

**G-639, Freedom of Information/  
Privacy Act Request**Department of Homeland Security  
U.S. Citizenship and Immigration Services**NOTE:** The completion of this form is optional. Any written format for Freedom of Information or Privacy Act requests is acceptable.**START HERE - Please type or print in black ink. Read instructions before completing this form.****1. Type of Request:** (Check appropriate box.)

- Freedom of Information Act (FOIA). (Complete all items except **Number 6**.)
- Privacy Act (PA). (**Number 6** must be completed in addition to all other applicable items.)
- Amendment. (PA only. **Number 5** must be completed in addition to all other applicable items.)

**2. Requester Information.**

Name of Requester: (Last, First and Middle Names)		Date (mm/dd/yyyy)	Daytime Telephone: ( )
Address (Street Number and Name):			Apt. Number:
City:	State:	Zip Code:	

**By my signature, I consent to the following:**Pay all costs incurred for search, duplication and review of materials up to **\$25.00**, when applicable. (See Instructions.)

Signature of requester: \_\_\_\_\_

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

**3. Consent to Release Information.** (Complete if name is different from Requester). (**Numbers 7 and 8** must be completed.)

Print Name of Person Giving Consent:	Signature of Person Giving Consent: (Original signature required.)
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**By my signature, I consent to the following:** (Check applicable boxes.)

- Allow the Requester named in **Number 2** above:  All of my records, or  A portion of my records. (If a portion, specify what part, i.e. copy of application.)

(Consent is required for records of U. S. citizens (USC) and Lawful Permanent Residents (LPR).)

**4. Information needed to search for record(s).**

Specific information, document(s) or record(s) desired: (Identify by name, date, subject matter and location of information.)

**Purpose:** (Optional: You are not required to state the purpose of your request. However, doing so may assist USCIS to locate the records needed to respond to your request.)**5. Data Needed on Subject of Record.** (If data marked with an asterisk (\*) is not provided, records may not be located.)

* Family Name:	Given Name:		Middle Name:
* Other names used, if any:	* Name at time of entry into the U.S.:		I-94 Admissions #:
* Alien Registration Number:	* 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):			
Father's Name	First	Middle	Last
Mother's Name	First	Middle	Last (Include Maiden Name)

Country of Origin: <i>(Place of Departure)</i>	Port-of-Entry Into the U.S.:	Date of Entry:
Manner of Entry: <i>(Air, Sea, Land)</i>	Mode of Travel: <i>(Name of Carrier)</i>	U.S. Social Security Number:
Name on Naturalization Certificate:	Certificate #:	Naturalization Date:
Address on Date of Naturalization:	Court and Location:	

**6. Verification of Subject's Identity:** *(See Instructions for explanation. Check one box.)*

In-Person With ID       Notarized Affidavit of Identity       Other *(Specify)* \_\_\_\_\_

**7. Signature of Subject of Record:**

*(Original signature required)*

\_\_\_\_\_ Date: \_\_\_\_\_

Telephone No.: (     ) \_\_\_\_\_

**8. Notary:** *(Normally needed from persons who are the subject of the record sought or for a sworn declaration under penalty of perjury. See below.)*

Subscribed and sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_ in the Year \_\_\_\_\_

Signature of Notary \_\_\_\_\_ My Commission Expires on \_\_\_\_\_

**OR**

**NOTE:** *If a declaration is provided in lieu of a notarized signature, it must state at a minimum the following: (Include Notary Seal or Stamp in the appropriate space below.)*

**Executed outside U.S.**

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: \_\_\_\_\_

**Executed in U.S.**

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: \_\_\_\_\_

**(Seal/Stamp)**

**(Seal/Stamp)**