

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)*

- 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 of Record (PA only) *(Number 5 must be completed in addition to all other applicable items.)*

2. Requester Information

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

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: _____

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

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

Print Name of Person/Record Subject Giving Consent	Signature of Person Giving Consent <i>(Original signature required)</i>

By my signature, I consent to allow the requester named in Number 2 above to review *(Check applicable box):*

- All of my records
- A portion of my records *(If a portion, specify below 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)

Identify the documents, records, or information you are seeking. Be as specific as possible.

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

5. Data Needed on Subject of Record *(Note: Items marked with an asterisk (*) must be provided if known.)*

*Family Name <i>(Last Name)</i>	Given Name <i>(First Name)</i>	Middle Name

5. Data Needed on Subject of Record (Continued)

*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)	

6. Verification of Subject of Record'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 (mm/dd/yyyy) _____
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 _____

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 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 _____

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 _____

Seal or Stamp

Seal or Stamp