

Form G-639, Freedom of Information/ Privacy Act Request

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

NOTE: Completion of this form is optional. Any written format for a Freedom of Information or Privacy Act request is acceptable.

START HERE - Type or print in black ink. Read instructions before completing this form.

1. Type of request (Check appropriate box)

- Freedom of Information Act (FOIA) (Complete all items except **Number 6**.)
- Privacy Act (PA) (**Number 6** must be completed in addition to all other applicable items.)
- Amendment (PA only. **Number 5** must be completed in addition to all other applicable items.)

2. Requester Information

Name of Requester (Last, First and Middle Names):		Date (mm/dd/yyyy):	Daytime Telephone:
Address (Street Number and Name):			Apt. Number:
City:	State:	Zip Code:	

By my signature, I consent to the following:

Pay all costs incurred for search, duplication, and review of materials up to **\$25**, when applicable (See instructions).

Signature of requester: _____

- Deceased Subject - **Proof of death must be attached** (Obituary, Death Certificate or other proof of death required)

3. Consent to Release Information (Complete if name is different from requester.) (Numbers 7 and 8 must be completed.)

Print Name of Person Giving Consent:	Signature of Person Giving Consent (Original signature required):
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By my signature, I consent to the following (Check applicable boxes):

- Allow the requester named in **Number 2** above to review: All of my records, or 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)

Specific information, document(s), or record(s) desired (Identify by name, date, subject matter, and location of information):

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.)

5. Data Needed on Subject of Record (If data marked with an asterisk (*) is not provided, records may not be located.)

* Family Name:	Given Name:		Middle Name:
* Other names used, if any:	* Name at time of entry into the U.S.:		I-94 Admission #:
* Alien Registration Number (A#):	* Petition or Claim Receipt #:	* Country of Birth:	* Date of Birth (mm/dd/yyyy)
Names of other family members that may appear on requested record(s) (i.e., spouse, daughter, son):			
Father's Name:	First	Middle	Last
Mother's Name:	First	Middle	Last (include Maiden Name)

Country of Origin (<i>Place of Departure</i>):	Port of Entry Into the U.S.:	Date of Entry:
Manner of Entry (<i>Air, Sea, Land</i>):	Mode of Travel (<i>Name of Carrier</i>):	U.S. Social Security Number:
Name on Naturalization Certificate:	Certificate #:	Naturalization Date:
Address on Date of Naturalization:	Court and Location:	

6. Verification of Subject's Identity (*See instructions for explanation. Check one box.*)

In-Person With ID Notarized Affidavit of Identity Other (*Specify*) _____

7. Signature of Subject of Record

(*Original signature required*) _____ Date: _____
 Telephone No.: () _____

8. Notary (*Normally needed from persons who are the subject of the record sought or for a sworn declaration under penalty of perjury. See below.*)

Subscribed and sworn to before me this _____ Day of _____ in the Year _____

Signature of Notary _____ My Commission Expires on _____

OR

NOTE: *If a declaration is provided in lieu of a notarized signature, it must state at a minimum the following (include notary seal or stamp in the appropriate space below):*

Executed outside the United States

If executed outside the United States: "I declare (certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature: _____

Executed in the United States

If executed within the United States, its territories, possessions, or commonwealths: "I declare (certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Signature: _____

(Seal/Stamp)

(Seal/Stamp)