



# Submit a FOIA or PA Request

## For Myself

Start Application>

Select this if you are making a Freedom of Information Act (FOIA) or Privacy Act (PA) request as the subject of record.

### Request Requirements ^

In order to make a FOIA/PA request you must provide:

- Full Name
- Date of Birth
- Country of Birth
- Current Address or Email Address

## On Behalf of Someone Else

Start Application>

Select this if you are making a Freedom of Information Act (FOIA) or Privacy Act (PA) request on behalf of the subject of record.

### Request Requirements ^

In order to receive information on records from an alien file, including applications, petitions, and documents on behalf of someone else, you may need to provide documentation showing you have the right to do so such as:

- Certification of agreement (as a lawyer or accredited representative)
- Proof of parentage/guardianship (as a parent/guardian)
- Proof of death (about a deceased individual)

## All Other Requests

Start Application>

Select this if you are making any other type of USCIS Freedom of Information Act (FOIA) request.

### Request Requirements ^

Requirements may vary depending on the type of information requested. Before making a request, please review our publicly available information at: <https://www.uscis.gov/about-us/electronic-reading-room>

## Frequently Asked Questions

For more information about making a FOIA/PA request, please see our [Frequently Asked Questions](#) sheet.



# Submit a FOIA or PA Request

[View My Requests](#)

## For Myself

[Start Application](#)

Select this if you are making a Freedom of Information Act (FOIA) or Privacy Act (PA) request as the subject of record.

### Request Requirements

In order to make a FOIA/PA request you must provide:

- Full Name
- Date of Birth
- Country of Birth
- Current Address or Email Address

## On Behalf of Someone Else

[Start Application](#)

Select this if you are making a Freedom of Information Act (FOIA) or Privacy Act (PA) request on behalf of the subject of record.

### Request Requirements

In order to receive information on records from an alien file, including applications, petitions, and documents on behalf of someone else, you may need to provide documentation showing you have the right to do so such as:

- Certification of agreement (as a lawyer or accredited representative)
- Proof of parentage/guardianship (as a parent/guardian)
- Proof of death (about a deceased individual)

## All Other Requests

[Start Application](#)

Select this if you are making any other type of USCIS Freedom of Information Act (FOIA) request.

### Request Requirements

Requirements may vary depending on the type of information requested. Before making a request, please review our publicly available information at: <https://www.uscis.gov/about-us/electronic-reading-room>

## Frequently Asked Questions

For more information about making a FOIA/PA request, please see our [Frequently Asked Questions](#) sheet.



## Sign In

You can use your MyUSCIS login to make a FOIA request.

Username \*

Password \*

Show

Sign In

[Forgot your password?](#)

[Didn't receive confirmation instructions?](#)

## Create a New Account

You need to create a new account if you want to:

- File an application, petition, or request online
- Access information about your case and you received either a Case Passcode from your attorney or accredited representative or an Account Acceptance Notice from USCIS

Advantages of a USCIS online account:

- File an application, petition, or request with USCIS
- Check your case status
- Pay the USCIS Immigrant Fee
- Check your USCIS Immigrant Fee payment status
- Change your U.S. mailing address

Create New Account



# Request For Myself

Step 1 of 4 - Description of Records Requested



## Request Type

Please select the type of request

- ☐ Freedom of Information Act (FOIA)/Privacy Act (PA)
- ☐ Amendment of Record (PA only)

## Description of Records Requested

While you are not required to respond to every item, failure to provide complete and specific information may delay processing of your request or prevent U.S. Citizenship and Immigration Services (USCIS) from locating the records or information requested.

What is the purpose of your request?

**Note:** This field is optional. However, providing this information may assist USCIS in locating the records and information needed to respond to your request.

Type your response

What is your full name?

Family Name (Last Name) - *required*

Given Name (First Name) - *required*

Middle Name

What other names have you used in the past (if any)?

Provide all other names you have ever used, including aliases, maiden name, and nicknames.

Family Name (Last Name)

Given Name (First Name)

Middle Name

+ Add

What was your full name at the time of entry into the United States?

☐ Same as current name

Family Name (Last Name)

Given Name (First Name)

Middle Name

Back

Next



# Request For Myself

Step 2 of 4 - Other Information



## Verification of Identity

What is your country of birth?

Country - *required*

Select a Country



What is your date of birth? - *required*

MM/DD/YYYY



[< Back](#)

[Next >](#)



# Request For Myself

Step 2 of 4 - Other Information



## Other Information

While you are not required to respond to every item, failure to provide complete and specific information may delay processing of your request or prevent U.S. Citizenship and Immigration Services (USCIS) from locating the records or information requested.

Form I-94 Number Arrival - Departure Record



Passport or Travel Document Number



Alien Registration Number (A-Number) (if any)



USCIS Online Account Number (if any)



Application or Petition Receipt Number

[← Back](#)[Next](#)



# Request For Myself

Step 2 of 4 - Other Information



## Information About Family Members that May Appear on Requested Records

For example, provide the requested information about a spouse or children.

What family member names may appear in your records?

|                                  |                         |                      |
|----------------------------------|-------------------------|----------------------|
| Family Name (Last Name)          | Given Name (First Name) | Middle Name          |
| <input type="text"/>             | <input type="text"/>    | <input type="text"/> |
| Relationship                     |                         |                      |
| <div>Select Relationship ▾</div> |                         |                      |

+ Add Family Member Names

## Parents' Names for the Subject of Record

What is your father's name?

|                                  |                         |                      |
|----------------------------------|-------------------------|----------------------|
| Family Name (Last Name)          | Given Name (First Name) | Middle Name          |
| <input type="text"/>             | <input type="text"/>    | <input type="text"/> |
| <input type="checkbox"/> Unknown |                         |                      |

What is your mother's name?

|                                  |                         |                      |
|----------------------------------|-------------------------|----------------------|
| Family Name (Last Name)          | Given Name (First Name) | Middle Name          |
| <input type="text"/>             | <input type="text"/>    | <input type="text"/> |
| Maiden Name (if applicable)      |                         |                      |
| <input type="text"/>             |                         |                      |
| <input type="checkbox"/> Unknown |                         |                      |

◀ Back

Next



# Request For Myself

Step 2 of 4 - Other Information



## Contact Information

What is your mailing address?

In Care Of Name (if any)

Country

Select Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit or floor

City or town

State

State

Zip

How can we contact you?

**Note:** Providing this information is optional. However, to complete this request electronically, you must provide an email address or cellular phone number.

Mobile telephone number

Country Code

+1

Area Code

Phone Number

Daytime telephone number

☐ This is the same as my mobile telephone number.

Country Code

+1

Area Code

Phone Number

Email address

Back

Next



# Request For Myself

Step 3 of 4 - Request Details



## Request Details

Describe the records you are seeking - *required*

If you specify more than 3 documents, your request will be placed in Track 2, as a complex request, which may result in longer wait times.

### Available File Types

A

Affidavit of Support

Apprehensions

Asylum Documents ➔

Birth Certificate

### Selected File Types

Click the file type to add to this list.

[< Back](#)[Next >](#)



# Request For Myself

Step 3 of 4 - Request Details



## Request Details

### Describe the records you are seeking - *required*

If you specify more than 3 documents, your request will be placed in Track 2, as a complex request, which may result in longer wait times.

#### Available File Types

Petition to Remove Conditions on Residence ( I-751)

Proof of LPR status

Record of Removal from the US

#### Selected File Types

Click the file type to add to this list.

⬅ My File Type Isn't Shown

#### What files are you requesting?

Type your response

⬅ Back

Next ➡



# Request For Myself

Step 3 of 4 - Request Details



## Processing Information

Indicate if any of these circumstances apply to your request.

**Note:** If you select any of these circumstances, you will be asked to upload a certified, detailed statement regarding the basis of your request.

- ☐ Circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of the individual.
- ☐ An urgency to inform the public about an actual or alleged Federal government activity, if made by a person primarily engaged in disseminating information.
- ☐ The loss of substantial due process rights.
- ☐ A matter of widespread and exceptional media interest in which there exists possible questions about the government's integrity which affect public confidence.

Do you have upcoming Immigration Court proceedings?

- ☐ Yes
- ☐ No

[← Back](#)

[Next →](#)



# Request For Myself

Step 3 of 4 - Request Details - Upload Documents

1

2

3

4

## Upload Documents

If you have any additional documentation in support of your request, you may attach it here.

### Court Proceeding Documents - *required*

You indicated you have upcoming court proceedings. Please provide one of the following documents to demonstrate upcoming court proceedings:

- Form I-862: Notice to Appear
- Form I-122: Order to Show Cause
- Form I-863: Notice of Referral to Immigration Judge
- Written notice of continuation of a future scheduled hearing before the immigration judge



Drag files here or [choose a file](#).

Maximum size: 6MB per file

Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

[◀ Back](#)[Next >](#)



# Request For Myself

Step 3 of 4 - Request Details - Upload Documents

1

2

3

4

## Upload Documents

If you have any additional documentation in support of your request, you may attach it here.

### Court Proceeding Documents - *required*

You indicated you have upcoming court proceedings. Please provide one of the following documents to demonstrate upcoming court proceedings:

- Form I-862: Notice to Appear
- Form I-122: Order to Show Cause
- Form I-863: Notice of Referral to Immigration Judge
- Written notice of continuation of a future scheduled hearing before the immigration judge

Case Document 1. pdf ✕

Case Document 2. pdf ✕



Drag files here or [choose a file.](#)

Maximum size: 6MB per file

Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

[◀ Back](#)[Next ▶](#)



# FOIA Request Review & Consent

Step 4 of 4 - Review



## Subject Information

### Description of Records Requested [Edit](#)

|                    |                   |
|--------------------|-------------------|
| Purpose of Request | Requesting A-file |
| Full Name          | Kim, Min Ha       |
| Other Names Used   | Kim, Mina         |
| Country of Birth   | South Korea       |
| Date of Birth      | 01/07/1979        |

### Other Information About the Subject of Record [Edit](#)

|               |               |
|---------------|---------------|
| Father's Name | Kim, Soo Han  |
| Mother's Name | Lee, Na Young |

Form I-94 Number Arrival - Departure Record

USCIS Online Account Number

Application/Petition/Request Receipt

### Subject of Record Contact Information [Edit](#)

|               |                                                  |
|---------------|--------------------------------------------------|
| Address       | 493 Lenox Blvd<br>Apt 1645<br>New York, NY 10026 |
| Phone Number  | +1 202 321 0092                                  |
| Email Address | minalee90@gmail.com                              |

## Request Details

### Documents Requested [Edit](#)

|                     |        |
|---------------------|--------|
| Requested File Type | A-File |
|---------------------|--------|

### Processing Information [Edit](#)

|               |      |
|---------------|------|
| Circumstances | None |
|---------------|------|

|                               |     |
|-------------------------------|-----|
| Immigration Court Proceedings | Yes |
|-------------------------------|-----|

### Uploaded Documents [Edit](#)

Form I-122 Lee, Mina.pdf

## Signature and Notarized Affidavit or Declaration Under Penalty of Perjury

### Consent to pay fees and release documents

- ☐ Sign under Penalty of Perjury
- ☐ Upload a Notarized Affidavit of Identity

[◀ Back](#)

Submit Request [▶](#)

# FOIA Request Review & Consent

Step 4 of 4 - Review



## Subject Information

Description of Records Requested

Edit

|                    |                   |
|--------------------|-------------------|
| Purpose of Request | Requesting A-file |
| Full Name          | Kim, Min Ha       |
| Other Names Used   | Kim, Mina         |
| Country of Birth   | South Korea       |
| Date of Birth      | 01/07/1979        |

Other Information About the Subject of Record

Edit

|                                             |               |
|---------------------------------------------|---------------|
| Father's Name                               | Kim, Soo Han  |
| Mother's Name                               | Lee, Na Young |
| Form I-94 Number Arrival - Departure Record |               |
| USCIS Online Account Number                 |               |
| Application/Petition/Request Receipt        |               |

Subject of Record Contact Information

Edit

|               |                                                  |
|---------------|--------------------------------------------------|
| Address       | 493 Lenox Blvd<br>Apt 1645<br>New York, NY 10026 |
| Phone Number  | +1 202 321 0092                                  |
| Email Address | minalee90@gmail.com                              |

## Request Details

Documents Requested

Edit

|                     |        |
|---------------------|--------|
| Requested File Type | A-File |
|---------------------|--------|

Processing Information

Edit

|                               |      |
|-------------------------------|------|
| Circumstances                 | None |
| Immigration Court Proceedings | Yes  |

Uploaded Documents

Edit

|                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
|  Form I-122 Lee, Mina.pdf |
|--------------------------------------------------------------------------------------------------------------|

## Signature and Notarized Affidavit or Declaration of the Subject of Record

Consent to pay fees and release documents

- ☒ Sign under Penalty of Perjury
- ☐ Upload a Notarized Affidavit of Identity



By my signature, I consent to pay all costs incurred for search, duplication, and review of documents up to \$25.

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.

☐ I have read and agree to the above statement.

By entering your name you are providing your electronic signature

Type in your name to sign - required

Date - required

MM/DD/YY

Back

Submit Request



# FOIA Request Review & Consent

Step 4 of 4 - Review



## Subject Information

### Description of Records Requested

[Edit](#)

|                    |                   |
|--------------------|-------------------|
| Purpose of Request | Requesting A-file |
| Full Name          | Kim, Min Ha       |
| Other Names Used   | Kim, Mina         |
| Country of Birth   | South Korea       |
| Date of Birth      | 01/07/1979        |

### Other Information About the Subject of Record

[Edit](#)

|                                             |               |
|---------------------------------------------|---------------|
| Father's Name                               | Kim, Soo Han  |
| Mother's Name                               | Lee, Na Young |
| Form I-94 Number Arrival - Departure Record |               |
| USCIS Online Account Number                 |               |
| Application/Petition/Request Receipt        |               |

### Subject of Record Contact Information

[Edit](#)

|               |                                                  |
|---------------|--------------------------------------------------|
| Address       | 493 Lenox Blvd<br>Apt 1645<br>New York, NY 10026 |
| Phone Number  | +1 202 321 0092                                  |
| Email Address | minalee90@gmail.com                              |

## Request Details

### Documents Requested

[Edit](#)

|                        |                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requested File Type    | A-File                                                                                                                                                                                                                                                                                                                                                                                       |
| Reason for the Request | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget. |

### Uploaded Documents

[Edit](#)

 Form I-122 Lee, Mina.pdf

## Signature and Notarized Affidavit or Declaration of the Subject of Record

### Consent to pay fees and release documents

- ☐ Sign under Penalty of Perjury
- ☒ Upload a Notarized Affidavit of Identity

Upload a signed, notarized affidavit of identity.



Drag files here or [choose a file](#).  
Maximum size: 6MB per file  
Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

[◀ Back](#)[Submit Request ▶](#)



[View My Requests](#)



## Submission successful!

Your FOIA request has been submitted successfully. To track and manage your request, use the tracking number below.

|                 |                     |
|-----------------|---------------------|
| Tracking Number | 123456789           |
| Subject Name    | Mina Lee            |
| Request Date    | 09/17/2017          |
| Requester Email | mina.lee @gmail.com |



U.S. Citizenship  
and Immigration  
Services

[Explore](#)

[Resources](#)



# Request on Behalf of Someone Else

## Relationship to the Subject of Record

Please select your Relationship to the Subject of Record



- ☒ An attorney
- ☐ An accredited representative of a qualified organization
- ☐ A family member
- ☐ Other

Cancel

Next >



# Request on Behalf of Someone Else

## Relationship to the Subject of Record

Please select your Relationship to the Subject of Record



- ☐ An attorney
- ☐ An accredited representative of a qualified organization
- ☐ A family member
- ☒ Other

Please describe your relationship to the Subject of Record

[Cancel](#)

[Next >](#)



# Request on Behalf of Someone Else

## Representative Role to the Subject of Record

Please select your Representative Role to the Subject of Record



- ☐ An attorney
- ☐ An accredited representative of a qualified organization
- ☒ A family member
- ☐ Other

Please select the appropriate option to provide further information regarding your relationship to the Subject of the Record, if applicable

- ☐ I am requesting information on behalf of my child or a minor I have guardianship over.
- ☐ I am requesting information on behalf of someone who is deceased.
- ☐ I am requesting information on behalf of someone for whom I have power of attorney.
- ☐ Other

[Cancel](#)

[Next >](#)



# Request on Behalf of Someone Else

## Representative Role to the Subject of Record

Please select your Representative Role to the Subject of Record



- ☐ An attorney
- ☐ An accredited representative of a qualified organization
- ☒ A family member
- ☐ Other

Please select the appropriate option to provide further information regarding your relationship to the Subject of the Record, if applicable

- ☐ I am requesting information on behalf of my child or a minor I have guardianship over.
- ☐ I am requesting information on behalf of someone who is deceased.
- ☐ I am requesting information on behalf of someone for whom I have power of attorney.
- ☒ Other

Please describe your relationship to the Subject of Record

Cancel

Next >



# Request on Behalf of Someone Else

Step 1 of 5 - Requestor Information



## Request Type

Please select the type of request

- ☐ Freedom of Information Act (FOIA)/Privacy Act (PA)
- ☐ Amendment of Record (PA only)

## Requestor Information

What is your full name?

Family Name (Last Name) - *required*

Given Name (First Name) - *required*

Middle Name




What is your mailing address?

Type of Address

In care of name (if any)

Firm Name

Address line 1

Street number and name

Address line 2

Apartment, suite, unit or floor

City or town

State

Zip

How can we contact you?

Daytime telephone number

Country Code

Area Code

Phone Number




Mobile telephone number

☐ This is the same as my daytime telephone number.

Country Code

Area Code

Phone Number




Email address

[< Back](#)

[Next >](#)



# Request on Behalf of Someone Else

Step 2 of 5 - Description of Records Requested



## Description of Records Requested

While you are not required to respond to every item, failure to provide complete and specific information may delay processing of your request or prevent U.S. Citizenship and Immigration Services (USCIS) from locating the records or information requested.

### What is the purpose of your request?

**Note:** This field is optional. However, providing this information may assist USCIS in locating the records and information needed to respond to your request.

Type your response

### What is the full name of the Subject of Record?

|                                           |                                           |                      |
|-------------------------------------------|-------------------------------------------|----------------------|
| Family Name (Last Name) - <i>required</i> | Given Name (First Name) - <i>required</i> | Middle Name          |
| <input type="text"/>                      | <input type="text"/>                      | <input type="text"/> |

### What other names have been used by the Subject of Record (if any)?

Provide all other names the Subject of Record has ever used, including aliases, maiden name, and nicknames.

|                         |                         |                      |
|-------------------------|-------------------------|----------------------|
| Family Name (Last Name) | Given Name (First Name) | Middle Name          |
| <input type="text"/>    | <input type="text"/>    | <input type="text"/> |

+ Add

### What was the full name of the Subject of Record at time of entry into the United States?

☐ Same as current name

|                         |                         |                      |
|-------------------------|-------------------------|----------------------|
| Family Name (Last Name) | Given Name (First Name) | Middle Name          |
| <input type="text"/>    | <input type="text"/>    | <input type="text"/> |

◀ Back

Next ▶



# Request on Behalf of Someone Else

Step 3 of 5 - Other Information about the Subject of Record



## Verification of Identity

Where was the Subject of Record born?

Country - *required*

Select a Country



When was the Subject of Record born? - *required*

MM/DD/YYYY



[< Back](#)

[Next](#)



# Request on Behalf of Someone Else

Step 3 of 5 - Other Information about the Subject of Record



## Other Information about the Subject of Record

While you are not required to respond to every item, failure to provide complete and specific information may delay processing of your request or prevent U.S. Citizenship and Immigration Services (USCIS) from locating the records or information requested.

Form I-94 Number Arrival - Departure Record



Passport or Travel Document Number



Alien Registration Number (A-Number) (if any)



USCIS Online Account Number (if any)



Application or Petition Receipt Number



[← Back](#)

[Next](#)



# Request on Behalf of Someone Else

Step 3 of 5 - Other Information about the Subject of Record



## Information About Family Members that May Appear on Requested Records

For example, provide the requested information about a spouse or children.

What family member names may appear in the Subject of Record's records?

Family Name (Last Name)

Given Name (First Name)

Middle Name

Relationship

Select Relationship

+ Add Family Member Names

## Parents' Names for the Subject of Record

What is the subject of record's father's name?

Family Name (Last Name)

Given Name (First Name)

Middle Name

☐ Unknown

What is the subject of record's mother's name?

Family Name (Last Name)

Given Name (First Name)

Middle Name

Maiden Name (if applicable)

☐ Unknown

[Back](#)

Next



# Request on Behalf of Someone Else

Step 3 of 5 - Other Information about the Subject of Record



## Contact Information for the Subject of Record

What is the mailing address for the Subject of Record?

In Care Of Name (if any)

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit or floor

City or town

State

Zip

How can we contact the Subject of Record for release of records?

**Note:** Providing this information is optional. However, to complete this request electronically, you must provide an email address or cellular phone number for the Subject of Record. This information will only be used to obtain electronic consent for the release of information. Alternatively, you can upload a notarized signature from the Subject of Record providing consent.

Mobile telephone number

Country Code

Area Code

Phone Number

Daytime telephone number

☐ This is the same as my mobile telephone number.

Country Code

Area Code

Phone Number

Email address

☐ Upload a notarized signature from the Subject of record providing consent

[Back](#)

Next



# Request on Behalf of Someone Else

## Step 4 of 5 - Request Details



### Request Details

Describe the records you are seeking - *required*

If you specify more than 3 documents, your request will be placed in Track 2, as a complex request, which may result in longer wait times.

#### Available File Types

A

Affidavit of Support

Apprehensions

Asylum Documents ➔

Birth Certificate

#### Selected File Types

Click the file type to add to this list.

[< Back](#)

[Next >](#)



# Request on Behalf of Someone Else

## Step 4 of 5 - Request Details



### Request Details

Describe the records you are seeking - *required*

If you specify more than 3 documents, your request will be placed in Track 2, as a complex request, which may result in longer wait times.

#### Available File Types

Petition to Remove Conditions on Residence ( I-751)

Proof of LPR status

Record of Removal from the US

#### Selected File Types

Click the file type to add to this list.

My File Type Isn't Shown

What files are you requesting?

Type your response

Back

Next



# Request on Behalf of Someone Else

## Step 4 of 5 - Request Details



### Processing Information

Indicate if any of these circumstances apply to your request.

**Note:** If you select any of these circumstances, you will be asked to upload a certified, detailed statement regarding the basis of your request.

- ☐ Circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of the individual.
- ☐ An urgency to inform the public about an actual or alleged Federal government activity, if made by a person primarily engaged in disseminating information.
- ☐ The loss of substantial due process rights.
- ☐ A matter of widespread and exceptional media interest in which there exists possible questions about the government's integrity which affect public confidence.

Do you have upcoming Immigration Court proceedings?

- ☐ Yes
- ☐ No

[< Back](#)[Next >](#)



# Request on Behalf of Someone Else

## Step 4 of 5 - Request Details



### Upload Documents

If you have any additional documentation in support of your request, you may attach it here.

#### Third Party Request Documents Documents - *required*

You indicated you are submitting this request as a parent. In order to process your request, we'll need proof of guardianship.

Examples of documentation include:

- Birth certificate
- Adoption papers
- Proof of guardianship



Drag files here or [choose a file](#).  
Maximum size: 6MB per file  
Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

[< Back](#)[Next >](#)



# Request on Behalf of Someone Else

Step 4 of 5 - Request Details



## Upload Documents

If you have any additional documentation in support of your request, you may attach it here.

### Third Party Request Documents Documents - *required*

You indicated you are submitting this request as a parent. In order to process your request, we'll need proof of guardianship.

Examples of documentation include:

- Birth certificate
- Adoption papers
- Proof of guardianship

### Upcoming Court Proceedings Documents- *required*

You indicated that the subject of record has upcoming court proceedings. Please provide one of the following documents to demonstrate upcoming court proceedings:

- Form I-862: Notice to Appear
- Form I-122: Order to Show Cause
- Form I-863: Notice of Referral to Immigration Judge
- Written notice of continuation of a future scheduled hearing before the immigration judge



Drag files here or [choose a file](#).  
Maximum size: 6MB per file  
Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

[◀ Back](#)

[Next ▶](#)



# Request on Behalf of Someone Else

## Step 4 of 5 - Request Details



### Upload Documents

If you have any additional documentation in support of your request, you may attach it here.

#### Court Proceeding Documents - *required*

You indicated that the subject of record has upcoming court proceedings. Please provide one of the following documents to demonstrate upcoming court proceedings:

- Form I-862: Notice to Appear
- Form I-122: Order to Show Cause
- Form I-863: Notice of Referral to Immigration Judge
- Written notice of continuation of a future scheduled hearing before the immigration judge

Case Document 1. pdf ✕

Case Document 2. pdf ✕



Drag files here or [choose a file](#).

Maximum size: 6MB per file

Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

[← Back](#)

[Next >](#)

# Request on Behalf of Someone Else

Step 5 of 5 - Review & Sign



## Subject of Record Information

### Description of Records Requested [Edit](#)

|                                           |                   |
|-------------------------------------------|-------------------|
| Purpose of Request                        | Requesting A-file |
| Full Name of the Subject of Record        | Kim, Min Ha       |
| Other Names Used by the Subject of Record | Kim, Mina         |
| Country of Birth                          | South Korea       |
| Date of Birth                             | 01/07/1979        |

### Other Information About the Subject of Record [Edit](#)

|                                             |               |
|---------------------------------------------|---------------|
| Father's Name                               | Kim, Soo Han  |
| Mother's Name                               | Lee, Na Young |
| Form I-94 Number Arrival - Departure Record |               |
| USCIS Online Account Number                 |               |
| Application/Petition/Request Receipt        |               |

### Subject of Record Contact Information [Edit](#)

|               |                                                  |
|---------------|--------------------------------------------------|
| Address       | 493 Lenox Blvd<br>Apt 1645<br>New York, NY 10026 |
| Phone Number  | +1 202 321 0092                                  |
| Email Address | minalee90@gmail.com                              |

## Request Details

### Documents Requested [Edit](#)

|                     |        |
|---------------------|--------|
| Requested File Type | A-File |
|---------------------|--------|

### Processing Information [Edit](#)

|                               |      |
|-------------------------------|------|
| Circumstances                 | None |
| Immigration Court Proceedings | Yes  |

### Uploaded Documents [Edit](#)

 Form I-122 Lee, Mina.pdf

## Requester Information

### Contact Info [Edit](#)

|                 |                                           |
|-----------------|-------------------------------------------|
| Full Legal Name | Nydia Moreno                              |
| Address         | 290 N Spring St,<br>Los Angeles, CA 90012 |
| Phone Number    | +1 213 555 4934                           |
| Email Address   | nydia.moreno@laimmigrationlaw.org         |

## Requestor's Statement and Signature



By my signature I consent to pay all costs incurred for search, duplication, and review of documents up to \$25.

☐ I have read and agree to the above statement.

Type in your name to sign - *required*

Date - *required*



## Pending Approval

Your request has been sent to the subject of record for their review. They will be asked to electronically sign the request using a secure code sent to the email and phone number provided.

If the subject does not approve the request, you will be notified, and your request will not be submitted.

To track and manage your request, use the tracking number below.

|                 |                     |
|-----------------|---------------------|
| Tracking Number | 123456789           |
| Subject Name    | Mina Lee            |
| Request Date    | 09/17/2017          |
| Requester Email | mina.lee @gmail.com |

[View My Requests](#)



# FOIA Request Review & Consent

A third party requester has submitted a Freedom of Information Act (FOIA) or Privacy Act (PA) request to USCIS on your behalf.

To review this request, please enter your country of birth and date of birth.

What is your country of birth?

Country

Select a Country



What is your date of birth?

MM/DD/YYYY



Next



# FOIA Request Review & Consent

A third party requester has submitted a request to USCIS for your information.

As the Subject of Record of this request, please review this information.

If the information is true and correct, please confirm. If the information is not correct, please make the necessary revisions before signing.

## Subject of Record Information

### Description of Records Requested

[✎ Edit](#)

|                                           |                   |
|-------------------------------------------|-------------------|
| Purpose of Request                        | Requesting A-file |
| Full Name of the Subject of Record        | Kim, Min Ha       |
| Other Names Used by the Subject of Record | Kim, Mina         |
| Country of Birth                          | South Korea       |
| Date of Birth                             | 01/07/1979        |

### Other Information About the Subject of Record

[✎ Edit](#)

|                                             |               |
|---------------------------------------------|---------------|
| Father's Name                               | Kim, Soo Han  |
| Mother's Name                               | Lee, Na Young |
| Form I-94 Number Arrival - Departure Record |               |
| USCIS Online Account Number                 |               |
| Application/Petition/Request Receipt        |               |

### Subject of Record Contact Information

[✎ Edit](#)

|               |                                                  |
|---------------|--------------------------------------------------|
| Address       | 493 Lenox Blvd<br>Apt 1645<br>New York, NY 10026 |
| Phone Number  | +1 202 321 0092                                  |
| Email Address | minalee90@gmail.com                              |

## Request Details

### Documents Requested

[✎ Edit](#)

|                     |        |
|---------------------|--------|
| Requested File Type | A-File |
|---------------------|--------|

### Processing Information

[✎ Edit](#)

|                               |      |
|-------------------------------|------|
| Circumstances                 | None |
| Immigration Court Proceedings | Yes  |

### Uploaded Documents

[✎ Edit](#)

 Form I-122 Lee, Mina.pdf

### Confirm Submission- *required*

☐ The above information is true and correct.

[◀ Back](#)[Submit Request ▶](#)



# FOIA Request Review & Consent

A third party requester has submitted a request to USCIS for your information. Please review their contact information below and confirm whether or not this third-party has your consent to receive your files on your behalf.

## Requester Information

### Contact Info

|               |                                           |
|---------------|-------------------------------------------|
| Name          | Nydia Moreno                              |
| Address       | 290 N Spring St,<br>Los Angeles, CA 90012 |
| Phone Number  | +1 213 555 4934                           |
| Email Address | nydia.moreno@laimmigrationlaw.org         |

## Signature and Notarized Affidavit or Declaration of the Subject of Record

I consent to USCIS releasing the requested records to the requestor named above.

### Consent to release documents

- ☐ Sign under Penalty of Perjury
- ☐ Upload a Notarized Affidavit of Identity

[← Back](#)

[Submit Request >](#)



# FOIA Request Review & Consent

A third party requester has submitted a request to USCIS for your information. Please review their contact information below and confirm whether or not this third-party has your consent to receive your files on your behalf.

## Requester Information

### Contact Info

|               |                                           |
|---------------|-------------------------------------------|
| Name          | Nydia Moreno                              |
| Address       | 290 N Spring St,<br>Los Angeles, CA 90012 |
| Phone Number  | +1 213 555 4934                           |
| Email Address | nydia.moreno@laimmigrationlaw.org         |

## Signature and Notarized Affidavit or Declaration of the Subject of Record

### Consent to release documents

- ☒ Sign under Penalty of Perjury
- ☐ Upload a Notarized Affidavit of Identity



I certify, swear, or affirm, under penalty of perjury under the laws of the United States of America, that the information provided by the third-party requester is correct as displayed above.

By my signature, I consent to USCIS releasing the requested records to the requestor listed above.

☐ I have read and agree to the above statement.

By entering your name you are providing your electronic signature

Type in your name to sign - *required*

Date - *required*

MM/DD/YY

[Back](#)

[Submit Request](#)



# FOIA Request Review & Consent

A third party requester has submitted a request to USCIS for your information. Please review their contact information below and confirm whether or not this third-party has your consent to receive your files on your behalf.

## Requester Information

### Contact Info

|               |                                           |
|---------------|-------------------------------------------|
| Name          | Nydia Moreno                              |
| Address       | 290 N Spring St,<br>Los Angeles, CA 90012 |
| Phone Number  | +1 213 555 4934                           |
| Email Address | nydia.moreno@laimmigrationlaw.org         |

## Signature and Notarized Affidavit or Declaration of the Subject of Record

### Consent to release documents

- ☐ Sign under Penalty of Perjury
- ☒ Upload a Notarized Affidavit of Identity

Upload a signed, notarized affidavit of identity.

Drag files here or [choose a file](#).  
Maximum size: 6MB per file  
Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

[Back](#)

Submit Request



## Submission successful!

---

Your FOIA request has been submitted successfully. A confirmation has been sent to the email address provided. To track and manage your request, use the tracking number below.

To track and manage your request, use the tracking number below.

|                 |                     |
|-----------------|---------------------|
| Tracking Number | 123456789           |
| Subject Name    | Mina Lee            |
| Request Date    | 09/17/2017          |
| Requester Email | mina.lee @gmail.com |



## Possible Duplicate Request



Based on the information you've provided, your FOIA request has been flagged as a possible duplicate. Details of the previously made request are:

Subject of Record: **Mina Lee**  
Date Created: **07/13/2017**  
Location: **In-Process**  
Tracking Number: **44980589054**

Cancel Current Request

Continue Current Request

A

Affidavit of Support

Apprehensions

Asylum Documents

Birth Certificate

Record of Removal

Birth Certificate

C-File

Registry File

Reason for the Request

Type your reason

Do you or your client have documents that can support your case? If so, please attach those here:

Case Document 1. pdf

Case Document 2. pdf

Drag files here or [choose a file.](#)  
Maximum size: 6MB per file  
Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

Does this case need to be expedited?

There are special reasons a FOIA request can be asked to be expedited. Select from the list of reasons that applies to your case:

- ☐ We have upcoming Immigration Court proceedings.
- ☐ The lack of expedited treatment may reasonably pose an imminent threat to the life or physical safety of the client.
- ☐ An urgency to inform the public about an actual or alleged federal government activity, if made by a person primarily engaged in disseminating information.

Please select and attach documents required for Expedited Request:

- Form I-862: Notice to Appear

• Form I-122: Order to Show Cause

• Form I-863: Notice of Referral to Immigration Judge

• Written notice of continuation of a future scheduled hearing before the immigration judge

Form I-112 Lee, Mina

File Type \*

Form I-122

Drag files here or [choose a file.](#)  
Maximum size: 6MB per file  
Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

Back

Save & Exit

Next

[Privacy Policy](#)



# FOIA Request

## Request Description

Describe what information you are seeking. Being as detailed as possible will help us complete your request more quickly.

## Your Contact Information

Family Name (Last Name) - *required*

Given Name (First Name) - *required*

Middle Name

Organization

## Your Phone Number

Country Code

Area Code

Phone Number

+1

▼

## Your Email Address

Email

## Your Mailing Address

Country

Select a Country

▼

Address line 1

Street number and name

Address line 2

Apartment, suite, unit or floor

City or town

State

Zip

State

▼

County

## Processing Fees ?

☐

I consent to pay all costs incurred for search, duplication, and review of documents.

I agree to pay fees up to:

\$25

☐

I request a fee waiver.

## Processing Information

Indicate if any of these circumstances apply to your request.

**Note:** If you select any of these circumstances, you will be asked to upload a certified, detailed statement regarding the bases of of your request.

- ☐ Circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of the individual.
- ☐ An urgency to inform the public about an actual or alleged Federal government activity, if made by a person primarily engaged in disseminating information.
- ☐ The loss of substantial due process rights.
- ☐ A matter of widespread and exceptional media interest in which there exists possible questions about the government’s integrity which affect public confidence.

## Upload Documents

If you have any additional documentation in support of your request, you may attach it here.

Drag files here or [choose a file](#).  
Maximum size: 6MB per file  
Accepted formats: JPG, JPEG, PDF, TIF, or TIFF

Back

Submit