



# Instructions for Request for Certificate of Non-Existence

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

USCIS  
**Form G-1566**  
OMB No. 1615-xxxx  
Expires xx/xx/xxxx

## What Is the Purpose of Form G-1566?

The information provided in Form G-1566 is used to determine if the immigration records specified by the requestor exist for the subject of record listed on the form. A Certificate of Non-Existence certifies that U.S. Citizenship and Immigration Services (USCIS) did not find the type of records identified by the requestor in **Part 1. Certificate Request**, of the form. If USCIS finds the type of records specified by the requestor, a Certificate will not be issued, but the requestor will be provided a response.

**NOTE:** USCIS searches records in its custody and control when determining whether to issue a Certificate of Non-Existence. Certain records may have been transferred, including:

1. Records of naturalization prior to September 27, 1906. Consult Federal records stored at the National Archives and Records Administration (NARA) Record Group 21, at [www.archives.gov/research/guide-fed-records/021.html](http://www.archives.gov/research/guide-fed-records/021.html) or contact the clerk of the court where the naturalization occurred; or
2. Sea, land, or air passenger manifest lists recording arrivals prior to December 1982. For these documents, contact National Archives and Records Administration (NARA) at [www.archives.gov/research/immigration](http://www.archives.gov/research/immigration).

## Who Should Use Form G-1566?

Individuals request Certificates of Non-Existence for various purposes, including for use in litigation as evidence as anticipated in 8 U.S.C. 1360(d).

You should use Form G-1566 if you are:

1. Requesting a Certificate of Non-Existence for a subject of record who is deceased;
2. Requesting a Certificate of Non-Existence for a subject of record who is deceased and who was born 100 years ago or more;
3. Requesting a Certificate of Non-Existence for a subject of record who is alive and consents to USCIS providing a response to the requestor;
4. The subject of record requesting a Certificate of Non-Existence for yourself; or
5. An individual who received a letter from USCIS Genealogy informing them to file for a Certificate of Non-Existence.

## When Should Form G-1566 Not Be Used?

You should not use Form G-1566 to request:

1. A search of USCIS historical databases or to obtain copies of USCIS historical records. These requests must be submitted using Form G-1041, Genealogy Index Search Request ([www.uscis.gov/g-1041](http://www.uscis.gov/g-1041)), or Form G-1041A, Genealogy Records Request ([www.uscis.gov/g-1041a](http://www.uscis.gov/g-1041a)). For more information about the USCIS Genealogy Program, visit <https://www.uscis.gov/records/genealogy>; or

- Information related to immigration records, whether your own or someone else's with their permission, or agency policies, data, communications, and other records. This information must be requested from the Freedom of Information Act (FOIA) at <https://www.uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act>.

**NOTE:** For any records not available through any other USCIS program, use Form G-639, Freedom of Information/ Privacy Act Request, <https://www.uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act>.

## 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 call the USCIS Contact Center at **1-800-375-5283** and ask that we mail a form to you. The USCIS Contact Center provides information in English and Spanish. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

**Signature.** Each request must be properly signed and filed. For all signatures on this request, USCIS will not accept a stamped or typewritten name in place of a signature. A legal guardian may also sign for a mentally incompetent person. If the request is not signed or if the requisite signature on the request is not valid, USCIS will reject the request. See 8 CFR 103.2(a)(7)(ii)(A). If USCIS accepts a request for adjudication and determines that it has a deficient signature, USCIS will deny the request.

**Validity of Signatures.** USCIS will consider a photocopied, faxed, or scanned copy of the original handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten ink signature.

**Filing Fee.** There is no filing fee for Form G-1566.

**Evidence.** At the time of filing, you must submit all evidence and supporting documentation listed in the **What Evidence Must You Submit** section of these Instructions.

**Copies.** You should submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition or request. If USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

**Translations.** If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. The certification must also include the translator's signature, printed name, the signature date, and the translator's contact information.

## How To Fill Out Form G-1566

- Type or print legibly in black ink.
- If you need extra space to complete any item within this request, use the space provided in **Part 5. Additional Information** or attach a separate sheet of paper; type or print the name of the subject of record and his/her 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 direct.

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

### What Evidence Must You Submit?

If the subject of record for whom you are requesting a Certificate of Non-Existence was born less than 100 years ago and is deceased, an obituary, death certificate, or other proof of death is required. Proof of death is not required if the subject of record was born 100 years ago or more.

### Where to File?

Please see our website at [www.uscis.gov/G-1566](http://www.uscis.gov/G-1566) or visit the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) to connect with a USCIS representative 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-1566 results in the issuance of a Certificate of Non-Existence if no records are found. If records are found, the requestor will be notified, and a Certificate of Non-Existence will not be issued.

### DHS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected under 8 U.S.C. section 1360 and further addressed in regulations at 8 CFR section 103.7(f).

**PURPOSE:** The primary purpose for providing the requested information is to assist USCIS in processing requests from individuals seeking to obtain a Certificate of Non-Existence (CNE) of USCIS records. Information gathered on the form will ensure USCIS can conduct accurate record searches to determine whether any immigration records exist about the subject of record.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from locating and/or verifying the existence or non-existence of responsive USCIS records.

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**ROUTINE USES:** DHS may share the information you provide on this form with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notice [DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records, September 18, 2017, 82 FR 43556 and DHS/USCIS-007 – Benefit Information System, October 10, 2019, 84 FR 54622, which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy)]. DHS may also share this information, 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, 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, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-XXXX. **Do not mail your completed Form G-1566 to this address.**

Not for  
Production  
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