

WeAreDREAMERS

NETWORK

STEP BY STEP GUIDE

CBP FOIA





What is a CBP FOIA?

Federal law requires CBP to process FOIA requests on a first-in/first-out basis. You may request a copy of your travel records and other CBP related information through the SecureRelease Portal. Requesters will need to create a SecureRelease portal account to submit a new FOIA request, check the status of the request, and download documents that have been released. Requesters can send requests to securerelease.us

Requests can also be sent in the physical mail to:


U.S. Customs and Border Protection
FOIA Office
90 K Street NE
Mail Stop 1181
Washington, D.C 20229.

RECORDS THAT CAN FOUND IN YOUR CBP FOIA:

- Apprehension by Border Patrol between Official Ports of Entry
 - Note: CBP does not have complete records of apprehensions by Border Patrol made before 2000. Records of apprehensions by Border Patrol made before 2000 may be available in the A-File maintained by USCIS.
- CBP Background Investigation
- CBP Contracts
- Detention by Border Patrol or at Port of Entry
- Expedited Removal by Border Patrol or at Port of Entry
- CBP Human Resources
- Passenger Name Record (PNR) (Travel Industry Reservation Data)
- Records Regarding My Inspection or Examination upon My Arrival at a U.S. Port of Entry
- Information Regarding Entry and Exit
- Note: CBP does not have records on the entry and exit of persons arriving or departing the U.S. before 1982.
- Voluntary Returns

STEP BY STEP GUIDE

CBP FOIA

 JOIN OUR FACEBOOK COMMUNITY

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Step 1: Go to <https://www.edo.cjis.gov>.

SecureRelease™ Portal

[Login / Create Account](#)

The basic function of the Freedom of Information Act is to ensure informed citizens, vital to the functioning of a democratic society.

[CREATE REQUEST](#)

Requests



Create Request

Submit a new FOIA or Privacy Act Request.



My Requests

Check the status of requests and download documents that have been released to you.



Public Reading Room

Browse documents that have been publicly released by agencies.

About FOIA

Please use Internet Explorer or Firefox for best results.

Once you get to this page you'll scroll all the way down and find where you can input your email address...please follow this guide step by step.

STEP BY STEP GUIDE

CBP FOIA



JOIN OUR FACEBOOK COMMUNITY

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If you need to create an account please fill out all information.

Sign In | Create Account

Create a SecureRelease™ Portal account

Email Address *

Password *

Password must contain at least 10 characters, 1 uppercase, 1 lowercase, 1 number and 1 special character

Confirm Password *

Re-Enter your password

Phone Number

Used to send you a code during login to the site. This phone number must accept text messages. You can leave this blank if you don't want multi-factor authentication on your account

First Name *

Last Name *

Address Line 1 *

Address Line 2

Zip Code *

City *

State *

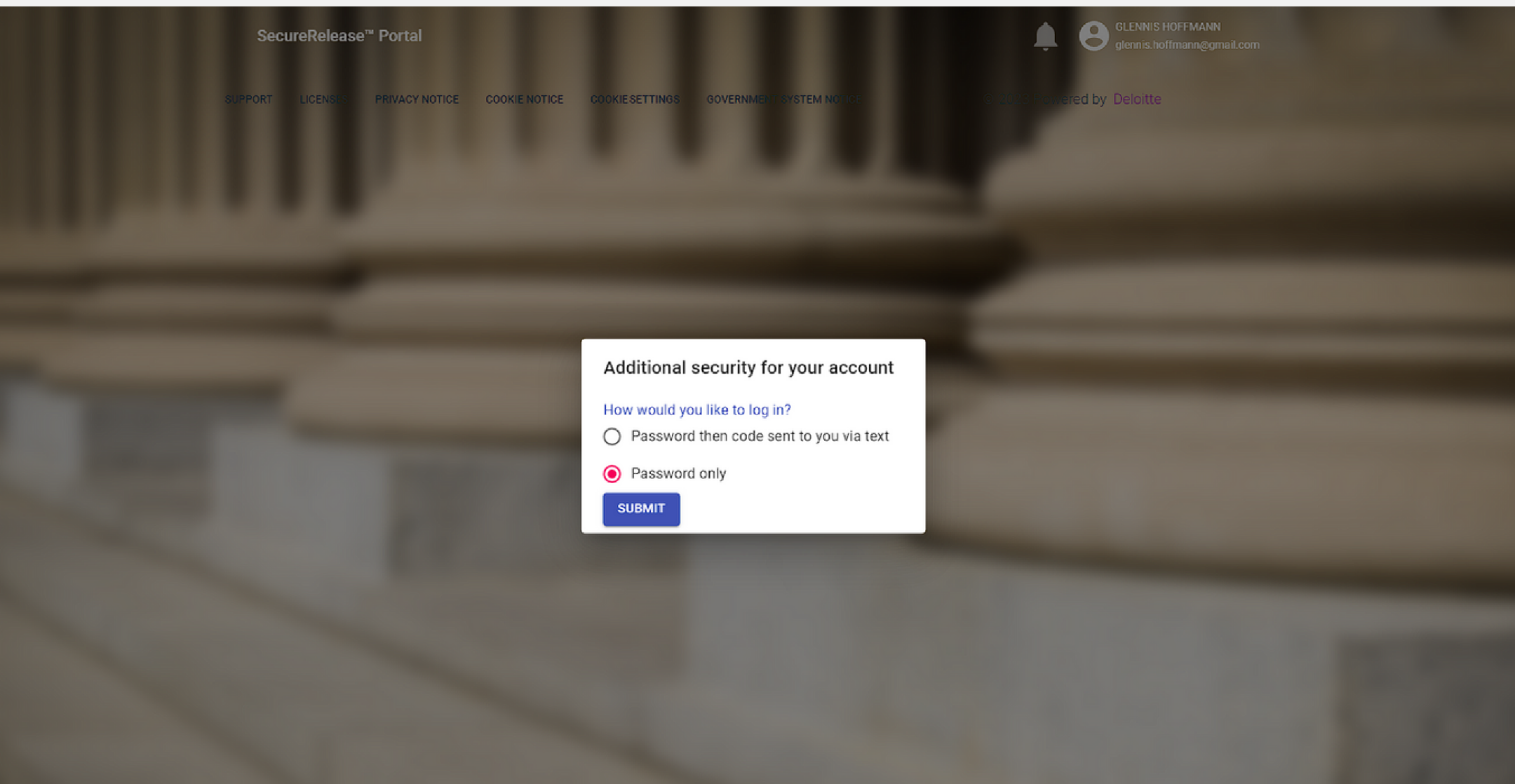
Country *

Organization Name

Create Account

Once you are finished filling it out, click "**CREATE ACCOUNT**"
Make sure to follow the instructions on the email and then log in.

Additional Security box



After you successfully create your account, log in, this security box will pop up and here you can click either "**Password then code sent to you**" or "**Password Only**"

Create a Request

SecureRelease™ Portal



GLENNIS HOFFMANN
glennis.hoffmann@gmail.com

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CREATE REQUEST

Requests



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After you successfully create your account, log in and here you can click either **"CREATE ACCOUNT"**

Select AGENCY

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glennis.hoffmann@gmail.com

1 Agency/Component 2 Contact Information 3 Request Details 4 Additional Information 5 Fees 6 Request Expedited Processing

The FOIA applies to federal agencies, which are defined as any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including certain offices in the Executive Office of the President), or any independent regulatory agency.

Agency (required)

- Department of Justice
- Federal Deposit Insurance Corporation
- Department of Homeland Security**

BACK NEXT CANCEL

On the drop down, select "**DEPARTMENT OF HOMELAND SECURITY**"

Select COMPONENT

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glennis.hoffmann@gmail.com

1 Agency/Component 2 Contact Information 3 Request Details 4 Additional Information 5 Fees 6 Request Expedited Processing

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Agency (required)
Department of Homeland Security

Component (required)

- DHS Privacy Office
- Cybersecurity and Information Security Agency
- Office of Biometric Identity Management
- Transportation Security Administration
- Federal Emergency Management Agency
- U.S. Coast Guard
- Office for Civil Rights and Civil Liberties
- Office of Intelligence & Analysis
- Federal Law Enforcement Training Center
- Federal Protective Service
- U.S. Customs & Border Protection
- U.S. Immigration & Customs Enforcement

BACK NEXT CANCEL

After you select that another box should appear and you'll select
"U.S. CUSTOMS & BORDER PROTECTION"



Review the Agency/Components details

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Agency/Component Details

Agency: Department of Homeland Security**Component:** U.S. Customs & Border Protection**Component Description:** U. S. Customs and Border Protection (CBP) is one of the Department of Homeland Security's largest and most complex components. It has responsibility for securing and facilitating trade and travel while enforcing hundreds of U.S. laws and regulations, including**Contact Information:****Submission Instructions:**

U.S. Customs and Border Protection

- Records related international travel to / from the United States or Apprehensions / Detentions by U.S. Border Patrol. If you are requesting records about a client or other third party, you will receive greater access to their records if you provide authorization from the subject allowing the agency to release their records to you. For additional information on the requirements of that authorizations, please consult 6 C.F.R. 5.3(a)(4).
- Other agency records including policy documents, agency data, communications, contracts, import/export information, seizures, penalties, etc.

When submitting a FOIA request on records that pertain to international travel or USBP apprehensions, please include the following:

- Full name
- Mailing Address
- Date of birth
- Identifiers (Passport Number, Alien number (A number), FINS)
- Your parents' names
- Any aliases you may have used
- A signed G-28 form (Notice of Entry of Appearance as Attorney or Accredited Representative), or some other form of signed consent that will allow CBP to release the records to a 3rd party **(When requested records are on behalf of someone else)**

When submitting a FOIA request on records that pertain to Agency Information it is helpful if requesters provide as much information as possible about the subject of their request, including such information as:

- CBP contract numbers
- Entry numbers
- Seizure/Penalty numbers
- Vacancy Announcement numbers

When seeking e-mail communications, it is helpful to include suggested keywords, custodians, and the date range in which the communications were likely sent or received.



Continue to scroll all the way **DOWN.**



Review the Agency/Components details



- CBP contract numbers
- Entry numbers
- Seizure/Penalty numbers
- Vacancy Announcement numbers

When seeking e-mail communications, it is helpful to include suggested keywords, custodians, and the date range in which the communications were likely sent or received.

Once your request is submitted you will receive an acknowledgment and a FOIA tracking number. After your FOIA request is acknowledged you can track the status of your request at any time. Please note that the FOIA process is not intended to be a mechanism for asking questions of CBP. FOIA requests are intended to provide access to CBP records.

To Receive Your Records as Efficiently as Possible

- **Be sure to read this entire page**, to ensure you request records the right way, from the right agency.
- **Visit the [CBP Reading Room](#) and the [DHS Reading Room](#)** to confirm we have not already posted the records you need.
- **Provide as much specificity as possible**, as we can return precise requests faster.
- **Make your request with the right agency** by reviewing the sections below.

Record/Request Type	Where to Submit FOIA Request
A-file, I-130, N-400, Petition Status	U.S. Citizenship and Immigration Services (USCIS)
Deportation Records, Medical Records (while detained), Student and Exchange Visitor Information	Immigration and Customs Enforcement (ICE)
Inquiries or Resolution Regarding Difficulties Experienced During Travel	DHS Traveler Redress Inquiry Program (DHS TRIP)
(If you experience repeated referrals for security screenings or you believe that you have been denied boarding or entry into the U.S. because of inaccurate information in law enforcement databases)	

For more information on the CBP FOIA office, visit our website at <https://www.cbp.gov/site-policy-notices/foia>.

BACK

NEXT

CANCEL



After you scroll to the bottom select "NEXT"



CONTACT INFORMATION

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glennis.hoffmann@gmail.com

Agency/Component Contact Information Request Details Additional Information Fees Request Expedited Processing

Confirm contact details. This information is needed so the agency knows where to send the response to your request.

What type of requester are you? (required)
Please select the category that best fits you. This information helps personnel determine what fees, if any, may be applicable.

All Other

Contact Information

Name: GLENNIS, HOFFMANN	Mailing Address 1: 711 N ATLANTA ST
Your Organization: -	Mailing Address 2: APT. 10
Email Address: glennis.hoffmann@gmail.com	City: OWASSO
Phone Number: +19188597847	State or Province: OKLAHOMA
	Zip or Postal code: 74055
	Country: United States

BACK CONFIRM CANCEL

On the next page you'll select "**ALL OTHER**" on the drop down box, you will review all your contact information you used to make this account has your accurate information. After reviewing your information select "**NEXT**"



REQUEST DETAILS

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Agency/Component



Contact Information



Request Details



Additional Information



Fees



Request Expedited Processing

The description of the records you are requesting is important. The scope of your request can impact how quickly an agency can respond to your request. Your description should be as clear and specific as possible and must give agency personnel enough detail so that they are able to reasonably determine exactly which records are being requested and where to locate them.

Request Type (required)

FOIA Request



FOIA: For records created or maintained by the agency and/or under agency control, except for those records (or portions of those records) that are protected from disclosure by any of nine exemptions or three exclusions. [\(More about FOIA\)](#)

Privacy Act: For records where you are the subject of the record or an appropriate designee. This only applies where the subject person for the record is a U.S. citizen or alien lawfully admitted for permanent residence.

Note: There is no statutory requirement for the agency to create records that do not exist under either request type.

Request Description (required)

A brief and clear description of the information you'd like to receive. Please be as specific as possible.

Requesting all an any records pertaining to international travel . USCBP apprehensions or interactions not limited to expedited removals, voluntary returns, detentions or entry and exit records.

FULL LEGAL NAME: Glennis Yukary Garcia Escobar

Mailing Address: 711 N Oklahoma St, Owasso, OK 74055

D.O.B: 19/15/1990

A# 213-456-789

Passport # N123456789

Parents Names:

Aliases: (or any variation of such: Glennis Garcia, Glennis Escobar, etc.)

EXAMPLE:

Requesting all an any records pertaining to international travel . USCBP apprehensions or interactions not limited to expedited removals, voluntary returns, detentions or entry and exit records.

FULL LEGAL NAME:

Mailing Address:

D.O.B:

A#

Passport #

Parents Names

Aliases:

BACK

NEXT

CANCEL

Once you go to the next page, you'll put exactly what you are looking for, after you are finished inputting your REQUEST DESCRIPTION, you will select "NEXT"

Additional Information

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glennis.hoffmann@gmail.com

Agency/Component Contact Information Request Details **Additional Information** Fees Request Expedited Processing

If you are submitting a request for records on yourself (a ["first-party"](#) request), use this tool to upload any required documentation to verify your identity. Upload any documents that provide context for your request or that could help our personnel process your request.

Upload additional documentation

Drag and drop some files here, or click to select files

- Maximum 25 files can be attached to a request.
- Maximum file size cannot be more than 100mb.
- Type field required
- Supported format of files DOC, DOCK, XLS, XLSX, TXT, PDF, JPG, PNG, B...

PDF

+ Copy

Desktop

File Home Share View

Pin to Quick access Copy Paste Move to - Delete - Copy to - Rename New folder Properties Open Select all Select none Invert selection

Clipboard Organize New Open Select

< > > This... > Des... > Search Desktop

Quick access Creative Cloud Files OneDrive - Personal This PC Network

2 items 1 item selected 80.9 KB Available on this device

BACK NEXT CANCEL

This page is **OPTIONAL**, you do not need to include anything, BUT here you will be able to add any documents you want to use to help find your records, you'll simply drag them from your desktop into the dotted lines and classify them.

Additional Information

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glennis.hoffmann@gmail.com


Agency/Component ✓ Contact Information ✓ Request Details ✓ Additional Information ✓ Fees 5 Request Expedited Processing 6

If you are submitting a request for records on yourself (a first-party request), use this tool to upload any required documentation to verify your identity. Upload any documents that provide context for your request or that could help our personnel process your request.

Upload additional documentation


Drag and drop some files here, or click to select files

- Maximum 25 files can be attached to a request.
- Maximum file size cannot be more than 100mb.
- Type field required
- Supported format of files DOC, DOCX, XLS, XLSX, TXT, PDF, JPG, PNG, BMP and TIF/TIFF



Name: EMPLOYEMENT CARD.jpg ✕

Type (required):
General Documentation ▼



Name: SCANNED FD-258 FINGER PRINTS.jpg ✕

Type (required):
General Documentation ▼

BACK NEXT CANCEL 👤

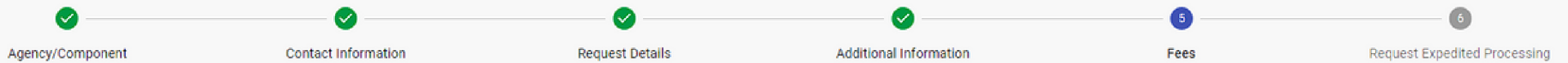
Once you upload the documents you are wanting to include in your FOIA Request , **again this is OPTIONAL**, after you sucessfully upload, you can select TYPE of document and click "**NEXT**"

Examples of things you can upload for a CBP FOIA REQUEST:

**EAD,
DRIVERS LICENSE
FINGERPRINTS (FD 258)
VISA
BORDER CROSSING CARD
I-94**

FEES

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Most requests do not involve any fees. However, if an agency informs you that there are fees associated with your request, you may request a fee waiver under the standard provided. You may request a fee waiver at any time during the processing of your request. The agency will grant a fee waiver when disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and is not primarily in the commercial interest of the requester. Requests for fee waivers from individuals who are seeking records pertaining to themselves usually do not meet this standard. Additionally, a requester's inability to pay fees is not a legal basis for granting a fee waiver. When making a request for a fee waiver you must explain how your request meets the standard described above.

 Request Fee Waiver

Fee waiver justification (required if "Request Fee Waiver" is selected)

Leave this blank if you are not requesting a fee waiver. When making a request for a fee waiver you must explain how your request meets the fee waiver standard described above.

The amount of money you're willing to pay in fees, if any (required if "Request Fee Waiver" is selected; only numeric values allowed)

There is no initial fee required to submit a request, but people requesting records can be charged certain types of fees in some instances.

BACK NEXT CANCEL



There is typically no cost to request your FOIA, so just review the information here and click/ select **"NEXT"**

EXPEDITED PROCESSING


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glennis.hoffmann@gmail.com

Agency/Component Contact Information Request Details Additional Information Fees Request Expedited Processing 6

Agencies generally process requests on a first-in, first-out basis. Most agencies also use separate tracks to process simple and complex requests with different response timelines. Under certain circumstances, your request may qualify for placement into a separate, expedited track where the agency will process it as soon as practicable. Your request may qualify for expedited processing if they can demonstrate a [compelling need](#) for the records. Agencies may also establish additional standards for granting expedited processing. Requesters must demonstrate how they meet one of the standards in order to have their request processed on an expedited basis.

Request Expedited Processing

Justification for Expedited Processing (required if "Request Expedited Processing" is selected)
When making a request for expedited processing you must explain how your request meets one of the expedition standards described above. Leave this blank if you are not requesting expedited processing.

I'm not a robot  [Privacy - Terms](#)

BACK

There is typically also no reason for an expedited processing unless being requested by an attorney for immigration court or because of removal proceedings, etc... so again just review the information here and click/select **"NEXT"**



REQUEST SUBMITTED!

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glennis.hoffmann@gmail.com

Agency/Component Contact Information Request Details Additional Information Fees Request Expedited Processing

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Request Expedited Processing

Justification for Expedited Processing (required if "Request Expedited Processing" is selected)
When making a request for expedited processing you must explain how your request meets one of the expedition standards described above. Leave this blank if you are not requesting expedited processing.

Request Submitted
OK


BACK

Congratulations! You have successfully submitted your request for your CBP FOIA, remember that the more information you provide, the more information you can get, after you are done hit "OK"

SecureRelease Portal

SecureRelease™ Portal GLENNIS HOFFMANN
glennis.hoffmann@gms

My Requests Search

Actions	Request Number	Request Description	Agency	Component	Fee Waiver Requested?	Expedited Processing?	Request Status	Processing Track	ID Verification
 Pending		Requesting all an an...	Department of Homeland Security	U.S. Customs & Border Protection	Not Requested	Not Requested	Submitted - Pending Review	TBD	Not Requested b

10 rows

SUPPORT LICENSES PRIVACY NOTICE COOKIE NOTICE COOKIE SETTINGS GOVERNMENT SYSTEM NOTICE © 2023 Powered by Deloitte

Once you hit that, it will take you back to the **MY REQUEST** page on the portal and on this page you will be able to see the request you have submitted, it will show as **PENDING**, once your request is done, here is also were you will be able to review it.

Notice: The DHS Freedom of Information Act (FOIA) has moved to a NEW system. The U.S. Customs and Border Protection (CBP) FOIA office has a significant backlog of FOIA request. The expected response time for a FOIA request for travel documents is 6-9 months. If you do not receive a response to your FOIA request within 20 business days, please do not resubmit the same FOIA request as it creates further delays. The FOIA office is working very hard to clear the FOIA backlog. Thank you in advance for your cooperation.

If you have questions, you may contact the FOIA office at (202) 325-0150, Mon-Fri 8am-5pm EST. However, they can only provide you with the same information that you can obtain online.