WeAreDREAMERS

NETWORK

STEP BY STEP GUIDE

USCIS FOIA





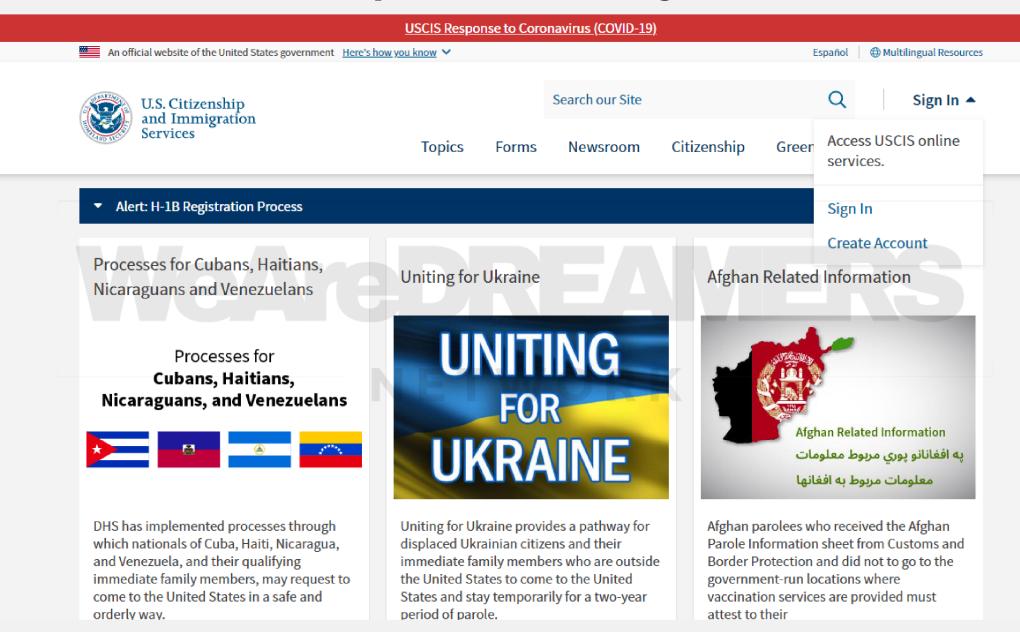
Under the Freedom of Information Act (FOIA) and the Privacy Act (PA), you can request an USCIS FOIA directly from USCIS by:

- 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.



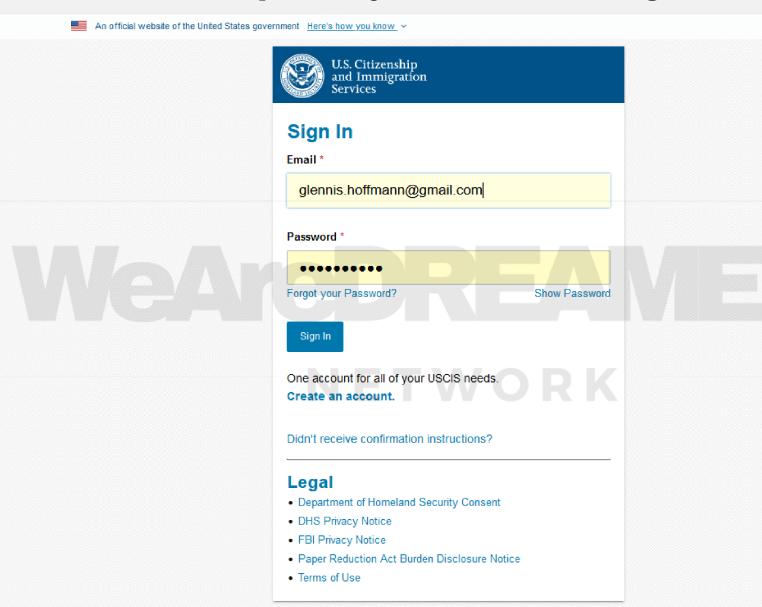
STEP 1: LOG IN OR CREATE A USCIS ACCOUNT https://www.uscis.gov/





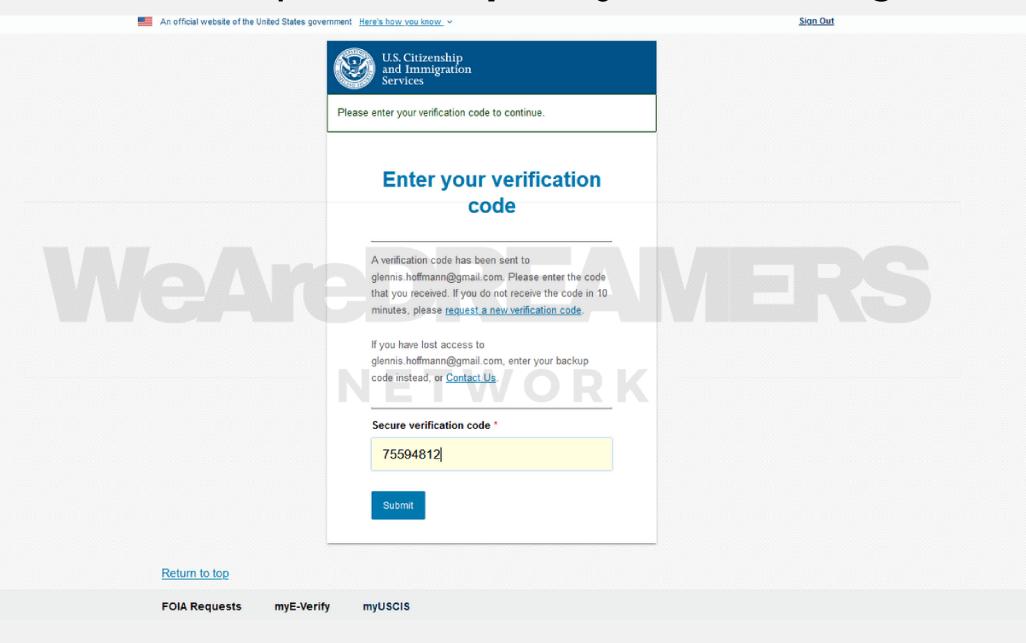
After you successfully create the account go back and log in.

https://myaccount.uscis.gov/



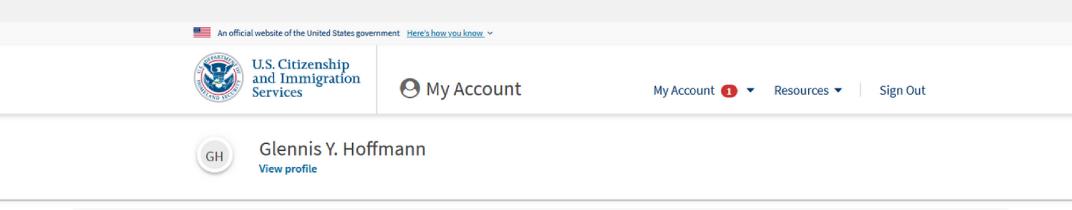


It will send you a verification code to your email, please get the code and paste it. https://myaccount.uscis.gov/





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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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.

Return to top

Topics Citizenship Schedule an Appointment Find a Doctor Find a Class





About USCIS

Accessibility

Budget and Performance

DHS Components

FOIA Requests

No FEAR Act Data

Privacy and Legal

Disclaimers

Site Map

Office of the Inspector

General

The White House

USA.gov

National Terrorism Advisory
System

National Terrorism Advisory
System

National Terrorism Advisory
System

National Terrorism Advisory
System

PULLETIN
READ MORE

Put this widget on your web page

FOIA Requests

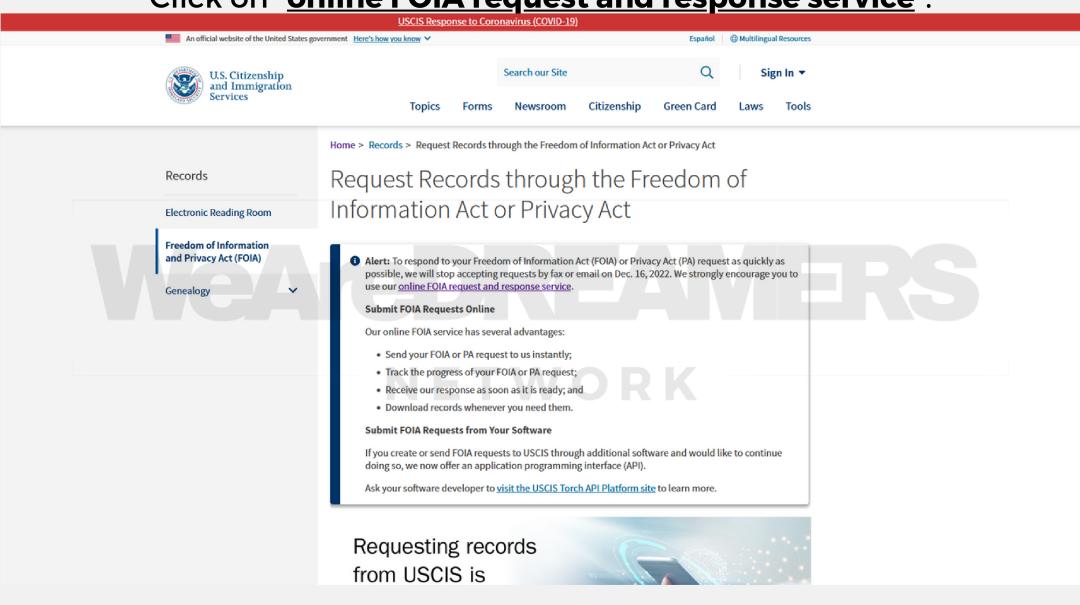
myE-Verify

myUSCIS



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".





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.

An official website of the United States government Here's how you know 🕶



Submit Request

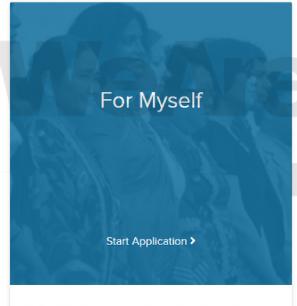
My Requests

Resources *

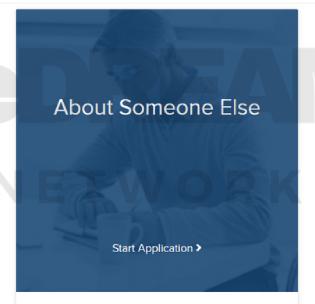
Sign Out ▼

Submit a FOIA or PA Request

View my Requests



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



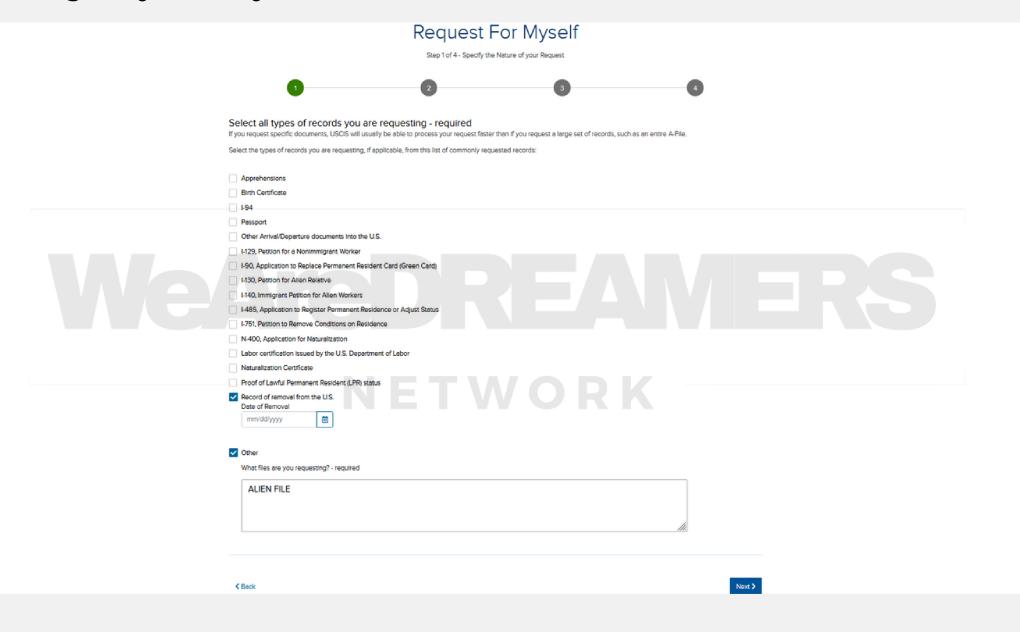
Select this if you are making a Freedom of Information Act (FOIA) or Privacy Act (PA) request about or on behalf of the subject of record.



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

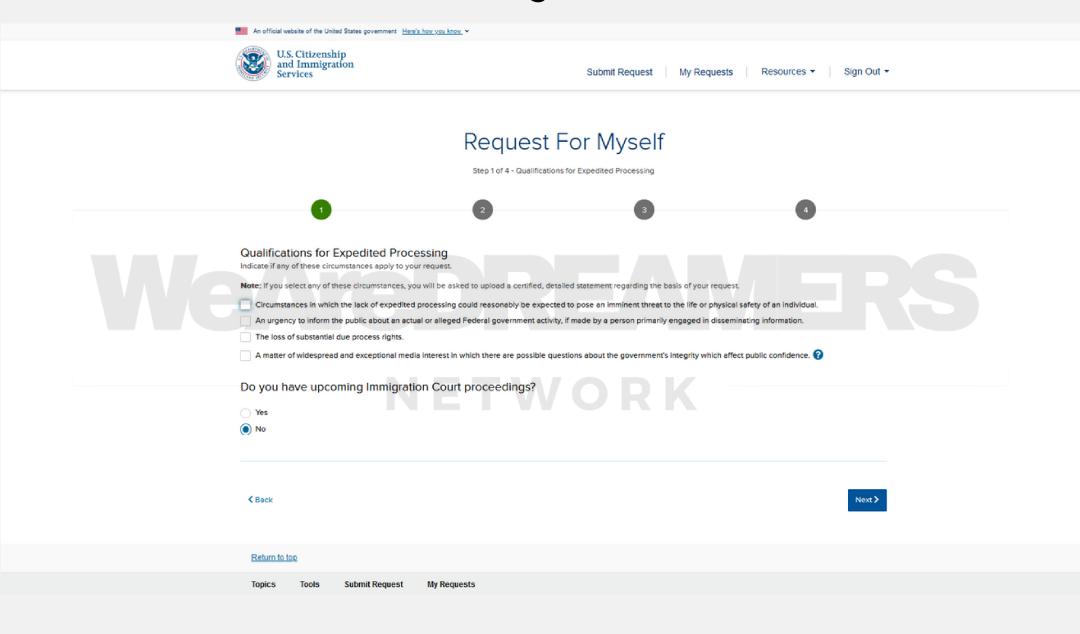


On the 1st step you will click **OTHER** and type in "**ALIEN FILE**" this will give you all your records with USCIS. After this click **NEXT**.





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





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 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) 0 A-123456789 What is your country of birth? ~ **8** MEXICO What is your date of birth? 09 - September What other receipt(s) have you filed with USCIS? Application, Petition, or Receipt Number 0



Add your parents first and last name and scroll down.

Request For Myself Step 2 of 4 - Family Information for Subject of Record						
•	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 applica	able)			
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 applica	ble)			
Maiden name or previous last name (if applicable)						
My mother's name is unknown						

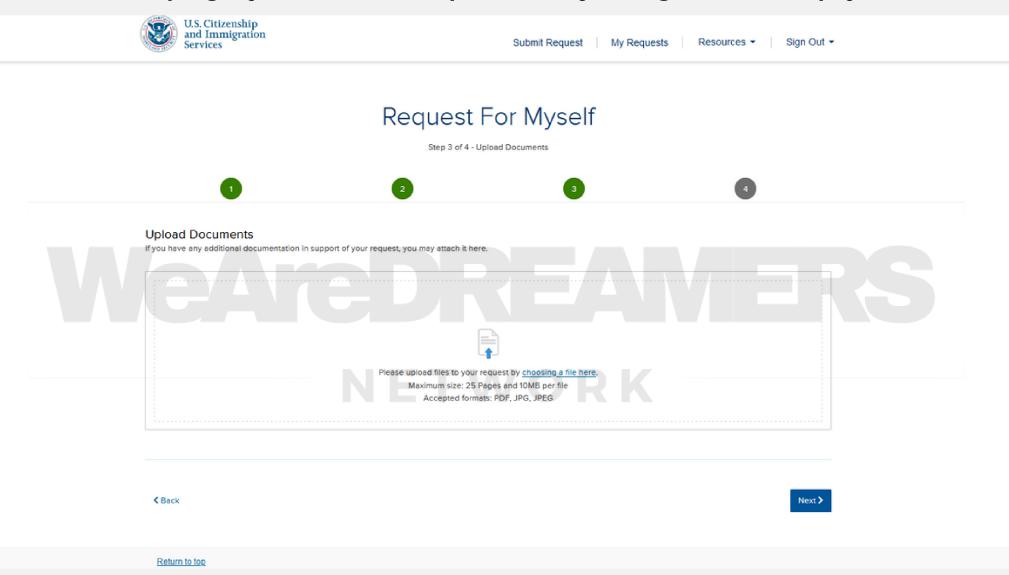


Once you scroll down you'll see this page. You will not upload anything here, simply click **NEXT**

	Given name (first name)	Middle name (if applicable)	Relationship	v
+ Add Name				
	Records Mentioning Additional F on mentioned in records we release, we redact			
Their verification of identity and signed G-28 or similar docume	d consent for us to release their information. Int with their signature.	Verification of identity must be notarized	or signed under penalty of perjury. Co	nsent may be a
	a death certificate, obituary, photograph of a rrt. This is not required if they were born more			ndex; or
		14/ O D		
		VP/OR		
	Maximum si	to your request by <u>choosing a file here</u> . ze: 25 Pages and 10MB per file		
	Accepte	d formats: PDF, JPG, JPEG		



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



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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.





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	
Signature and Notarized Affidavit or Declar 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 incur	red for search, duplication, and review of documents up to \$25. Inited States of America, that the information in this request is complete, true, and o	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 * 3/25/20	023		
< Back	s.	Submit Request >	



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.



Submit Request

My Requests

Resources *

Sign Out -

Request For Myself

Step 4 of 4 - Review



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

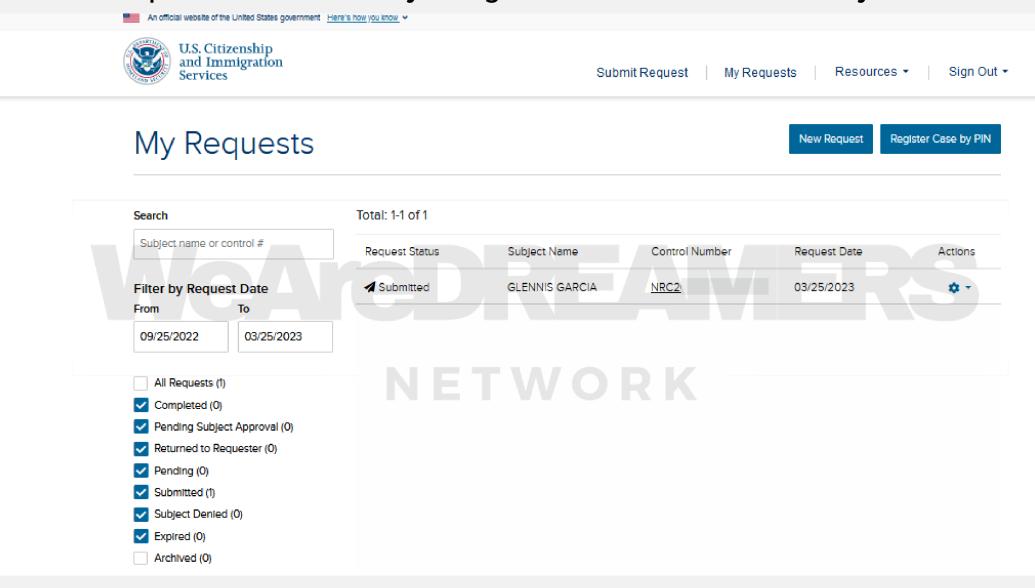
Requester Email: glennls.hoffmann@gmail.com

View My Requests



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.



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.