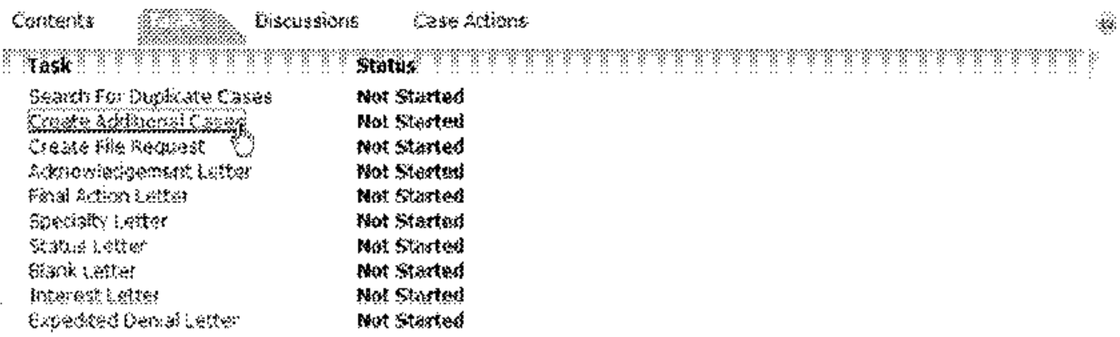
> NOTE: If you are creating ~~multiple~~ additional cases, you should do so ~~"Create Additional Cases"~~ before you prepare the Acknowledgment Letter and File Request(s) for the original case. For instructions, please refer to section 6.6 of this guide.

We have added a new section 6.6, Creating Additional Cases, to the FOIA/PA Assistant's Guide (new section in red):

6.6 Creating Additional Cases

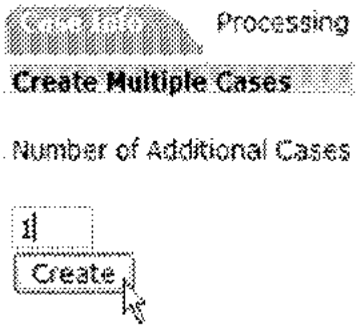
At times, you may have to create additional cases. For instance, a requester might send in one G-639 and ask for "all petitions filed for my three children, whose birth certificates are attached." Those petitions may be consolidated into the children's A-files, or they may be unconsolidated. When the requester is seeking information relating to more than one person on one FOIA request, you must create an additional case for each individual. This is true even if you are going to close all of the cases FC.

After you have created the first case, but before you have prepared a staffing letter or an acknowledgment letter, go to the Tasks tab and click on Create Additional Cases.



Task	Status
Search For Duplicate Cases	Not Started
Create Additional Cases	Not Started
Create File Request	Not Started
Acknowledgement Letter	Not Started
Final Action Letter	Not Started
Specialty Letter	Not Started
Status Letter	Not Started
Blank Letter	Not Started
Interest Letter	Not Started
Expedited Denial Letter	Not Started

FIPS will ask how many cases need to create and will then create them.



Number of Additional Cases

1

The first case created from the request becomes the "Parent case;" all subsequent cases created (one case for each subject) become the "Child cases." FIPS assigns consecutive case control numbers to the Parent case and all related Child cases, and the cases are given higher priority in the queue so that the Case Creator can process all related cases together. Requester data from the Parent case is automatically added to all related child cases, as are the initial request letter and any related case supporting documents.

If you forget to create additional cases before you create acknowledgment letters, those documents will carry over into the Child cases. All is not lost. You may simply change the acknowledgment letters and save them in the Child cases. Unfortunately, you will have to cancel the staffings. Go to the Contents tab, click on "Staffing Response" or "Responsive Records," click on "Manage Document," maximize that screen, click on "Cancel Request," and then go back to the Tasks tab and create a new file request based on the correct set of responsive records.

After you have created the first case, but before you have prepared a staffing letter or an acknowledgment letter, go to the Tasks tab and click on Create Additional Cases. FIPS will ask how many cases need to create and will then create them semi-sequentially. That is to say, FIPS will number the cases in sequence, but if another person creates a case while the process is ongoing, that case will take the next available number, so your additional cases might not have exactly sequential numbers. FIPS has the ability to create a parent case with up to 25 child cases. FIPS will automatically insert into each case a note remarking on the fact that the current case is a part of a parent/child case.

When the requester is seeking information relating to multiple individuals on one FOIA request, you must create a separate case for each individual.

After FIPS finishes creating the new case(s), you will need to create an acknowledgement letter, request any additional information (if applicable) and staff for responsive records. Of course, nothing is ever this simple all of the time. Now you are ready to determine consent and PII.

USCIS FOIA INFORMATION BULLETIN

January 20, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated Section 43, **A-FILES CONTAINING MEDIA** of the FOIA/PA Processing Guide as follows (new information in red, deleted information in strikethrough):

~~If the case you are processing contains a CD, cassette, tape or any kind of media *except* Dictaphone, Gray Audograph, Steno-Disc or floppy disk, please follow the instructions below.~~
Once a case is processed, the processor should send an e-mail to the NRC, FOIAMEDIA mailbox with "Media" in the subject line. Include the control number, A-number, and page(s) number where the media can be located.

Modify the final action letter by inserting the following sentence:
"The copy of the media located in your file will be addressed under a separate cover."

If you believe the media has a transcript, please process and when you e-mail the FOIA Media mailbox, state you believe it is a transcript and also note where the transcript is located in the file.

In the Summary Discussion, annotate that the file contained media and that you have notified **NRC, FOIAMEDIA**. This should be done in every circumstance.

All files that contain media will be addressed. A separate letter is sent by the employee processing the media.

EXCEPTIONS:
1. ~~If the file contains a **transcript** of the media, review the transcript and process it accordingly. In such a case, we do not copy the media. Do not redact the page with the image of the recording, and do not mention it in the Final Action Letter. **Please send an e-mail to the NRC, FOIAMEDIA mailbox to let them know that there is a transcript of the media in the file.**~~
~~2. If the file contains a **photograph of a Dictaphone, Gray Audograph, Steno-Disc or floppy disk** recording, we cannot reproduce it and send it to the requester because we do not have the equipment. Please do not tell the requester we will. Do not redact the page with the image of the recording, and do not mention it in the Final Action Letter. **Please**~~

~~**send an e-mail to the NRC, FOIAMEDIA mailbox to let them know that there is a transcript of the media in the file.**~~

~~3.~~ If the media in the case is **not responsive to the request** ~~(mostly in track 1),~~ i.e., a track 1 request for specific documents, please send an e-mail to NRC, FOIAMEDIA and let them know that the media is not responsive and does not need to be mailed.

~~After this~~ Next, please prepare a detailed d~~D~~iscussion. ~~detailing what you have done, so that the approver will know you have taken care of it.~~ ~~Please~~ Since the media did not need to be mailed, please don't mention it in the Final Action Letter.

We have added information to Section **12.10, FOIA SAFE** of the FOIA/PA Assistant's Guide as follows (new information in red):

You may have an instance where NFTS shows an A and T-file at the same location, but only one of the files is classified.

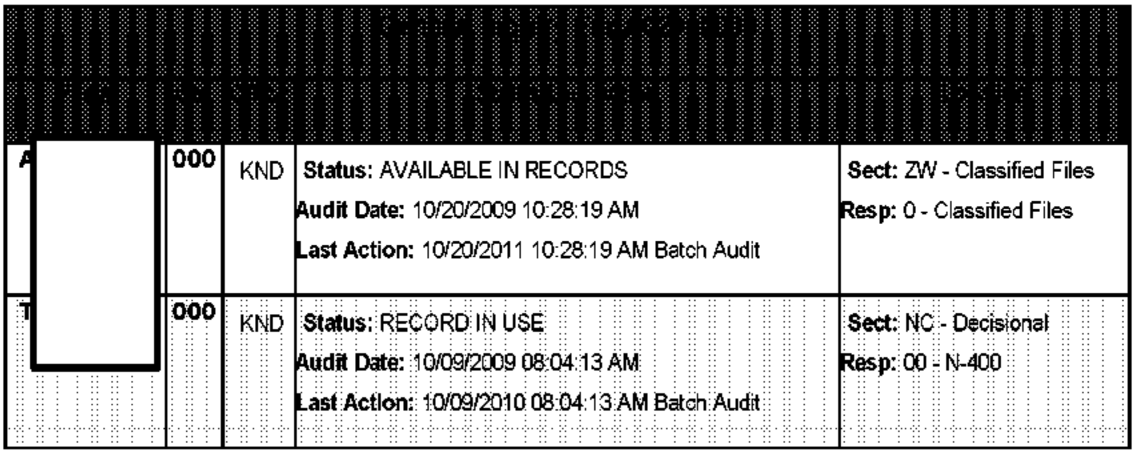
In a regular case, you would create one staffing for both files.

However, classified and regular A (or T) files are most often sent to us at separate time frames.

Therefore you'll need to create two separate staffings for the same location.

In the example below, you would create two staffings, both to KND.

(b)(6)



[redacted]				
A [redacted]	000	KND	**Status:** AVAILABLE IN RECORDS **Audit Date:** 10/20/2009 10:28:19 AM **Last Action:** 10/20/2011 10:28:19 AM Batch Audit	**Sect:** ZW - Classified Files **Resp:** 0 - Classified Files
T [redacted]	000	KND	**Status:** RECORD IN USE **Audit Date:** 10/09/2009 08:04:13 AM **Last Action:** 10/09/2010 08:04:13 AM Batch Audit	**Sect:** NC - Decisional **Resp:** 00 - N-400

(b)(7)(e)

[redacted]

USCIS FOIA INFORMATION BULLETIN

January 17, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed Section 23.3, FIPS PROBLEM of the FOIA/PA Assistants Guide as follows (new information in red, ~~deleted information in strikethrough~~):

(b)(6)

23.3 FIPS PROBLEM (NRC, FIPSPROBLEM)

If there are errors in FIPS or FIPS is running slowly, copy the following people on the e-mail: NRC, FOIA PROGRAM, NRC, FIPSPROBLEM, [redacted] and your supervisor. ~~the current Assistant Director/FOIA PA~~ and ~~Supervisory Management Program Analyst.~~

We have changed the title of Section 22, **SAVE YOUR WORK FREQUENTLY AND REVIEW EXEMPTIONS** in the Processing Guide to **"FIPS."**

SAVE YOUR WORK FREQUENTLY AND REVIEW EXEMPTIONS is now section 22a.

We have added Section 22b, FIPS PROBLEM in the Processing Guide. It is the same as Section 23.3 in the FOIA/PA Assistants Guide.

We have changed Section 27.31, Part b, Third-party Documents and PII of the Processing Guide as follows (new information in red):

27.31 Third-party Documents and PII

27.31.b With the exception of law enforcement personnel (Exemption (b)(7)(C)) and Refugee Officers (Exemption (b)(6)), no privacy right will outweigh the public's right to know the name of the individual who performs an official act as part of their job. Consequently, you should not hold the names of doctors, notaries, attorneys, District Directors, judges, court clerks, translators, tax preparers, USCIS employees (other than Refugee Officers), etc. contained in an A-file.

We have changed Section 6.3.4.4, Significant Interest Group (SIG) Requests of the FOIA/PA Assistants Guide as follows (new information in red, ~~deleted information in strikethrough~~).

6.3.4.4 Significant Interest Group (SIG) Requests – Generally speaking, SIG processes ~~N~~non-A-File FOIA requests with a few exceptions. ~~except A-File requests from the Media or A-Files belonging to high-profile individuals. If the request is not for USCIS records, then it is not a SIG request and should be handled accordingly (refer, redirect, etc.).~~ Please send requests involving A-files belonging to high-profile individuals, along with all A-file requests submitted by the media, to SIG for handling.

We have changed Section 6.3.4.4.1, Significant Interest Group (SIG) Requests of the FOIA/PA Assistants Guide as follows (new information in red, ~~deleted information in strikethrough~~).

6.3.4.4.1 ~~It is a SIG request if:~~ Direct the following requests to SIG for handling if:

a. The FOIA request is for congressional correspondence;
b. The FOIA request is from a member of the media;
m. The FOIA request is for emails.

We have changed Section 6.3.4.4.2, of the FOIA/PA Assistants Guide as follows (new information in red):

6.3.4.4.2 If you believe a request qualifies as a SIG request, create the case in the NRC queue, but do not staff or create an acknowledgment letter. Create the case as follows: Track 2; Type: FOIA Request; Source: Others; Category: Others. Do not enter subject's name or A-Number. You must enter a short description into the Topic block. Send an e-mail to NRC, FOIASIG and enter a discussion note into FIPS explaining the situation. Send the case to Unit Chief.

When the FOIA request is for both an immigration file and e-mail, please staff for the file. Next, create a RAFACS staffing slot for the e-mail. Send an e-mail to NRC, FOIASIG, explain the situation in a discussion and send the case to Unit Chief.

We have added a new Section 27.51, to the Processing Guide as follows (new information in red):

(b)(7)(e)

[redacted]

(b)(7)(e)

[redacted]

We have added a new Section 12.7.17, to the FOIA/PA Assistants Guide as follows (new information in red):

12.7.17 RAFACS Staffings

Occasionally when someone requests a file, we are unable to find it. Do we just close it "NR?" In certain cases, we can.

However, if we can find something that belongs to the requester, such as a Border Crossing Card, CLAIMS or PCQS screen prints, we cannot close the case "NR."

Staff to RAFACS all requests that you can't find what the requester is asking for, but you can find other documents that relate to the subject of record. After doing so, please change the case to Track 1.

USCIS FOIA INFORMATION BULLETIN

January 11, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

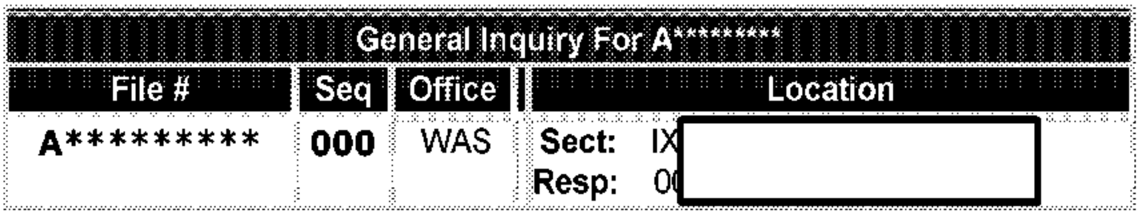
We have added a new section 12.7.15 to "Staffing Scenarios" in the *FOIA/PA Assistant's Guide*, as follows (new paragraph in red):

12.7.15 Hidden Patriot Investigation Case

(b)(7)(e)

When you enter your file number into NFTS and the result of the search shows the FCO location is WAS, the code is IX, and the description is [redacted] please do the following: Staff for the file at SAC Washington and create the following discussion note: [redacted]nvestigation case. Staffed for file at SAC Washington. Once file is scanned into responsive records, please forward case to the current designated processor for processing." Refer to screen print below.

(b)(7)(e)



General Inquiry For A*********

File #	Seq	Office	Location
A*********	000	WAS	Sect: IX[redacted] Resp: 0

We have amended section 27.31.i of the *Processing Guide*, as follows (new sentences in red):

> 27.31.i Other than deliberative grand jury documents, release court documents, such as transcripts and filed exhibits in full if the subject is named in the document. An exception to this rule is if there is information in a pleading or exhibit clearly showing it was filed for in camera or ex parte review or filed under seal – in that situation, even though it was filed with the court, you fully withhold it, citing Exemption (b)(5), or (d)(5) and (b)(5) if the case is Privacy Act. If you are unsure, please contact a supervisor. Grand Jury deliberative documents, including witness statements, are covered under Exemption (b)(3), Rule 6(e). We withhold grand jury forepersons' and members' names under Exemption (b)(7)(C), or (k)(2) and (b)(7)(C) if the case is Privacy Act.

We have amended section 27.37 of the *Processing Guide*, as follows (new sentences in red):

27.37 Certificate of Service and Documents Filed in Court

If you find documents that were submitted as exhibits by the subject or his/her representative, and there is a stamp on the documents clearly indicating they were filed with a court, please release these documents in full. In addition, if there is a certificate of service that certifies exhibits were filed with a court, you can release the exhibits listed in the certificate of service in full. An exception to this rule is if there is information in a pleading or exhibit clearly showing it was filed for in camera or ex parte review or filed under seal – in that situation, even though it was filed with the court, you fully withhold it, citing Exemption (b)(5), or (d)(5) and (b)(5) if the case is Privacy Act. If you are unsure, please contact a supervisor. It is important not to confuse this procedure for handling exhibits filed with a court with exhibits that are submitted along with a petition. For information on supporting documents or exhibits submitted with petitions, please refer to section 27.33.

We have again amended Section 27.35 as follows, new information in red, ~~deleted information in strikethrough~~:

27.35 Asylum/Refugee Interview Notes

27.35.a **Notes and worksheets:** Ordinarily, we fully withhold asylum/Refugee interview notes and question/answer worksheets that pertain to the interview, citing Exemption (b)(5), because they are privileged deliberative process. Unless otherwise stated in this section, please fully withhold asylum/refugee interview notes and question/answer worksheets, if they pertain to the interview, citing Exemption (b)(5) if processing under the FOIA and Exemptions (d)(5) and (b)(5) if processing under the PA. **NOTE:** It doesn't matter whether the subject signed the form or not, please withhold asylum/refugee interview notes and question/answer worksheets, if they pertain to the interview, as stated above.

27.35.b In addition, if you are processing an asylum or refugee case as FOIA, you should withhold anything that would identify family members or other third parties, citing Exemption (b)(6). This also includes all factual question/answer notes and worksheets.

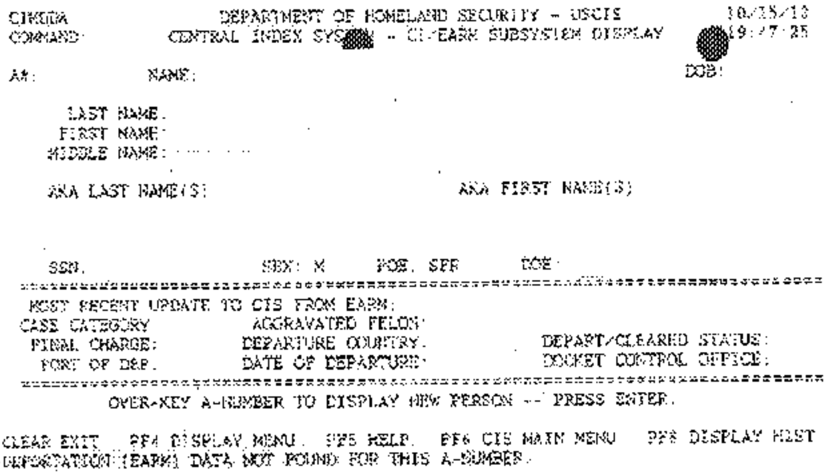
27.35.c **Form I-870, Record of Determination/Credible Fear Worksheet:** For a first party request, release everything up to SECTION IV, Credible Fear Findings, which is on page 5, unless there is something before

SECTION IV that, in your judgment, should be withheld. If in doubt, please consult a supervisor. Unless it is blank, fully withhold SECTION IV. Next, you should release SECTION V (again, unless there is something that, in your judgment, should be withheld) and then, if there is anything written in ADDITIONAL INFORMATION/CONTINUATION, evaluate it for deliberative process. If the case is FOIA, we cite (b)(5) and if PA, we cite (d)(5)/(b)(5). If this is not a first party request, please refer to guidance in section 27.16.

27.35.d **Other Worksheets:** Some worksheets, although they come from asylum offices, do not pertain to the interview. Some examples are the *Flowchart of the Asylum Process*, *ABC Eligibility Checklist* and the *Asylum and NACARA § 203 Background Identity and Security Checklist.* If a question/answer worksheet does not pertain to the interview, please process it according to section 27.42 of this guide.

We have amended section 28.14.1 of the *Processing Guide*, as follows (new sentence in red):

> **28.14.1** **EARM and/or DACS subsystem displays** can be accessed from Central Index System. If the subsystem display is blank and there is no data for the individual, then there is no need to refer the screen to ICE. Also, we have received guidance from ICE that if the phrase "DEPORTATION (EARM) DATA NOT FOUND FOR THIS A-NUMBER" appears below the display, and it pertains to the subject of record, we may release it. However, if the subsystem display does contain EARM information, since ICE owns that information, ICE should decide whether to withhold or release it. Please refer those screens to ICE.



```
CIMEDA            DEPARTMENT OF HOMELAND SECURITY - USCIS               10/25/13
COMMAND:        CENTRAL INDEX SYS[illegible] - CI-EARM SUBSYSTEM DISPLAY    [illegible]9:47:25

A#:          NAME:                                                      DOB:

     LAST NAME.
    FIRST NAME:
   MIDDLE NAME:

   AKA LAST NAME(S)                          AKA FIRST NAME(S)


   SSN.                  SEX: M     POE. SFR      DOE:
==================================================================================
 MOST RECENT UPDATE TO CIS FROM EARM:
CASE CATEGORY            AGGRAVATED FELON:
 FINAL CHARGE:          DEPARTURE COUNTRY.              DEPART/CLEARED STATUS:
  PORT OF DEP.          DATE OF DEPARTURE:              DOCKET CONTROL OFFICE:
==================================================================================
          OVER-KEY A-NUMBER TO DISPLAY NEW PERSON -- PRESS ENTER.

CLEAR EXIT   PF4 DISPLAY MENU.  PF5 HELP.  PF6 CIS MAIN MENU   PF8 DISPLAY HIST
DEPORTATION (EARM) DATA NOT FOUND FOR THIS A-NUMBER.
```

We have again amended Appendix C: Processing Tables (USCIS Miscellaneous Documents) as follows, new information in red:

Asylum/Refugee flowcharts and worksheets that pertain to the interview	Withhold in full (b)(5)	Withhold in full (d)(5) and (b)(5)
Blank asylum/refugee flowcharts	Release	Release
Record of Determination/Credible Fear Worksheet, I-870	See section 27.35.c	See section 27.35.c

We have amended section 43, A-FILES CONTAINING MEDIA of the *Processing Guide*, as follows (~~old address in strikethrough~~ ,new address in red):

If the case you are processing contains a CD, cassette, tape or any kind of media *except* Dictaphone, Gray Audograph, Steno-Disc or floppy disk, please follow the instructions below.

Once a case is processed, the processor should send an e-mail to the ~~NRC, NRCFOIAMSB~~ NRC, FOIAMEDIA mailbox with “Media” in the subject line. Include the control number, A-number, and page(s) number where the media can be located.

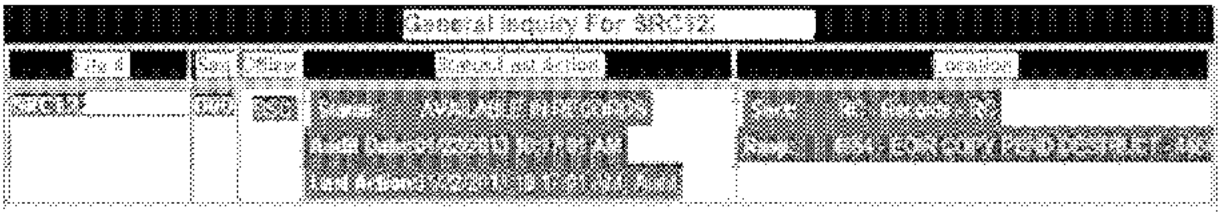
USCIS FOIA INFORMATION BULLETIN

April 25, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

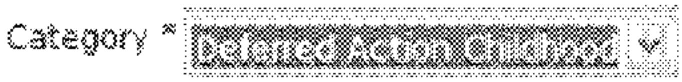
We have added a new Section 12.11 to the FOIA-PA Assistant's Guide as follows (new information in red):

12.11 Do not staff for a receipt if the responsible party is "PEND DESTRUCT." If you find a receipt file, but NFTS shows it is in "PEND DESTRUCT," depending on the type of request, you may simply be staffing for the A-file and disregarding the receipt or you may be printing the electronic record from PCQS and creating a RAFACS staffing for those pages. If you are unsure, please consult a supervisor.



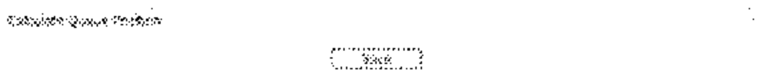
We have added new Sections19.3 "**Deferred Action for Childhood Arrivals**" and 19.4 "**Track 1, Specific Documents**" to the Processing Guide as follows (new information in red):

19.3 Deferred Action for Childhood Arrivals



Category * Deferred Action Childhood

Please change the Category to "Deferred Action Childhood" if you see Form I-821D in the file or other evidence that the person filed for consideration of Deferred Action for Childhood Arrivals (for example, an approval notice).



Click "Save" and then insert a Discussion with the page number where you found the Form I-821D or other evidence.

19.4 Track 1, Specific Documents

If the requester asked for specific documents, please view the acknowledgment letter. Case creators modify the specific document language in the acknowledgement letter to be as close as possible to the language the requester used in the request. The letter should have a sentence such as "You specifically requested a copy of your petition for name change," or whatever specific document the requester mentioned. If the acknowledgment letter contains the sentence "**You specifically requested Specific Doc Information**," we will have to process the whole file. Your supervisor may reassign the case to a track 2 processor or may have you process the whole file. If you are unable to contact a supervisor immediately, please place the case in Administrator pending further guidance. Please add a discussion explaining what happened and send an e-mail to your supervisor with the case number as the subject and with the body of the e-mail as follows: "Words 'Specific Doc Information' left in acknowledgment letter. Case in Admin."

We have added information to Section 27.01, **Exemption Marking Placement**, of the Processing Guide as follows (new information in red):

If you are citing only one exemption on an entire page, you may either place the exemption stamp as close as possible to the information redacted or you may place an exemption stamp once at the top and once at the bottom of the page. The only time you may place a stamp once at the top and once at the bottom is when you are citing only one exemption on the entire page, or if the case is PA, only one FOIA exemption and only one corresponding PA exemption.

We have added information to Sections 28.06.a.17 of the Processing Guide as follows (new information in red):

including SEVIS screen prints

We have added information to Sections 28.14, **ICE Documents** and 28.14.b **SEVIS**, of the Processing Guide as follows (new information in red):

unless the document bears the State Department Bureau of Consular Affairs warning. In that situation, please refer to section 28.06.a.17 of this guide.

USCIS FOIA INFORMATION BULLETIN

April 18, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have re-written Section 6.3.7 **"Is there a request for fee waiver?"** of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~, new information in red):

> ~~Also note: the requester must ask for a fee waiver. Simply including a DOJ Fee Waiver form does not constitute a request for fee waiver. If the requester has written any statement to the effect of a request for fee waiver on the form, then you treat it as a request for fee waiver.~~
>
> If there is no coversheet, how will you recognize a fee waiver request? Please follow these guidelines:
> 1. If the requester mentions fee waiver at all, treat it as a request for fee waiver.
> 2. If the requester says anything about not being required to pay, treat it as a request for fee waiver.
> 3. If the form is titled "Fee Waiver Request," treat it as a request for fee waiver.
> 4. You may call the requester to verify that it is a fee waiver request. If you call, please insert a Discussion. If you tried to call but were not able to speak with the requester, please insert a Discussion saying so.
> 5. If the requester provides some statement of financial insolvency but makes no mention of fee waiver request or does not mention inability to pay, then it does not constitute a fee waiver request, and we ignore it.
> 6. Contact a supervisor if you are unsure. If you have specific guidance from a supervisor, please insert a Discussion saying so.

We have modified Section 23.3 "FIPS PROBLEM" of the FOIA/PA Assistant's guide and Section 22b "FIPS PROBLEM" of the Processing Guide as follows (~~deleted information in strikethrough~~, new information in red):

Send e-mails to **NRC, FIPSPROBLEM, NRC, FOIA PROGRAM,** [redacted] **and your supervisor** ~~the FIPS Problem mailbox~~:

A. If you are receiving FIPS errors, including if FIPS spontaneously closes
B. If responsive records need to be copied from one case to another
C. If records are incorrectly scanned in a case and need to be removed
D. If FIPS is running unusually slow.

(b)(6)

If there are errors in FIPS or FIPS is running slowly, copy the following people on the e-mail: **NRC, FIPSPROBLEM, NRC, FOIA PROGRAM,**[redacted]**nd your supervisor.** Include the following in the subject line of your e-mail:

- If you are at a Work Stoppage and cannot do any work in FIPS, please title your subject line: **WORK STOPPAGE**, control number and issue.
- If the case you are working on has a problem that is preventing you from completing it, please title your subject line, **CASE NEEDS CORRECTION**, control number and issue
- If the message deals with a problem you can work around, please title your subject line: **FYI ONLY**, control number and issue.

In all cases, in the body of your message, please follow the same format listed below. Attach sanitized screen prints if applicable.

(b)(6)

All e-mails to **FIPSPROBLEM, NRC, FOIA PROGRAM,** [redacted] **and your supervisor** ~~FIPS Problem mailbox~~ must contain specific instructions, including a description of the problem and the role of the case; standalone, create, locator or processing and the control number or REQ number if you were creating the case.

- Are you teleworking or at the office?
- Temporarily: What operating system are you using? XP or Win7?
- What is your cube number?
- What is you work extension number?
- If there are errors in FIPS or FIPS is running slowly, include the following information in the e-mail:
    - What were you doing when the problem began?
    - Did you get an error message? If so, include the message or a screenshot of the message.
    - Is it slow or not responding at all?
    - What other Internet sites do you have open?

- If you are viewing or editing Responsive Records:
    - How many pages of responsive records are there?
    - Do you have thumbnails on?
    - Were you checking in a document, image file or letter?

- If you were doing a search:
    - If you were using a wild card, which field(s) and what criteria?
    - If you were searching on one field or more, which fields (e.g. first and last name)?

We have re-written Section 7 **DECISION TO PROCESS AS FOIA OR PA** of the Processing Guide, as follows (new information in red):

7.1 Your decision to process as FOIA or PA must be based on the file that is scanned in, not based on information in CIS and CLAIMS, unless there are exceptional circumstances and you are directed by a supervisor. If you receive guidance, please insert a Discussion to explain.

7.3 Q: There is a Form I-181, but it is not stamped, nor does it have a signature … is it invalid?
A: Not necessarily. A computer-generated I-181 for a SAW applicant does not have a stamp or signature, but is nevertheless proof of LPR and means you process the case as PA. The computer-generated I-181's for SAW applicants are frequently difficult to read. There are four possible classes of admission for SAW applicants who adjusted: S16, S26, W16 and W26. You might see computer generated I-181's for asylees, but those must be stamped.

7.4 Q: My subject of record adjusted status from AS1 to AS6. The date on the stamp is 2010, but the "As of" date is 2009 … is that a counterfeit document?
A: No. Asylees and refugees may back-date their adjustment of status date to the day they were originally granted asylum or status as a refugee. In those instances, the "as of" date on the I-181 and in CIS can be different than the date of the approval stamp.

7.5 Q: This file has both an Order of Deportation and an approved, stamped I-485, so which one am I supposed to use to determine FOIA or PA?
A: The most recent action in the file is the one that determines status. If a person was granted W16 in 1990, but there is an Order of the Immigration Judge in 1995 which orders deportation, the case is a FOIA. Conversely, if there is an executed warrant of deportation in 1987, but there is an Order of the Immigration Judge in 2008 which grants status under Section 245 of the INA, the case is a PA.

7.6 Q: The only proof of LPR I can find is a photocopy of the green card. The file does not have any I-485 or I-181 approved and stamped. Can I use the copy of the green card as my proof of LPR?
A: Not usually. Please look for documentation other than form I-551, the Permanent Resident Alien card, since there is frequently a counterfeit or photo-substituted I-551 that CBP has confiscated within a file. If there is no other documentation of lawful permanent residence, you may process the case as PA if the CARD (9222) information in CIS or PCQS matches the information on the I-551 AND your supervisor has seen the information and agrees with you. If you are processing as PA under those circumstances, please add that

information to your summary discussion.

7.10 Q: It is more than two years after my subject of record was granted CR6 status. There is a Form I-751 in the file. It has not been adjudicated, and it was accepted after my subject's status expired. Did you not say a person's status automatically terminates if he or she fails to file Form I-751 within the 90 days preceding the second anniversary of CR status?

A: Yes, that is true. Their status automatically terminates.

Q: Why would the service accept the I-751 after the expiration date?

A: Money. It is very expensive to issue a Notice to Appear, arrest the alien, and bring them before an Immigration Judge. The alien may be forgetful rather than criminal or engaging in fraud. USCIS practice is to accept and adjudicate Form I-751 and adjudicate it on its merits even after the second anniversary has passed, as long as there is no letter of rescission or termination in the A-file. For FOIA purposes, if there is a Form I-751 in the file and the service accepted it for processing, whether it was filed before or after the second anniversary does not matter, meaning we would still process the case as PA.

USCIS FOIA INFORMATION BULLETIN

September 27, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed Section 6.4, SEARCH FOR DUPLICATE CASES, of the *FOIA/PA Assistant's Guide* as follows (new information in red):

By highlighting the case you wish to review and then clicking the "Edit" icon, FIPS will open the case for your review. You then review the request to ensure that:

A. If there has been a case that was closed G1 or PD within six months from same requester – close the case with final action code DP. Modify the final action letter as follows:

> Upon review of the FOIA/PA Tracking System, we discovered that your request had been duplicated within the system. This request has been closed out. The original request NRC201xxxxxxx, was closed on (insert case close date) and a copy of the requested records were mailed to you on that date. Please contact us if you have not received a copy of the records.

B. This does not include cases that were closed with any other final action code.

We have changed Section 7, CERTIFICATION OF AGREEMENT, VERIFICATION OF IDENTITY, AND DESCRIPTION OF RECORDS, of the *FOIA/PA Assistant's Guide* as follows (new information in red):

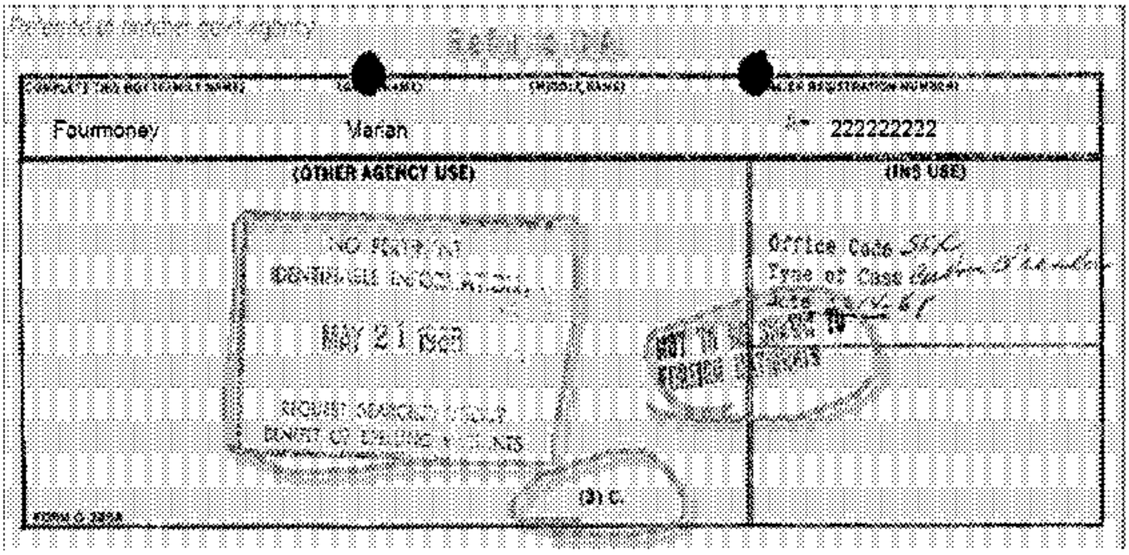
If the petitioner is the requester and if the petition has been consolidated into the beneficiary's A-file, then the beneficiary is the subject of record. We must have VOI of the subject of record and ~~the beneficiary's~~ certification of agreement if the requester is other than the subject of record. *If we are staffing the subject of record's A-file, and if the requester is not the same person as the subject of record, then we need certification of agreement from the subject of record.* If the petition has not been consolidated into the beneficiary's A-file, and the petitioner or the beneficiary is the requester, we may staff for it. Information in PCQS or CLAIMS is retrievable by either the petitioner's or beneficiary's name. In some situations, we are not able to staff for a petition because it is consolidated into the beneficiary's A-file and we do not have certification of agreement or VOI from the beneficiary – BUT PCQS or CLAIMS screenprints would provide the requester with the information he or she is requesting. If that is the situation, and we have the petitioner's VOI (and certification of agreement, if necessary) then you should provide those screenprints with a RAFACS staffing.

We have added a sentence to Section 27.19, National Automated Immigration Lookout System(NAILS), of the *Processing Guide* as follows (new information in red):

Although CBP owns the system, individual records may contain information that belongs to ICE, and if so, we refer those pages to ICE (see Section 27.45).

We have added new information to Section 27.31.h and to Appendix H, FORMS WITH EXPLANATION OF REDACTIONS, the section on G-325, Biographic Information, of the *Processing Guide* as follows (new information in red):

Page 3(c) of the G-325 is designated for CIA. If INS/USCIS sent the form to CIA to conduct a name check and we have received a response, the page should be referred to CIA for release determination. Please hide the name of the agency. If there is no stamp or response in the bottom section, please process the page normal. The markings are similar to the ones shown below:



Foumoney Marian 222222222

(OTHER AGENCY USE)

(INS USE)

MAY 21 1968

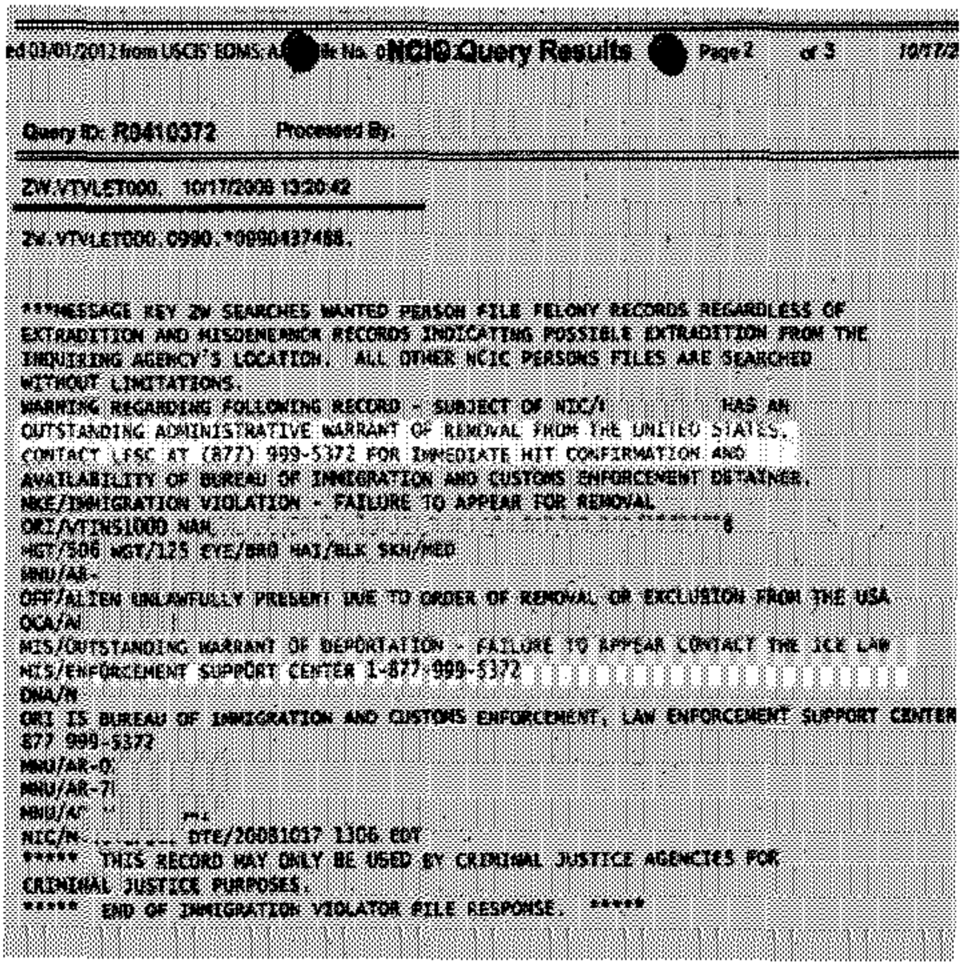
Office Code

Type of Case

(3) C.

We have added a new Section, 28.14.h, to the *Processing Guide* as follows (new information in red):

Please refer to ICE screenprints with outstanding warrants of deportation or removal or a notice to contact LESC. Example below:



```
ed 03/01/2012 from USCIS EDMS; A[redacted]ile No. 0NCIC Query Results [redacted] Page 2    of 3    10/17/2

Query ID: R0410372        Processed By:

ZW.VTVLET000.  10/17/2008 13:20:42

ZW.VTVLET000.0990.*0990437488.


***MESSAGE KEY ZW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.
WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/I              HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL FROM THE UNITED STATES.
CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND
AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.
MKE/IMMIGRATION VIOLATION - FAILURE TO APPEAR FOR REMOVAL
ORI/VTINS1000 NAM                                                  6
HGT/506 WGT/125 EYE/BRO HAI/BLK SKN/MED
MNU/AR-
OFF/ALIEN UNLAWFULLY PRESENT DUE TO ORDER OF REMOVAL OR EXCLUSION FROM THE USA
OCA/A
MIS/OUTSTANDING WARRANT OF DEPORTATION - FAILURE TO APPEAR CONTACT THE ICE LAW
MIS/ENFORCEMENT SUPPORT CENTER 1-877-999-5372
DNA/N
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT SUPPORT CENTER
877 999-5372
MNU/AR-0
MNU/AR-7
MNU/A
NIC/N          DTE/20081017 1306 EDT
*****  THIS RECORD MAY ONLY BE USED BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
*****  END OF IMMIGRATION VIOLATOR FILE RESPONSE.  *****
```

USCIS FOIA INFORMATION BULLETIN

September 21, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended Section 27.35 of the *Processing Guide* as follows, new information in red, ~~deleted information in strikethrough~~:

27.35 Asylum/Refugee Interview Notes

Please fully withhold asylum/Refugee interview notes and question/answer worksheets, citing Exemption (b)(5), because they demonstrate deliberative privilege. In addition, if you are processing the case as FOIA, you should withhold anything that would identify family members or other third parties, citing Exemption (b)(6). This also includes all factual question/answer notes and worksheets.

Fully withhold asylum/refugee interview notes and question/answer worksheets, citing Exemptions (d)(5) and (b)(5) if processing under the PA.

NOTE: It doesn't matter whether the subject signed the form or not, please withhold asylum/refugee interview notes and question/answer worksheets as stated above.

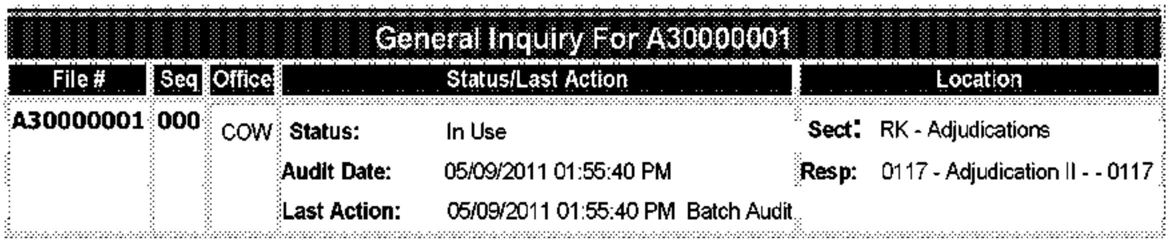
We have amended Appendix C: Processing Tables (USCIS Miscellaneous Documents) as follows, new information in red, ~~deleted information in strikethrough~~:

Asylum/Refugee flowcharts and worksheets	~~Partially~~ Withhold in full (b)(5), ~~if applicable (deliberative process)~~	Withhold in full (d)(5) and (b)(5), ~~if applicable~~
Blank asylum/refugee flowcharts	Release	Release

We have amended Section 12 of the FOIA/PA Assistants *Guide* as follows, new information in red, ~~deleted information in strikethrough~~:

12. REQUESTING THE RESPONSIVE RECORDS

If the file is located at COW with the Responsible Party Code (RPC) of RK, create the case and refer to ICE. RK cases belong to the Witness Protection Program. Please insert a Discussion after you have created the case. The title of the Discussion should read "File is at RK." ~~Send the case to Unit Chief. Send your supervisor an e-mail with the control number of the case and that the file is located at COW with an RPC of RK.~~



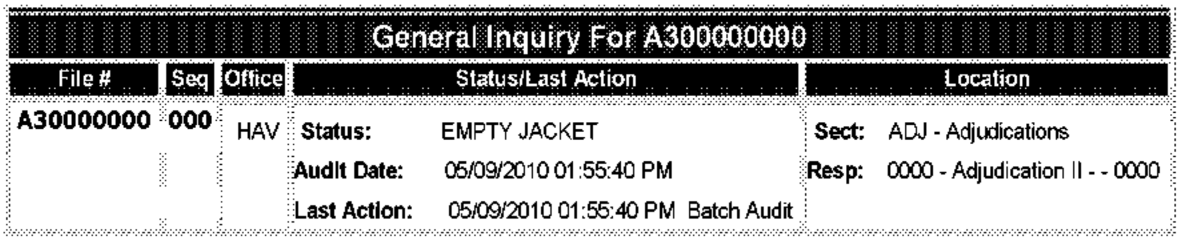
General Inquiry For A30000001

File #	Seq	Office	Status/Last Action		Location	
A30000001	000	COW	**Status:**	In Use	**Sect:**	RK - Adjudications
			Audit Date:	05/09/2011 01:55:40 PM	**Resp:**	0117 - Adjudication II - - 0117
			Last Action:	05/09/2011 01:55:40 PM Batch Audit		

We have added Section 12.1.4 of the FOIA/PA Assistants *Guide* which reads as follows:

12.1.4 Empty Jackets

If NFTS indicates the file as an "Empty Jacket," you will normally not create a file request. The only time you ever staff for an empty jacket is if the FCO is HAV. If you are unsure, please contact MSB. If the FCO is not Havana, and the only A-number you found is an empty jacket, your next step is probably to conduct a no records search, depending on the situation (No Record instruction is at Section 12.7.6). If you found a receipt file, please refer to Section 12.7.12.



General Inquiry For A300000000

File #	Seq	Office	Status/Last Action		Location	
A30000000	000	HAV	**Status:**	EMPTY JACKET	**Sect:**	ADJ - Adjudications
			Audit Date:	05/09/2010 01:55:40 PM	**Resp:**	0000 - Adjudication II - - 0000
			Last Action:	05/09/2010 01:55:40 PM Batch Audit		

USCIS FOIA INFORMATION BULLETIN

September 16, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

NAMES OF REFUGEE OFFICERS

For the time being, please redact names of refugee officers, citing Exemption (b)(6). We will address this issue in greater detail later.

NFTS: LOST FILE NOTED IN "COMMENTS"

The following new bullet has been added to sub-paragraph 12.1.1.6, "Blued-in information" of the FOIA/PA Assistant's Guide:

- Comments may be important because a File Control Office may not be able to change a file location to "LOST" in NFTS. When that happens, the records person at the FCO will notate in Comments that the file is lost. If that is the situation, please refer to the Lost File Flowchart in Appendix H of this guide.

NATIONAL VISA CENTER ADDRESS CHANGE

You may have noticed that if you refer something to NVC, the address is Washington D.C. instead of Vermont. That is based on guidance from U.S. Department of State, and we did it on purpose. Please do not change the NVC referral address back to the NVC Congressional Unit in Vermont.

Paragraph 28.17, **Referring or Processing documents originating from NVC** of the Processing Guide has been changed as follows: (new portion in red)

Although the letterhead on the document below reads United States Department of State, this document was issued by the National Visa Center. We should refer the document to them for processing. Refer any documents in the file originating with NVC if the subject matter is related to fraud, investigation or opinion. Please change the term "another government agency" to the National Visa Center in the Final Action letter. A sample of a referral letter, the referral list dropdown box, and a paragraph from the Final Action Letter are below.

Process the document if it is addressed to the subject or the subject's attorney or representative, or if the subject has received or has signed it. Use the same guidelines for processing or referring documents to NVC that we use for processing or referring documents to the U.S. Department of State.

FOIA INFORMATION BULLETIN

September 14, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended Section 42 of the *Processing Guide* as follows, new information in red, ~~deleted information in strikethrough~~:

42. FAILURE TO COMPLY (FC) CASE CLOSINGS

~~If you are closing a case FC because of consent, verification of identity or reasonable description of records sought, please the wording of the "Unperfected Letter" which you may find at:~~

In the past, we assumed consent could be implied from the subject providing proper VOI, (including a signature under penalty of perjury or a notarized signature) alone. If our assumptions were valid, the consent paragraph above would be correct. We would be able to use the FC letter with the consent paragraph shown below.

(Consent) "Because the records you seek are those of a personal nature, DHS' regulations require you to provide consent from the records subject before a disclosure of records can be made. On [Date] we sent correspondence requesting you provide us with proper consent. Proper consent is defined under 6 CFR § 5.21 as either a notarized signature, a signature signed under penalty of perjury, or proof of death. Although you are not required to use form G-639 to provide consent, a notarized signature in section 7, or a signature at the bottom of section 8 would fulfill this requirement."

However, it has been decided that we not only need proper VOI (Block 4 with signature) from the subject of record, we also need a signature in the consent block (Block 3 of the Form G-639 dated 01/29/2012) in order to release the documents to a third party (attorney, family member, etc…). Since the consent portion of current FC letter is no longer valid, we needed a replacement.

In addition, since the Form G-639 changed on 01/29/2012, the blocks for consent and VOI are now 3 and 4 instead of 7 and 8, respectively.

To solve both these issues, we have two letters that we copy and paste in place of the FC letter, called Unperfected Request letters.

One letter, simply called "Unperfected Letter," is for unperfected requests on the 01/29/2012 version of the Form G-639. You can find this letter at http://ecn.uscis.dhs.gov/team/esd/Division/NRC/Branches/FOIA_OPS/Case%20Create%20Library/Forms/AllItems.aspx

The other letter, called "Unperfected Letter for Older G-639 version" is for any other version of the Form G-639. You can also find this letter at the link shown above.

Alternatively, you may go to O:\Foia\FOIA LIBRARY\Case Create References\Case Create References and find both Unperfected Letters.

Notes:

1. These letters are also used when you do not have a reasonable description of records sought.
2. A self-requester only needs to provide VOI (with signature). No consent is needed to request your own record.

We have amended Section 27.45 of the *Processing Guide* as follows, new information in red, ~~deleted information in strikethrough~~:

27.45 Processing TECS, ~~DACS,~~ and NCIC/NLETS Screen Prints with Search Results

Most cases contain one or more screen prints from TECS, ~~DACS~~, EARM and/or NCIC/NLETS.

(b)(7)(e)

Types of information to be redacted on these screen prints could be comments, information regarding information relating to a [redacted] information is normally seen on NAILS screen [redacted]ion is exempt from release citing Exemption (b)(7)(E) of the FOIA and (k)(2) and (b)(7)(E) of the PA.

Note: DACS screen prints are referred to ICE.

USCIS FOIA INFORMATION BULLETIN

September 7, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a box to and amended the I-589 paragraph in Appendix H of the *Processing Guide* as follows, new sentence in red, ~~deleted information in strikethrough~~:

I-589, Application for Asylum and for Withholding of Removal

The Form I-589 is used to apply for asylum in the United States and for withholding of removal. If the subject of record is the primary asylee, please fully release the I-589, unless there are protected systems check results on the first page. ~~This application may include spouses and unmarried children under 21 who are physically present. If a copy of the Form I-589 is in a rider's file, please withhold third-party information on requests made by the petitioner or by an attorney/representative of the petitioner where consent is present. If the requester is a party to or rider on the application, release the form in part to that individual. Release only the top of each document and the rider's information. Redact all other third party information from the I-589.~~

Where is the I-589?	Who is the requester?	They get
Asylum Applicant's File	Asylum applicant	Everything except protected systems check results
Rider's File	Rider	Only their own information and the signatures
Asylum Applicant's File	Rider	Either consent from the asylum applicant or nothing
Rider's File	Asylum applicant	Either consent (or proof of parentage, usually) from the rider or nothing

For more processing instructions, please see section 27.16 of this guide. The block titled "FOR USCIS USE" may contain exempt information, such as IBIS results, law enforcement initials and/or identifying numbers, and possibly deliberative commentary.

We have added boxes to the I-129f and I-130 paragraphs in Appendix H of the *Processing Guide* as follows:

Where is the I-129f?	Who is the requester?	They get:
Unconsolidated	Petitioner	Everything except protected systems check results
Unconsolidated	Beneficiary	Only their own information and the signatures, unless they have consent from the Petitioner
Beneficiary's File	Petitioner	Either consent from the Beneficiary or nothing
Petitioner's File	Beneficiary	Either consent from the Petitioner or nothing

Where is the I-130?	Who is the requester?	They get:
Unconsolidated	Petitioner	Everything except protected systems check results
Unconsolidated	Beneficiary	Only their own information and the signatures, unless they have consent from the Petitioner
Beneficiary's File	Petitioner	Either consent from the Beneficiary or nothing
Petitioner's File	Beneficiary	Either consent from the Petitioner or nothing

We have again re-written the I-140 paragraph in Appendix H of the *Processing Guide* as follows, new paragraph in red, ~~deleted paragraph in strikethrough~~:

~~Form I-140 is used to petition for an immigrant visa based on employment. This form can be completed by a person or company/organization. If the petitioner is an individually owned or closely-held business, you need consent from the petitioner to release the petitioner's information. Companies in general do not have personal privacy protection, so if the petitioner is a company, you do not need the company's consent and you may release most information about the company. You should still protect any information that would reveal information about the owners' personal finances, citing Exemption (b)(6). If the subject who~~

~~requests the file worked for the company, release the TIN to the subject. Otherwise, if you are processing under FOIA, you will withhold the employer's TIN citing Exemption (b)(3) and § 6103 of 26 USC, but release the remaining information on this form to the requester. If the petitioner is an individually owned or closely-held business, and if the case is a FOIA, and if you do not have consent from the petitioner, you would release only information relating to the beneficiary. Please protect any highly personal information. If the petition has been consolidated into the beneficiary's A-file, the petitioner must have consent from the beneficiary to obtain a copy of it. If the petition has not been consolidated, the petitioner or beneficiary may obtain a copy of it. For an unconsolidated petition, you should fully release to the petitioner, other than protected system check results or possibly deliberative process. The block titled "For USCIS Use Only" could contain exempt information.~~

Form I-140 is used to petition for an immigrant visa based on employment. This form can be completed by a person or company/organization.

- If the petitioner is an individually owned or closely-held business, you need consent from the petitioner to release the petitioner's information.
- If the petitioner is an individually owned or closely-held business:
    - *and* if the case is a FOIA,
    - *and* if you do not have consent from the petitioner,
    - *then* you would release only information relating to the beneficiary. Please protect any highly personal information.
- Companies in general do not have personal privacy protection, so if the petitioner is a company, you do not need the company's consent and you may release most information about the company. You should still protect any information that would reveal information about the owners' personal finances, citing Exemption (b)(6).
- If the subject who requests the file worked for the company, release the TIN to the subject. Otherwise, if you are processing under FOIA, you should withhold the employer's TIN citing Exemption (b)(3) and § 6103 of 26 USC, but release the remaining information on this form to the requester.
- Even if the subject worked for the company, the company's tax return may have been prepared by an accounting firm that lists their TIN. If you are processing under FOIA, you should withhold the accounting firm's TIN citing Exemption (b)(3) and § 6103 of 26 USC. If you are processing under FOIA, and if the accountant is an individual who lists his or her social security number, you should protect that number, citing Exemption (b)(6).
- If the petition has been consolidated into the beneficiary's A-file, the petitioner must have consent from the beneficiary to obtain a copy of it. If the petition has not been consolidated, the petitioner or beneficiary may obtain a copy of it. For an unconsolidated petition, you should fully release to the petitioner, other than protected system check results or possibly deliberative process. The block titled "For USCIS Use Only" could contain exempt information.

We have modified the instructions for Form I-205 in Appendix C of the *Processing Guide* as follows, new instruction in red:

Warrant of Removal/Deportation, I-205 (2 pages) NOTE: If the Form I-205 is accompanied by a Customs Fugitive Report, please refer to section 27.41 of this guide.	Refer to ICE if there is any ICE or Legacy INS ICE function signature. Otherwise, withhold in full if it has not been served. Release in full if it has been served and there is no ICE or Legacy INS ICE function signature.	(b)(5) and (b)(7)(C)	(d)(5), (b)(5), (k)(2) and (b)(7)(C)

USCIS FOIA INFORMATION BULLETIN

October 25, 2013

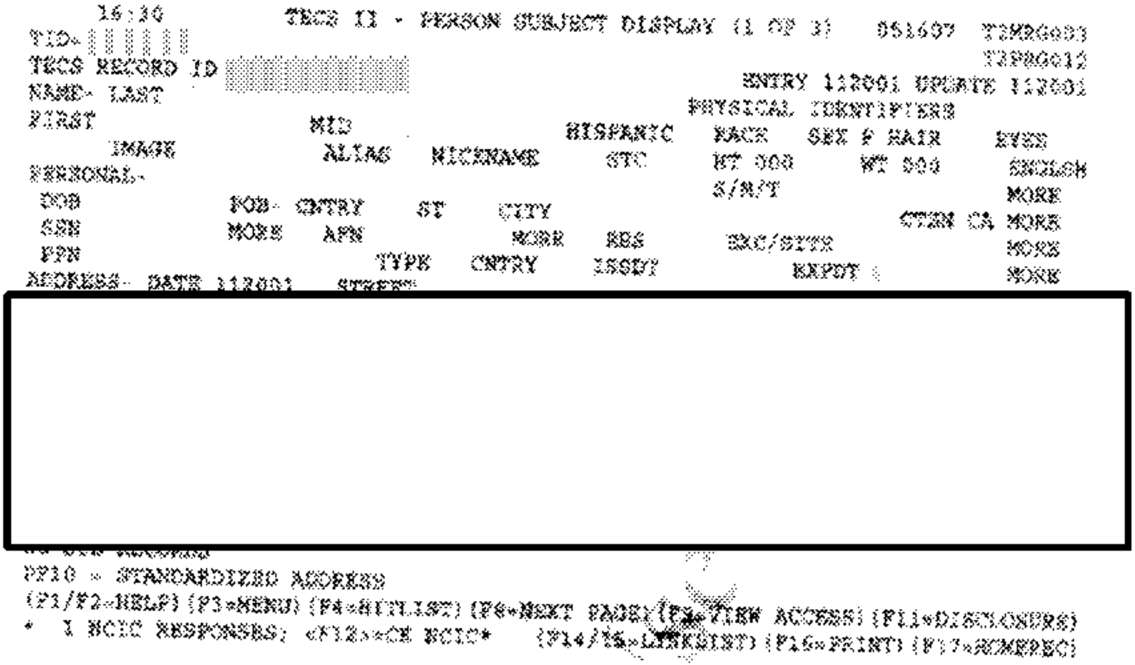
The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added a new Section 12.7.16, Staffing ELIS, to the *FOIA/PA Assistant's Guide* as follows (new information in red):

Whenever you create a case, please check PCQS for ELIS information. If you get a response of "Person Found in ELIS," please create an ESC staffing. In the ELIS record, there will be an IOE number. Please copy that number. On both pages of the ESC staffing letter, please replace the "Alien #" with the IOE number you copied from PCQS.

We have added new information to Section 27.45.b, TECS II Person Subject Display of the *Processing Guide* as follows (new information in red):

We do not refer anything to FAA. If there is a hit in the FAA Pilot Directory, please process as follows (see the example provided):
Withhold everything from CONTACT down to NO SUB-RECORDS, citing (b)(7)(C) & (b)(7)(E), or a(k)(2), (b)(7)(C) & (b)(7)(E) if PA.
The TECS RECORD ID, which has been removed from the example, ends in "PH2." We should take that out with (b)(7)(E), or a(k)(2) & (b)(7)(E) if PA.
Finally, if we think the screen was possibly printed by CBP, we should take out the TID with (b)(7)(C), or a(k)(2) & (b)(7)(C) if PA.



```
     16:30          TECS II - PERSON SUBJECT DISPLAY (1 OF 3)     051607  T2MRG003
TID- [redacted]                                                           T2PRG012
TECS RECORD ID [redacted]
NAME- LAST                                         ENTRY 112001 UPDATE 112001
FIRST                MID                         PHYSICAL IDENTIFIERS
                                         HISPANIC   RACE    SEX F HAIR    EYES
      IMAGE           ALIAS    NICKNAME     STC     HT 000      WT 000    SKCLOR
PERSONAL-                                           S/M/T                 MORE
 DOB            POB- CNTRY    ST     CITY
 SSN            MORE   APN                                        CTZN CA MORE
 FPN                           MORE    RES     EXC/STTR                   MORE
                          TYPE    CNTRY    ISSDT           EXPDT          MORE
ADDRESS-  DATE 112001    STREET
```

(b)(7)(e) [redacted]

```
PF10 = STANDARDIZED ADDRESS
(F1/F2=HELP) (F3=MENU) (F4=HITLIST) (F6=NEXT PAGE) (F9=VIEW ACCESS) (F11=DISCLOSURE)
*  1 NCIC RESPONSES; <F12>=CE NCIC*     (F14/15=LINKLIST) (F16=PRINT) (F17=HOMEREC)
```

USCIS FOIA INFORMATION BULLETIN

October 23, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section 40. Final Action, paragraph 40.01.g of the Processing Guide as follows (new information in red, deleted information in strikethrough):

Section 40. Final Action, paragraph 40.01.g

If you do not refer any pages, please delete the following sentence from your final action letter:

"Additionally, we have referred [# of pages] in [its/their] entirety to [government agencies name] for their direct response to you."

If you do refer pages, you will have to modify the sentence to reflect the agency and number of pages, for example:

"Additionally, we have referred ~~3 pages in their entirety to US-Visit and~~ 1 page in its entirety to the Department of State for their direct response to you."

In that paragraph, please do not mention Immigration and Customs Enforcement, or how many pages you are referring to them. If you are referring pages to ICE, you will mention them in the following paragraph:

"During our review, USCIS located # of pages of potentially responsive documents that may have originated from U.S. Immigration and Customs Enforcement (ICE). USCIS has sent the document(s) and a copy of your FOIA request to the ICE FOIA Office for consideration and direct response to you. Should you wish to contact ICE concerning the status of the processing of the document(s), please contact the ICE FOIA Office via phone at (866) 633-1182 or via e-mail at ICE-FOIA@dhs.gov. The ICE FOIA Office mailing address is 500 12th Street, S.W., MS 5009, Washington, D.C. 20536-5009."

If you are not referring any pages to ICE, please delete that paragraph. If you referred any pages, please leave the paragraph exactly the way it is.

We have updated section 8.13 REQUESTS: Inmate in Federal Custody of the FOIA/PA Assistants Guide as follows (new information in red):

8.13 REQUESTS: Inmate in Federal Custody

The Bureau of Prisons (BOP), an agency of the U.S. Department of Justice, will not deliver incoming mail to a person housed in their custody unless it contains the subject's Register Number. Upon entry into BOP custody, each inmate is assigned an eight digit Register Number (i.e. xxxxx-xxx) by which he/she is identified throughout his/her commitment. The first five digits are unique identifiers for that specific inmate, the last three digits, separated from the first five by a dash, indicate the jurisdiction from which the inmate originally entered the corrections system. It is imperative that the correspondence contain the Register Number in the proper format. BOP Register numbers are created for the subjects in the name in which they received a conviction sentence from a federal court or a legal document charging them of an immigration violation and/or removal. This name could be their birth name or an alias name.

ICE will not deliver mail to an ICE detainee unless we include the alien number in the address. Please include the alien number in the address of an ICE detainee, if you are addressing correspondence to the alien in the ICE detention facility. In order to avoid PII spills, OA will prepare an outer envelope without the alien number and mail it in that.

If the inmate is not in federal custody (i.e., Bureau of Prisons location or ICE detention facility) but held at a non-federal correction facility (such as a state prison or county jail), DO NOT put the alien number in the address.

We have updated section 12.16 Receipt Numbers of the FOIA/PA Assistants Guide as follows (new information in red, deleted information in strikethrough):

Section 12.16 Receipt Numbers

~~If the petitioner is the Requestor, and if the petition has been consolidated into the beneficiary's A-file, then the beneficiary is always the subject of record. We must address any correspondence about that petition citing the beneficiary as the "subject of record" or the "records' subject." For that reason, even though the Requestor may have listed the petitioner as the subject of record, if you discover that the petition is consolidated into the beneficiary's file, you must change the name of the subject in FIPS to the beneficiary. The beneficiary's A-number goes in the A-number field, even if the Requestor entered the petitioner's A-number on the G-639.~~

If you discover that the petition is consolidated into the beneficiary's file, and you **do** have consent from the beneficiary, you must change the name of the subject in FIPS to the beneficiary. The beneficiary's A-number goes in the A-number field, even if the Requestor entered the petitioner's A-number on the G-639. We must address any correspondence about that petition citing the beneficiary as the "subject of record" or the "records' subject." This is legally important because we must have VOI of the subject of record and we must have certification of agreement if the Requestor is other than the subject of record in order to staff for the record.

If the petition is consolidated into the beneficiary's file, and you **do not** have consent from the beneficiary, you will close the case as Total Denial and include the following blurb as the second sentence in the first paragraph of the TD letter:

> "It is the policy of USCIS to file any adjudicated petitions, such as the Form I-129F or Form I-130 in the beneficiary's record after issuance of a visa. Beneficiary consent is required to obtain any petitions from their record."

This is legally important because we must have VOI of the subject of record and we must have certification of agreement if the Requestor is other than the subject of record. *If we are staffing the subject of record's A-file, and if the Requestor is not the same person as the subject of record, then we need certification of agreement from the subject of record.*

If the petition has not been consolidated into the beneficiary's A-file, whether the petitioner or the beneficiary is the Requestor, we may staff for it. In this situation, we list the subject of record the way it is listed in the request letter, whether the petitioner or the beneficiary.

PCQS or CLAIMS screen-prints usually would not provide the Requestor with the information he or she is requesting, because the Requestor is asking for a copy of the file. Rarely, a petitioner may only need a particular piece of information, such as proof of filing to prove Section 245i eligibility. If that is the situation, and we have the petitioner's VOI (and certification of agreement, if necessary) then you should provide those screen-prints with a RAFACS staffing. This is not usually what happens, so providing screen prints is an exception, not the rule.

USCIS FOIA INFORMATION BULLETIN

October 21, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

Example 3 of Paragraph 41. **WHEN DO YOU CLOSE A CASE WITH NO REDACTIONS AS A PD?** of the *Processing Guide* has been rewritten as follows (~~old version in strikethrough~~) (new version in red):

Example 3 - The requester specifically asked for an I-130 she/he filed showing the receipt number and/or the approval date. ~~(I-130 could not be located.) We provide the requester screen prints from CLAIMS containing this information. This case would be closed as a PD. The final action letter should specifically address the I-130 and what is being provided. Closing this case as PD allows the requester to appeal our response since a specific document was requested.~~

Example 3 - The requester specifically asked for an I-130 she/he filed showing the receipt number and/or the approval date. The I-130 was never consolidated into an A-file, NVC does not have the petition, and the only record remaining is screen prints from PCQS and/or CLAIMS, and possibly an NFTS screen print verifying that the I-130 has been destroyed. We provide the requester screen prints containing this information. Please close the case as a G1, unless you have made redactions on the screen prints. There is nothing else we can provide them, therefore nothing to appeal. On the other hand, if the file is scanned in and we have provided them something other than what they wanted, we still close that PD as described in Example 1, above.

Part I-08: Retention and Disposition of Records of the **Records Operations Handbook** provides that if a petition (I-130 or I-140) is denied, and an A-File is created, the petition becomes a permanent part of the A-File and has a life cycle equaling that of the A-File. If a petition is approved but not used, and never becomes part of an A-File, it is to be disposed of three years after a visa number becomes available (the visa number may not become available for twenty years or longer). In such a case, your final action letter should state that the original petition has been destroyed in accordance with federal disposition instructions, and because of that, we are able to provide only the remaining electronic record from our database.

Paragraph 27.48.i , I-213, Report of Deportable/Inadmissible Alien of the *Processing Guide* has been rewritten for clarification (~~old version in strikethrough~~) (new version in red):

27.48.i.1 Release boxes titled "INS Systems Checks" "Immigration Record" or "Criminal Record." unless they specifically state "IBIS [redacted] "DACS[redacted] "NAILS[redacted] [redacted] [redacted] r "EARM [redacted]"

(b)(7)(e) Normally the boxes will say, "See narrative," "[redacted]. ~~In this instance~~ In those instances, release the boxes but withhold the results of DACS, EARM, IBIS and/or NAILS in the "Narrative" under "INS Systems Checks." Withhold results from those systems listed citing Exemption (b)(7)(E) (or (k)(2) and (b)(7)(E), if PA).

27.48.i.2 If the information in the INS System Checks, Immigration Record or Criminal Record blocks on the I-213 contains a class of admission (COA) such as "EWI" (entered without inspection) or a remark such as "see narrative" ~~the information can be released~~ please release the information.

(b)(7)(e) 27.48.i.3 If the INS System Checks, Immigration Record or Criminal Record block contains a remark ~~such as~~[redacted] specifically indicating ~~in that block that a law enforcement (~~ a result for EARM, IBIS, DACS, or [redacted] ~~systems search was conducted~~, withhold the block, citing Exemption (b)(7)(E) (or (k)(2) and (b)(7)(E), if PA).

27.48.i.4 Review the narrative for information that relates to these blocks and any other comments. If the systems checked are listed in the narrative but there is not an annotation showing the hit was positive or negative, release the systems listed. Where there is an annotation of positive or negative relating to a law enforcement systems check, redact (b)(7)(e) the words [redacted] citing Exemption (b)(7)(E) (or (k)(2) and (b)(7)(E), if PA). Do not redact results of non-law enforcement systems, such as CIS and CLAIMS.

A clarification paragraph has been added to **27.46 Screen Prints** of the *Processing Guide*, as follows:

Occasionally, the requester has asked for receipt file which has been destroyed and we are able to provide screen prints only. Close those cases as G1, unless you have made redactions on the screen prints. For more information, please refer to Paragraph 41, When do you close a case with no redactions as a PD?

A new paragraph **27.46.f, Marriage Fraud Mainframe System screen prints** has been added to the *Processing Guide*, as follows:

Unless there is an active investigation, fully release Marriage Fraud Mainframe System screen prints to first party requesters. The Marriage Fraud Amendment System is not a secret system. If there is evidence in the file that there is an active marriage fraud investigation, fully withhold the screen print, citing Exemption (b)(7)(E).

Paragraph 36. REQUESTS FOR ENTRY AND EXIT INFORMATION of the *Processing Guide* has been rewritten for clarification (new information in red):

You may not locate the specific entry/exit information requested, or you may locate no entry/exit information at all. If you are able to send other entry/exit information that may provide the requester with needed information, please do so. If you do not locate the entry/exit information within the file, please close the case as "No Record." Either way, you must address the issue specifically in the final action letter, stating that the document requested was not located in the file and suggesting that the requester/subject contact CBP for the information.

We have added a sentence to **Paragraph 8.21** of the *FOIA/PA Assistant's Guide*, as follows, (added material in red):

NFTS may show that the file has been retired and is at a Federal Records Center. If that is the case, request the file.

Paragraph 32.12 of the *FOIA/PA Assistant's Guide* is no longer valid because creators now Up-Front close requests without good VOI. The following has been deleted:

> **32.12 If the requester/subject does not return proper verification of identity**, generate a FC letter and replace the contents of the letter with the template letter Failure to comply letter-Consent. The template is located at: O:\FOIA\FOIA Library\Case Create References\Case Create Template Letters\Failure to Comply Letter. Send the case to approver when you are finished.

We have added a sentence to **Paragraph 34** of the *FOIA/PA Assistant's Guide*, as follows, (added material in red):

After you have changed the track, send an e-mail to NRC, FIPSPROBLEM and copy NRC, FOIA PROGRAM and your supervisor. The e-mail should include the case number and the action you took.

Paragraph 36 of the *FOIA/PA Assistant's Guide* is no longer valid because a person working Records Locator role may now create an acknowledgment letter. The following has been deleted:

36. CASES NEEDING ACKNOWLEDGEMENT LETTERS

Cases received in Records Locator queue that need acknowledgement letters must be re-assigned to a Troubleshooter in the Case Create role. Please contact a supervisor with the NRC Control Number and ask that the case be re-assigned to you in the Case Create role.

Paragraph 6.4, **SEARCH FOR DUPLICATE CASES** of the *FOIA/PA Assistant's Guide* has been changed as follows (~~old version in strikethrough~~) (new version in red):

~~Just before you create the case,~~ Before you begin filling in the worksheet, you should look for duplicates.

A new **Appendix J: 16 RULES OF CASE CREATE** has been added to the *FOIA/PA Assistant's Guide*

USCIS FOIA INFORMATION BULLETIN

October 10, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed the title and updated Section **9.3** of the FOIA/PA Assistant's Guide, **Entry/Exit Information and Border Apprehension Referral to CBP** as follows (new information in red, (~~deleted information in strikethrough~~):

9.3 Entry/Exit Information and Border Apprehension Referral to CBP

CBP handles FOIA requests for entry and exit information dating back to 1982, but no earlier, inspection, Port of Entry (POE), requests for information relating to air and/or marine incidents, or the U.S. Border Patrol Academy, legacy Customs or legacy Inspections. Key words that you could see on a request relating to CBP are inspection, Port of Entry, Bridge of the Americas, Friendship Bridge, and smuggled goods. A FOIA request for this ~~type of~~ information should be referred to **CBP** at the address shown below.

U.S. Customs and Border Protection

FOIA Division

90 K Street, NE, 9th Floor

Washington, DC 20229-1181

You will need to modify the referral letter; any information you can provide as to what the requester is asking for will be helpful to CBP. For instructions on Referrals (RF) see Section 9.1.

Border apprehension referrals are treated differently. If the Border apprehension date is 1998 or earlier, do a thorough search. If you cannot find a record, please close the case NR and add the following paragraph to your NR letter:

"You may wish to contact Customs and Border Protection, WWW.CBP.GOV. Their website offers information on filing your FOIA request electronically. Please be sure to include dates and locations of any encounters. Please note they do not have complete records for incidents prior to 2000."

Note 1: If the request is for entry/exit, the date was prior to 1982 and you cannot locate a record, do not refer the case to CBP. Do a thorough search and then close NR.

Note 2: If the request is for entry/exit information and the requester/subject provided an alien number, request the file.

Entry exit / Departure information
Copy of an I-877
Any reports or incidents at the airport.
Copy of I-94 card
Arrests at the border
Voluntary departures
Border stops

Note 3: If the request is for all records as well as a specific incident or entry, the request must state a specific incident, such as a time or place. If you do not find any record, you will then refer to ICE or CBP as needed.

We have added a new section, **27.54, Off-line Exemption Spreadsheet Procedures**, to the FOIA/PA Processing Guide, (new information in red):

27.54 Off-line Exemption Spreadsheet Procedures

Use this spreadsheet when you have to process an off-line, supplemental release. You will be tracking the pertinent data for inclusion in DHS' annual report.

Supervisors will:

1. Provide the processor tracking the information with a blank copy of the off-line exemption tracker.
2. Have the processor return it to you when completed.
3. Enter the information into the spreadsheet located in the Ops Supervisors folder on the S: drive.

Processors need to document:

1. Date supplemental release was processed off line.
2. NRC Control number
3. Agency Cited for
4. Number of times each exemption was used
5. Number of pages redacted, broken down by PD and WIF

NOTE 1: Anything that needs more explanation (ex. B3 citation with the statute) can be recorded in the notes column.

NOTE 2: Please don't confuse the off-line exemption spreadsheet with the New Exemption Tracker, which is only used for classified records.

We have updated Section **7, CERTIFICATION OF AGREEMENT, VERIFICATION OF IDENTITY, AND DESCRIPTION OF RECORDS** of the FOIA/PA Assistant's Guide as follows (new information in red, ~~deleted information in strikethrough~~):

Form G-28, *Notice of Entry of Appearance as Attorney or Accredited Representative*, was revised on 02/28/2013. ~~Beginning~~ As of **May 26, 2013**, USCIS ~~will~~ no longer accepted prior versions of the G-28.

As a FOIA/PA Assistant, this may affect your decision on certification of agreement in the following instances:

- If certification of agreement is provided on no other place except Form G-28,
- Then the attorney must use a properly executed new Form G-28 (revision of 02/28/13).
- If the Form G-28 is an older version than the revision of 02/28/13, then you will close the case FC, not TD. Please refer to section 16b of this guide.
- If the new Form G-28 (revision of 02/28/13) is not properly executed, then you will close the case TD (inadequate Certification of Agreement). Please refer to section 16a of this guide.

USCIS FOIA INFORMATION BULLETIN

October 5, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended Section 27.31.a of the *Processing Guide* as follows, ~~deleted information in strikethrough,~~ new information in red:

> 27.31.a Most files contain third party documents and PII. We should fully withhold this information unless we can tell it was provided to us by the subject of the file ~~or requester~~ if it is a first party FOIA request. Whether to disclose or release third party documents in a FOIA case hinges on consent.

We have amended Section 27.31.o of the *Processing Guide* as follows, ~~deleted information in strikethrough,~~ new information in red:

> 27.31.o Fully release documents completed by the subject of record ~~requester or his or her representative~~ if it is a first party FOIA request. For example, an I-485 completed by the alien to adjust status might include family members' PII. This rule does not apply to documents we refer. For example, the requester may have completed an application for non-immigrant visa. Since the U.S. Department of State has specified a non-immigrant visa application as a document they need to review, we are not deciding whether to release or withhold it.

We have amended Section 27.45.g.7 of the *Processing Guide* as follows, ~~deleted information in strikethrough~~

> 27.45.g.7 Withhold all names of any person acting in a law enforcement capacity on these documents with exemption (b)(7)(C) [or (k)(2) and (b)(7)(C), if PA]. Note that you may also see names and alien numbers of other individuals that are exempt from release. Withhold these also, citing exemption (b)(7)(C) [or (k)(2) and (b)(7)(C), if PA]. ~~Withhold the subject's parents names, citing Exemption (b)(6), if the case is a FOIA.~~ Sometimes I-213's that relate to third party individuals who were arrested at the same time as the subject are placed in the file for investigatory purposes. Withhold these in full, citing Exemption (b)(7)(C) of the FOIA or (k)(2) and (b)(7)(C) of the PA.

We have amended Section 28.09, Federal Bureau of Investigation Documents of the *Processing Guide* as follows, ~~deleted information in strikethrough~~:

There may be a document originating with FBI marked with the following warning at the bottom:

> "This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; and its contents are not to be distributed outside your agency."

Please refer any document with such a marking to FBI, and ~~do not~~ hide the name of the agency.

We have amended Section 28.13, Joint Terrorism Task Force (JTTF) of the *Processing Guide* as follows, ~~deleted information in strikethrough~~:

Refer any documents created by the Joint Terrorist Task Force (JTTF) to JTTF. ~~Do not h~~ Hide the name of the agency.

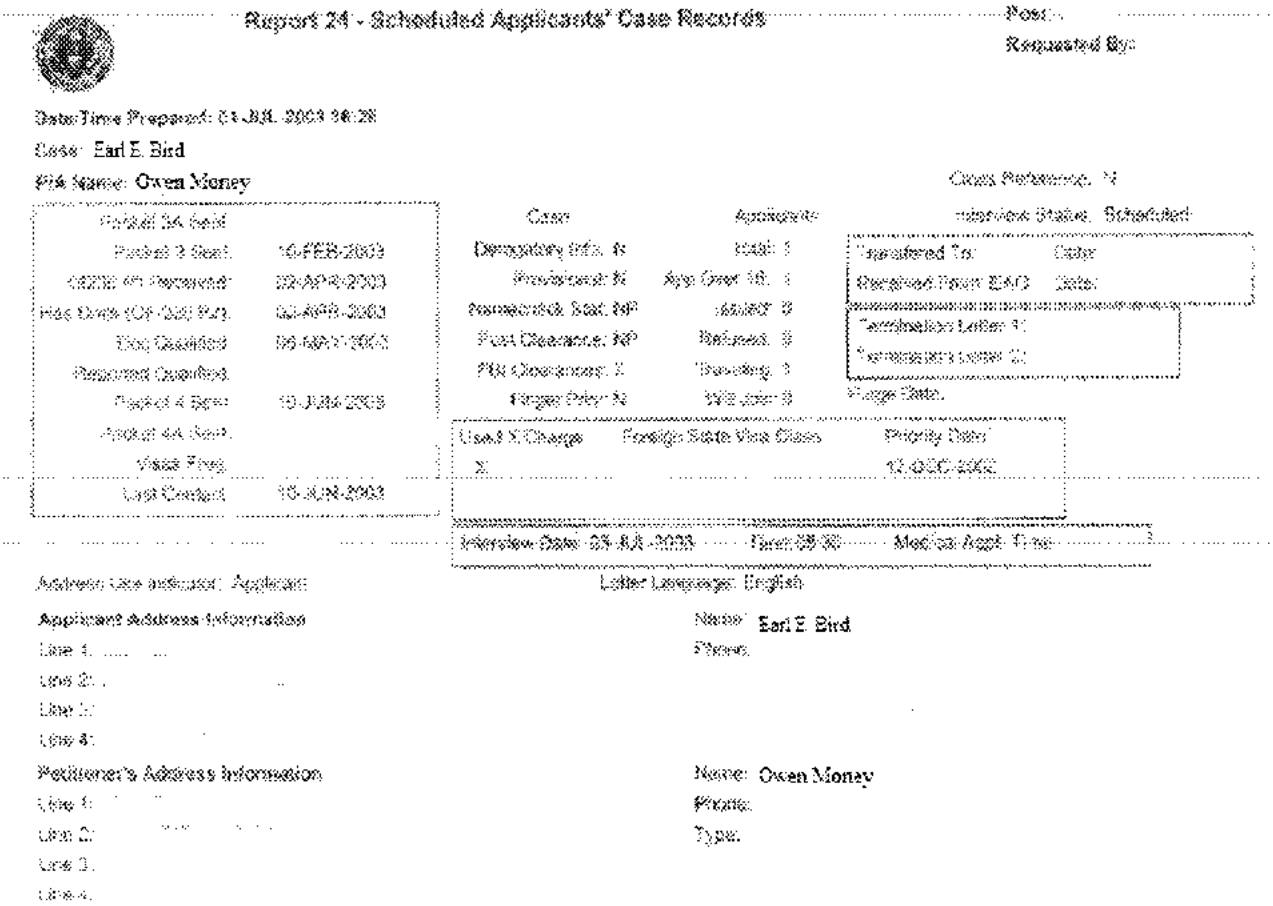
USCIS FOIA INFORMATION BULLETIN

November 30, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated section 28.06.a.5., U.S. Department of State Documents of the FOIA/PA Processing Guide as follows (new information in red):

28.06.a.5. Process the Report 24. (Withhold in full, (b)(7)(C) and (b)(7)(E) if FOIA or (k)(2), (b)(7)(C) and (b)(7)(E) if PA).



Report 24 - Scheduled Applicants' Case Records

Post:

Requested By:

Case: Earl E. Bird

PA Name: Owen Money

Case Reference: N

Interview Status: Scheduled

Packet 3 Sent: 10-FEB-2003

Priority Date: 12-DEC-2002

Last Contact: 10-JUN-2003

Letter Language: English

Address Use Indicator: Applicant

Applicant Address Information

Line 1:

Line 2:

Line 3:

Line 4:

Name: Earl E. Bird

Phone:

Petitioner's Address Information

Line 1:

Line 2:

Line 3:

Line 4:

Name: Owen Money

Phone:

Type:

We have updated section 21, Classified Records of the FOIA/PA Processing Guide as follows (new information in red, deleted information in strikethrough):

(b)(6) [redacted]

We have updated section 27.27.e, Names of certain government employees and PII on law enforcement documents, of the FOIA/PA Processing Guide as follows (new information in red):

27.27.e If you are processing a FOIA case, there are certain USCIS personnel whose names you should withhold even when not performing a law enforcement function, citing Exemption (b)(6) or (b)(7)(C) if FOIA, (k)(2) and (b)(7)(C) if PA. Those personnel are:

(1) Refugee Officers (b)(6)
(2) FDNS personnel (b)(7)(C) or (k)(2), (b)(7)(C)

In addition to that, there are times you must use your judgment. If an asylum or adjudications officer is working overseas, especially in a sensitive region, and if you feel that person could be a potential target for extortion, kidnapping or interference in performance of duty, you should protect that person's name, direct line phone numbers and e-mail addresses, along with any other identifying information. If you have a doubt, please contact a supervisor.

USCIS FOIA INFORMATION BULLETIN

November 14, 2012

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have amended Section 6.3.4.6, Genealogy of the *FOIA/PA Assistants Guide* as follows, ~~deleted information in strikethrough~~, new information in red:

> ***6.3.4.6 Genealogy*****:** Genealogy cases are requests for searches and/or copies of historical records relating to a deceased person. The lists below represent the records that the public would be able to request from the Genealogy Program:
>
> A. Naturalization Certificate Files (C-files) from September 27, 1906 to April 1, 1956
>
> B. Alien Registration Forms from August 1, 1940 to March 31, 1944
>
> C. Visa files from July 1, 1924 to March 31, 1944
>
> D. Registry Files from March 2, 1929 to March 31, 1944
>
> E. Alien Files (A-files) numbered below 8 million (A8000000) and documents therein dated prior to May 1, 1951
>
> The case is not Genealogy unless it meets one of the above criteria. If there is a cover sheet with instructions, such as a Hybrid Genealogy cover sheet, please follow the instructions on the cover sheet, rather than the instructions in this paragraph. If the case you are creating does meet the criteria for Genealogy, select Category **OTHER,** then do the following:
>
> a. Create the case.
> b. Do not staff for the file or create an acknowledgement letter.
> c. Select Final Action Letter and redirect (RD) the case to "USCIS Genealogy Program." Use the "RD –Genealogy" letter unless you have a request for dual Italian Citizenship. If you have a request for dual Italian Citizenship use the "Genealogy form –ItalianCit" letter. Both letters are located on the O drive (O:\Foia\FOIA LIBRARY). Copy and paste the appropriate letter over the default letter.

d. After the case is created and the letter has been generated, prepare a discussion and send the case to Up-Front Approver.
e. Send an email to the designated person who handles genealogy cases (The current point of contact will be posted by FOIA Operations in ECN) with the control number to review and case note accordingly.

The designated person will review the request to determine if it is, in fact, a genealogy.

If it does not meet the criteria for genealogy it will be returned to you in the Case Create queue to send an acknowledgment letter and staff for records.

If it does meet the criteria, the case will be closed by the Up-Front Approver.

USCIS FOIA INFORMATION BULLETIN

November 8, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have deleted Section 28.07, US-Visit Documents, of the *Processing Guide* as follows ~~(deleted information in strikethrough)~~:

~~Refer all documents originating with US-VISIT for their direct response to the requester. Do not hide the name of the agency.~~

~~Refer Arrival Departure Information System (ADIS) screen prints to US-VISIT.~~

~~Please do not place any redactions on documents you are referring to US-VISIT.~~

We have added a new Section 27.50, US-Visit Documents, to the *Processing Guide* as follows (new information in red):

27.50.a Redact the following from US-Visit documents, including ADIS:

(b)(7)(e)

[redacted]

27.50.b Things we should release from US-Visit documents, including ADIS:

[redacted]

(b)(7)(e)

[redacted]

27.50.c Aliases on US-Visit documents

1. You, the processor, must decide if there is more likely than not an invasion of privacy. If you decide there probably would be an invasion of privacy, withhold (b)(7)(C), or a(k)(2) + (b)(7)(C) if PA.
2. Sometimes the alias is the main reason an alien got denied a benefit. It's called "misrepresentation of a material fact" or "fraud." In some cases, the alien made up a name on the spot, while in other cases they used the actual identity of another person.

We have changed Section 27.40, Processing Form I-696, of the *Processing Guide* as follows (new information in red, ~~deleted information in strikethrough)~~:

~~Unless it is blank~~, If you determine there is reasonably foreseeable harm, fully withhold the second page of the I-696 citing Exemption (b)(5) of the FOIA or Exemption (d)(5) and (b)(5) if processing under the PA, otherwise, release the page. If you are unsure, please consult a supervisor.

USCIS FOIA INFORMATION BULLETIN

November 4, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

One bullet of paragraph 27.04, Out of Scope of the *Processing Guide* has been changed as follows (~~old version in strikethrough~~) (new version in red):

- ~~Documents titled "Best Available Image."~~ Documents not a part of the A-file but inserted by the scanner at the digitization facility, for instance, documents marked "Best Available Image" or "The TOC is not part of the certified copy of the A-file."

* * *

Two portions of Paragraph 7.2, Verification of Identity of the *FOIA/PA Assistant's Guide* have been changed as follows (~~old version in strikethrough~~) (new version in red):

If the requester did not provide all four required pieces of information, ~~you must send for additional requester documentation~~ please select "Final Action Letter" from the Tasks tab, select "FC" from the final action codes list, and paste in the body of the "Unperfected Request Letter" which you may find in the Case Create Template Letters folder of the FOIA Library.

If the requester is asking for records concerning *(a living)* individual, and if there is only one signature and it does not fall under one of the categories above, ~~request consent and/or verification of identity using the Track 1, Track 2 or Track 3 Ack Letter Requester Docs located at:~~
~~*O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_Template_Letters* or the form "Requester Documentation Attachment" located at:~~
~~*O:\Foia\FOIA_LIBRARY\Case_Create_References\Case_Create_Template_Letters \Requester_Docs_Attachment* . Check the first box on the document~~ please select "Final Action Letter" from the Tasks tab, select "FC" from the final action codes list, and paste in the body of the "Unperfected Request Letter" which you may find in the Case Create Template Letters folder of the FOIA Library. The exception to this rule is a Third-Party Request (see paragraph 7.4).

USCIS FOIA INFORMATION BULLETIN

May 31, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed the top portion of the TD No Agreement Language letter found at O:\Foia\FOIA LIBRARY\Case Create References\Case Create References as follows (new information in red):

After carefully considering your request, it must be denied in its entirety pursuant to 5 U.S.C. § 552(b)(6) (Exemption 6). In order to obtain these records your request must demonstrate one or more of the following criteria:

- Written authorization from the individual(s) permitting disclosure of the records to you;
- Proof of parentage with the requester's verification of identity if the subject of record is a minor at the time of the request, or
- Proof of court-appointed guardianship with the requester's verification of identity, or
- Proof that the subject [or subjects] of your request [is] [are] deceased; or
- A clear demonstration that the public interest in disclosure outweighs the personal privacy interest(s) of the individual(s) and that significant public benefit would result from the disclosure of the requested records.

USCIS FOIA INFORMATION BULLETIN

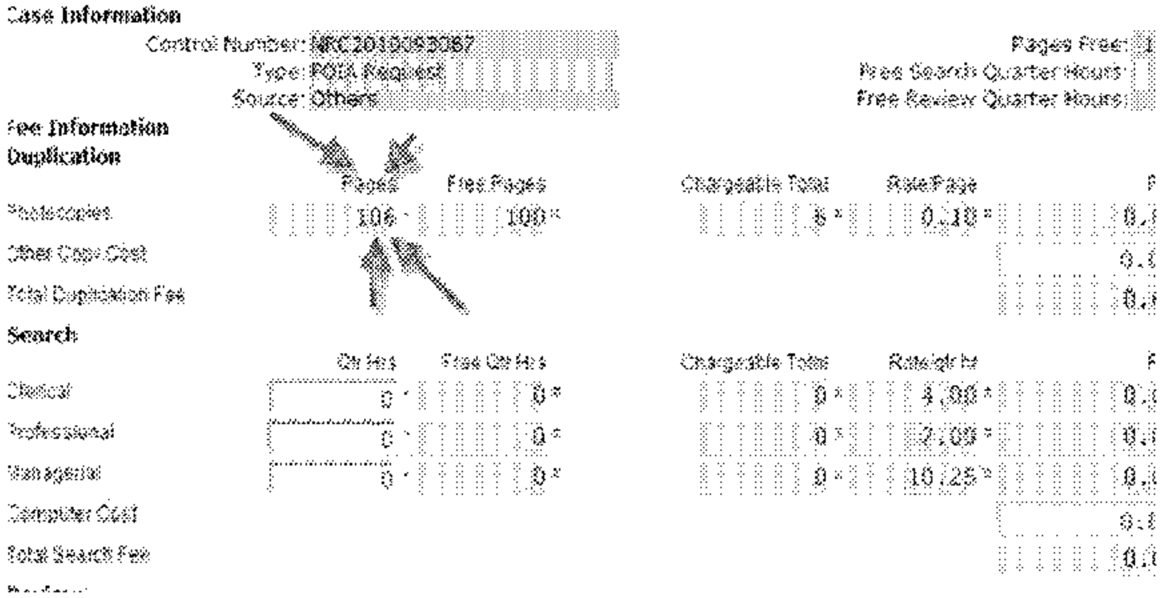
O: FOIA/FOIA LIBRARY/FOIA INFORMATION BULLETIN

May 27, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

A new paragraph: **40.08** **Ensuring you get credit for pages** has been added to the processing guide:

Before you send your case to approver, click on the Fee tab. If the 'pages' field is blank, click on the Processing tab then back to the Fee tab, and it should populate the pages field.



Case Information

Control Number: NRC2010093087
Type: FOIA Request
Source: Others

Pages Free:
Free Search Quarter Hours:
Free Review Quarter Hours:

Fee Information

Duplication

	Pages	Free Pages	Chargeable Total	Rate/Page
Photocopies	106	100	6	0.10
Other Copy Cost				
Total Duplication Fee				

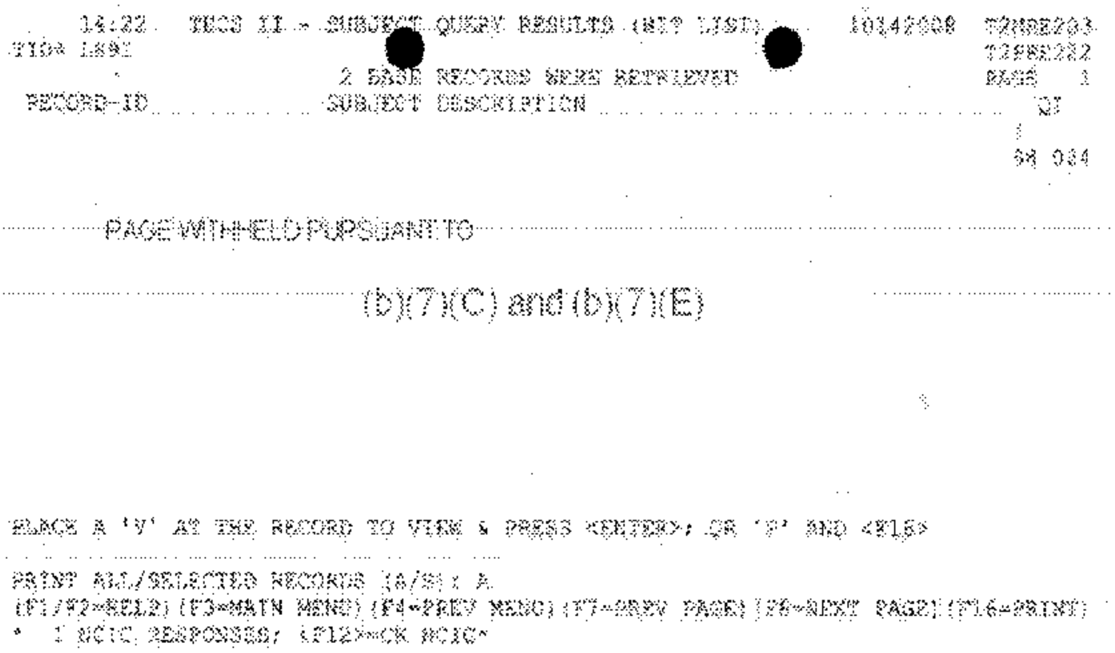
Search

	Qtr Hrs	Free Qtr Hrs	Chargeable Total	Rate/qtr hr
Clerical	0	0	0	4.00
Professional	0	0	0	7.00
Managerial	0	0	0	10.25
Computer Cost				
Total Search Fee				

Paragraph 27.46.e **TECS (The Enforcement Communications System)** of the Processing guide and Appendix C, Processing Tables, have been amended (the following portion has been added):

(b)(7)(e)

Please fully withhold TECS II – SUBJECT QUERY RESUL[redacted] citing Exemptions (b)(7)(C) and (b)(7)(E), or (k)(2)/(b)(7)(C) and (b)(7)(E) if the case is PA. As always, please evaluate for any other exemptions that may apply.



```
    14:22  TECS II - SUBJECT QUERY RESULTS (HIT LIST)      10142008  T2HRE203
TID# L891                                                            T2PRE282
                   2 BASE RECORDS WERE RETRIEVED                     PAGE   1
 RECORD-ID..........SUBJECT DESCRIPTION..............................   QI
                                                                       98 034

..........PAGE WITHHELD PURSUANT TO...........................................

...............................(b)(7)(C) and (b)(7)(E)........................


PLACE A 'V' AT THE RECORD TO VIEW & PRESS <ENTER>; OR 'P' AND <F16>

PRINT ALL/SELECTED RECORDS (A/S): A
(F1/F2=HELP) (F3=MAIN MENU) (F4=PREV MENU) (F7=PREV PAGE) (F8=NEXT PAGE) (F16=PRINT)
*  1 NCIC RESPONSES; <F12>=CK NCIC*
```

28.08 **Bureau of Prisons documents** of the Processing Guide is being revised as follows:

Refer all documents originating with the Bureau of Prisons (BOP) for their direct response to the requester. Withhold the name of the agency. Do not refer Inmate Locator screen prints to BOP because that information is available to the public through their website. The Pre-Sentence Investigation Report (PSIR) does not originate with BOP, however BOP has a policy not to release the report to a person while he or she is an inmate. After the person is no longer an inmate, BOP gives the person report without redaction. BOP will return the PSIR to us if we refer it to them, and for that reason, we will no longer refer the PSIR to BOP under any circumstances. If the mailing address for the responsive record is to a federal correctional institution, please fully withhold the PSIR, citing Exemptions (b)(5) and (b)(7)(C) or (d)(5)/(b)(5) and (k)(2)/(b)(7)(C) if the case is a PA. Otherwise, evaluate the report for sensitive information about the victim and withhold that information, citing (b)(7)(C), but otherwise release it fully.

Paragraph 27.30 **Tax Returns** of the USCIS FOIA Processing Guide has been amended as follows: (new addition in red):

Redact third party documents such as W2's, and tax returns in part, submitted with the Affidavit of support. Release the name of the document and the names of the individual. Release the document if consent of the subject or the third party is present.

Release the tax return in full if the subject of the file or requester is a party to it. Partially withhold the tax return if the subject of the file is not a party to it, including a subject listed as a dependent.

If you are processing a FOIA case, fully withhold the Earned Income Credit sheet of a third party when there is no consent. Release of any part of the form would provide sensitive information about the third party's economic status.

Paragraph 6.3.4.6 of the FOIA/PA Assistant's Guide will be changed as follows: (changed portion in red)

As it reads now:

The case is not Genealogy unless it meets one of the above criteria. If the case you are creating does meet the criteria for Genealogy, create it as **OTHER** then do the following:

a. Close the request as an ER and send to Up Front Approver
b. Send an e-mail to the OA room and include the following information:
   1) REQ#
   2) NRC#
   3) Scanner's initials
   4) Date scanned

The OA room will pull the original request, include it in the current days count and follow return procedures.

Proposed change:

The case is not Genealogy unless it meets one of the above criteria. If the case you are creating does meet the criteria for Genealogy, create it as **OTHER** then do the following:

a. Create the and control the case.
b. Do not staff for any records and do not prepare an acknowledgment letter.
c. Send the case to Unit Chief with a discussion explaining it is a possible Genealogy
d. Send an email to the designated person who handles genealogy cases (currently Donna Brasfield) with the control number.

The designated person will review the request to determine if it is, in fact, a genealogy.

If it does not meet the criteria for genealogy it will be returned to you in Case Create to send an acknowledgment letter and staff for records.

If it does meet the criteria, the designated person will create a letter referring the requester to the Genealogy program and will close the case as ER.

Paragraph 12.5 Receipt Numbers of the FOIA/PA Assistant's Guide will be changed as follows:

As it reads now:
Do not request receipt files from any offices other than one of the five Service Centers (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN). For receipt files at HBG, use the NON-FOIA MSC/NBC file request. **Do not request DIG T-files at HBG with RPC codes XX or ZG.** Refer to the Staffing Sheet Guide for the most current information.

Updated Paragraph:

Do not request receipt files from any offices other than one of the five Service Centers (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN). For receipt files at HBG, use the NON-FOIA HBG file request. **Do not request DIG T-files at HBG with RPC codes XX, XY, ZG, ZY, or ZZ.** Refer to the Staffing Sheet Guide for the most current information.

USCIS FOIA INFORMATION BULLETIN

May 24, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed paragraph 6.1.1.17, found under section 6.1.1 (RULES FOR ENTERING INFORMATION ON THE FIPS WORKSHEET) of the *FOIA/PA Assistant's Guide* as follows (new information in red, ~~deleted portion in strikethrough~~):

6.1.1.17 ~~If an attorney represents the subject, the first line of the address should be the name of the law firm the attorney is affiliated with, or, Attorney at Law, or "c-o" and the law firm name or the name of the attorney. If the attorney's name is part of the firm's name, then the first line of the address should be "Attorney at Law." If the attorney's name is not part of the firm's name, then the firm's name should be the first line of the address. For example, if the requesting attorney is Manuel Solis, and the firm's name is "Law Offices of Manuel Solis," the first line of the address should be "Attorney at Law." For another example, if the attorney's name is Spiro Serras and the firm's name is "Wilens and Baker," the first line of the address should be "Wilens and Baker."~~

6.1.1.17 Properly addressing attorney(s) as third party requesters in FIPS.

Example 1: If the attorney(s) is not affiliated with a law firm, then the first line of the address should be "Attorney at Law."

Requester	**Address**
Christopher T. Stender, (Esquire)	Attorney at Law 111 By Himself Sample, MS 44444

Example 2: If the attorney(s) name is part of the firm's name, then the first line of the address should be "Attorney at Law."

Requester	**Address**
Manual Solis, of (Law Offices of Manuel Solis)	Attorney at Law 111 His office Borderline, AK 22222

Example 3: If the attorney(s) name is not part of the firm's name, then the firm's name should be the first line of the address.

Requester	**Address**
Spiro Serras, of (Wilens and Baker)	Wilens and Baker 111 Their Office Aroundthebend, OK 33333

If the address on the request is a residential address under the name of someone other than the subject or requester, you must add 'c-o' and the listed person's name (FIPS will not allow c/o). If USPS does not show the requester or subject name on the request as living at that address, the mail will be returned. Using 'c-o' (in care of) allows USPS to deliver the mail to that address as long as the person listed receives mail at that address.

USCIS FOIA INFORMATION BULLETIN

May 23, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

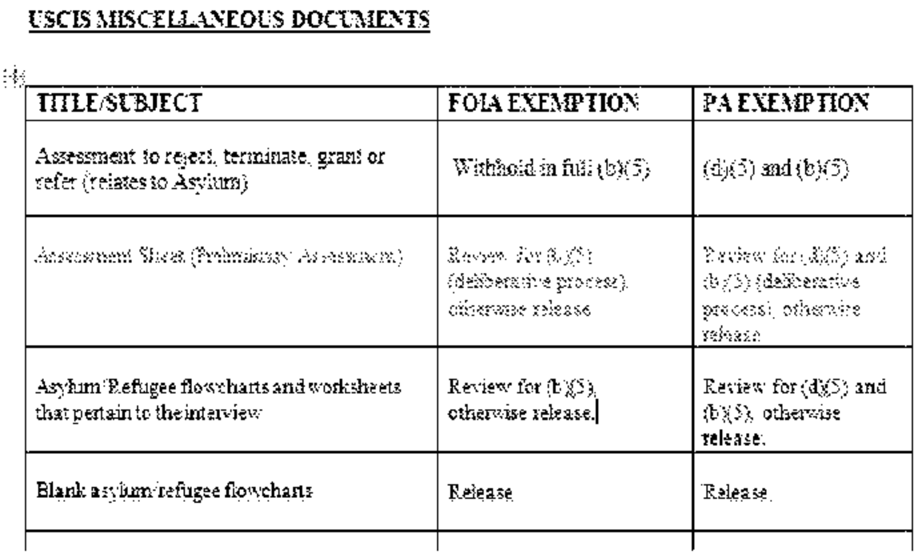
We have added and rearranged information to Section 28. "Congressional Requests and Appeals", of the FOIA/PA Assistant's Guide as follows (new information in red):

28. CONGRESSIONAL REQUESTS AND APPEALS

Most FOIA/PA requests with congressional correspondence are written on behalf of a constituent and are actually a FOIA/PA request for an individual's records. These cases should also have an instruction sheet from Congressional, NRC. Simply create the case according to the directions. If you open a case with congressional correspondence, but there is no instruction sheet, please create the case as you normally create any other case, including staffing for the file and creating the acknowledgment letter or final action letter. After you have created the acknowledgment letter and staffing, or the final action letter, as appropriate, please send an e- mail to Congressional, NRC. The subject of the e-mail should be "Congressional Correspondence and the body of the e-mail should be the control number. Please CC your supervisor. Next, create a discussion entitled "Congressional Inquiry" and state in the comment field that you have sent an e-mail to Congressional, NRC. Finally, pend the case.

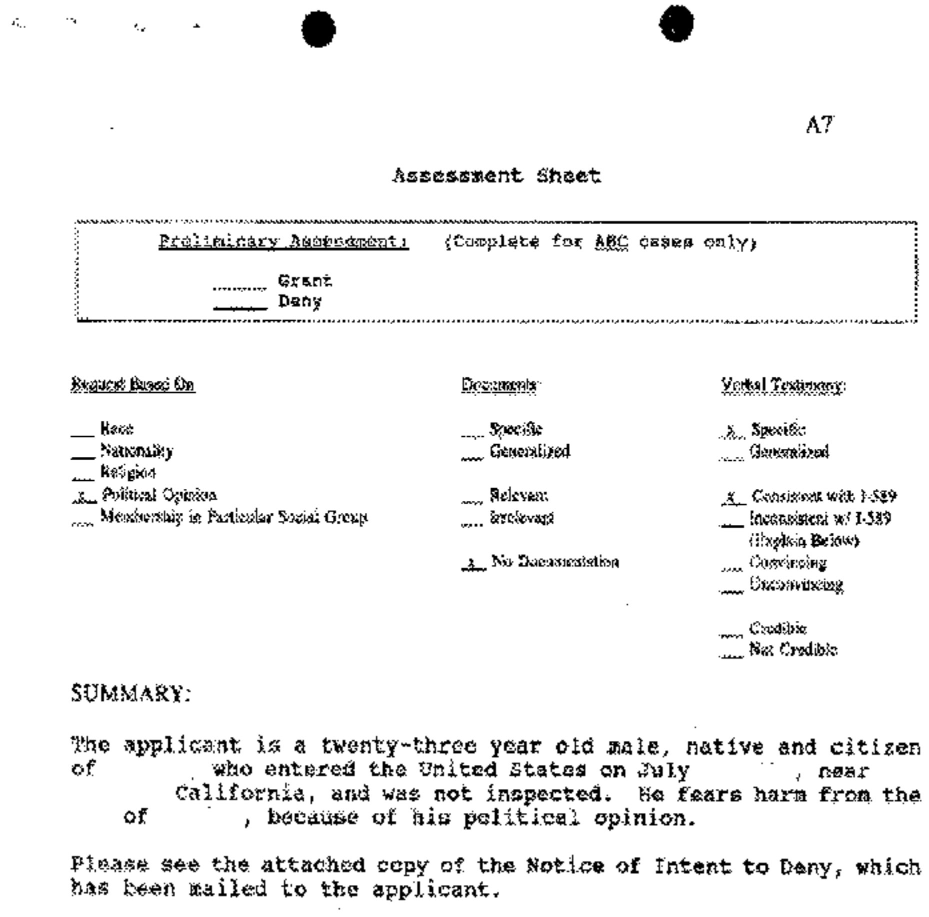
However, true congressional requests are requests from a congressman or senator for information which usually does not relate to an alien file or receipt file. The case should have an instruction sheet from Congressional, NRC. SIG processes true congressional requests. Simply create the case according to the directions and pend the case.

We have added another form (Assessment Sheet, second page shown below), to the USCIS Miscellaneous Documents list in the FOIA/PA Processing Guide as follows:



USCIS MISCELLANEOUS DOCUMENTS

TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Assessment to reject, terminate, grant or refer (relates to Asylum)	Withhold in full (b)(5)	(d)(5) and (b)(5)
Assessment Sheet (Preliminary Assessment)	Review for (b)(5) (deliberative process), otherwise release	Review for (d)(5) and (b)(5) (deliberative process), otherwise release
Asylum/Refugee flowcharts and worksheets that pertain to the interview	Review for (b)(5), otherwise release.	Review for (d)(5) and (b)(5), otherwise release.
Blank asylum/refugee flowcharts	Release	Release



A7

Assessment Sheet

Preliminary Assessment: (Complete for ABC cases only)

____ Grant
____ Deny

Request Based On

- ___ Race
- ___ Nationality
- ___ Religion
- _X_ Political Opinion
- ___ Membership in Particular Social Group

Documents

- ___ Specific
- ___ Generalized
- ___ Relevant
- ___ Irrelevant
- _X_ No Documentation

Verbal Testimony:

- _X_ Specific
- ___ Generalized
- _X_ Consistent with I-589
- ___ Inconsistent w/ I-589 (Explain Below)
- ___ Convincing
- ___ Unconvincing
- ___ Credible
- ___ Not Credible

SUMMARY:

The applicant is a twenty-three year old male, native and citizen of , who entered the United States on July , near California, and was not inspected. He fears harm from the of , because of his political opinion.

Please see the attached copy of the Notice of Intent to Deny, which has been mailed to the applicant.

USCIS FOIA INFORMATION BULLETIN

May 17, 2013

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have changed section 7.1, **Certification of agreement of parents or guardians,** of the *FOIA/PA Assistant's Guide* as follows (new information in red, ~~deleted portion in strikethrough~~):

If the requester asserts parentage or guardianship but does not provide proof, we will close the case as a total denial (TD). For TD procedure, please refer to section 16a, TD (total denial) Case Closings.

~~Request the proof of parentage by marking "other" on the requester documents page and insert the following~~

- ~~If a parent is filing on behalf of a minor child, then the parent must submit proof of parentage. Proof of parentage can be in the form of a birth certificate, adoption decree or similar document, naming them as a legal parent. If a guardian is filing on behalf of a minor or person judicially determined to be incompetent, he or she must submit proof of guardianship. The signature of the parent/guardian must be notarized or signed under penalty of perjury. Minors may also request their own files themselves. They do not have to have the certification of agreement of a parent or guardian to make this request. An attorney may also represent a minor.~~

~~You may need to modify the font on the requester documents section "other field" if needed, to fit onto the one page without interfering with the FIPS barcode on the bottom of the page. Do not modify the acknowledgement letter except with supervisor approval.~~

We have changed section 7.5, **Certification of agreement of parents or guardians,** of the *FOIA/PA Assistant's Guide* as follows (new information in red, ~~deleted portion in strikethrough~~):

If the requester says the subject is deceased and did not provide proof of death, but the subject is not over 100, we will close the case as a total denial (TD). For TD procedure, please refer to section 16a, TD (total denial) Case Closings. ~~we must send for requester documentation. If that is the situation, do not staff for the file.~~

We have changed section 23, FOIA Safe Procedure of the *Processing Guide* as follows (new information in red, ~~deleted portion in strikethrough~~): (b)(6)

2. Send the case to Admin and contact [redacted] via e-mail. Copy your supervisor on the e-mail also.

We have changed section 27.25.b, FBI Systems Check Results, of the *Processing Guide* as follows (new information in red):

Next, there is no need to withhold a response that does not indicate any result, positive or negative, such as PENDING or UNCLASS.

We have added a new section 27.25.j, IAFIS and NCIC, to the *Processing Guide* as follows (new information in red)

27.25.j IAFIS and NCIC

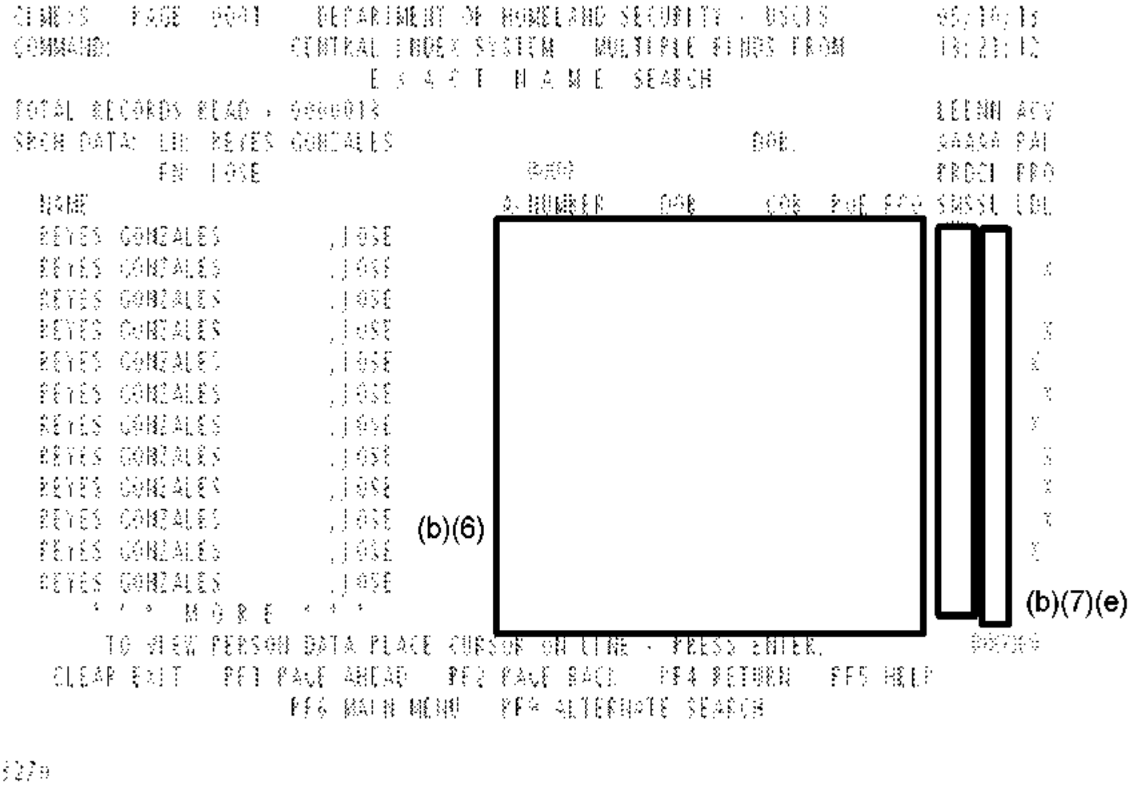
Since FBI is the lead agency for both IAFIS and NCIC, does that mean all results of IAFIS and NCIC are exempt?

No.

We may release criminal history that relates to the subject of record, but we may not release wants, warrants, fugitive or terrorist information. RAP sheets may show "IAFIS response" or "NCIC Interstate Identification Index," but since they pertain to criminal history rather than wants, warrants, fugitive or terrorist information, we may release them to the subject of record. On the other hand, we will withhold IAFIS or NCIC "positive" or "negative" because it could have to do with wants and warrants.

We have added new information to section 27.43.c of the *Processing Guide* as follows (new information in red)

For exact name or sounds-like searches, please withhold the columns beneath EARM, DACS or NAIL, whether or not there are X's. Note the example:



```
CIME>S   PAGE  0001    DEPARTMENT OF HOMELAND SECURITY - USCIS        05/14/15
COMMAND:              CENTRAL INDEX SYSTEM   MULTIPLE FINDS FROM      13:21:12
                            E X A C T   N A M E   SEARCH
TOTAL RECORDS READ : 0000013                                          LEENN ACV
SRCH DATA: LN: REYES GONZALES                              DOB:       AAAAA PAI
           FN: JOSE                     SSN                           PROCI PRO
  NAME                                  A-NUMBER    DOB       COB  POE FCO SMSSL LOL
  REYES GONZALES           ,JOSE        [redacted]                  [redacted] [redacted]
  REYES GONZALES           ,JOSE                                              X
  REYES GONZALES           ,JOSE
  REYES GONZALES           ,JOSE                                              X
  REYES GONZALES           ,JOSE                                            X
  REYES GONZALES           ,JOSE                                              Y
  REYES GONZALES           ,JOSE                                            Y
  REYES GONZALES           ,JOSE                                              X
  REYES GONZALES           ,JOSE                                              X
  REYES GONZALES           ,JOSE   (b)(6)                                     Y
  REYES GONZALES           ,JOSE                                            Y
  REYES GONZALES           ,JOSE                                          (b)(7)(e)
      * * *  M O R E  * * *
      TO VIEW PERSON DATA PLACE CURSOR ON LINE - PRESS ENTER.         DOCO9
   CLEAR EXIT   PF1 PAGE AHEAD   PF2 PAGE BACK   PF4 RETURN   PF5 HELP
                  PF6 MAIN MENU   PF8 ALTERNATE SEARCH

5270
```

We are revising Appendix C, Processing Tables, of the *Processing Guide* so it will match prior ICE guidance. Where we change it, it is in light blue letters.

USCIS FOIA INFORMATION BULLETIN

May 16, 2014

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have added information to Section 12.12.1.6 "Blued-in" information, of the FOIA/PA Assistant's Guide as follows (new information in red):

A. If "Retire" had been blued in, it would have been important. We would have used that inquiry screen to staff from the FRC or RDF if it was retired at RDF. If the Center in the Accession Data is other than the Kansas City area, staff to Non-FOIA for the FCO. Release 6.1.1.0 of NFTS expanded the Kansas City FRC to three locations – Lee's Summit, Lenexa and North Kansas City. All three of those locations are FRC staffings unless the file is digitized.
B. For any FRC other than those three locations, you should create a Non-FOIA staffing to the FCO listed under "Office." It can be confusing. Please refer to the example at the bottom of this section, in which you would staff to Non-FOIA Office, BAL.

USCIS FOIA INFORMATION BULLETIN

O: FOIA/FOIA LIBRARY/FOIA INFORMATION BULLETIN
May 13, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

The wording of paragraph 28.05 of the **Processing Guide** has been changed (~~deleted portion stricken through~~):

28.05 Referring documents relating to third party individuals
If you are processing a case that contains documents that you normally refer to another agency but those documents **do not** relate to the subject of record, please **do not** refer those documents. The exception would be if consent of all individuals has been given.

Mark as "Out of Scope" any TECS screen prints relating to third party individuals. ~~in full citing (b)(7)(C) of the FOIA and exemptions (k)(2) and (b)(7)(C) on PA cases.~~

Paragraph 12.7.6 of the **FOIA/PA Assistant's Guide** has been changed as follows (added portion underlined ~~deleted portion stricken through~~):

> When conducting "no record" research, do the query and provide screen prints of all searches as directed. ~~Open a RAFACS (*not RAFACS/CIS*) staffing slot only. Click on "Customize Letter."~~ Print the appropriate CLAIMS screen prints (this should be no less than six pages and may be lengthier if subject has provided multiple names or multiple alias names). Prepare a "Scan As" sheet to be scanned as case supporting documents ~~responsive records~~ for the case number you have just created, attach it to the screen prints and take those to the OA room for scanning as CSD ~~person designated to scan RAFACS-only responsive records.~~ ~~Pend the case~~ prepare a Final Action Letter with closing code NR. Insert a Discussion outlining the systems you searched and stating that you have sent the documentation to OA for scanning as CSD. Send to Up-front Approver.

Paragraph 12.7.12 of the **FOIA/PA Assistant's Guide** has been changed as follows (added portion underlined ~~deleted portion stricken through~~):

12.7.12 Receipt files

12.7.12.1 Do not request receipt files from any offices other than one of the five Service Centers **(ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN)**. For example, LOSJ9163201111, DALC922740405 or SPM9606900035, etc., are not receipt files we can request.

12.7.12.2 If the requester does not specifically ask for a receipt file and provides an alien number, request the alien file only. If the requester specifies a receipt file, search NFTS and staff for that receipt file OR if the receipt has been consolidated into an alien file, staff for that alien file.

12.7.12.3 If the requester does not provide any receipt number or alien number, then you must research CIS, CLAIMS and ~~possibly~~ PCQS.

Be cautious about requesting receipt files that are for EAD cards only. There should be another application/petition filed in conjunction with this EAD card. If the only receipt numbers you can find is for an EAD card, and they are within the seven-year retention time, then yes, you will request the EAD card.

If they provide a receipt number, you must research CLAIMS, PCQS and NFTS thoroughly. Ensure the receipt file has not been consolidated into a T-file or into an A-file. Please request the A-file or T-file if the receipt file has been consolidated. Check CLAIMS to be sure that the Service did not reject the receipt. Receipts that are shown as rejected in CLAIMS are returned to the submitter by the Service Center. Print the CLAIMS screen(s) that shows the receipt was rejected by the service. Create a File Request to RAFACS (not RAFACS/CIS). Leave the "Customize Letter" button selected. Attach a "Scan As" cover sheet to the screen prints, mark the box "Responsive Records" and take to person designated to scan RAFACS-only responsive records. Pend the case.

If there is no location information in NFTS, and if NVC does not have the receipt, but there is a record in PCQS, print any PCQS screen(s) concerning the petition. Create a File Request to RAFACS (not RAFACS/CIS). Leave the "Customize Letter" button selected. Attach a "Scan As" cover sheet to the screen prints, mark the box "Responsive Records" and take to person designated to scan RAFACS-only responsive records. Pend the case.

~~**12.7.12.4** If there is no information about the receipt file in NFTS, regardless of the prefix of the receipt number, you should staff to the owner of the receipt file and paste in the CLAIMS screen. This information can be located on the CLAIMS inquiry screen upper right hand corner. The CLAIMS screen will show "owned by."~~

Proposed new paragraph

12.7.12.4 As a matter of last resort, if there is neither information about the receipt file in NFTS nor PCQS and you have called National Visa Center and determined NVC does not have the receipt, you should staff to the owner of the receipt file and paste in the CLAIMS screen. This information can be located on the CLAIMS inquiry screen upper right hand corner. The CLAIMS screen will show "owned by."

We are proposing a new paragraph, **27.49 Processing Marriage Fraud Interviews / Stokes Interviews** *to be added to the processing guide:*

A marriage fraud interview is frequently part of the process of removing the conditions on permanent residency. If the outcome is favorable, we won't usually see the marriage fraud interview in the A-file. Ordinarily, we would fully release any question/answer notes taken during a marriage fraud interview to either party, unless there is deliberative process.

The adjudicator may divide the notes page in half, recording questions and answers on the left-hand side of the page, while using the right-hand side of the page to record impressions, opinions and deliberation. In such a case, you will normally withhold the right-hand side of the page, citing Exemption (b)(5) of the FOIA, or Exemptions (d)(5) of the PA and (b)(5) of the FOIA if the case is PA.

Even though we would fully release the interview under normal circumstances, you must still evaluate for the possibility of other exempt material. For instance, you may find clearly unwarranted invasion of personal privacy of one of the parties, depending also upon circumstances within the file, for example, matters having to do with VAWA or asylum. If you are unsure, please consult your supervisor.

USCIS FOIA INFORMATION BULLETIN

May 12, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

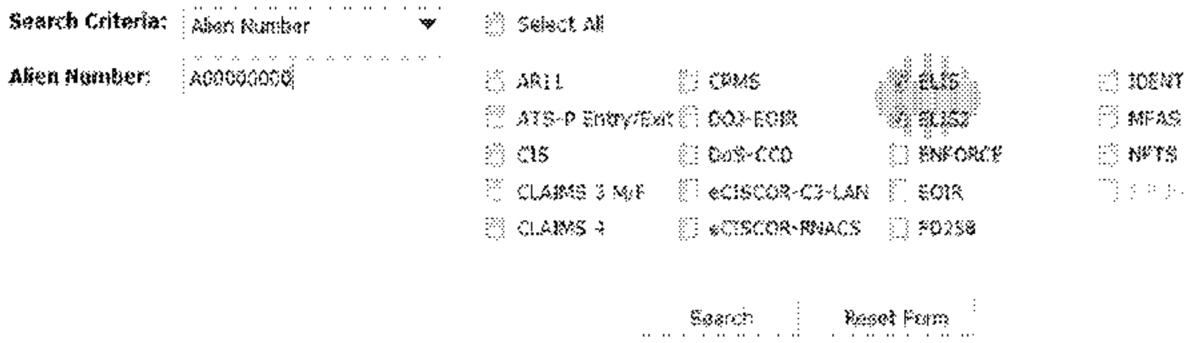
We have updated section 12.18.16, Creating Staffing and Acknowledgement letters for ELIS cases, of the FOIA/PA Assistant's Guide as follows (~~deleted information in strikethrough~~, new information in red):

12.18.16 Creating Staffing and Acknowledgement letters for ELIS cases

(The updated slideshows; ~~Researching, Staffing and Redacting ELIS information in PCQS~~ ELIS Research Staff Redact – ELIS, and ELIS Research Staff Redact -- PCQS can be found at O:\FOIA\FOIA Library\Case Create References, also in Connect and ECN).

12.18.16.1 Find the IOE Number

Whenever you create a case, please check both the ELIS and ELIS2 blocks in PCQS to search for ELIS information.



Search Criteria: Alien Number

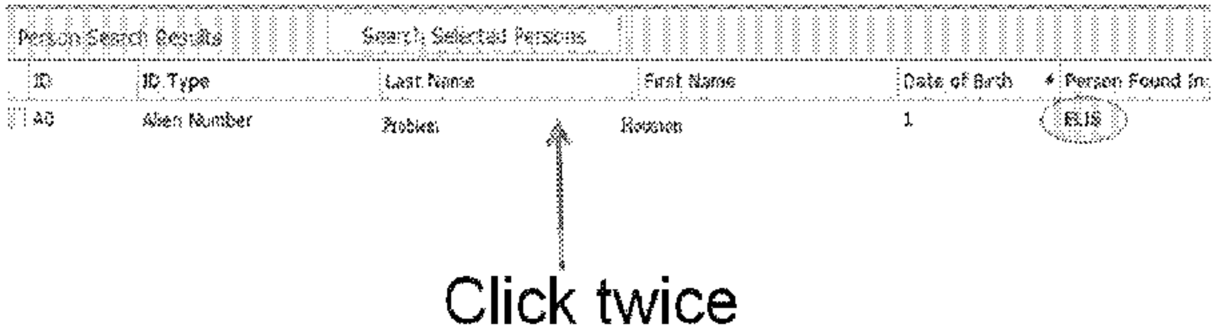
Alien Number: A00000000

☑ ELIS

☑ ELIS2

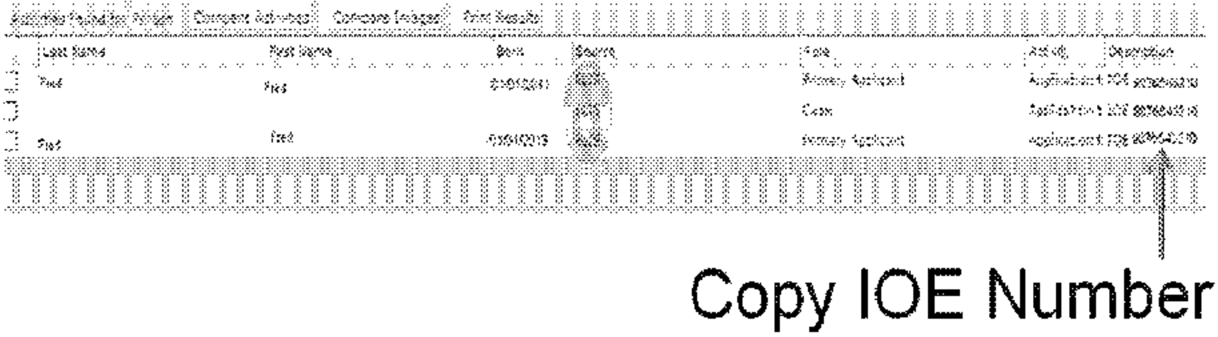
☐ Select All
☐ AR11
☐ ATS-P Entry/Exit
☐ CIS
☐ CLAIMS 3 M/F
☐ CLAIMS 4
☐ CPMS
☐ DOJ-EOIR
☐ DoS-CCD
☐ eCISCOR-C3-LAN
☐ eCISCOR-RNACS
☐ ENFORCE
☐ EOIR
☐ FD258
☐ IDENT
☐ MFAS
☐ NFTS
Search
Reset Form

If you get a response of "Person Found In: ELIS," please click twice to get your IOE number.



ID	ID Type	Last Name	First Name	Date of Birth	Person Found In
A0	Alien Number	Probies	Rossen	1	ELIS

You'll come to the page below. Please copy the IOE number.



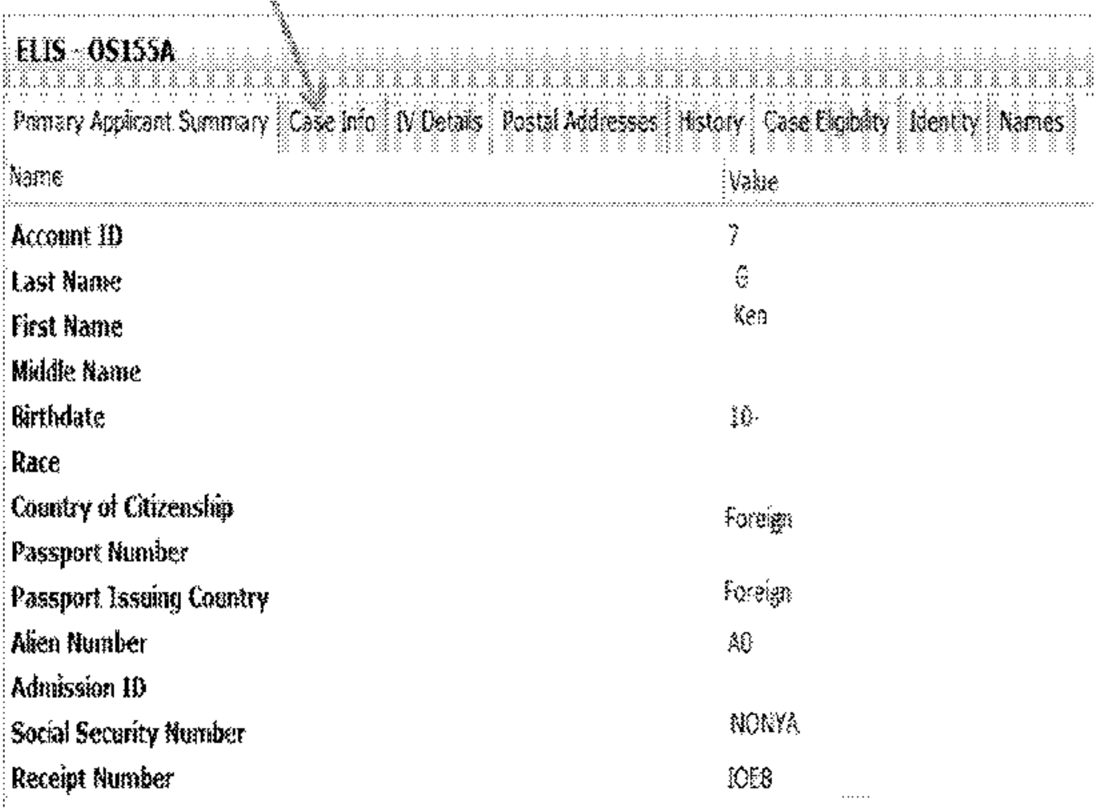
12.18.16.2 Determine Requester/Case Open or Closed

To determine what language (if any) gets copied and pasted into the Staffing and Acknowledgment letters, you have to know two things:

1. Is this a self-request or a request from Attorney/Representative/Others?
2. Is the case open or closed?

You can see if the case is open or closed on the ELIS Case Info screen. If you double-click the person's information in PCQS (same place where you copied the IOE number above), the "Primary Applicant Summary" default screen will display.

"Primary Applicant Summary" is the default screen – Please click on "Case Info"

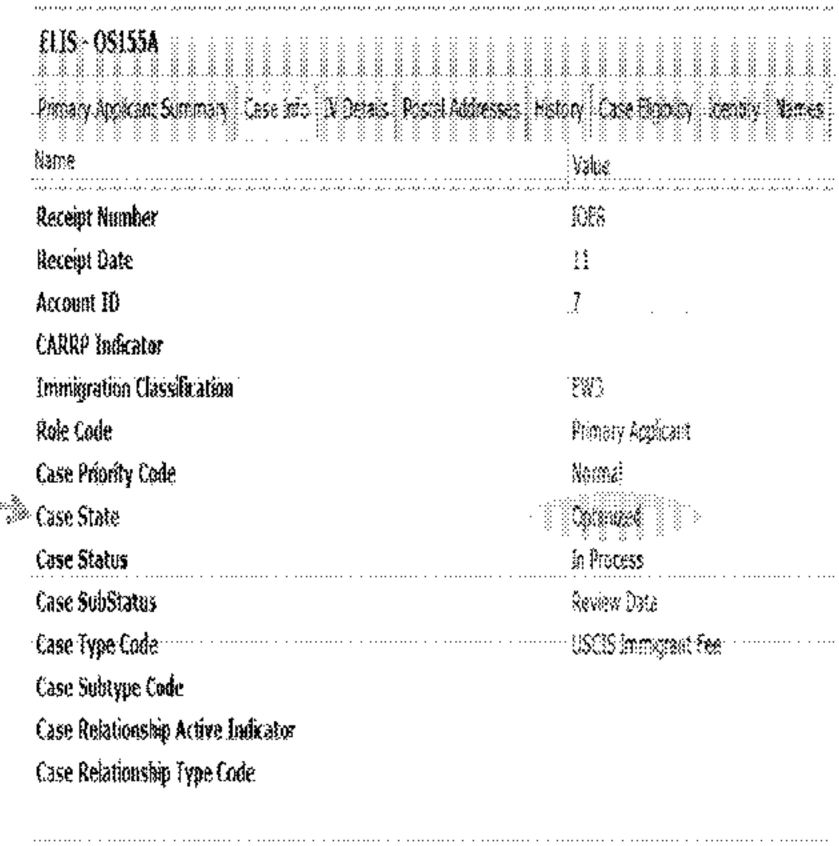

ELIS - OS155A
Primary Applicant Summary
Case Info
IV Details
Postal Addresses
History
Case Eligibility
Identity
Names

Name	Value
Account ID	7
Last Name	G
First Name	Ken
Middle Name	
Birthdate	10-
Race	
Country of Citizenship	Foreign
Passport Number	
Passport Issuing Country	Foreign
Alien Number	A0
Admission ID	
Social Security Number	NONYA
Receipt Number	IOE8

Please click to display the "Case Info" screen. On the left side of the Case Info screen, you'll see a category called "Case State." Across from the Case State, you'll see one of four options:

A. Accepted
B. Optimized
C. Reopened
D. Closed

If the case state is accepted, optimized or reopened, the case is open. Closed means closed.

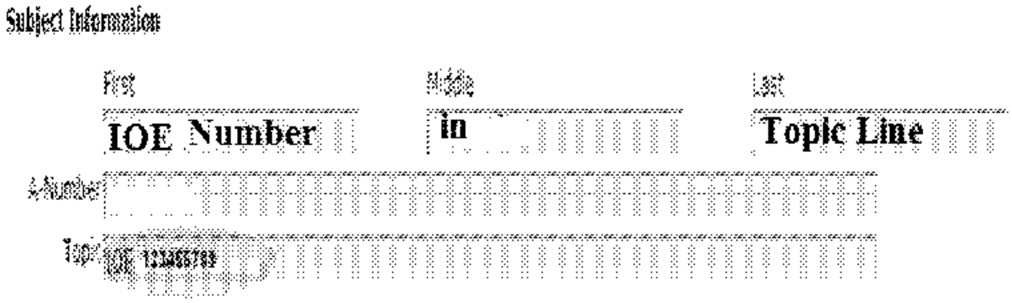

ELIS - OS155A
Primary Applicant Summary
Case Info
IV Details
Postal Addresses
History
Case Eligibility
Identity
Names

Name	Value
Receipt Number	IOE8
Receipt Date	11
Account ID	7
CARRP Indicator	
Immigration Classification	EW3
Role Code	Primary Applicant
Case Priority Code	Normal
Case State	Optimized
Case Status	In Process
Case SubStatus	Review Data
Case Type Code	USCIS Immigrant Fee
Case Subtype Code	
Case Relationship Active Indicator	
Case Relationship Type Code	

A "Case State" of Accepted, Optimized or Reopened = Open

12.18.16.3 Create the Case/Put IOE Number in Topic Line

~~In the ELIS record, there will also be an IOE number. Please copy that number.~~ Fill out the FIPS worksheet as you normally would, except paste "IOE" and the number into the "Topic" line on the FIPS worksheet.


Subject Information

First: IOE Number
Middle: in
Last: Topic Line
A-Number:
Topic: IOE 123456789

NOTE: Putting the IOE number in the Topic line is the only way we have to track ELIS and ELIS2 cases.

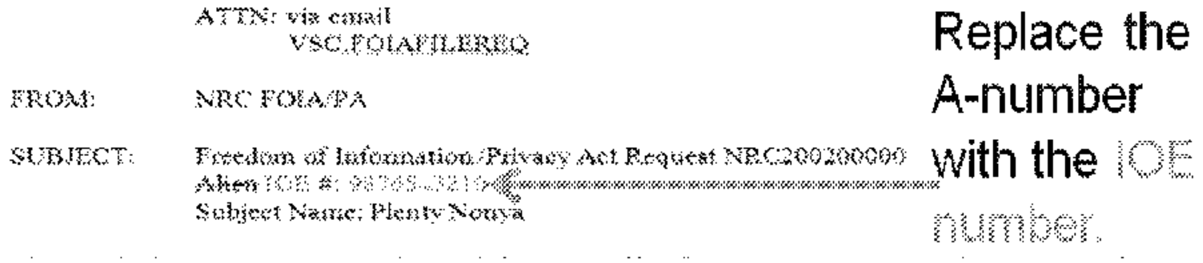
Next, you'll either create an SSC or ESC staffing.

12.18.16.4 Create Staffing and Acknowledgment letters

If the A number is between 30 and 70 million, please create an SSC staffing (Immigrant Visa case, Form OS-155A).

Create an ESC staffing for any other A-number (Form I-539, Application to Extend or Change Nonimmigrant Status).

~~In the ELIS record, there will also be an IOE number. Please copy that number.~~ On both pages of the SSC or ESC staffing letter, please replace the "Alien #" with the term IOE and the number you copied from PCQS as shown here:



ATTN: via email
VSC.FOIAFILEREQ

FROM: NRC FOIA/PA

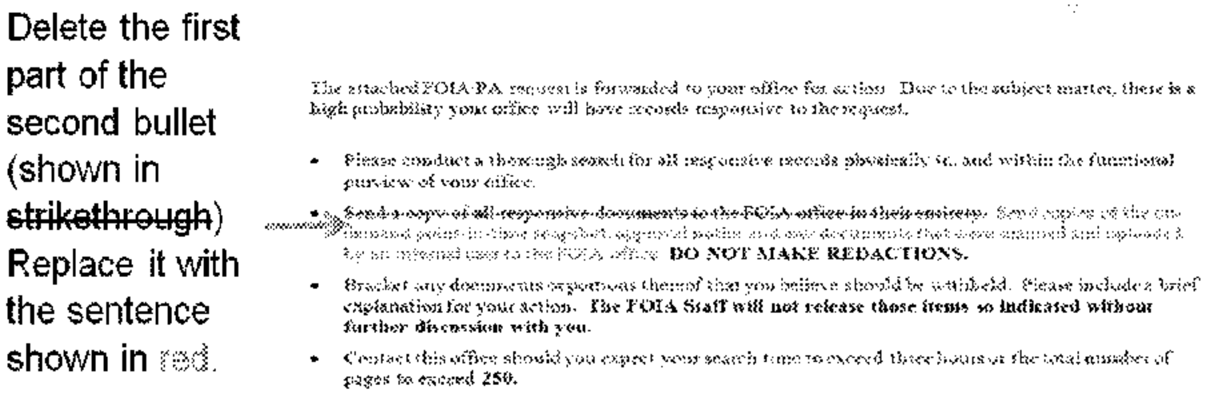
SUBJECT: Freedom of Information/Privacy Act Request NRC200200000
~~Alien~~ IOE #: 98765-3210
Subject Name: Plenty Nonya

Replace the A-number with the IOE number.

If you have a self-request, whether it is open or closed, you will replace the Staffing letter's second bullet, first sentence with the following language:

"Send copies of the on-demand point-in-time snapshot, approval notice and any documents that were scanned and uploaded by an internal user to the FOIA office."

NOTE: Leave the second statement, "**DO NOT MAKE REDACTIONS,**" as is, after the language you inserted. Do not delete.



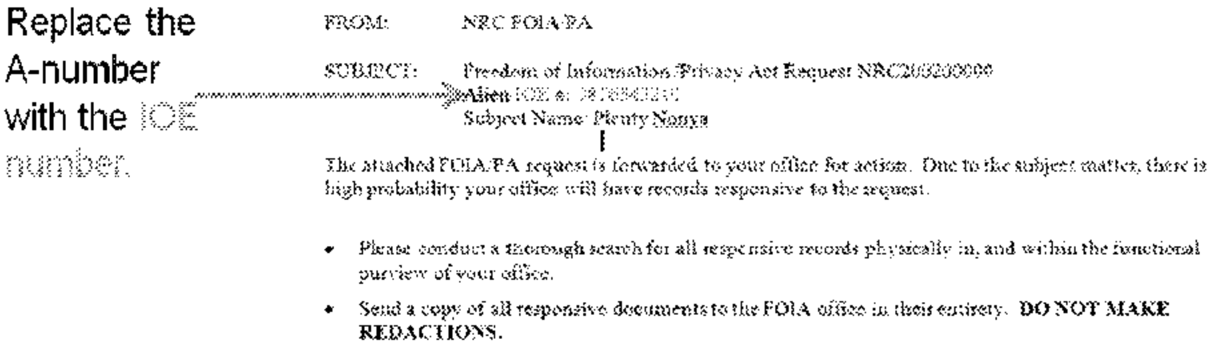
Delete the first part of the second bullet (shown in ~~strikethrough~~) Replace it with the sentence shown in red.

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is a high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- ~~Send a copy of all responsive documents to the FOIA office in their entirety.~~ Send copies of the on-demand point-in-time snapshot, approval notice and any documents that were scanned and uploaded by an internal user to the FOIA office. **DO NOT MAKE REDACTIONS.**
- Bracket any documents or portions thereof that you believe should be withheld. Please include a brief explanation for your action. **The FOIA Staff will not release those items so indicated without further discussion with you.**
- Contact this office should you expect your search time to exceed three hours or the total number of pages to exceed **250.**

If you have an open Attorney/Representative/Others request, please follow the same directions as the open or closed self-request above.

However, if you have a closed Attorney/Representative/Others request, simply replace the "Alien #" with the IOE number you copied from PCQS only. Do not insert the language mentioned earlier.



Replace the A-number with the IOE number.

FROM: NRC FOIA/PA

SUBJECT: Freedom of Information/Privacy Act Request NRC2016200099
Alien IOE #: [illegible]
Subject Name: Plenty Nonya

The attached FOIA/PA request is forwarded to your office for action. Due to the subject matter, there is high probability your office will have records responsive to the request.

- Please conduct a thorough search for all responsive records physically in, and within the functional purview of your office.
- Send a copy of all responsive documents to the FOIA office in their entirety. **DO NOT MAKE REDACTIONS.**

Different language will be inserted into the Acknowledgement letter, but will follow the same pattern as above. An open or closed self-request will be treated the same as an open Attorney/Representative/Others request.

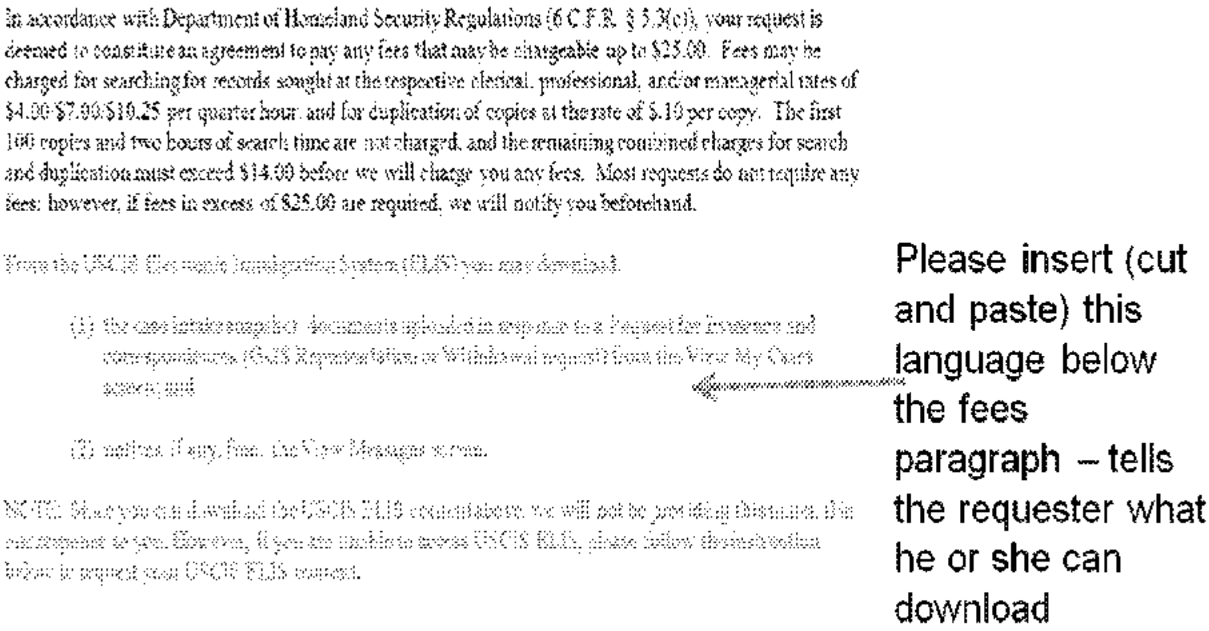
Please insert the following paragraph after the "fees" section in the Acknowledgement letter:

"From the USCIS Electronic Immigration System (ELIS) you may download:

(1) the case intake snapshot, documents uploaded in response to a Request for Evidence and correspondences (G-28 Representation or Withdrawal request) from the View My Cases screen; and
(2) notices, if any, from the View Messages screen.

NOTE: Since you can download the USCIS ELIS content above, we will not be providing this material in our response to you. However, if you are unable to access USCIS ELIS, please follow the instructions below to request your USCIS ELIS content."

See the following example:



In accordance with Department of Homeland Security Regulations (6 C.F.R. § 5.3(c)), your request is deemed to constitute an agreement to pay any fees that may be chargeable up to $25.00. Fees may be charged for searching for records sought at the respective clerical, professional, and/or managerial rates of $4.00/$7.00/$10.25 per quarter hour, and for duplication of copies at the rate of $.10 per copy. The first 100 copies and two hours of search time are not charged, and the remaining combined charges for search and duplication must exceed $14.00 before we will charge you any fees. Most requests do not require any fees; however, if fees in excess of $25.00 are required, we will notify you beforehand.

From the USCIS Electronic Immigration System (ELIS) you may download:

(1) the case intake snapshot, documents uploaded in response to a Request for Evidence and correspondence (G-28 Representation or Withdrawal request) from the View My Cases screen; and

(2) notices, if any, from the View Messages screen.

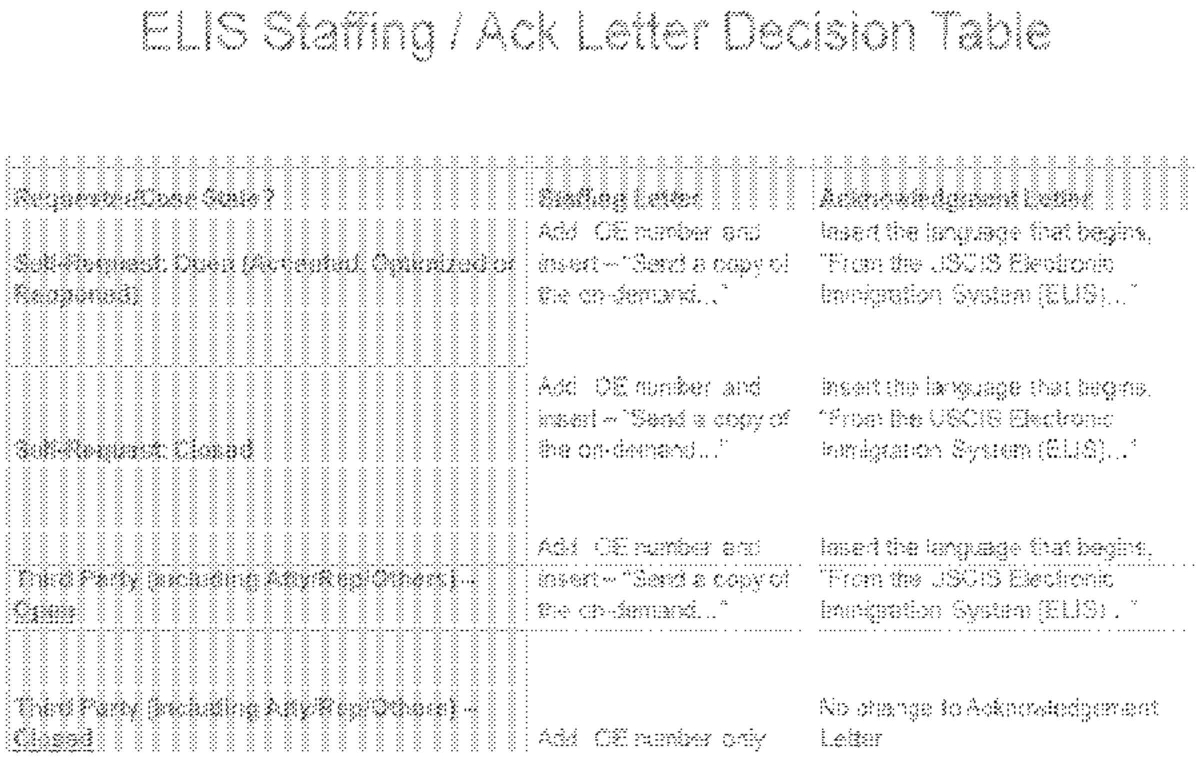
NOTE: Since you can download the USCIS ELIS content above, we will not be providing this material in our response to you. However, if you are unable to access USCIS ELIS, please follow the instructions below to request your USCIS ELIS content.

Please insert (cut and paste) this language below the fees paragraph – tells the requester what he or she can download

If the Attorney/Representative/Others case is closed, do not make any changes to the Acknowledgment letter.

Any time you create an ELIS staffing, please send an e-mail to NRC, FOIA QA-CS and copy Tracy Bellisime. The subject of the e-mail should be "ELIS staffing" and the body of the e-mail should be the case number.

12.18.16.5 ELIS Staffing / Ack Letter Decision Table



ELIS Staffing / Ack Letter Decision Table

Requester/Case State?	**Staffing Letter**	**Acknowledgment Letter**
Self-Request: Open (Accepted, Optimized or Reopened)	Add CE number and insert – "Send a copy of the on-demand..."	Insert the language that begins, "From the USCIS Electronic Immigration System (ELIS)..."
Self-Request: Closed	Add CE number and insert – "Send a copy of the on-demand..."	Insert the language that begins, "From the USCIS Electronic Immigration System (ELIS)..."
Third Party (including Atty/Rep/Others) – Open	Add CE number and insert – "Send a copy of the on-demand..."	Insert the language that begins, "From the USCIS Electronic Immigration System (ELIS)..."
Third Party (including Atty/Rep/Others) – Closed	Add CE number only	No change to Acknowledgement Letter

USCIS FOIA INFORMATION BULLETIN

O: FOIA/FOIA LIBRARY/FOIA INFORMATION BULLETIN
May 6, 2011

The **FOIA Information Bulletin** is a publication issued by the FOIA Program Office as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have numbered the paragraphs of the FOIA/PA Assistant's Guide for the same reason we numbered the paragraphs of the Processing Guide: page numbers frequently change when there is a change or new paragraph added to the guide, and numbered paragraphs can help avoid confusion.

The wording of paragraph 5.01 of the **Processing Guide** has been changed (changed portion is underlined):

5.01 Consent relating to records concerning a minor or person judicially determined to be incompetent

If a parent is filing on behalf of a minor child, the parent must submit proof of parentage. Proof of parentage can be in the form of a birth certificate, adoption decree or similar document, naming the requester as a legal parent. If guardians file on behalf of their wards, they must submit proof of guardianship. No consent is necessary from the minor child or the person judicially determined to be incompetent, however the parent/guardian must provide his or her own verification of identity that is notarized or signed under penalty of perjury (6 C.F.R. § 5.21(e)).

Minors may request their own files; they do not need consent of their parents or guardians to do so. Attorneys may represent minors also.

Paragraph 7.1,* Consent of Parents or Guardians,** ***of the FOIA/PA Assistant's Guide *has been changed (changed portion is underlined):*

If a parent is filing on behalf of a minor child, then the parent must submit proof of parentage. Proof of parentage can be in the form of a birth certificate, adoption decree or similar document, naming them as a legal parent.

If a guardian is filing on behalf of a minor or person judicially determined to be incompetent, he or she must submit proof of guardianship. No consent is necessary from the minor child or the person judicially determined to be incompetent, however the parent/guardian must provide his or her own verification of identity that is notarized or signed under penalty of perjury [6 C.F.R. § 5.21(e)]. The case processor will have to request more information if he or she cannot determine parentage or guardianship within the file.

Minors may request their own files; they do not have to have the consent of their parents or guardians to do so. Attorneys may represent minors also.

Paragraph 12.7.11 T-files *of the **FOIA/PA Assistant's Guide** has been changed* (changed portion is underlined):

The exception to this rule – We do not receive A-files from ESC, SSC, NSC, WSC or RDF for scanning. Those offices either scan directly into FIPS for us or we export the A-file from EDMS. Therefore, if the A-file is at one of the above service centers and there is a T-file anywhere else, including at the NRC, you will have to staff for the T-file. MSC is the only service center that sends the A-file to the NRC for scanning. Another example of when we staff for an in-house T-file is when the responsive records are scanned in simultaneously with the request.

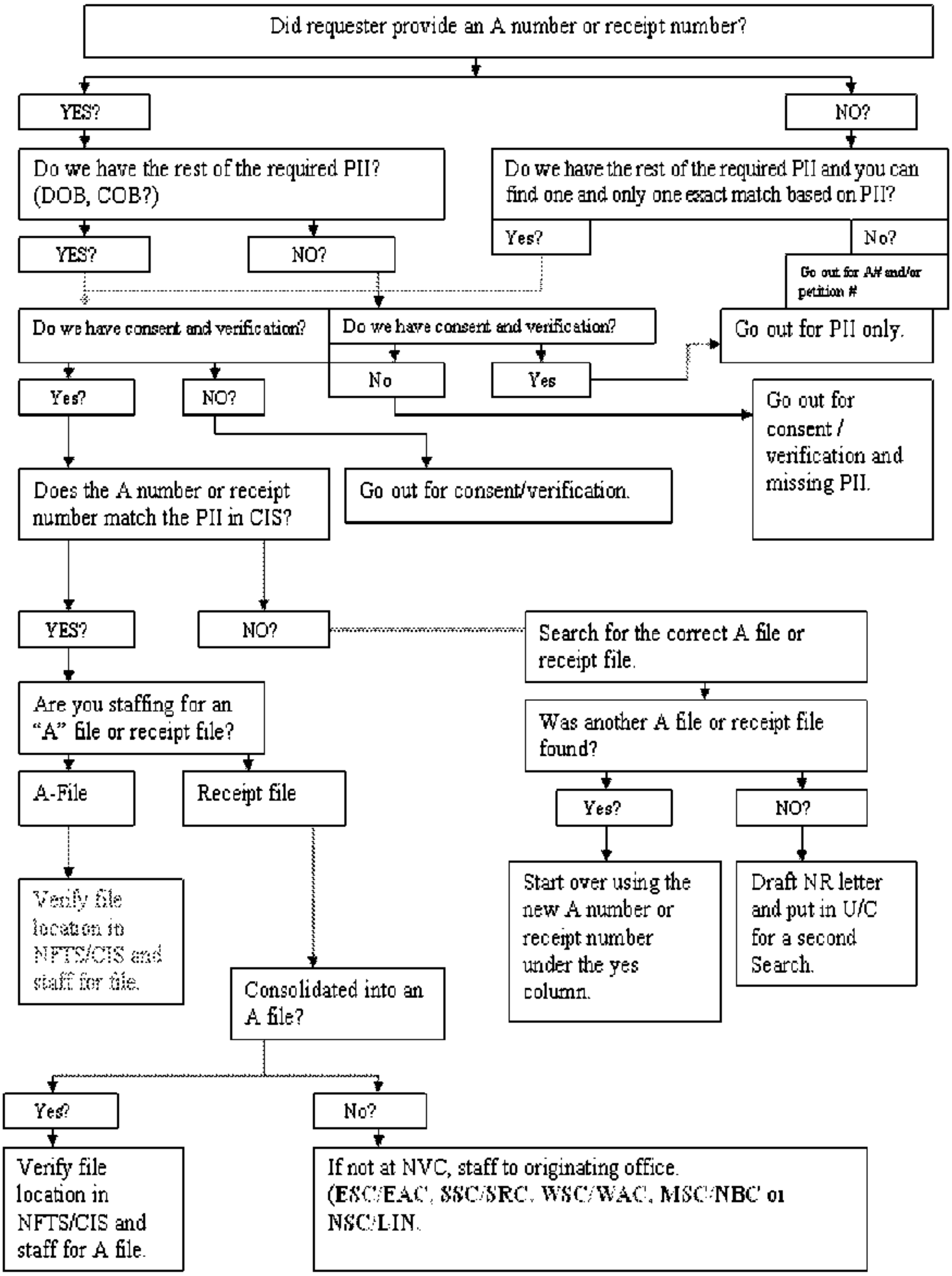
Paragraph 12.7.3 Files Lost or Not Found MORE THAN NINE MONTHS *of the **FOIA/PA Assistant's Guide** has been changed* (changed portion is underlined):

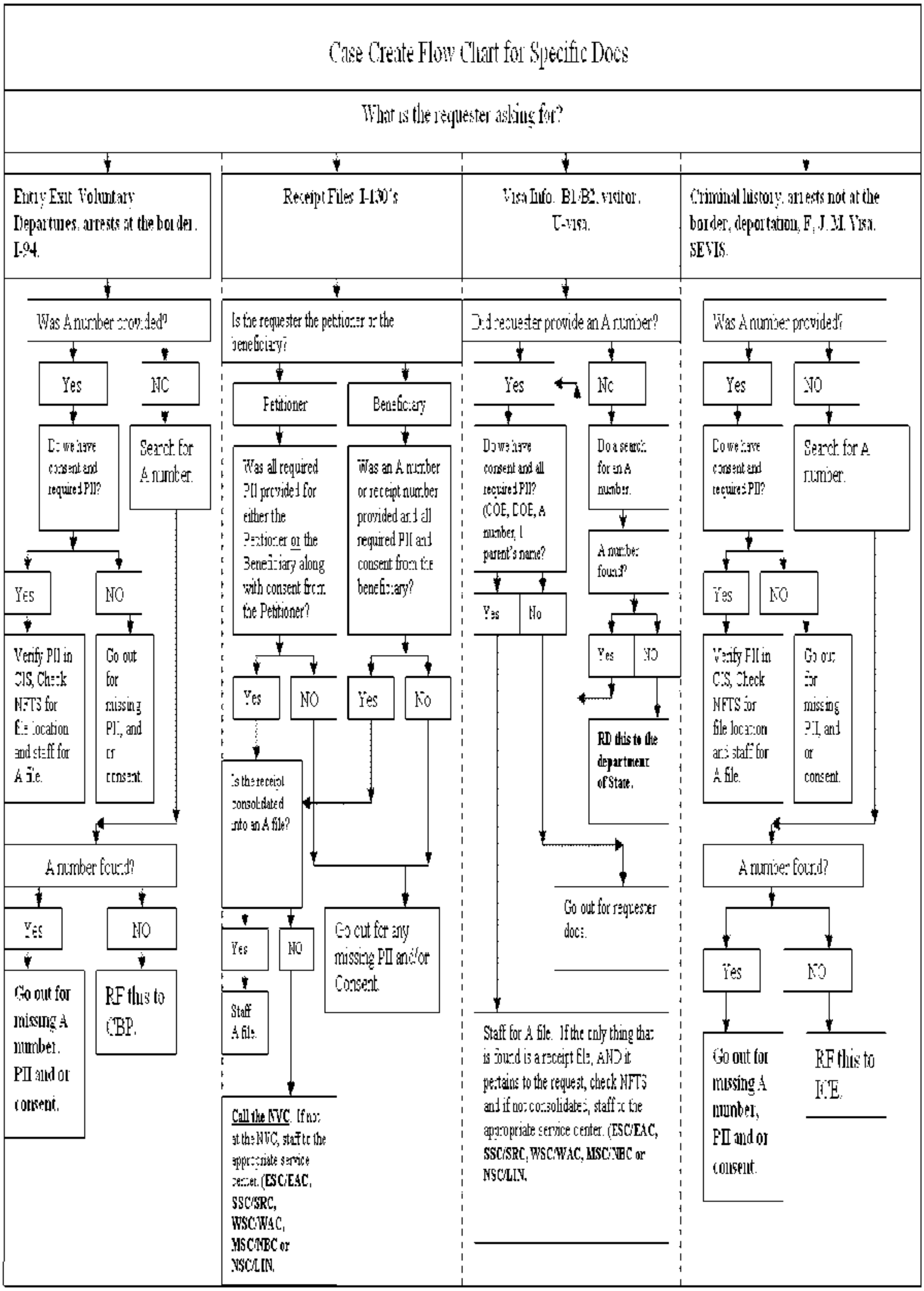
12.7.3.9 **If the A-file is lost but other records exist** (such as receipt files we would normally request or other a-files, including T-Files, wherever they may be, including NRC) Request the additional records. Put in a Discussion that reads:

> A-file number XXXXXXXXX is currently showing as lost. Staffed for the following additional files: XXXXXXX, XXXXXXX, XXXXXXX. Once they are received, please review. Please also verify that the original a-file is still lost. If the original a-file has been consolidated in fact but not in the systems, please process and send your case to approver. Also send an e-mail to the MSB for resolution. Include both a-numbers. If no documents exist from the original a-file, please process what is available. Advise the requester that the original a-file is lost. Your case will close as a PD even if no redactions are made. Thank you.

APPENDIX H: CASE CREATE FLOW CHARTS has been added to the FOIA/PA Assistant's Guide, the charts follow:

Case Create Flow Chart for All my records.


Did requester provide an A number or receipt number?
YES?
NO?
Do we have the rest of the required PII? (DOB, COB?)
Do we have the rest of the required PII and you can find one and only one exact match based on PII?
YES?
NO?
Yes?
No?
Go out for A# and/or petition #
Do we have consent and verification?
Do we have consent and verification?
Go out for PII only.
Yes?
NO?
No
Yes
Go out for consent / verification and missing PII.
Does the A number or receipt number match the PII in CIS?
Go out for consent/verification.
YES?
NO?
Search for the correct A file or receipt file.
Are you staffing for an "A" file or receipt file?
Was another A file or receipt file found?
A-File
Receipt file
Yes?
NO?
Verify file location in NFTS/CIS and staff for file.
Start over using the new A number or receipt number under the yes column.
Draft NR letter and put in U/C for a second Search.
Consolidated into an A file?
Yes?
No?
Verify file location in NFTS/CIS and staff for A file.
If not at NVC, staff to originating office. (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN.


Case Create Flow Chart for Specific Docs
What is the requester asking for?
Entry Exit Voluntary Departures, arrests at the border, I-94.
Was A number provided?
Yes
NO
Do we have consent and required PII?
Search for A number.
Yes
NO
Verify PII in CIS, Check NFTS for file location and staff for A file.
Go out for missing PII, and or consent.
A number found?
Yes
NO
Go out for missing A number, PII and or consent.
RF this to CBP.
Receipt Files I-130's
Is the requester the petitioner or the beneficiary?
Petitioner
Beneficiary
Was all required PII provided for either the Petitioner or the Beneficiary along with consent from the Petitioner?
Was an A number or receipt number provided and all required PII and consent from the beneficiary?
Yes
NO
Yes
No
Is the receipt consolidated into an A file?
Yes
NO
Staff A file.
Go out for any missing PII and/or Consent.
Call the NVC. If not at the NVC, staff to the appropriate service center. (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN.
Visa Info. B1/B2, visitor, U-visa.
Did requester provide an A number?
Yes
No
Do we have consent and all required PII? (COE, DOE, A number, 1 parent's name?
Do a search for an A number.
A number found?
Yes
No
Yes
NO
RD this to the department of State.
Go out for requester docs.
Staff for A file. If the only thing that is found is a receipt file, AND it pertains to the request, check NFTS and if not consolidated, staff to the appropriate service center. (ESC/EAC, SSC/SRC, WSC/WAC, MSC/NBC or NSC/LIN.
Criminal history, arrests not at the border, deportation, F, J, M, Visa, SEVIS.
Was A number provided?
Yes
NO
Do we have consent and required PII?
Search for A number.
Yes
NO
Verify PII in CIS, Check NFTS for file location and staff for A file.
Go out for missing PII, and or consent.
A number found?
Yes
NO
Go out for missing A number, PII and or consent.
RF this to ICE.

APPENDIX I: ALIEN NUMBER ASSIGNMENT has been added to the FOIA/PA Assistant's Guide, the charts follow:

CLASSIFICATION	TYPE OF NUMBER ISSUED	STARTING NUMBER	ENDING NUMBER
ISSUED PRE-1960	PHYSCIAL FILES	A 001-000-000	A 011-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 012-000-000	A 014-999-999
CREWMAN	PHYSCIAL FILES	A 015-000-000	A 016-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 017-000-000	A 029-999-999
VISA (STATE DEPT)	PHYSCIAL FILES	A 030-000-000	A 069-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 070-000-000	A 070-491-200
FAMILY FAIRNESS	PHYSCIAL FILES	A 070-491-201	A 070-503-200
ADJUSTMENTS	PHYSCIAL FILES	A 070-503-201	A 070-527-200
FAMILY FAIRNESS	PHYSCIAL FILES	A 070-527-201	A 070-987-200
ADJUSTMENTS	PHYSCIAL FILES	A 070-987-201	A 077-536-951
KOSOVO	PHYSCIAL FILES	A 077-536-952	A 077-537-451
ADJUSTMENTS	PHYSCIAL FILES	A 070-537-452	A 079-999-999
BORDER APPREHENSIONS	ELECTRONIC ONLY	A 080-000-000	A 086-899-999
ADJUSTMENTS	PHYSCIAL FILES	A 086-900-000	A 089-999-999
LEGALIZATION	PHYSCIAL FILES	A 090-000-000	A 093-999-999
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-000-000	A 094-250-500
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-329-751	A 094-334-250
HURRICANE MITCH	PHYSCIAL FILES	A 094-250-501	A 094-329-750
HURRICANE MITCH	PHYSCIAL FILES	A 094-334-251	A 094-364-250
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-364-251	A 094-399-500
KOSOVO	PHYSCIAL FILES	A 094-399-501	A 094-404-750
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-404-751	A 094-500-000
KOSOVO	PHYSCIAL FILES	A 094-502-001	A 094-527-000
TEMPORARY PROTECTIVE STATUS (TPS)	PHYSCIAL FILES	A 094-750-000	A 095-099-999
NSC ORPHANS	PHYSCIAL FILES	A 094-500-001	A 094-502-000
NSC ORPHANS	PHYSCIAL FILES	A 094-527-001	A 094-528-000
REFUGEES	PHYSCIAL FILES	A 094-529-001	A 094-628-000

CLASSIFICATION	TYPE OF NUMBER ISSUED	STARTING NUMBER	ENDING NUMBER
REFUGEES	PHYSCIAL FILES	A 094-638-001	A 094-749-999
ADJUSTMENTS	PHYSCIAL FILES	A 095-100-000	A 096-749-999
LIFE ACT	PHYSCIAL FILES	A 096-750-000	A 096-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 097-000-000	A 098-099-999
ADJUSTMENTS	PHYSCIAL FILES	A 098-100-000	A 099-099-999
ADJUSTMENTS	PHYSCIAL FILES	A 099-100-000	A 099-299-999
ADJUSTMENTS	PHYSCIAL FILES	A 099-300-000	A 099-999-999
EMPLOYMENT AUTHORIZATION DOCUMENT (EAD)	ELECTRONIC ONLY	A 100-000-000	A 199-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 200-000-000	A 203-999-999
NOT ISSUED	NOT ISSUED	A 204-000-000	A 2049-999-999
ADJUSTMENTS	PHYSCIAL FILES	A 205-000-000	A 205-999-999
NOT ISSUED	NOT ISSUED	A 206-000-000	A 209-000-000
ADJUSTMENTS	PHYSCIAL FILES	A 210-000-000	A 211-999-999
REFUGEES	PHYSCIAL FILES	A 212-000-000	A 212-399-999
ADJUSTMENTS	NOT ISSUED	A 212-400-000	A 299-999-999
NOT ISSUED	NOT ISSUED	A 300-000-000	A 300-299-999
ADJUSTMENT	PHYSCIAL FILES	A 300-300-000	A 300-322-501
NOT ISSUED	NOT ISSUED	A 300-322-502	A 999-999-999

LEDGER:

CREWMAN: Fifteen and sixteen million series have been issued to Alien Crewman Landing Permit and Identification Cards groups. The blocks of numbers are assigned to offices issuing such cards.

ELECTRONIC ONLY No physical jackets are created

PHYCIAL FILES: A-Number with A-File Jackets

NOT ISSUED: The numbers are not by used any Office or Program.

VISA (STATE DEPT): DoS is electronically assigned blocks of A-Numbers that they assign to Visa packets.

USCIS FOIA INFORMATION BULLETIN

May 5, 2015

The **FOIA Information Bulletin** is a publication issued by the FOIA Quality Assurance and Customer Service Group as a communication tool regarding current information of use and interest to USCIS FOIA personnel. The intent of the bulletin is to improve consistency and timeliness of information. **See your supervisor if you have any questions about bulletin topics.**

We have updated a link in Section 8.21, SITUATION: Record at National Archives and Records Administration (NARA), of the FOIA/PA Assistants Guide as follows (~~deleted information in strikethrough~~, new information in red):

8.21 SITUATION: Record at National Archives and Records Administration (NARA)

If the subject meets the criteria listed in section 6.3.4.6, continue with the steps listed below:

A. If NFTS shows that the A-Number has been retired to NARA, it means we have turned the records over to NARA permanently. The requester will have to send a request to NARA.

B. Please select Final Action Letter and select NA: FOIA or PA not applicable. Please refer to section 14 of this guide.
Replace the body of the Final Action Letter with the ~~NARA Historical Record~~ National Archives Letter located at ~~\\Z02RSCNRC09\Common$\Foia\FOIA LIBRARY\Case Create References\NARA Historical Record Letter.doc~~ O:\Foia\FOIA LIBRARY\Case Create References\National Archives.doc

C. Create a Discussion with findings for the Up-front Approver.

We have added a new section, 27.55, Identifying Robert Schofield/Hidden Patriot Cases to the FOIA Processing Guide as follows (new information in red):

(b)(7)(e)

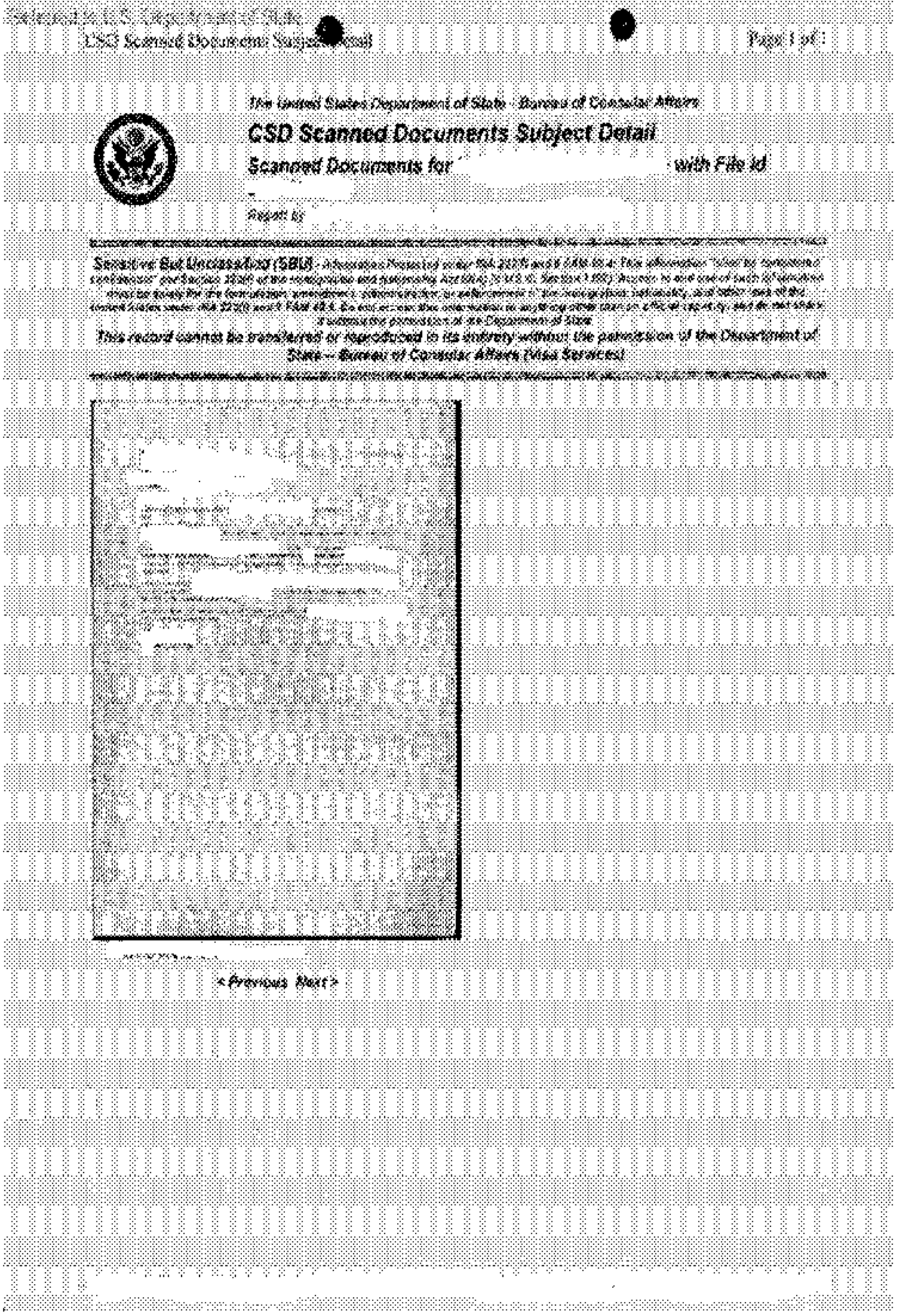
[redacted]

We have updated paragraph 28.06.a.17. of the FOIA/PA Processing Guide as follows (new information in red):

28.06.a.17. Refer any State Department document, whether it pertains to a nonimmigrant visa or an immigrant visa including SEVIS screen prints, if it bears the following warning: **Sensitive But Unclassified (SBU) – Information Protected under INA 222(f) and 9 FAM 40.4. This record cannot be transferred or reproduced in its entirety without the permission of the Department of State – Bureau of Consular Affairs (Visa Services).**

Remember that the scanned document must be a State Department document in order to refer it. Consider the example below.

Is the document scanned a State Department document? We've enlarged the document on the next page. It is a copy of an email.



The United States Department of State - Bureau of Consular Affairs

CSD Scanned Documents Subject Detail

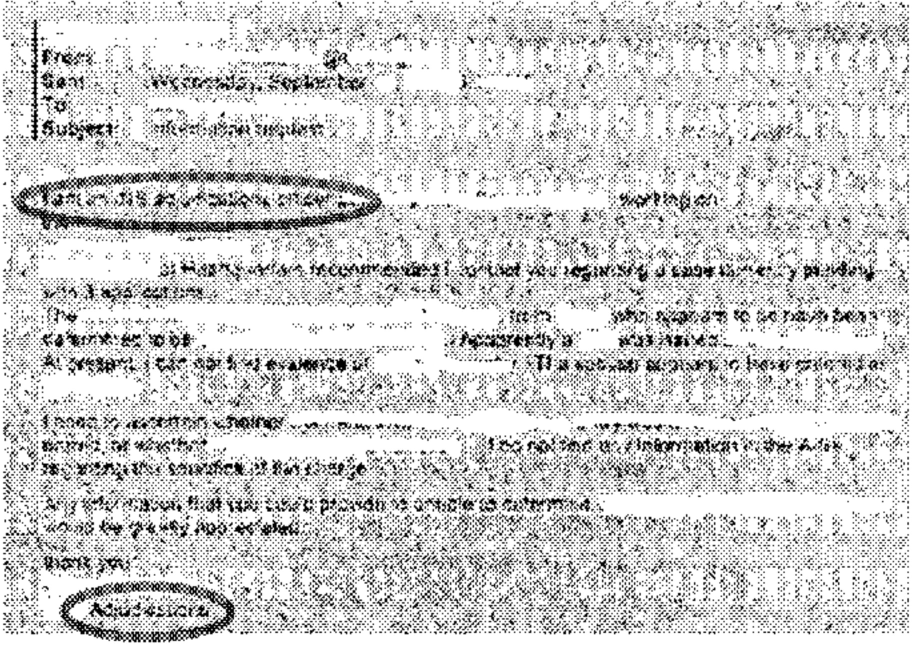
Scanned Documents for [redacted] **with File id** [redacted]

Report by [redacted]

This record cannot be transferred or reproduced in its entirety without the permission of the Department of State -- Bureau of Consular Affairs (Visa Services)

< Previous Next >

An adjudications officer is writing the State Department and asking questions about the subject of record. This document is not a State Department document, and therefore; should be processed, not referred.



From:
Sent: Wednesday, September
To:
Subject:

(b)(6)

[redacted]

From: Shields, Kathy S
Sent: Monday, April 28, 2014 12:16 PM
To: Shields, Kathy S
Subject: FW: Assembly of Printed New Requests before Scanning them

1. Any internal cover sheet (ex. Track 3 Approved or Denied, or Scan As New Request, Expedited request cover sheet) goes on top of the package
2. The 2-page G-639 or if there is no G-639, the request with required signatures; If page 1 or 2 is missing on email, send email to requester to re-submit the complete request package
3. The G-28 which in April has to consist of 4 pages if solely used for certification of agreement signature (authorization to release records to an attorney or other accredited representative of the individual); if signature of individual appears in Block 3 of G-639 this is accepted for certification of agreement signature.
4. Notice to Appear before immigration court document; place blank Track 3 cover sheet placed on top and put in Track 3 Tub in OA room for a supervisor to pick up to review and either approve or deny the Track 3 request.
   If there is no Notice to Appear but requester is requesting Track 3 processing, place blank Track 3 cover sheet on top and put in Track 3 tub in OA room.
5. Other supporting documents
6. Correspondence
7. Fax cover sheet if one exists
8. Email is last page(s) of the package

The Blank Track 3 sheet can be accessed for printing at:
S:\FOIA\FOIA QA and CS group\SOP's\Customer Service Group\SCAN AS Cover Sheets\COVER SHEET - TRACK 3 - BLANK.doc – place on top of these types of requests and place in Track 3 tub in OA room for supervisor review

The Blank Expedited Sheet can be accessed for printing at:
S:\FOIA\FOIA QA and CS group\SOP's\Customer Service Group\SCAN AS Cover Sheets\COVER SHEET - FOR EXPEDITE TUB IN OA ROOM FOR SUPERVISOR REVIEW.docx

Your Batch Control sheets can be accessed for printing at:
S:\FOIA\FOIA OA Room\Cover sheets template FOIA related\NEW REQUEST BATCH CONTROL.doc