



# Instructions for Freedom of Information/Privacy Act Request

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
**Form G-639**  
OMB No. 1615-0102  
Expires 04/30/2020

## What Is the Purpose of Form G-639?

Use **Form G-639** to obtain access to U. S. Citizenship and Immigration Services (USCIS) records as allowed by the Freedom of Information Act (FOIA) at 5 U.S.C. 552 and the Privacy Act of 1974 (PA) at 5 U.S.C. 552a.

With certain exceptions, FOIA provides access to Federal agency records. PA **allows** U.S. citizens or lawful permanent residents to:

1. **Request** access to information pertaining to themselves in Federal agency records; **and**
2. Correct or amend **their records**.

PA also prohibits disclosure of any person's records without his or her written consent, except under certain circumstances as prescribed by PA.

## When May I Use Form G-639?

You may use **Form G-639** to obtain access to **USCIS** records. You may also use this request to **allow** to another individual to access **USCIS** records pertaining to you.

**Do not use Form G-639 for the following requests.**

1. **Status Inquires.** Contact the USCIS office where the **application or petition** was filed or visit <https://egov.uscis.gov> to check your case status online. You may also reach out to the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) for help. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.
2. **Consular Notification of a Visa Petition Approval.** Use Form I-824, Application for Action on an Approved Application or Petition, to request consular notification of visa petition approval.
3. **Return of Original Documents.** Use Form G-884, Request for the Return of Original Documents, to request the return of original documents.
4. **Naturalization Records Before September 27, 1906.** Contact the clerk of court where the naturalization occurred to request naturalization records before September 27, 1906.
5. **USCIS Manifest Arrivals Before December 1982.** Contact the National Archives at <https://www.archives.gov/contact> to request information on USCIS manifest arrivals before December 1982.
6. **Proof of Status for Non-Immigration Benefits.** Contact the Federal agency responsible for the benefit (for example, Social Security benefit, Selective Service requirement) to obtain proof of status.

**NOTE:** Form G-639 is not required to make a FOIA/PA request. However, you must make **all** FOIA/PA requests in writing and in accordance with the applicable statutory and regulatory requirements under the FOIA and PA. For information about filing an electronic FOIA/PA request, please visit the USCIS FOIA website at [www.uscis.gov/foia](http://www.uscis.gov/foia).

## General Instructions

USCIS provides forms free of charge through the USCIS website. To view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at <http://get.adobe.com/reader/>. If you do not have internet access, you may order USCIS forms by calling the Forms Request Line at **1-800-870-3676**. The Forms Request Line provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

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## How To Fill Out Form G-639

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this request, use the space provided in **Part 6. Additional Information** or attach a separate sheet of paper. Type or print **the Subject of Record's name** and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.
3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

### Specific Instructions

Form G-639 is divided into **six** parts. The following information will help you complete the request.

**Providing** the information requested on **Form G-639** is voluntary. However, failure to provide complete and specific information may delay processing of your request or create an inability for USCIS to locate the records or information requested.

#### Part 1. Type of Request

**Item Numbers 1.a. - 1.b.** Select **only one** box in **Part 1.** that describes the type of records you are requesting.

**NOTE:** If you are filing this request on behalf of another individual, select the response as it would apply to that individual.

#### Part 2. Requestor Information

**Item Number 1.** **Indicate** whether you are the Subject of Record. If you answer "No," indicating you are requesting access to another individual's records, **complete Part 2.** If you answer "Yes," indicating you are requesting access to your own records, skip **Part 2.** and proceed to **Part 3. Description of Records Requested.**

**Item Numbers 2.a. - 3.c. Representative Role to the Subject of Record.** Select the appropriate box to indicate your representative role to the Subject of the Record:

1. An attorney eligible to practice law in, and a member of good standing of, the bar of the highest courts of a state, possession, territory, commonwealth, or District of Columbia;
2. An accredited representative of a qualified religious, charitable, social service, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals, in accordance with 8 CFR 292.2.; or
3. A family member or caretaker.

**Proof of Parentage.** If a parent is filing on behalf of a minor child, then he or she must submit proof of parentage. Proof of parentage may be in the form of a birth certificate, adoption decree, or similar document naming the requester as the legal parent. If a guardian is filing on behalf of his or her ward, he or she must submit proof of guardianship. The signature of the parent/guardian must be notarized or signed under penalty of perjury (6 CFR section 5.21(e)). Proof of parentage may be submitted under **Part 6. Additional Information.**

Select the appropriate box to provide further information regarding your representative role to the subject of the record.

**Item Numbers 4.a. - 4.c. Requestor's Full Name.** Provide your full legal name in the spaces provided.

**Item Numbers 5.a. - 5.i. Requestor's Mailing Address.** List your complete mailing address in the spaces provided. You may list a valid residence, APO, "In Care Of Name," or commercial address in the United States. You may list a Post Office address (PO Box) if that is how you receive your mail. If your mail is sent to someone other than yourself, include an "In Care Of Name" as part of your mailing address. If your mailing address is in a U.S. territory and it contains an urbanization name, list the urbanization name in the "In Care Of Name" space provided.

**Item Numbers 6. - 8. Requestor's Contact Information.** Provide your daytime telephone number, mobile telephone number (if any), and email address (if any).

**Item Numbers 9.a. - 9.b. Requestor's Certification.** Sign and date the request. A stamped or typewritten name in place of a signature is not acceptable.

### Part 3. Description of Records Requested

You are not required to respond to every item in **Part 3**. However, failure to provide complete and specific information may delay processing of your request or prevent USCIS from locating the records or information requested.

**Item Number 1. Purpose.** State the purpose of your request. This optional information, if provided, may assist USCIS in locating the records you seek.

**Item Numbers 2.a. - 2.c. Full Name of the Subject of Record.** Provide the full legal name of the Subject of Record in the spaces provided.

**Item Numbers 3.a. - 4.c. Other Names Used by the Subject of Record.** Provide other names the Subject of Record has used since birth, including any nicknames, aliases, and maiden name (if applicable). If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

**Item Numbers 5.a. - 5.c. Full Name of the Subject of Record at Time of Entry into the United States.** If his or her name has changed since he or she entered the United States, provide the full name he or she used at the time of entry into the United States.

**Item Numbers 6.a. - 6.b. Form I-94, Arrival-Departure Record.** If U.S. Customs and Border Protection (CBP) or USCIS issued him or her a Form I-94, Arrival-Departure Record, provide his or her Form I-94 number and date that his or her authorized period of stay expires or expired (as shown on your Form I-94). The Form I-94 number also is known as the Departure Number on some versions of Form I-94.

**NOTE:** If he or she was admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued him or her an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website at [www.cbp.gov/i94](http://www.cbp.gov/i94) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge. If you cannot obtain his or her Form I-94 from the CBP website, you may obtain it by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service. See the USCIS website at [www.uscis.gov/I-102](http://www.uscis.gov/I-102) for more information.

**Passport and Travel Document Numbers.** If he or she used a passport or travel document to travel to the United States, enter either the passport or travel document information in the appropriate space on the request, even if the passport or travel document is currently expired.

**Item Number 7. Alien Registration Number (A-Number)** (if any). An Alien Registration Number, otherwise known as an "A-Number," is typically issued to persons who apply for, or are granted, certain immigration benefits. In addition to USCIS, CBP, U.S. Immigration and Customs Enforcement (ICE), Executive Office for Immigration Review (EOIR), and the U.S. Department of State (DOS) may also issue an A-Number to certain aliens. If he or she was issued an A-Number, type or print it in the spaces provided. If he or she does not have an A-Number, or if he or she does not remember it, leave this space blank.

**Item Number 8. USCIS Online Account Number** (if any). If **he or she** has previously filed an **application or petition** using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number **he or she** was issued by the system. **He or she** can find **his or her** USCIS Online Account Number by logging in to **his or her** account and going to the profile page. If **he or she** previously filed certain **applications or petitions** on a paper form **through** a USCIS Lockbox facility, **he or she** may have received a USCIS Online Account Access Notice issuing **him or her** a USCIS Online Account Number. **He or she** may find **his or her** USCIS Online Account Number at the top of the **notice**. The USCIS Online Account Number is not the same as an A-Number. If **he or she** was issued a USCIS Online Account Number, enter it in the space provided.

**Item Number 9. Application or Petition Receipt Number.** Provide the USCIS receipt number that corresponds to any **application or petition** **he or she** previously filed with USCIS.

**Item Numbers 10.a. - 13. Information About Family Members that May Appear on Requested Records.** Provide **the** family member's full name and his or her relationship to **the Subject of Record** for any individual that may appear on the requested records (for example, a spouse or children). If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

**Item Numbers 14.a. - 15.d. Parents' Names for the Subject of Record.** Provide the full names of **his or her** father and mother in the spaces provided. If applicable, include **his or her** mother's maiden name.

**Item Number 16. Describe** the records you are seeking. If you need additional space, use the space provided in **Part 6. Additional Information**.

#### **Part 4. Verification of Identity and Subject of Record Consent**

If you **are the Subject of Record** and requesting records about **yourself**, you **must** verify your identity by providing **the information requested** in **addition to Item Numbers 1.a. - 4.i.** You must also sign **your** request **and have** your signature notarized **OR** submitted under penalty of **perjury in Item Number 8.a. or 8.b.**

If you **are NOT the Subject of Record** but are requesting records on behalf of **that individual**, you **must still** provide a statement from the individual verifying his or her **identity and certifying** the individual's agreement **that** USCIS may release his or her records to you. Again, you **may** fulfill these requirements by completing **Item Numbers 1.a. - 4.i. and having** the individual **complete Item Numbers 8.a. or 8.b.**

If the Subject of Record is deceased, select **Item Number 8.c.** and attach appropriate proof of death, such as an obituary or a death certificate with your request.

**NOTE:** If **your** request is **NOT** on behalf of **the individual whose records you seek**, you may use the space provided in **Part 6. Additional Information** to provide additional information you want USCIS to consider in processing your request. **You should also attach any documentation in support of your request.** For **example**, if you **believe disclosure** of the Subject of Record's information would further a public interest recognizable under FOIA, you **may use Part 6. to explain** the public **interest and attach** any documentation in support of your position.

**Item Numbers 1.a. - 1.c. Full Name of the Subject of Record.** Provide the full legal name of the Subject of Record in the spaces provided. If you are completing this request using a computer, this information will automatically **appear** based on your responses in **Part 3., Item Numbers 2.a. - 2.c.**

**Item Number 2. Date of Birth.** Provide the date of birth (mm/dd/yyyy) of the subject of record.

**Item Number 3. Country of Birth.** Provide the country of birth of the subject of record.

**Item Numbers 4.a. - 4.i. Mailing Address for the Subject of Record.** Provide the current address of the Subject of Record in the spaces provided. You may list a valid residence, APO, **"In Care Of Name,"** or commercial address in the U.S. You may list a Post Office address (PO Box) if that is how the Subject of Record receives mail. If the mail is sent to someone other than the Subject of Record, include an "In Care Of Name" as part of the mailing address. If the mailing address is in a U.S. territory and it contains an urbanization name, list the urbanization name in the "In Care Of Name" space provided.



**Item Numbers 5. - 7. Contact Information for the Subject of Record.** Provide the daytime telephone number, mobile telephone number (if any), and email address (if any) for the Subject of Record. Providing this information is optional.

**Item Numbers 8.a. - 8.c. Signature and Notarized Affidavit or Declaration of the Subject of Record.** Select **only one** box. The Subject of Record **MUST** provide a signature in **Item Number 6.a. OR Item Number 6.b.,** regardless if you submit this request **for** yourself or **on behalf of** another **individual**. If the Subject of Record is deceased, **select Item Number 6.c. and** attach proof of death.

**NOTE:** Appropriate consent from the Subject of Record is established by submitting Form G-639 with required information and signatures or an authorizing letter with verification of identity for the Subject of Record. You may also use U.S. Department of Justice (DOJ) Form 361, Certification of Identity, to verify identity for the Subject of Record. Form DOJ-361 is **available at** [www.justice.gov/oip/forms/cert\\_ind.pdf](http://www.justice.gov/oip/forms/cert_ind.pdf). If you are a parent or legal guardian submitting Form G-639 on behalf of a child or other individual, you must also establish your own identity as the child's or other individual's parent or legal guardian.

## **Part 5. Processing Information**

**Item Number 1.** Select the box next to any of the circumstances that apply to your request. USCIS may consider your request for expedited processing if any of these circumstances apply.

**Item Number 2.** If you have a pending Immigration Court hearing, submit a copy of one of the following documents with your Form G-639: I-862, Notice to Appear; Form I-122, Order to Show Cause; Form I-863, Note of Referral to Immigration Judge, or a written notice of continuation of a future scheduled hearing before the immigration judge.

## **Part 6. Additional Information**

**Item Numbers 1.a. - 7.d.** If you need extra space to provide any additional information within this request, use the space provided in **Part 6. Additional Information**. If you need more space than what is provided in **Part 6.**, you may make copies of **Part 6.** to complete and file with your request, or attach a separate sheet of paper. **Type or print the Subject of Record's** name and A-Number (if any) at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.

**We recommend that you print or save a copy of your completed request to review in the future and for your records.**

## **What Is the Filing Fee?**

There is no filing fee for Form G-639.

## **Processing Fees**

Please do not **send** any fees payment at the time of your request. After **receiving** your FOIA request, USCIS will contact you if any fees are required.

Except for commercial requestors, the first 100 pages of reproduction and the first two hours of search time are provided without charge. Thereafter, requests processed under **FOIA/PA** may incur fees of 10 cents per page for duplication. Other costs for searches and duplication are charged at the actual direct cost.

Fees are charged if the combined costs for searches, duplication, and/or review is more than \$14, and by submitting Form G-639, you **as the requestor** agree to pay for fees up to \$25. If total anticipated fees are more than \$250, or you have failed to pay for fees in the past, USCIS may request an advance deposit. Also, USCIS will not process any Form G-639 until **the requestor pays** all unpaid fees from **any of their** prior requests.

**NOTE:** The processing fees are not refundable, regardless of any action USCIS takes on this request. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

## Payments by Check or Money Order

Use the following guidelines when you prepare your check or money order for the Form G-639 processing fees:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; **and**
2. Make the check or money order payable to **Treasury of the United States**.

**Notice to Those Paying by Check.** If you send USCIS a check, we will convert it into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and your bank will show it on your regular account statement.

You will not receive your original check back. We will destroy your original check, but will keep a copy of it. If USCIS cannot process the EFT for technical reasons, you authorize us to process the copy in place of your original check. If your check is returned as unpayable, we will re-submit the payment to the financial institution one time. If the check is returned as unpayable a second time, we will reject your Form G-639 and charge you a returned check fee.

## Where To File?

Please see our website at [www.uscis.gov/G-639](http://www.uscis.gov/G-639) or visit the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) for the most current information about where to file this request. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

## Processing Information

**Requests for More Information.** We may request that you provide more information or evidence to support your request.

**Decision.** The decision on Form G-639 involves a determination of whether you have provided the information required for USCIS to process your records access request. USCIS will notify you of the decision in writing.

## USCIS Forms and Information

To ensure you are using the latest version of this request, visit the USCIS website at [www.uscis.gov](http://www.uscis.gov) where you can obtain the latest USCIS forms and immigration-related information. If you do not have internet access, you may order USCIS forms by calling the Forms Request Line at **1-800-870-3676**. The Forms Request Line offers services in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

## DHS Privacy Notice

**AUTHORITIES:** The Freedom of Information Act, 5 U.S.C. Section 552, and the Privacy Act of 1974, 5 U.S.C. Section 552a, together with the Department of Homeland Security implementing regulations found in volume 6 of the Code of Federal Regulations (CFR), authorize USCIS to collect the information and associated evidence requested on this form.

**PURPOSE:** The primary purpose for providing the information requested on this form is to provide essential information that the USCIS FOIA/PA office uses to conduct a thorough search for responsive records, to verify the record subject's identity, and when applicable, to confirm that consent for the release of privacy protected information has been provided when required. The information you provide will be used to grant or deny this request.

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**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay USCIS' ability to provide responsive records or result in USCIS's inability to locate documents you have requested.

**ROUTINE USES:** The information you provide on this form may be shared with other federal, state, local, and foreign government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-001-DHS Freedom of Information Act and Privacy Act Record System which can be found at <https://www.dhs.gov/system-records-notices-sorns>]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

### Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid **Office of Management and Budget (OMB)** control number. The public reporting burden for this collection of information is estimated at **30** minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the request, preparing statements, attaching necessary documentation, and submitting the request. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0102. **Do not mail your completed Form G-639 to this address.**

Production  
11/05/2018