

# WeAreDREAMERS

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STEP BY STEP GUIDE

# USCIS FOIA



# USCIS FOIA

Under the Freedom of Information Act (FOIA) and the Privacy Act (PA), you can request an USCIS FOIA directly from USCIS by :

1. Your own immigration records;
  - a. Any applications submitted by you, or where submitted on our behalf to USCIS.
2. Someone else's immigration records (like parent, child, spouse) , if you have their written permission; and
3. Agency policies, data, communications, and other records.

Obtaining this FOIA is great when you are unsure of information submitted on your behalf by your attorney, refusal to provide copy of your documents, or just to keep a record of what USCIS has on your A-file.

# USCIS FOIA

## STEP 1: LOG IN OR CREATE A USCIS ACCOUNT

<https://www.uscis.gov/>

USCIS Response to Coronavirus (COVID-19)

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Access USCIS online services.

Sign In

Create Account

Alert: H-1B Registration Process

Processes for Cubans, Haitians, Nicaraguans and Venezuelans

Processes for Cubans, Haitians, Nicaraguans, and Venezuelans



DHS has implemented processes through which nationals of Cuba, Haiti, Nicaragua, and Venezuela, and their qualifying immediate family members, may request to come to the United States in a safe and orderly way.

Uniting for Ukraine



Uniting for Ukraine provides a pathway for displaced Ukrainian citizens and their immediate family members who are outside the United States to come to the United States and stay temporarily for a two-year period of parole.

Afghan Related Information



Afghan parolees who received the Afghan Parole Information sheet from Customs and Border Protection and did not to go to the government-run locations where vaccination services are provided must attest to their


# USCIS FOIA

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After you successfully create the account go back and log in.

**<https://myaccount.uscis.gov/>**

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 U.S. Citizenship and Immigration Services

### Sign In

Email \*

Password \*

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.  
[Create an account.](#)

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

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#### Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [FBI Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)


# USCIS FOIA

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It will send you a verification code to your email, please get the code and paste it. <https://myaccount.uscis.gov/>

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[Sign Out](#)



U.S. Citizenship  
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Please enter your verification code to continue.

## Enter your verification code

A verification code has been sent to glennis.hoffmann@gmail.com. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you have lost access to glennis.hoffmann@gmail.com, enter your backup code instead, or [Contact Us](#).

Secure verification code \*

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# USCIS FOIA




Once you are logged in, you will see your name and all current cases that have been added to your USCIS account. Scroll to the bottom.

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 My Account

My Account  ▾

Resources ▾

Sign Out



Glennis Y. Hoffmann  
[View profile](#)

Your Cases

again. We will send you a decision or notify you if we need something from you. If you move, go to [www.uscis.gov/dreamers](#) to give us your new mailing address.

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# USCIS FOIA



Once you are at the bottom look for the **FOIA REQUEST** link and click on it, it will be the first one in the middle row.

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An official website of the [U.S. Department of Homeland Security](#)

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# USCIS FOIA

You'll get to a page that looks like this and reads Request Records through the Freedom of Information Act.

Click on "**online FOIA request and response service**".

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[Home](#) > [Records](#) > Request Records through the Freedom of Information Act or Privacy Act

## Request Records through the Freedom of Information Act or Privacy Act

**Alert:** To respond to your Freedom of Information Act (FOIA) or Privacy Act (PA) request as quickly as possible, we will stop accepting requests by fax or email on Dec. 16, 2022. We strongly encourage you to use our [online FOIA request and response service](#).

**Submit FOIA Requests Online**

Our online FOIA service has several advantages:


- Send your FOIA or PA request to us instantly;
- Track the progress of your FOIA or PA request;
- Receive our response as soon as it is ready; and
- Download records whenever you need them.

**Submit FOIA Requests from Your Software**

If you create or send FOIA requests to USCIS through additional software and would like to continue doing so, we now offer an application programming interface (API).

Ask your software developer to [visit the USCIS Torch API Platform site](#) to learn more.

Requesting records from USCIS is





# USCIS FOIA

It will take you to this page where you can now start the submission of your FOIA request.

Click **"For Myself"** and let's begin your request.

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## 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.

About Someone Else

[Start Application](#) ▶

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

Other Requests

[Start Application](#) ▶

Select this if you are making a Freedom of Information Act (FOIA) request about USCIS agency information including personnel-related requests.



# USCIS FOIA

On the 1st step you will click **OTHER** and type in "**ALIEN FILE**" this will give you all your records with USCIS. After this click **NEXT**.

## Request For Myself

Step 1 of 4 - Specify the Nature of your Request



### Select all types of records you are requesting - required

If you request specific documents, USCIS will usually be able to process your request faster than if you request a large set of records, such as an entire A-File.

Select the types of records you are requesting, if applicable, from this list of commonly requested records:

- Apprehensions
- Birth Certificate
- I-94
- Passport
- Other Arrival/Departure documents into the U.S.
- I-129, Petition for a Nonimmigrant Worker
- I-90, Application to Replace Permanent Resident Card (Green Card)
- I-130, Petition for Alien Relative
- I-140, Immigrant Petition for Alien Workers
- I-485, Application to Register Permanent Residence or Adjust Status
- I-751, Petition to Remove Conditions on Residence
- N-400, Application for Naturalization
- Labor certification issued by the U.S. Department of Labor
- Naturalization Certificate
- Proof of Lawful Permanent Resident (LPR) status

- Record of removal from the U.S.

Date of Removal

mm/dd/yyyy

- Other

What files are you requesting? - required

ALIEN FILE

[< Back](#)

[Next >](#)

# USCIS FOIA

You will not be changing or clicking anything here, you will be clicking **NEXT**.

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## Request For Myself

Step 1 of 4 - Qualifications for Expedited Processing

1

2

3

4

### Qualifications for Expedited Processing

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 processing could reasonably be expected to pose an imminent threat to the life or physical safety of an 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 are possible questions about the government's integrity which affect public confidence. [?](#)

Do you have upcoming Immigration Court proceedings?

- Yes
- No

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# USCIS FOIA

On this page it's important that you add your **Alien Number** or most commonly known as **USCIS #** found in your EAD Card. Fill the rest of the form with your information and click **NEXT**.

## Request For Myself

Step 2 of 4 - Provide Information to Identify the Subject of Record

1

2

3

4

### Your Information

A \*\*\* indicates a required field.

#### What is your Alien Registration Number?

USCIS issues Alien Registration Numbers, otherwise known as an "A-Number," to persons who apply for, or are granted, certain immigration benefits. U.S. Customs and Border Protection (CBP) or U.S. Immigration and Customs Enforcement (ICE) may also issue A-Numbers.

A-Number (if any)

A-123456789 ?

+ Add Alien Number

#### What is your country of birth?

Country \*

MEXICO ?

#### What is your date of birth?

Month \*

09 - September

Day

15

Year \*

1994

#### What other receipt(s) have you filed with USCIS?

Application, Petition, or Receipt Number

?



# USCIS FOIA

Add your parents first and last name and scroll down.

## Request For Myself

Step 2 of 4 - Family Information for Subject of Record

1

2

3

4

### Parents' Names

A "\*" indicates a required field.

What is your father's name? - required

Family name (last name) \*

Garcia

Given name (first name) \*

Feliciano

Middle name (if applicable)

My father's name is unknown

What is your mother's name? - required

Family name (last name) \*

Escobar

Given name (first name) \*

Guadalupe

Middle name (if applicable)

Maiden name or previous last name (if applicable)

My mother's name is unknown

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Once you scroll down you'll see this page. You will not upload anything here, simply click **NEXT**

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

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

Family name (last name)

Given name (first name)

Middle name (if applicable)

Relationship

+ Add Name

#### Avoiding Redaction of Records Mentioning Additional Persons

To protect the privacy of each person mentioned in records we release, we redact their information unless you provide:

- Their verification of identity and consent for us to release their information. Verification of identity must be notarized or signed under penalty of perjury. Consent may be a signed G-28 or similar document with their signature.
- Proof they are deceased, with a death certificate, obituary, photograph of a funeral memorial or monument; or screen print from the Social Security Death Index; or probate documents filed in court. This is not required if they were born more than 100 years before you submit this form.

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Please upload files to your request by [choosing a file here](#).

Maximum size: 25 Pages and 10MB per file

Accepted formats: PDF, JPG, JPEG

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Next >

# USCIS FOIA

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Again on this page you will not upload anything here, simply click **NEXT**



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## Request For Myself

Step 3 of 4 - Upload Documents



### Upload Documents

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



Please upload files to your request by [choosing a file here](#).  
Maximum size: 25 Pages and 10MB per file  
Accepted formats: PDF, JPG, JPEG

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# USCIS FOIA

## VERIFY YOUR INFORMATION AND REQUEST:

The next two slides just need you to review the information you are about to submit for our USCIS FOIA request.



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### Request For Myself

Step 4 of 4 - Review



#### Subject Information

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

Full Legal Name	Garcia , Glennis Yukary
Full Name at Time of Entry into the United States	Garcia , Glennis Yukary
Other Names Used in the Past	Hoffmann, Glennis Yukary
Country of Birth	MEXICO
Date of Birth	9/15/1994
Allen Registration Number	123456789
Previous Application, Petition, or Request Receipt Number	

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

Address	711 N MAIN ST OWASSO, OK 74055
Home Phone	-1 (918) 123-4567
Mobile Phone	-1 (918) 123-4567
Email Address	glennis.hoffmann@gmail.com

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

Father's Name	Garcia , Feliciano
Mother's Name	Escobar, Guadalupe



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**VERIFY YOUR INFORMATION AND REQUEST:**

Make sure you are requesting ALIEN FILE and sign your full name and click "SUBMIT REQUEST".

## Request Details

## Documents Requested

[Edit](#)

## Requested File Type

Other: ALIEN FILE  
Record of Removal from the US

## Qualifications for Expedited Processing

[Edit](#)

## Circumstances

Immigration Court Proceedings

No

## Uploaded Documents

[Edit](#)

## Documents

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

## Consent to pay fees and release documents

A \*\*\* Indicates a required field.

- 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 \*

GLENNIS Y HOFFMANN

Date \*

3/25/2023

[← Back](#)[Submit Request →](#)

# USCIS FOIA

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## CONGRATULATIONS!

You've successfully submitted your USCIS FOIA!

Save the tracking number but you should be able to click on View My Request to see any pending or past FOIA requests.



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## Request For Myself

Step 4 of 4 - Review

1

2

3

4

Submission Successful

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

**Tracking Number:** NRC2

**Subject Name:** Glennis Yukary Garcia

**Request Date:** 3/25/23


**Requester Email:** glennis.hoffmann@gmail.com

[View My Requests](#)

# USCIS FOIA

## CHECK THE STATUS OF YOUR REQUEST IN MY REQUEST

It will show you all submitted and completed request. When your request is completed this is where you log in to review and download your FOIA.

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## My Requests

[New Request](#)

[Register Case by PIN](#)

Search

Total: 1-1 of 1

Filter by Request Date

From

To



- All Requests (1)
- Completed (0)
- Pending Subject Approval (0)
- Returned to Requester (0)
- Pending (0)
- Submitted (1)
- Subject Denied (0)
- Expired (0)
- Archived (0)

Request Status

Subject Name

Control Number

Request Date

Actions

Submitted

GLENNIS GARCIA

[NRC2](#)

03/25/2023

 ▼

**Depending on how big your file is, the usual wait time for your USCIS FOIA is 4-6 weeks. You'll receive an email confirming your request is ready to be viewed.**