



AMERICAN BAR ASSOCIATION

**Defending Liberty
Pursuing Justice**

A Guide to Filing Freedom of Information Act (FOIA) and Privacy Act (PA) Requests

**If you have any questions, comments, or would like to request more legal information,
please contact us at:**

**American Bar Association
Commission on Immigration
740 Fifteenth Street, NW, 9th Floor
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Website: www.americanbar.org/immigration**

This guide, prepared by the American Bar Association (ABA) Commission on Immigration, explains the procedures to file Freedom of Information Act (FOIA) and Privacy Act (PA) requests with entities within the U.S. Department of Homeland Security, including Immigration and Customs Enforcement (ICE), Citizenship and Immigration Services (CIS) and Customs and Border Protection (CBP), as well as the process for filing FOIA and PA requests with the Executive Office for Immigration Review (EOIR), the Internal Revenue Service (IRS) for tax records, and the process for requesting federal criminal records, and state criminal records.

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American Bar Association
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740 Fifteenth Street, NW
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I. INTRODUCTION

A. What is the Freedom of Information Act?

The **Freedom of Information Act (FOIA)**, 5 USC § 552, generally states that any person has the right to request federal agency records or information. All agencies of the U.S. Government — including the Department of Homeland Security (DHS) — are required to disclose records to members of the public upon receiving a written request for such records. There are nine exemptions and three exclusions that limit what the government must disclose. However, all records are publicly available unless the requested information could be considered classified information, information relating to national security, business proprietary information, personal privacy, or investigative information.

FOIA requests can be made for all types of information held by the government, such as:

- what is in your Alien File (A File),
- the status of a complaint filed with the DHS Office of the Inspector General,
- tax returns, and
- criminal records.

FOIA applies only to federal agencies and does not create a right of access to records held by Congress, the courts, or by state or local government agencies. All states have their own statutes governing public access to state and local records. If you need information from a state agency, you will need to look at the specific state regulations for further information on how to file a request for information. We have compiled information on how to request state criminal records as a part of this guide.

B. What is the Privacy Act?

The **Privacy Act (PA)**, 5 U.S.C. § 552(a), provides Lawful Permanent Residents and United States citizens a right of access to correct or amend (change) government records that are retrieved by name or other personal identifier (for example, Social Security Number). If you are a U.S. citizen or Lawful Permanent Resident you may file a request to amend (change) incorrect information in your file. PA requests are more limited than FOIA requests, since they can only be made by Lawful Permanent Residents or U.S. citizens who are seeking information about themselves.

C. Basic Tips for All FOIA and PA Requests

PLEASE NOTE: ALL FOIA REQUESTS MUST BE SUBMITTED IN WRITING.

- Each agency responds to requests for its own records. Therefore, before sending a request, you should determine whether the agency is likely to have the records you are seeking.
- Requests must be for access to **existing records**. The FOIA /PA Program Offices will not "create" records in order to respond to a FOIA or PA request. What you are requesting must already exist in the agency records.
- Each government agency has its own policies for filing a request, so make sure you are using the appropriate forms and documents.
- If you seek information regarding third parties, either a written authorization signed by that individual permitting disclosure of those records to you, or proof that that individual is deceased (for example, a death certificate or an obituary) will help the processing of your request.
- For information relating to a child, you must provide proof of parentage or guardianship by providing a copy of a birth certificate showing parentage or a court order establishing guardianship.

D. What to Expect After Filing

All federal agencies are required to respond to a FOIA request within 20 business days, excluding Saturdays, Sundays, and legal holidays. This period does not begin until the request is actually received by the FOIA office that maintains the records you are requesting. Please note that an agency is not required to send the actual documents by the last business day; it can send you a letter informing you of its decision and then send out the documents within a reasonable time after informing you of the decision on your request.

Under FOIA, agencies may extend response time for an additional ten business days when: (1) the office needs to collect responsive records from field offices; (2) the request involves a "voluminous" amount of records which must be located, compiled and reviewed; or (3) the office must consult with another agency which has a substantial interest in the responsive material or among two or more other offices. When a time extension is needed, the office may notify you of this in writing and offer you the opportunity to modify or limit your request. Alternatively, you may agree to a different timetable for the processing of your request. Sometimes it will take significantly longer than 20 business days to receive a response.

II. WHERE AND HOW TO FILE YOUR FOIA OR PA REQUEST WITH THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS)

If you are requesting information from DHS Citizenship and Immigration Services (USCIS) or any other DHS sub-agency such as Customs and Border Protection (CBP), or Immigration and Customs Enforcement (ICE) it is recommended that you use **Form G-639 Freedom of Information/Privacy Act Request**. A copy of the form with instructions is included at **Appendix A**.

A. Filing a FOIA/ PA Request with Immigration and Customs Enforcement (ICE)

What information can I request from ICE?

- Records on noncitizens or detainees
- Information pertaining to human trafficking or smuggling
- Information pertaining to gangs
- Information pertaining to arrest reports or other records pertaining to ICE investigations
- Information pertaining to detention facilities
- Information pertaining to ICE contracts
- Statistics on specific detention and removal facilities

How do I file a FOIA request with ICE?

1. The request must be in writing, including a daytime phone number so that the FOIA Office may contact you.
2. Provide as much information as possible on the subject matter; this will help speed up the search process. **USCIS Form G-639** may be used to file a request. Instructions and a sample form are attached at **Appendix A**.
3. For a PA request: you **MUST** mark the request “Privacy Act” and include information to verify your identity, including your full name, your current address, and your date and place of birth. To facilitate the identification and retrieval of requested records, requests should also contain your social security number (SSN) and/or alien number (A #) or employee identification number (EIN).
4. For a FOIA or PA request: you **must include** an “**AFFIRMATION/DECLARATION**” form (attached at **Appendix B**) indicating your name, date of birth, name and address of the person you want your records disclosed to (only if you do not want the records sent to you personally). If you are in detention, it is recommended that you request that your FOIA records be sent to a third party since records are frequently released as a CD. Most detention facilities will not accept a CD through the mail.

By signing the Affirmation/ Declaration form, you indicate that you understand that knowingly or willingly seeking or obtaining access to records about another person making false statements and/or without their consent is punishable by a fine of up to \$5,000.

5. Mail your request to:

U.S. Immigration and Customs Enforcement
Freedom of Information Act Office
500 Twelfth Street, SW Stop 5009
Washington, DC 20536-5009

6. Requests can also be sent by fax to (202) 732-0660, or emailed to ICE-FOIA@dhs.gov.

Who can I contact regarding my request?

- You can call: (202) 732-0600 or (866) 633-1182
- Questions may be emailed to ICE-FOIA@dhs.gov.

PLEASE NOTE: A request includes an agreement to pay any applicable fees that may be charged up to \$25 without notice. Most requests do not require any fees; however, if fees exceed \$25, the ICE FOIA Office will notify you before incurring the expense.

B. Filing a FOIA/PA Request with U.S. Citizenship and Immigration Services (USCIS)

What information can I request from USCIS?

- Copy of your Alien file (A File), including all prior applications and filings, as well as records pertaining to your immigration detention
- Asylum application files
- Genealogy records (immigration records related to your family history, for example naturalization certificate files)
- Certification of a nonexistence of a record

How do I file a request with USCIS?

1. For USCIS requests, **it is suggested that you use the USCIS Form G-639** (attached at **Appendix A**).
2. Include as much identifying information as possible, such as your full name, Alien registration number, place of birth, date of birth, name of one parent.
3. **You must include** an “**AFFIRMATION/DECLARATION**” form (attached at **Appendix B**) indicating your name, date of birth, name and address of the person you want your records disclosed to (**only** if you do not want the records sent to you personally). You must sign the request.

By signing the Affirmation/Declaration form, you indicate that you understand that knowingly or willingly seeking or obtaining access to records about another person making false statements and/or without their consent is punishable by a fine of up to \$5,000.

4. Multi-track processing: USCIS uses a three-track processing system.
 - a. Track 1 is for less complex cases where only one or a few specific documents from the file are requested.
 - b. Track 2 is for more complex cases such as complete files.
 - c. Track 3 is an accelerated track for cases involving individuals whose cases are before an immigration judge. In order to receive Track 3 priority processing, you must include one of the following documents with the FOIA request:
 - Form I-862, Notice to Appeal, documenting a future scheduled date of the subject's hearing before the immigration judge; or
 - Form I-122, Order to Show Cause, documenting a future scheduled date of the subject's hearing before the immigration judge; or
 - Form I-863, Notice of referral to Immigration Judge; or
 - A written notice of continuation of a future scheduled hearing before the immigration judge.
5. Mail your FOIA/PA request to the following locations, based on the type of record you are seeking:

For a Copy of Your Alien File (A File):

U.S. Citizenship and Immigration Services
National Records Center, FOIA/PA Office
P. O. Box 648010
Lee's Summit, MO 64064-8010
Or submit via email: uscis.foia@dhs.gov

For Certification of Nonexistence of a Record:

U.S. Citizenship and Immigration Services
ATTN: Records Service Branch
1200 First Street, NE, 2nd Floor
Washington, DC 20529-2204

Who can I contact regarding my request?

The National Customer Service Unit operates a call center to answer questions about filing a request, provide status updates of pending requests, and otherwise provide assistance in obtaining records from USCIS. The phone number to reach a call center representative is 1-800-375-5283. You may also fax inquiries to the National Records Center at (816) 350-5785, or email your questions to uscis.foia@dhs.gov.

C. Filing a FOIA/ PA Request with U.S. Customs and Border Protection (CBP)

What information can I request from CBP?

- Records regarding Border Patrol operations, activities and interactions
- Documents associated with traveling to and from the U.S., secondary searches or other travel-related issues (*see DHS TRIP section below*)

How do I file a request with CBP?

1. There is no specific form required by CBP. Verify that CBP has the record you would like to request and prepare a clearly written, either handwritten or typed, request including the following information:
 - Name
 - Date of birth/Dates of birth you may have used
 - Address
 - Consent (if a third party is submitting the request)
 - Parental consent (if you are a minor)
 - Sworn declaration under penalty of perjury or notarized affidavit of identity
 - Death certificate, news article, or obituary (if you are requesting information of a deceased person)
 - Phone number
2. If possible, please include a daytime phone number with your submission so that CBP may contact you. Also, include your email address if available, so that CBP may send an acknowledgement letter via email.
3. Note that if you are in detention, it is recommended that you ask that your records be sent to a third party since CBP may release your records on a CD. Many detention facilities will not accept a CD in the mail.
4. In the body of your request, please provide as much information as possible on the subject matter; this will help expedite the search process. Be as specific as possible with regard to names, dates, places, events, and subjects. Describe the individuals involved; if you do not know names, give physical descriptions.
5. In order to protect your privacy, whenever you request information about yourself, you are required to provide either a **notarized statement** or a **statement signed under penalty of perjury** (criminal consequences for lying) stating that you are the person that you claim to be. You may use the “**Affirmation/Declaration**” form attached at **Appendix B**.

6. Mail your request to:

U.S. Customs and Border Protection
FOIA Division
799 9th Street NW, Mint Annex
Washington, DC 20229-1181

Who can I contact regarding my request?

You can call the CBP FOIA office at (202) 325-0150.

D. Filing a Complaint with the Department of Homeland Security Travel Redress Inquiry Program (DHS TRIP)

It is important to understand the distinction between filing a request for records under FOIA and filing a complaint about travel-related issues or experiences with DHS TRIP.

Travel-related issues with the Department of Homeland Security (DHS) and/or CBP, such as the following examples, should be addressed to DHS TRIP:

- You feel that you were discriminated against by an officer of the Federal government OR an officer of the Department of Homeland Security based on race, disability, religion, gender, ethnicity or national origin.
- You believe the U.S. Government’s record of your personal information is inaccurate or has been misused.
- You believe you were unfairly detained during your travel experience or unfairly denied entry into the United States.
- You were not able to print a boarding pass from an airline ticketing kiosk or from the internet as a result of some type action taken by the Department of Homeland Security.
- You were denied or delayed boarding.
- A ticket agent “called someone” before handing you a boarding pass.
- You were told one of the following:
 - Your fingerprints were incorrect or of poor quality.
 - Your photo did not match the travel document.
 - Your personal information was incomplete or inaccurate.
 - You are on the “No Fly List.”
- You want to:
 - Amend a traveler record because of an overstay as a result of not submitting the required I-94 when exiting the U.S.
 - Ensure your biometric record created in US-VISIT is removed from DHS systems.

How do I file a complaint with DHS TRIP?

1. Complete the **DHS TRIP Traveler Inquiry Form** (4 pages), attached at **Appendix C**. Prepare your identity documents to include with your inquiry.
2. You may file a complaint online; the form(s) can be found at <http://www.dhs.gov/trip>. It takes just a few moments to complete the screens and submit your complaint.
3. After filing the form, you will be asked to mail supporting documentation within 30 days. You are encouraged to submit your additional documentation before the 30-day deadline to speed processing your request.

4. In order to make a request on behalf of another person, you must complete the **DHS TRIP Authorization to Release Information to Another Person** (1 page), attached at **Appendix D**.

5. Mail the completed form and copies of identity documents to:

DHS Traveler Redress Inquiry Program (TRIP)
601 S. 12th Street, TSA-901
Arlington, VA 20598-6901

As an alternative, you can email the completed form and copies of identity documents to TRIP@dhs.gov.

III. HOW AND WHERE TO FILE YOUR FOIA OR PA REQUEST FOR INFORMATION HELD BY OTHER AGENCIES

A. Filing a Request with Internal Revenue Service (IRS)

What information can I request from the IRS?

You can request specific taxpayer records, including:

- Tax return information
- Examination files

How do I file a FOIA request with IRS?

1. Identify the IRS office that is most likely to have the records you are looking for. The IRS has Disclosure Offices located across the nation that process FOIA requests for IRS records. These requests should be addressed to the office which has jurisdiction over the records sought. A list of IRS Disclosure Offices is attached at **Appendix E**, and can also be accessed at <http://www.irs.ustreas.gov/foia/index.html>.
2. The FOIA request must be in writing and signed by the person making the request (stamped signatures are not acceptable).
3. In the letter making the request, state that the request is being made under FOIA. Identify the records that are being sought as specifically as possible. If a particular document is required, it should be identified precisely, preferably by date and title, for example "Examination File for tax year 1999."
4. If you cannot name a specific record, then you should clearly explain your needs, and an IRS Disclosure Officer can help to identify a specific document that contains the information you are trying to find.
5. Include your name and address, along with a copy of your driver's license or a notarized statement swearing to your identity. You may also want to include your daytime phone number where an IRS Disclosure Manager or caseworker can contact you.
6. Your letter to the IRS must include an agreement to pay any fees which apply. The letter must state what category of requester you are, so the IRS Disclosure Officer can properly determine any applicable fees. The categories of requesters are:
 - Commercial use requester: affiliated with a private corporation requesting information for the company's business.
 - Media requester: a representative of the news media affiliated with a newspaper, magazine, television station, etc. requesting information for newsgathering and not for commercial use.

- Educational institution or non-commercial scientific institution requester: affiliated with an educational or noncommercial scientific institution requesting for a scholarly or scientific purpose and not for commercial use.
 - If submitting for your own records, “Other” requester: seeking information for non-commercial or personal use.
7. **PLEASE NOTE**: You may be required to submit proof of identity, depending on the nature of the records you are requesting.
 8. Mail your request to the **appropriate IRS Disclosure Office**. You can find a list of IRS Disclosure Offices attached at Appendix E.
 9. A **sample FOIA Request Letter to the IRS** is included at **Appendix F**.

B. Filing a Request with the Executive Office for Immigration Review (EOIR)

If you would like to obtain a copy of the Immigration Court's record, including a transcript in your case, you may be able to obtain this information by submitting a FOIA request to EOIR.

PLEASE NOTE: The Executive Office for Immigration Review (EOIR) is **NOT** part of the Department of Homeland Security. Requests regarding applications filed with DHS should not be made with EOIR and DHS forms should not be used to request records from EOIR. EOIR's FOIA Service Center is centralized and all requests for records from immigration courts must be filed at the FOIA Service Center. Requests filed with a local immigration court are not properly filed with EOIR.

For a text of applicable DOJ FOIA rules, consult the [DOJ FOIA Reference Guide](#), available upon request.

How do I file a request with EOIR?

Records are disclosed upon receipt of a written request (preferably accompanied with a completed form **DOJ-361 Certification of Identity**, attached at **Appendix G**). Requests should thoroughly describe the records sought and include identifying information such as full name and A number (if known). If the A number is not known, or the case occurred before 1988, please give date of Order to Show Cause, country of origin, and the location of the immigration hearing. To file a FOIA request, send a letter to:

Office of General Counsel
ATTN: FOIA Service Center
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 1903
Falls Church, VA 22041
(703)-605-1297

The letter should be on letterhead, if filed by an attorney, and be signed.

If you would like to request a copy of the tape of the proceedings, you must specifically mention this in your FOIA request. Many detention centers will not accept a tape in the mail, so you may want to request that your records be sent to a third party.

When a third-party requests information that is not public information, the original signature of the noncitizen is required for release of documents. Information is withheld when disclosure would constitute a clearly unwarranted invasion of personal privacy.

Except for commercial requesters, there is no charge for the first 100 pages of copies and 2 hours of search time. After the first 100 pages, a fee of \$.10 per page is charged. Search fees are charged per quarter hour; \$4.00 (clerical), \$7.00 (professional/computer operator), and \$10.25 (managerial). Fees must exceed \$14.00 before a fee is charged. Requests are deemed to constitute an agreement

to pay any applicable fees that may be chargeable up to \$25 without notice. Most requests do not require any fees; however, if fees exceed \$25.00, EOIR will notify you prior to completion of the request. EOIR will only release the records if you agree to pay the fees.

The period for determining whether to comply with a request is 20 working days (Monday-Friday), and may be extended to 30 working days when there is a need to search and collect information from a field office, or search and collect large records or when there is a need for consultation within the agency or among two or more agencies. 5 U.S.C. § 552(a)(6)(A)(i).

FOIA does not require agencies to do legal research, or provide documents that are published and offered for sale, or available on the Internet.

Expedited requests must show a compelling need such as: (1) immediate threat to the life or physical safety of an individual; (2) an urgency to inform the public concerning actual or alleged Federal Government activity if the request is made by a person primarily engaged in distributing information; (3) loss of substantial due process rights; or (4) a matter of widespread and exceptional media interest in which there exist possible questions about the government's integrity which affect public confidence.

To follow up on the status of a FOIA request, contact the EOIR Office of General Counsel at (703) 605-1297. Additional information on FOIA procedures can be found in the DOJ FOIA Reference Guide, available at <http://www.justice.gov/eoir/mainfoia.html>.

Appeals must be sent within 60 days of receipt of a FOIA response by the Executive Office of Immigration Review, to:

Office of Information Policy (OIP)
United States Department of Justice
1425 New York Avenue, NW
Suite 11050
Washington, DC 20530-0001

Please note that this address is for appeals of FOIA/ PA requests only.

C. Filing a FOIA Request for Federal Criminal Records

Federal criminal records are in the custody of the Federal Bureau of Investigation (FBI); the FBI Criminal Justice Information Services (CJIS) processes record requests.

What information can I request from the FBI?

Criminal Identification Records or Criminal Histories, commonly known as “rap sheets,” contain conviction and, often, arrest information on a specific individual.

The person who is the subject of an FBI Identification Record, or criminal history record, may obtain a copy of his or her own Record for review or to challenge information on the Record. **Only the subject (person involved) can request a copy of his or her own Record.**

How do I file a FOIA request with FBI?

1. Complete the **FBI Form I-783, Applicant Information Form**, attached at **Appendix H**. Include your complete mailing address, telephone number, and/or email address, if available. If you have a deadline (for example, an immigration deadline), include the deadline in your application and on the outside of the envelope.

All persons involved in the request must sign the form, for example both members of a married couple must sign if requesting their files.

2. Obtain proof of identity, which consists of a set of your fingerprints (original card; no copies), with your name, date of birth and place of birth. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes.

Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician (available at a Law Enforcement Agency or police station). Fingerprints taken by untrained individuals will likely be rejected as unreadable.

PLEASE NOTE: Previously processed fingerprint cards will not be accepted.

3. Include \$18 U.S. dollars in the form of money order or certified check made payable to the “Treasury of the United States.” You may pay by credit card using this form:
<http://www.fbi.gov/about-us/cjis/background-checks/credit-card-payment-form/view>

NOTES:

- Be sure to sign where required.
- No personal checks or cash will be accepted.
- You must pay the exact amount.
- Include \$18 for each person, if for a couple (\$36), family (\$18 for each individual).

- If paying by credit card, you must include the completed credit card payment form (the web address for the form is above).
- Credit cards cannot be used for expedited mail services.

4. Mail all items to the following address:

Federal Bureau of Investigation
CJIS Division
Attention: Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

D. Filing a FOIA Request for State Criminal Records

The FBI does not maintain records of state and local criminal investigations and records of crimes that are not under federal jurisdiction. To request your record for state police criminal convictions, contact the following office in your state:

Alabama

Alabama Bureau of Investigation
Department of Public Safety
301 South Ripley Street
Montgomery, AL 36104-1511
(334) 353-1100

Or mailing address: Alabama Bureau of Investigation
Department of Public Safety
P.O. Box 1511
Montgomery, AL 36102-1511

Alaska

Criminal Records and Identification Bureau
Department of Public Safety
5700 East Tudor Road
Anchorage, AK 99507-1225
(907) 269-5767

Arizona

Records and Identification Bureau
Arizona Department of Public Safety
Post Office Box 6638, Mail Drop 2050
Phoenix, AZ 85005-6638
(602) 223-2222

Arkansas

State Identification Bureau
Arkansas State Police
One State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8500

California

Bureau of Criminal Information and Analysis
California Department of Justice
Room G-118
4949 Broadway
Sacramento, CA 95820-1528
(916) 227-3849

Colorado

Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Lakewood, CO 80215-8001
(303) 239-4208

Connecticut

Criminal Justice Information Systems
Department of Public Safety
1111 Country Club Road
P.O. Box 2794
Middletown, CT 06457-9294
(860) 685-8480

Department of Emergency Services and Public Protection
State Police Bureau of Identification
1111 Country Club Road
Middletown, CT 06457

Delaware (three different addresses to three counties in Delaware: Sussex, Kent & New Castle, the address below is for the Main Headquarters)

Delaware State Bureau of Identification
1441 North Dupont Highway
Post Office Box 430
Dover, DE 19903-0430
(302) 739-5871

District of Columbia

Metropolitan Police Department
Public Documents Unit
ATTN: Accident/Incident Reports
300 Indiana Avenue NW, Room 3075
Washington, DC 20001
(202) 727-4357

Florida

Criminal Justice Information Services
Florida Department of Law Enforcement
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 410-8109

Georgia

Georgia Crime Information Center
Georgia Bureau of Investigation
Post Office Box 370808
Decatur, GA 30037-0808
(404) 244-2639

Hawaii

Hawaii Criminal Justice Data Center
Attn: CHRC Unit
465 South King Street, Room 102
Honolulu, HI 96813-2911
(808) 587-3110

Idaho

Bureau of Criminal Identification
700 South Stratford Drive, Suite 120
Meridian, ID 83642-6202
(208) 884-713

Illinois

Bureau of Identification
Illinois State Police
260 North Chicago Street
Joliet, IL 60431-1060
(815) 740-5160

Indiana

Indiana State Police
100 North Senate Avenue, RM# N302
Indianapolis, IN 46204-2259
(317) 233-5424

Iowa

Iowa Division of Criminal Investigation
215 East 7th Street
Des Moines, IA 50319
(517) 725-6066

Kansas

Kansas Bureau of Investigation
Attn: Criminal History Records Section
1620 Southwest Tyler Street
Topeka, KS 66612-1837
(785) 296-8200

Kentucky

Kentucky State Police Headquarters
919 Versailles Road
Frankfort, KY 40601
(502) 782-1800

Louisiana

Louisiana State Police
Department of Public Safety
Post Office Box 66614, Mail Slip A-6
Baton Rouge, LA 70896-6614
(225) 925-6095

Maine

Maine State Police
State Bureau of Identification
State House Station #42
Augusta, ME 04333-0042
(207) 624-7240

Maryland

Department of Public Safety & Correctional
Services
Post Office Box 32708
Pikesville, MD 21282-2708
(888) 795-0011

Massachusetts

Massachusetts State Police
59 Horse Pond Road
Sudbury, MA 01776
(508) 358-3170

Michigan

Michigan State Police
333 South Grand Avenue
Post Office Box 30634
Lansing, MI 48909-0634
(517) 241-0606

Minnesota

Minnesota Department of Public Safety
1430 Maryland Avenue East
Saint Paul, MN 55106
(651) 793-7000

Mississippi

Mississippi Department of Public Safety
Post Office Box 958
Jackson, MS 39205-0958
(601) 933-2600

Missouri

Missouri State Highway Patrol
1510 East Elm Street
Post Office Box 568
Jefferson City, MO 65102-9500
(573) 526-6153

Montana

Montana Department of Justice
303 North Roberts Street, Room 460
Post Office Box 201403
Helena, MT 59620-1403
(406) 444-3625

Nebraska

Nebraska State Patrol
Post Office Box 94907
State House Station
Lincoln, NE 68509-4907
(402) 471-4545

Nevada

Nevada Department of Public Safety
Suite 100
333 West Nye Lane
Carson City, NV 89703
(775) 684-6262

New Hampshire

New Hampshire State Police
New Hampshire Department of Safety
33 Hazen Drive
Concord, NH 03305
(603) 271-2538

New Jersey

New Jersey State Police
Post Office Box 7068
West Trenton, NJ 08628-0068
(609) 882-2000

New Mexico

Law Enforcement Records Bureau
Department of Public Safety
Post Office Box 1628
Santa Fe, NM 87504-1628
(505) 827-9192

New York

New York State Division of Criminal Justice
Services
4 Tower Place
Albany, NY 12203-3702
(800) 262-3257

North Carolina

State Bureau of Investigation
North Carolina Department of Justice
Post Office Box 29500
Raleigh, NC 27626-0500
(919) 662-4509

North Dakota

Bureau of Criminal Investigation
4205 State Street
Post Office Box 1054
Bismarck, ND 58502-1054
(701) 328-5500

Ohio

Bureau of Criminal Identification and
Investigation
1560 State Route 56 SW
Post Office Box 365
London, OH 43140-0365
(740) 845-2000

Oklahoma

Criminal Identification Section
Oklahoma State Bureau of Investigation
6600 North Harvey
Oklahoma City, OK 73116-7910
(405) 848-6724

Oregon

Identification Services Section
Oregon State Police
3772 Portland Road, Northeast
Salem, OR 97301
(503) 378-3070

Pennsylvania

Bureau of Records & Identification
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5593

Rhode Island

Bureau of Criminal Identification
Department of Attorney General
150 South Main Street
Providence, RI 02903-2836
(401) 274-4400, Ext. 2107

South Carolina

South Carolina Law Enforcement Division
4400 Broad River Road
Post Office Box 21398
Columbia, SC 29221-4012
(803) 896-7005

South Dakota

South Dakota Division of Criminal
Investigation
1302 East Highway 14, Suite 5
Pierre, SD 57501-5070
(605) 773-3331

Tennessee

Records and Identification Records Section
Tennessee Bureau of Investigation
901 RS Gass Boulevard
Nashville, TN 37216-2639
(615) 744-4000

Texas

Texas Department of Public Safety
5805 North Lamar Boulevard
Post Office Box 4143
Austin, TX 78765-4143
(512) 424-2000

Utah

Utah Bureau of Criminal Identification
3888 West 5400 South
Salt Lake City, UT 84129
(801) 965-4445

Vermont

Vermont Criminal Information Center
103 South Main Street
Waterbury, VT 05671-2101
(802) 241-5225

Virginia

Criminal Justice Information Services Division
Virginia State Police
Post Office Box 27472
Richmond, VA 23261-7472
(804) 674-2000

Washington

Criminal Records Division
Washington State Patrol
Post Office Box 42633
Olympia, WA 98504-2619
(360) 534-2000

West Virginia

Criminal Records Section
West Virginia State Police
725 Jefferson Road
South Charleston, WV 25309-1698
(304) 746-2177

Wisconsin

Wisconsin Department of Justice
Division of Law Enforcement Services
17 West Main Street
Post Office Box 2718
Madison, WI 53701-2718
(608) 266-7314

Wyoming

Criminal Justice Information Section
Wyoming Division of Criminal Investigation
Rogers Building
316 West 22nd Street
Cheyenne, WY 82002
(307) 777-7181

Puerto Rico

Technical Services Bureau
Police of Puerto Rico
G.P.O. Box 70166
San Juan, PR 00936
(787) 793-1234

U.S. Virgin Islands

National Criminal History Improvement
Program
Law Enforcement Planning Commission
8172 Sub Base, Suite #3
Saint Thomas, VI 00802-5803
(340) 774-6400 Ext. 212

Guam

Deputy Chief Marshal
Guam Judicial Center
120 West O'Brien Drive
Hagatna, GU 96910
(671) 475-331

E. Other Resources

Other general sources of information about how to make a FOIA request include:

- “Your Right to Federal Records,” available for 50¢ from the Federal Consumer Information Center (FCIC), Department 320JJ, Pueblo, CO 81009 or by calling 1-888-8-PUEBLO or 1-88-878-3256. The publication can also be accessed on the FCIC website:
http://www.pueblo.gsa.gov/cic_text/fed_prog/foia/foia.htm.
- “A Citizen’s Guide on Using the Freedom of Information Act and the Privacy Act of 1974 to Request Government Records.”
The report is published by the Committee on Government Reform of the House of Representatives. It is available from the U.S. Government Printing Office, stock number 052-071-01287-7. It also can be accessed online:
http://commdocs.house.gov/committees/gro/hgo55140.000/hgo55140_0.HTM.

IV. APPENDICES

APPENDIX A

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

APPENDIX B

ICE Affirmation/Declaration Form

APPENDIX C

DHS Form 591, TRIP Traveler Inquiry Form

APPENDIX D

DHS Form 590, Authorization To Release Information To Another Person

APPENDIX E

List of IRS Disclosure Offices (prepared by the IRS)

APPENDIX F

Sample FOIA Request Letter (prepared by the IRS)

APPENDIX G

Form DOJ-361, Certification of Identity

APPENDIX H

FBI Form 1-783, Applicant Information Form

Appendix A

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

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

NOTE: Read all instructions carefully before completing this form. Applicants making false statements are subject to criminal penalties (Pub. L. 93-579.99 Stat. [5 U.S.C. 552a(i)(3)]).

Do Not Use Form G-639:

1. For status inquires, write to the USCIS office where the application was filed or call our National Customer Service Center at 1-800-375-5283.
2. For consular notification of a visa petition approval. Use Form I-824, Application for Action on an Approved Application or Petition, instead.
3. To request the return of original documents. Use Form G-884, Request for Return of Original Documents.
4. To request records of naturalization prior to September 27, 1906. Write to the clerk of court where the naturalization occurred.
5. To request information on USCIS manifest arrivals prior to December 1982. Write to the National Archives.
6. To obtain proof of status (i.e., Social Security benefit, Selective Service requirement).

Where Should I Submit My FOIA/PA Request?

Freedom of Information Act (FOIA) or Privacy Act (PA) requests must be submitted by mail, fax, or e-mail to the following:

**National Records Center (NRC)
FOIA/PA Office
P.O. Box 648010
Lee's Summit, MO 64064-8010
Fax: (816)350-5785
Email: uscis.foia@uscis.dhs.gov**

NOTE: Do not submit your FOIA/PA request to your local USCIS office or Service Center. USCIS processes all FOIA/PA requests at the NRC.

All FOIA or PA requests must be in writing. Form G-639 is not required to make a FOIA/PA request.

**What Information Is Needed to
Search for USCIS Records?**

Failure to provide complete and specific information as requested in **Number 2** of the form may result in a delay in processing or USCIS' inability to locate the record(s) or information requested. You may access www.uscis.gov for a description of DHS/USCIS systems of records.

Verification of Identity

Individuals requesting access to their own records must include with their request their full name, current address, date and place of birth (see **Number 4**). The request must be signed and the signature must either be notarized or submitted under penalty of perjury. If you are requesting access to the records of another individual and on behalf of that individual, you must submit this same verification of identity statement from that individual (U.S. Department of Justice Form 361, Certification of Identity may also be used), together with appropriate consent authorization of the records subject.

**Verification of Identity of Parents,
Guardians, Children, or Other Persons**

Parents or legal guardians must establish their own identity as parents or legal guardians and the identity of the child or other person being represented.

Authorization or Consent

Other parties requesting non-public information about an individual under FOIA or PA must provide proof of the consent of that person on Form G-639 or by an authorizing letter, together with appropriate verification of identity of the record subject.

Can Your Request Be Expedited?

To have your case processed ahead of other requests received previously, you must show a compelling need for your request to be expedited.

How Do You Show a Compelling Need?

A requester who seeks expedited processing must explain in detail the basis of the need and submit a separate statement that the facts stated are certified to be true and correct to the best of his or her knowledge and belief. The requester must establish that one of the following situations exists in order to receive expedited treatment of his or her FOIA/PA request:

1. 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; or
2. An urgency to inform the public about an actual or alleged Federal Government activity, if made by a person primarily engaged in disseminating information.

Fees

No fees are required until you are notified by USCIS during the processing of your request.

Except for commercial requesters, the first 100 pages of reproduction and the first two hours of search time will be provided without charge. Thereafter, for requests processed under the Privacy Act, there may be a fee of 10 cents per page for photocopy duplication.

Other costs for searches and duplication will be charged at the actual direct cost.

Fees will only be charged if the aggregate amount of fees for searches, copy, and/or review is more than \$14. If the total anticipated fees amount to more than \$250, or the same requester has failed to pay fees in the past, an advance deposit may be requested.

NOTE: If fees for a prior request are outstanding, we will not honor future requests until all fees are paid.

Fee waivers or reductions may be sought for a request that clearly will benefit the public and is not primarily in the personal or commercial interest of the requester. Such requests must include a justification.

Payment of Fees

Do not send money with this request. When USCIS instructs you to do so, submit the fees in the exact amount.

Use the following guidelines when you prepare your check or money order for your Form G-639 fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; **and**
2. Make the check or money order payable to **U.S. Department of Homeland Security.**

NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

When you provide a check as payment, you authorize USCIS to use information from your check to make a one-time electronic funds transfer (EFT) from your account or to process the payment as a check transaction. An EFT may debit your account as soon as the same day you make your payment and you will not receive your check back from your financial institution.

A charge of \$30 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn. Each remittance will be accepted subject to collection.

Routine Uses

Information will be used to comply with requests for information under **Title 5 U.S. Code 552 and 552a**. Information provided to other agencies may be for referrals, consultations, and/or to answer subsequent inquiries concerning specific requests.

Effect of Not Providing Requested Information

Providing the information requested on this form is voluntary. However, failure to furnish the information may result in our inability to comply with a request.

General Information

The Freedom of Information Act (5 U.S.C. 552) allows requesters to have access to Federal agency records, except those exempted by FOIA.

Privacy Act Statement

Authority to collect this information is contained in **Title 5 U.S. Code 552 and 552a**. The purpose of the collection is to enable USCIS to locate applicable records and to respond to requests made under the Freedom of Information and Privacy Acts.

Privacy Act of 1974 (5 U.S.C. 554a)

With certain exceptions, the Privacy Act of 1974 permits persons (U.S. citizens or permanent resident aliens) to gain access to information pertaining to themselves in Federal agency records, to have a copy made of all or any part thereof, to correct or amend such records, and to permit individuals to make requests concerning what records pertaining to themselves are collected, maintained, used, or disseminated. The PA also prohibits disclosure of any person's records without his or her written consent, except under certain circumstances as prescribed by the Privacy Act.

USCIS Forms and Information

You can get USCIS forms and immigration-related information on the USCIS Internet Web site at www.uscis.gov. You may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by telephoning our National Customer Service Center at **1-800-375-5283**

Paperwork Reduction Act

An agency may not conduct or sponsor information collection, and a person is not required to respond to a collection of information, unless Form G-639 displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 15 minutes per response. This includes the time to review the instructions, as well as complete and submit your Form G-639. 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. 1615-0102. **Do not mail your completed Form G-639 to this address.**

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

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

NOTE: Use 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. **NOTE:** If you are filing this request for records on behalf of another individual, please respond to Number 1 as it would apply to that individual.)

- Freedom of Information Act (FOIA): I am not a U.S. citizen/Lawful Permanent Resident and I am requesting my own records.
- Freedom of Information Act (FOIA): I am a U.S. citizen/Lawful Permanent Resident and I am requesting documents other than my own records.
- Privacy Act (PA): I am a U.S. citizen/Lawful Permanent Resident and I am requesting my own records.
- Amendment of Record (PA only): I am a U.S. citizen/Lawful Permanent Resident and I am requesting amendment of my own records.
- Other: _____

2. Description of Record(s) Requested:

NOTE: While you are not required to respond to all items in Number 2, failure to provide complete and specific information as requested may result in a delay in processing or an inability to locate the record(s) or information requested.

- Complete Alien File (A-File)
- Other (please specify): _____

Purpose: (Optional: You are not required to state the purpose of your request. However, doing so may assist USCIS in locating the record(s) needed to respond to your request.)

--

Family Name (Last Name)		Given Name (First 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):

Family Member's Name: Given Name (First Name)		Middle Name	Family Name (Last Name)	Relationship
Father's Name: Given Name (First Name)		Middle Name	Family Name (Last Name)	
Mother's Name: Given Name (First Name)		Middle Name	Family Name (Last Name, including Maiden Name)	
Country of Origin (Place of Departure)		Port of Entry Into the U.S.		Date of Entry (mm/dd/yyyy)
Manner of Entry (Air, Sea, Land)		Mode of Travel (Name of Carrier)		

3. Subject of Record Consent to Release Information *(Must be signed by the subject of record(s) requested.)*

By my signature, I consent to allow USCIS to release to the requester named in Number 5 (Check applicable box):

- All of my records A portion of my records *(If a portion, specify below what part, i.e., copy of application.)*

Print Name of Subject of Record _____
 Signature of Subject of Record _____ Date (mm/dd/yyyy) _____

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

4. Verification of Identity *(Required; Fill out all that apply.)*

Name of Subject of Record <i>(First, Middle, Last)</i>		Daytime Telephone	E-mail Address
Address <i>(Street Number and Name)</i>		Apt. Number	
City	State	Zip Code	
Date of Birth <i>(mm/dd/yyyy)</i>	Place of Birth		

The Subject of Record must provide a signature under either a Notarized Affidavit of Identity or a Sworn Declaration Under Penalty of Perjury:

- Notarized Affidavit of Identity
 Signature of Subject of Record _____ Date (mm/dd/yyyy) _____
 Subscribed and sworn to before me this _____ day of _____ Telephone No. _____
 Signature of Notary _____ My Commission Expires on _____

OR

- Sworn Declaration Under Penalty of Perjury

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 of Subject of Record _____

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 of Subject of Record _____

5. Requester Information

By my signature, I consent to pay all costs incurred for search, duplication and review of materials up to \$25 *(See instructions)*

Signature of Requester: _____

Name of Requester <i>(Fill out if different from the Subject of Record.)</i>		Daytime Telephone	E-mail Address
Address <i>(Street Number and Name)</i>		Apt. Number	
City	State	Zip Code	

Appendix B

ICE Affirmation/Declaration Form



**U.S. Immigration
and Customs
Enforcement**

PLEASE RETURN TO:
Immigration and Customs Enforcement
Freedom of Information Act Office
800 North Capitol Street, Suite 585
Washington, DC 20536
Via Facsimile: (202) 732-0310

AFFIRMATION/DECLARATION

This is to affirm that

I, _____,
(PRINT FULL NAME)

request access to records maintained by the U.S. Immigration and Customs Enforcement which pertain to me. My present address is:

my date of birth is: _____, and

my place of birth was: _____.

I understand that any knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine of up to \$5,000. I also understand that any applicable fees must be paid by me.

I hereby authorize _____ access to my records.
(PRINT FULL NAME)

I request that any located and disclosable records be forwarded to the following individual:

_____ at the following address:
(PRINT FULL NAME)

I hereby declare or certify under penalty of perjury that the foregoing is true and correct.

Executed on _____.
(DATE)

(SIGNATURE OF AFFIRMANT/DECLARANT)

Appendix C

DHS Form 591, TRIP Traveler Inquiry Form



I. Your Travel Experience

Thank you for contacting the Department of Homeland Security Traveler Redress Inquiry Program (DHS TRIP). Please check ALL scenarios that describe your travel experience:

- I am always subjected to additional screening when going through an airport security checkpoint
- I was denied boarding
- I was unable to print a boarding pass at the airport kiosk or at home
- I am directed to the ticket counter every time I fly
- The airline ticket agent stated that I am on a Federal Government Watch List
- I was detained during my travel experience
- A ticket agent took my identification and called someone before handing me a boarding pass
- I missed my flight while attempting to obtain a boarding pass
- I am repeatedly referred for secondary screening when clearing U.S. Customs and Border Protection
- I was denied entry into the United States
- I am a foreign student or exchange visitor who is unable to travel due to my status
- I was told my fingerprints were incorrect or of poor quality
- I feel my civil rights have been violated because I was discriminated against on the basis of my race, ethnicity, religion, disability, or gender
- I feel my civil rights have been violated because my questioning or treatment during screening was abusive or coercive
- I feel my civil rights have been violated because a search of my person or property violated freedom of speech or press
- I believe my privacy has been violated because a government agent has exposed or inappropriately shared my personal information
- I was given an information sheet by a CBP Officer
- I was told by CBP at a U.S. Port of entry that my fingerprints need to be corrected by US-VISIT
- Other travel related issue

II. Personal Information

Full Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Date of Birth:	<input type="text"/>	Place of Birth:	<input type="text"/>
	<i>mm/dd/yyyy</i>		<i>City or Town/Province/Country</i>
Sex:	<input type="checkbox"/> Male	Height:	<input type="text"/>
	<input type="checkbox"/> Female	Weight:	<input type="text"/>
		Hair Color:	<input type="text"/>
		Eye Color:	<input type="text"/>

III. Contact Information

Mailing Address:	<input type="text"/>	<input type="text"/>
	<i>Street or PO Box</i>	<i>Apt No.</i>
	<input type="text"/>	<input type="text"/>
	<i>City or Town</i>	<i>State or Province</i>
	<input type="text"/>	<input type="text"/>
	<i>Zip or Postal Code</i>	<i>Country</i>
Physical Address (if different):	<input type="text"/>	<input type="text"/>
	<i>Street</i>	<i>Apt No.</i>
	<input type="text"/>	<input type="text"/>
	<i>City or Town</i>	<i>State or Province</i>
	<input type="text"/>	<input type="text"/>
	<i>Zip or Postal Code</i>	<i>Country</i>
Home Telephone:	<input type="text"/>	Work Telephone: <input type="text"/>
E-mail Address:	<input type="text"/>	



IV. Additional Information (if applicable)			
Date of Entry into U.S.:(mm/dd/yyyy)	/ /	Name of Airline or Ship:	
Port of Entry into U.S.:		Flight or Cruise Number:	
Departure Date from U.S.:	/ /	Other Names Used:	
U.S. Port of Departure:		Name at Entry into U.S.:	

V. Required Documentation and Information

U.S. citizens: Please provide a legible, unexpired copy of a U.S. passport. If you do not have a U.S. passport, please provide at least one legible, unexpired copy of a government-issued identification document from the list below, preferably a photo ID. For minors (individuals under the age of 18), a copy of a certified birth certificate is the only identity document required.

Non-U.S. citizens: Please provide legible, unexpired copies of the biographical pages of your passport/travel document, and/or copies of any U.S. government-issued travel documents.

Check the box next to the document(s) you are submitting with this form:

Documentation		Information	
<input type="checkbox"/>	Passport	Registration No.:	
		Country of Issuance:	
<input type="checkbox"/>	Passport Card	Number:	
		Place of Issuance:	
<input type="checkbox"/>	Driver's License	License No.	
		State of Issuance:	
<input type="checkbox"/>	Birth Certificate	Registration No.	
		Place of Issuance:	
<input type="checkbox"/>	Military Identification Card	Number:	
		Check one: <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> Coast Guard	
<input type="checkbox"/>	Government Identification Card	Number:	
		Check one: <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	
<input type="checkbox"/>	Certificate of Citizenship	Number:	
		Place of Issuance:	
<input type="checkbox"/>	Naturalization Certificate	Number:	
		State of Issuance	
		Date: (mm/dd/yyyy)	/ /
<input type="checkbox"/>	Immigrant/Non-immigrant Visa	Number:	
<input type="checkbox"/>	Alien Registration	Number:	
		Date: (mm/dd/yyyy)	/ /
<input type="checkbox"/>	Petition or Claim Receipt	Number:	
		Date: (mm/dd/yyyy)	/ /
<input type="checkbox"/>	I-94 Admission	Number:	
		Date: (mm/dd/yyyy)	/ /
<input type="checkbox"/>	FAST	Number:	
		Date: (mm/dd/yyyy)	/ /
<input type="checkbox"/>	SENTRI	Number:	
		Date: (mm/dd/yyyy)	/ /



<input type="checkbox"/>	NEXUS	Number: Date: (mm/dd/yyyy)	/ /
<input type="checkbox"/>	Border Crossing Card	Number: Date: (mm/dd/yyyy)	/ /
<input type="checkbox"/>	SEVIS	Number: Date: (mm/dd/yyyy)	/ /

VI. Incident Details

Please briefly describe your travel experience:

VII. Acknowledgement

The information I have provided on this application is true, complete, and correct to the best of my knowledge and is provided in good faith. I understand that knowingly and willfully making any materially false statement, or omission of a material fact, on this application can be punished by fine or imprisonment or both (see section 1001 of Title 18 United States Code).

I understand the above information and am voluntarily submitting this information to the Department of Homeland Security.

Date:	Full Name:	Signature:
<input type="text"/>	<input type="text"/>	<input type="text"/>

PAPERWORK REDUCTION ACT STATEMENT: Through this information collection, DHS is gathering information about you to conduct redress procedures, as an individual who believes he or she has been (1) denied or delayed boarding, (2) denied or delayed entry into or departure from the United States as a port of entry, or (3) identified for additional screening at our Nation’s transportation hubs, including airports, seaports, train stations and land borders. The public burden for this collection of information is estimated to be five minutes. This is a voluntary collection of information. If you have any comments on this form, you may contact the Transportation Security Administration, Office of Transportation Security Redress, TSA-901, 601 South 12th Street, Arlington, VA 20598-6901. An agency may not conduct or sponsor, and persons are not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number assigned to this collection is 1652-0044.

PRIVACY ACT NOTICE AUTHORITY: Title IV of the Intelligence Reform and Terrorism Prevention Act of 2004 authorizes DHS to take security measures to protect travel, and under Subtitle B, Section 4012(1)(G), the Act directs DHS to provide appeal and correction opportunities for travelers whose information may be incorrect. Principal Purposes: DHS will use this information in order to assist you with seeking redress in connection with travel. Routine Uses: DHS will use and disclose this information to appropriate governmental agencies to verify your identity, distinguish your identity from that of another individual, such as someone included on a watch list, and/or address your redress request. Additionally, limited information may be shared with non-governmental entities, such as air carriers, where necessary for the sole purpose of carrying out your redress request. Disclosure: Furnishing this information is voluntary; however, the Department of Homeland Security may not be able to process your redress inquiry without the information requested.



**Homeland
Security**

Traveler Inquiry Form

Please mail or e-mail your completed Traveler Inquiry Form and copies of identity documents to the Department of Homeland Security.

Mailing Instructions

Please mail the completed form and copies of identity documents to:

DHS Traveler Redress Inquiry Program (TRIP) 601 South 12th Street, TSA-901 Arlington, VA 20598-6901

E-mailing Instructions

Please e-mail the completed form and copies of identity documents to:

TRIP@dhs.gov

Appendix D

DHS Form 590, Authorization To Release Information To Another Person

**DEPARTMENT OF HOMELAND SECURITY
AUTHORIZATION TO RELEASE INFORMATION TO ANOTHER PERSON**

Please complete this form to authorize the Department of Homeland Security (DHS) or its designated DHS Component element to disclose your personal information to another person. You are asked to provide your information only to facilitate the identification and processing of your request. Without your information DHS or its designated DHS Component element may be unable to process your request.		
SECTION I. Personal Information		
Name		
Address		
City	State	Zip Code
Country	Telephone Number(s)	
Date of Birth	Place of Birth (city, state, country)	
SECTION II. Representative Information		
Name		
Address		
City	State	Zip Code
Country	Telephone Number(s)	

Pursuant to the Privacy Act of 1974 (5 U.S.C. §552a(b)), I authorize DHS and/or its DHS Component elements to release any and all information relating to my redress request to my representative .

Pursuant to 28 U.S.C. §1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above in Section I. I understand that falsification of this statement is punishable under the provisions of 18 U.S.C. §1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years, or both.

Signature _____

Date _____

PRIVACY ACT STATEMENT:

AUTHORITY: Title IV of the Intelligence Reform and Terrorism Prevention Act of 2004 authorizes DHS to take security measures to protect travel, and under Subtitle B, Section 4012(1)(G), the Act directs DHS to provide appeal and correction opportunities for travelers whose information may be incorrect.

PRINCIPAL PURPOSE(S): DHS will use this information in order to assist you with seeking redress in connection with travel.

ROUTINE USE(S): DHS will use and disclose this information to appropriate governmental agencies to verify your identity, distinguish your identity from that of another individual, such as someone included on a watch list, and/or address your redress request. Additionally, limited information may be shared with non-governmental entities, such as air carriers, where necessary for the sole purpose of carrying out your redress request.

DISCLOSURE: Furnishing this information is voluntary; however DHS may not be able to process your redress request without the information requested.

Appendix E

List of IRS Disclosure Offices (prepared by the IRS)

IRS Disclosure Offices

FOIA requestors may have questions or want to know the status of their request. Initial inquiries should be directed to the FOIA Requestor Service Center where the request was submitted.

Following response from the Center staff, FOIA requestors who require more information or assistance may contact the IRS Disclosure Manager, who serves as the FOIA Public Liaison for that Center.

The Public Liaison can assist with reducing delays, explaining the status of the request, and resolving disputes. The Service Center and Public Liaison may be reached at the contact number provided for each Disclosure Office.

If you live in:	Mail your request to:
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont <i>Public Liaison: Ron Mele</i> <i>Phone: 860-756-4430</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Delaware, New Jersey, New York, Pennsylvania <i>Public Liaison: Jeffrey Austin</i> <i>Ph: 215-861-1919</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Illinois, Indiana, Maryland, Wisconsin, Outside the U.S. (International and U.S. Territories) <i>Public Liaison: Lynda Dyer</i> <i>Ph: 312-566-3522</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
District of Columbia, Kentucky, Michigan, Ohio, West Virginia <i>Public Liaison: Ava Littlejohn</i> <i>Ph: 513-263-3900</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Florida, North Carolina, South Carolina, Virginia <i>Public Liaison: Paula Curren</i> <i>Ph: 904-665-1175</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Alabama, Arkansas, Georgia, Mississippi, Tennessee <i>Public Liaison: Diana Church</i> <i>Ph: 615-250-5004</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006

If you live in:	Mail your request to:
Texas, Oklahoma, Louisiana <i>Public Liaison: Stephanie Young</i> <i>Ph: 512-460-4433</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, Wyoming <i>Public Liaison: Melba Tyson</i> <i>Ph: 314-612-4390</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Idaho, Montana, North Dakota, Oregon, South Dakota, Utah, Washington <i>Public Liaison: Theresa Gates</i> <i>Ph: 206-220-5678</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Arizona, Hawaii, Nevada, New Mexico <i>Public Liaison: Klaudia Villegas</i> <i>Ph: 213-833-1219</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
Alaska, California <i>Public Liaison: Celeste Neal</i> <i>Ph: 510-637-2312</i>	Internal Revenue Service Disclosure Scanning Operation - Stop 93A Post Office Box 621506 Atlanta GA 30362-3006
If you are requesting IRS Headquarters Office records not available on the electronic Reading Room site, mail your request to: <i>Public Liaison: Bertrand Tzeng</i> <i>Ph: 202-821-2207</i>	IRS FOIA Request HQ FOIA Stop 211 2385 Chamblee Tucker Road Chamblee, GA 30341

Page Last Reviewed or Updated: 16-oct.-2012

Available at <http://www.irs.gov/uac/IRS-Disclosure-Offices>.

Appendix F

Sample FOIA Request Letter (prepared by the IRS)

Sample FOIA Letter

- (1) Your name or your company's name
Your address or your company's address
Your phone number (optional)
Date
- (2) Internal Revenue Service
[Your local Disclosure Office address; See [IRS Disclosure Offices](#) for address list]

Dear Disclosure Officer:

- (3) This is a request under the Freedom of Information Act.
- (4) I request that a copy of the following documents (identify the documents or information as specifically as possible) be provided to me. I do not wish to inspect the documents first.
- (5) In order to determine my status for the applicability of fees, you should know that I am (insert a suitable description of the requester and the purpose of the request).

[Sample requester descriptions (**please choose only one** if applicable):

A **Media Requester**: a representative of the news media affiliated with the XXXX newspaper (magazine, television station, etc.), and this request is made as part of newsgathering and not for a commercial use.

An **Educational Institution Requester** or a **Non-Commercial Scientific Institution Requester** affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

A **Commercial-Use Requester** affiliated with a private corporation, seeking information for use in the company's business.

An **“Other” Requester** seeking information for non-commercial or personal use.]

- (6) As proof of identity I am including a photocopy of my driver’s license, notarized declaration, sworn statement, etc. (See [“To Establish Identity and Right to Access”](#))
- (7) I am willing to pay fees for this request up to a maximum of \$XX. If you estimate that the fees will exceed this limit, please inform me first.
- (8) Thank you for your consideration of this request.
Sincerely,

[your signature]

Appendix G

Form DOJ-361, Certification of Identity



Privacy Act Statement. In accordance with 28 CFR Section 16.41(d) personal data sufficient to identify the individuals submitting requests by mail under the Privacy Act of 1974, 5 U.S.C. Section 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of U.S. Department of Justice systems of records are not wrongfully disclosed by the Department. Requests will not be processed if this information is not furnished. False information on this form may subject the requester to criminal penalties under 18 U.S.C. Section 1001 and/or 5 U.S.C. Section 552a(i)(3).

Public reporting burden for this collection of information is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Suggestions for reducing this burden may be submitted to the Office of Information and Regulatory Affairs, Office of Management and Budget, Public Use Reports Project (1103-0016), Washington, DC 20503.

Full Name of Requester ¹ _____

Citizenship Status ² _____ Social Security Number ³ _____

Current Address _____

Date of Birth _____ Place of Birth _____

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.

Signature ⁴ _____ Date _____

OPTIONAL: Authorization to Release Information to Another Person

This form is also to be completed by a requester who is authorizing information relating to himself or herself to be released to another person.

Further, pursuant to 5 U.S.C. Section 552a(b), I authorize the U.S. Department of Justice to release any and all information relating to me to:

Print or Type Name

¹ Name of individual who is the subject of the record(s) sought.

² Individual submitting a request under the Privacy Act of 1974 must be either "a citizen of the United States or an alien lawfully admitted for permanent residence," pursuant to 5 U.S.C. Section 552a(a)(2). Requests will be processed as Freedom of Information Act requests pursuant to 5 U.S.C. Section 552, rather than Privacy Act requests, for individuals who are not United States citizens or aliens lawfully admitted for permanent residence.

³ Providing your social security number is voluntary. You are asked to provide your social security number only to facilitate the identification of records relating to you. Without your social security number, the Department may be unable to locate any or all records pertaining to you.

⁴ Signature of individual who is the subject of the record sought.

Appendix H

FBI Form 1-783, Applicant Information Form

APPLICANT INFORMATION FORM**PRIVACY ACT STATEMENT**

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of criminal history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

Applicant Information* Denotes Required Fields

*Last Name

*First Name

Middle Name 1

Middle Name 2

*Date of Birth

Last Four Digits of Social Security Number

Applicant Home Address

*Address

*City

*State

*Postal (Zip) Code

*Country

Phone Number

E-Mail

U.S. Citizen or Legal Permanent Resident

Yes

No

Country of Citizenship:

Country of Residence:

Mail Results to Address

C/O

ATTN

Address

City

State

Postal (Zip) Code

Country

Phone Number (if different from above)

Payment Enclosed (please check appropriate box)

CASHIER'S CHECK

MONEY ORDER

CREDIT CARD FORM

Number of Copies**X \$18 per Copy = Total Payment of \$**

Enclosed

Reason for Request

APPLICANT SIGNATURE*DATE**

You may request a copy of your own identification record to review it or obtain a change, correction, or an update to the record.