

**TABLE OF CHANGES
FORM G-639
02-04-2009**

G-639 Instructions	CURRENT VERSION	PROPOSED VERSION
<p>Page 1, Column 1 – Change title of first header</p>	<p>Are There Cases When You Should Not Use This Form?</p>	<p>Do Not Use This Form:</p>
<p>Page 1, Column 1 and 2 – Change title of second header, modify first paragraph and change addresses</p>	<p>Where Should USCIS FOIA/PA Requests Be Submitted?</p> <p>Depending on the type of record you are seeking, Freedom of Information Act (FOIA) or Privacy Act (PA) requests must be submitted by mail to the following locations:</p> <p>Alien Files</p> <p>National Record Center (NRC)P. O. Box 648010 Lee's Summit, MO 64064-8010</p> <p>Human Resources and Procurement Records</p> <p>USCIS FOIA/PA70 Kimball AvenueSouth Burlington, Vermont 05403-6813</p> <p>Remaining USCIS Records and Border Patrol Records</p> <p>USCIS National Record Center FOIA Division P.O. Box 648010 Lee's Summit, MO 64064-5570</p> <p>The envelopes containing your request must be clearly marked "Freedom of Information" or "Privacy Act Request."</p> <p>NOTE: Do not submit your FOIA/PA request to your local USCIS office or Service Center.</p>	<p>Where Should I Submit My FOIA/PA Request?</p> <p>Depending on the type of record you are seeking, Freedom of Information Act (FOIA) or Privacy Act (PA) requests must be submitted by mail or fax to the following locations:</p> <p>Alien Files, Procurement Information, and Other USCIS Records</p> <p>National Records Center (NRC) FOIA/PA Office P.O. Box 648010 Lee's Summit, MO 64064-8010 Fax: (816)350-5785</p> <p>Human Resources</p> <p>Customs and Border Protection Burlington Human Resources Office 70 Kimball Avenue South Burlington, Vermont 05403-6813</p> <p>The envelopes containing your request must be clearly marked "Freedom of Information" or "Privacy Act Request."</p> <p>All FOIA or PA requests must be in writing whether Form G-639 is used for that purpose or not.</p> <p>NOTE: Do not submit your FOIA/PA request to your local USCIS office or Service Center.</p>

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<p>Page 1, Column 2 – Remove part titled “Verification of Identity in Person”</p>	<p>Verification of Identity in Person</p> <p>Requesters appearing in person for access of their records may identify themselves by showing a document bearing a photograph (such as a Permanent Resident Card, Form I-551; Naturalization Certificate or passport) or two items that bear their name and address (such as a driver's license and voter registration card).</p>	<p>[Deleted]</p>
<p>Page 1, Column 2 – Modify parts of paragraph 1 and 2 under part titled “Verification of Identity by Mail”</p>	<p>Requesters wanting access of their records must identify themselves by name, current address, date and place of birth, and alien registration or employee identification number.</p> <p>A notarized example of their signature or sworn declaration under penalty of perjury must also be provided. (Form G-639 or a U.S. Department of Justice Form 361, Certification of Identity, may also be used.)</p>	<p>Requesters wanting access to their records must identify themselves by name, current address, date and place of birth, and alien registration number.</p> <p>A notarized signature of the requester or a sworn declaration under penalty of perjury must also be provided (Form G-639 or a U.S. Department of Justice Form 361, Certification of Identity, may also be used).</p>
<p>Page 2, Column 1 – Modify paragraph under part titled “Authorization or Consent”</p>	<p>Other parties requesting nonpublic information about an individual usually must have the consent of that person on Form G-639 or by an authorizing letter, together with appropriate verification of identity of the record subject. A notarized or sworn declaration is required from a record subject who is a lawful permanent resident or U.S. citizen, and for access to certain legalization files.</p>	<p>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. A notarized or sworn declaration is required from a record subject who is a lawful permanent resident or U.S. citizen, and for access to certain legalization files.</p>
<p>Page 2, Column 1 – Modify paragraph under title “How Do You Show a Compelling Need?”</p>	<p>A requester who seeks expedited processing must explain in detail the basis of the need and submit a statement certified to be true and correct to the best of his or her knowledge and belief. The requester</p>	<p>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</p>

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	must also establish that one of the following situations exists:	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:
Page 2, Column 2 – Modify paragraph under title “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 when compliance will violate other policies or laws.	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.

G-639 Form	CURRENT VERSION	PROPOSED VERSION
Page 1, Note – Modify first sentence after “Note”	Completion of this form is optional.	Use of this form is optional.
Page 1, under “2. Requester Information” – Reformat signature area and modify dollar amount	By my signature, I consent to the following: Pay all costs incurred for search, duplication, and review of materials up to \$25 , when applicable (<i>See instructions</i>).	By my signature, I consent to pay all costs incurred for search, duplication and review of materials up to \$25 (<i>See instructions</i>)
Page 1, in “3. Consent to Release Information” – Modify wording in title	3. Consent to Release Information (<i>Complete if name is different from requester.</i>)	3. Consent to Release Information (<i>Complete if person is different from requester.</i>)
Page 1, in “3. Consent to Release Information” – modify checkboxes	By my signature, I consent to the following (<i>Check applicable boxes</i>): <input type="checkbox"/> Allow the requester named in Number 2 above to review: <input type="checkbox"/> All of my records, or <input type="checkbox"/> A portion of my records (If a portion, specify below what part, i.e. copy of application.)	By my signature, I consent to allow the requester named in Number 2 above to review (<i>Check applicable box</i>): <input type="checkbox"/> All of my records <input type="checkbox"/> A portion of my records (If a portion, specify below what part, i.e. copy of application.)
Page 1, under “4. Information	Specific information, document(s),	Identify the documents, records, or

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<p>Needed to Search For Record(s)” – Modify wording in first line</p>	<p>or record(s) desired (<i>Identify by name, date, subject matter, and location of information</i>):</p>	<p>information you are seeking. Be as specific as possible.</p>
<p>Page 1, in “5. Date Needed On Subject of Record” – Modify wording in title</p>	<p>5. Data Needed on Subject of Record (<i>If data marked with an asterisk (*) is not provided, records may not be located.</i>)</p>	<p>5. Data Needed On Subject of Record (Note: Items marked with an asterisk (*) must be provided if known.)</p>
<p>Page 1 and 2, in “5. Date Needed On Subject of Record” – Modify wording in request for information on names of family members, removal of SSI and naturalization information</p>	<p>Father’s Name: First, Middle, Last</p> <p>Mother’s Name: First, Middle, Last (include Maiden Name)</p> <p>Country of Origin (<i>Place of Departure</i>):</p> <p>Port of Entry Into U.S.:</p> <p>Date of Entry:</p> <p>Manner of Entry (<i>Air, Sea, Land</i>):</p> <p>Mode of Travel (<i>Name of Carrier</i>):</p> <p>U. S. Social Security Number:</p> <p>Name on Naturalization Certificate:</p> <p>Certificate #:</p> <p>Naturalization Date:</p> <p>Address on Date of Naturalization:</p> <p>Court and Location:</p>	<p>Family Member’s Name: Given Name (<i>First Name</i>), Middle Name, Family Name (<i>Last Name</i>), Relationship</p> <p>Father’s Name: Given Name (<i>First Name</i>), Middle Name, Family Name (<i>Last Name</i>)</p> <p>Mother’s Name: Given Name (<i>First Name</i>), Middle Name, Family Name (<i>Last Name</i>) (Including Maiden Name)</p> <p>Country of Origin (<i>Place of Departure</i>)</p> <p>Port of Entry Into U.S.</p> <p>Date of Entry (<i>mm/dd/yyyy</i>)</p> <p>Manner of Entry (<i>Air, Sea, Land</i>)</p> <p>Mode of Travel (<i>Name of Carrier</i>)</p>
<p>Page 2, in “7. Signature of Subject of Record” – Modify “Date”</p>	<p>Date:</p>	<p>Date (<i>mm/dd/yyyy</i>)</p>

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