

Instruction for Form G-884, Request for the Return of Original Documents

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

Instructions

Read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet of paper. Write your name and Alien Registration Number (A-Number), if any, at the top of each sheet of paper and indicate the section and number of the item to which the answer refers.

What Is the Purpose of This Form?

Use Form G-884 to request the return of original documents submitted to establish eligibility for an immigration or citizenship benefit.

You need to give us:

1. A completed and signed Form G-884; and
2. Supporting documentation.

To file this request, see Step 2 for specific instructions.

When Should I Use This Form?

You should use Form G-884 if you submitted original documents to U.S. Citizenship and Immigration Services (USCIS) with a petition, application, or request, and you are now seeking to have those documents returned to you.

Furnishing the information requested on the form and submitting the required supporting documents will assist USCIS to locate and return the documents requested.

General Instructions

How Do I File Form G-884?

You only need to submit one Form G-884 if you are requesting multiple documents contained in a single USCIS file. However, if the requested documentation is in more than one USCIS file, you must submit a separate request for each file. (Example: If you wish to obtain your mother's birth certificate and your parent's marriage certificate, both of which are in the USCIS file that pertains to her, submit one Form G-884 with your mother's information.)

Follow the steps below to complete your request:

Step 1 - Fill out Form G-884.

Step 2 - Submit your Form G-884.

Step 1. Fill Out Form G-884

Use **black ink**. Type or print clearly using **capital** letters. If an item does not apply to you, write "N/A." If the answer is none, write "NONE."

This form is divided into **Parts 1** through **3**. The following information should help you fill out the form.

Part 1. Information About You

(Person requesting original documents)

1. **Family Name** (Last name) - Give your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.
2. **Mailing Address** - Give your mailing address, if different from your home address.
3. **Telephone Number** - Give a telephone number with the area code where you can be reached during the day.
4. **A-Number** - This is your Alien Registration Number. If you do not have an A-Number or do not know it, leave this blank.
5. **Information, Documents, or Records Requested** - Name or describe the original documents you wish returned. Be as specific as possible. (Example: marriage certificate of John Q. and Mary A. Public.)

Notice

USCIS wants to make sure that you are eligible to receive the requested documents. To do this, we may ask for more evidence, interview you, and/or conduct an inquiry. If you misrepresent facts or otherwise engage in fraud, USCIS will take appropriate action. This means we will not only deny your request, you may lose current and future immigration benefits. You may also face penalties, including criminal and/or civil prosecutions leading to fines and/or imprisonment.

Part 2. Data for Identification of Personal Record

Failure to provide the following information may make it very difficult for USCIS to locate the relating record.

- 1. Family Name** (Last name) - Give the subject's legal name. If there are two last names, include both and use a hyphen (-) between the names, if appropriate.
- 2. A-Number** - This is the subject's Alien Registration Number. If the subject does not have an A-Number or you do not know it, leave this blank.
- 3. Other Names Used** - Include the subject's maiden name, nickname, or alias.
- 4. Date of Birth** - Use eight numbers to show the date of birth. (Example: May 1, 1979, should be written 05/01/1979.)
- 5. Country of Birth** - Give the name of the country where the subject was born. Include the city, State or province, and country.
- 6. Entry Into the United States** - Give the requested information about the subject's naturalization, if applicable.
- 7. U.S. Citizenship Information** - Use eight numbers to show the date of birth. (Example: May 1, 1979, should be written 05/01/1979.)

Part 3. Signature

You, the requester, must sign and date the form. If you do not sign the form, the request will be returned as incomplete.

Step 2. Submit Your Form G-884

You must include the following items:

- 1. Your signed and completed Form G-884.** (Form G-884 must be notarized if submitted by mail.)
- 2. Filing fee.** There is no filing fee for Form G-884.
- 3. Evidence.** Attach copies, showing the front and back of the documents you need to support your request. The copies must be exact photocopies of unaltered original documents. Original documents may be requested by USCIS at a later date.

- 4.** Before consideration can be given to your request, **two forms of identification must be submitted.** Examples of acceptable forms of identification are:
 - A.** Form I-551, Permanent Resident Card;
 - B.** Driver's license;
 - C.** State-issued identification document;
 - D.** Employment authorization document;
 - E.** Certificate of Naturalization or Citizenship;
 - F.** U. S. or foreign passport.
- 5.** If you are requesting an original document(s) from a USCIS file other than relating to you, submit proof of the relationship between you and the subject. In cases where the subject is either deceased or incapacitated, you must provide evidence of a **power of attorney** or that you are the **executor** of the subject's estate.
- 6. Translation.** If you send us a document in a foreign language, it must have a full English translation that the translator has certified as complete and correct. The translator must also certify that he or she is competent to translate the foreign language into English.
- 7. Submit Your Form G-884.** If your case is pending, submit your Form G-884 to the USCIS office or Service Center currently processing your case. If a final decision has been issued, submit Form G-884 to the USCIS office or Service Center that took the last action on your case.

Processing Information

Our goal at USCIS is to process all requests fairly. The processing time will vary, depending on the specific circumstances of each case. We may reject an incomplete request. We may deny your request if you do not give us the required information or do not go to a scheduled interview.

Address Changes

If you have changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at www.uscis.gov/addresschange or contact the USCIS National Customer Service Center at **1-800-375-5283**.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations, and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our Internet Web site at www.uscis.gov.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our Internet-based system, **InfoPass**. To access the system, visit our Web site. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

Privacy Act Notice

USCIS will use the information on Form G-884 to determine eligibility to receive the requested original documents. We may provide information on your request to other government agencies.

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 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 and completing and submitting the form. 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 Products Division, Office of the Executive Secretariat, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. OMB No. 1615-0100. This form expires December 31, 2012. **Do not mail your application to this address.**

Check List

- Did you completely fill out and sign the form?
- Did you have the form notarized? (*Form must be notarized if submitted by mail.*)
- Did you attach a copy of your identity documents? (Two types of identification are required.)
- If applicable, did you attach a copy of a power of attorney or proof that you are the subject's executor?

For your records, you should keep copies of your request and supporting documents.