

TABLE OF CHANGES – INSTRUCTIONS
FORM G-639
August 23, 2011

LOCATION	CURRENT VERSION	PROPOSED VERSION
Page 1, first column, #1	Form status inquires, write to the USCIS office where the application was filed or call our National Customer Service Center at 1-800-375-5283.	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.
Page 1, 1 st column	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, or e-mail to the following: locations: Alien Files, Procurement Information, and Other USCIS Records	Freedom of Information Act (FOIA) or Privacy Act (PA) requests must be submitted by mail, fax, or e-mail to the following:
Page 1, 1 st column	National Records Center (NRC) FOIA/PA Office P.O. Box 648010 Lee's Summit, MO 64064-8010 Fax: (816)350-5785 Human Resources Customs and Border Protection Burlington Human Resources Office 70 Kimball Avenue South Burlington, Vermont 05403-6813 The envelopes containing your request must be clearly marked "Freedom of Information" or "Privacy Act Request."	National Records Center (NRC) FOIA/PA Office P.O. Box 648010 Lee's Summit, MO 64064-8010 Fax: (816)350-5785 E-mail: uscis.foia@uscis.dhs.gov
Page 1, 2 nd column	NOTE: Do not submit your FOIA/PA request to your local USCIS office or Service Center.	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.
Page 1, 2 nd column	All FOIA or PA requests must be in writing whether Form G-639 is used for that purpose or not.	All FOIA or PA requests must be in writing. Form G-639 is not required to make a FOIA/PA request.
Page 1, 2 nd column	NOTE: Failure to provide complete and specific information as requested in Number 5 of the form may result in a delay in processing or USCIS' inability to locate the record(s) or information requested.	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.
Page 1, 2 nd	Verification of Identity by Mail Requesters wanting access to their records must identify themselves by name, current address, date and place of birth and alien registration number. A notarized signature of the requester or a	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

	sworn declaration under penalty of perjury must also be provided.	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.
Page 2, 1 st column	Except for commercial requesters, the first 100 pages of reproduction and 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.	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.
Page 2, 1 st column, “When Must You Submit the Payment of Fees?” Heading	“When Must You Submit the Payment of Fees?”	“Fees”
Page 2, 2 nd Column	None	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.
Page 2, 2 nd Column under General Information	The Freedom of Information Act (5 U.S.C. 522) allows requestors to have access to Federal agency records, except for those exempted by the ACT.	The Freedom of Information Act (5 U.S.C. 522) allows requestors to have access to Federal agency records, except for those exempted by FOIA.
Page 2, 2 nd Column	Moved section “Privacy Act of 1974 (5 U.S.C. 552a)”	Section “Privacy Act of 1974 (5 U.S.C. 552a)” is now on page 3, 1 st column
Page 2, 2 nd Column Last sentence in the Privacy Act Statement	The Act also prohibits disclosure of any person’s records without his or her written consent, except under certain circumstances as prescribed by the Privacy Act.	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.
Page 3, 1 st Column	To order USCIS forms, call our toll-free number at 1-800-870-3676. You can also get USCIS forms and information on immigration laws, regulations, and procedures by telephoning our National Customer Service Center at 1-800-375-5283, or visiting our Internet Web site at www.uscis.gov.	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.
Page 3, 1 st column	Use InfoPass for Appointments	This whole section should be removed. It has nothing to do with FOIA. All FOIA processing is done at the NRC, so there is no need to make an appointment at a local USCIS office.

**TABLE OF CHANGES – FORM
FORM G-639
August 23, 2011**

LOCATION	CURRENT VERSION	PROPOSED VERSION
Whole document- changed the ordering for sections. This was done to remain consistent with the FOIA/PA regulations, and to provide clarity as to who is required to sign what part of the document, as well as what type of records are needed.	<ol style="list-style-type: none"> 1. Type of Request 2. Requester Information 3. Consent to Release Information 4. Information Needed to Search for Records 5. Data Needed on Subject of Record 6. Verification of Subject of Record's Identity 7. Signature of Subject of Record 8. Notary 	<ol style="list-style-type: none"> 1. Type of Request 2. Description of Record(s) Requested 3. Subject of Record Consent to Release Information 4. Verification of Identity 5. Requester Information
Page 1, #1	<p>(Check appropriate box.) Three check boxes options:</p> <ol style="list-style-type: none"> 1. Freedom of Information Act (FOIA) (Complete all items except Number 6.) 2. Privacy Act (PA) (Number 6 must be completed in addition to all other applicable items.) 3. Amendment of Record (PA only) (number 5 must be completed in addition to all other applicable items.) 	<p>(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.) Five check box options:</p> <ol style="list-style-type: none"> 1. Freedom of Information Act (FOIA): I am not a U.S. citizen/Lawful Permanent Resident and I am requesting my own records. 2. Freedom of Information Act (FOIA): I am a U.S. citizen/Lawful Permanent Resident and I am requesting documents other than my own records. 3. Privacy Act (PA): I am a U.S. citizen/Lawful Permanent Resident and I am requesting my own records. 4. Amendment of Record (PA only): I am a U.S. citizen/Lawful Permanent Resident and I am requesting amendment of my own records. 5. Other: _____
Page 1, #2	Moved #2 "Requester Information" to Page 2.	#2 is now "Description of Records Requested", which combined original Numbers 4, 5, and 6.
Page 1, #3	Deceased subject	Checkbox has been moved to Page 2, #3, as this section deals with consent of a subject of a record.
Page 1, #4	Blank box to identify information needed to search for records.	Moved box to #2 "Description of Records Requested", and added two check boxes for "Complete Alien File (A-File)" and "Other (please specify)"
Page 2, #3 first line directly under the heading	By my signature, consent to the requestor named in Number 5 to review.	By my signature, consent to allow USCIS to release to the requestor named in Number 5.
Page 2, #3	[Check Box] A portion of my records (if a portion, specify below what part, i.e, copy of application.)	[Check Box] A portion of my records (if a portion, specify below what part, i.e, copy of application.) Adding line for specifying.

Page 2, #5	Petition or Claim Receipt #	Moved to page 1, #2: Petition/Claim Receipt #
Page 1, #5	(Note: Items marked with an asterisk (*) must be provided if known.)	This line has been removed. Numbers 4, 5, 6 have been combined into one section, #2, that asks for details on the record(s) requested. None of this information is required by the regulation, so the asterisk isn't necessary. However, a note has been added under #2 specifying that these items are not required but failure to provide complete and specific information may result in a delay in processing or inability to locate record(s).
Page 2, #7	Signature of Subject of Record	This has been changed to include all signatures for the subject of the record requested. This is the signature that will be notarized if required. The "Deceased Subject" check box has been added here, along with: <ul style="list-style-type: none"> NOTE: Consent is required for all subjects of record(s). A notarized signature or sworn declaration of the record subject is required if the requester is seeking access to their own record(s) or access to record(s) of an individual who is a U.S. citizen (USC) or a Lawful Permanent Resident (LPR).
Page 2, #8	(Normally needed from persons who are the subject of the record sought or for a sworn declaration under penalty of perjury. See below.)	This line was removed, as this is covered in the Note in #7
Page 1, #3	Consent to Release Information	This section is now on page 2, and is #3 "Subject of Record Consent to Release Information", and includes the "deceased subject" box moved from original page 1, #2.
Page 1, #2	Requester Information	This section is now on page 2, and is #5 "Requester Information". The date field is removed and replaced with E-mail Address. The fields Date of Birth and Place of Birth have been added, as required by the regulation. Additionally, fields have been added for information about the requester, in case the requester is not the subject of record. Information would still be needed about the requester for case tracking purposes.
Page 2, #6	"In Person with ID" option	#6 was merged with #4 Verification of Identity and the option "In Person with ID" has been removed. This no longer applies since the FOIA process for USCIS is centralized and doesn't occur at a service center level where ID can be checked in person.
Page 2, #8	Notary	Now on page #2, #4 Verification of Identity. According to the regulation, the notary is only required for the verification of identity section,

		not consent, and this clarifies that. The added Note clarifies that notarizing the verification of identity is required if the requester is seeking access to their own records or access to records of an individual who is a U.S. citizen (USC) or a Lawful Permanent Resident (LPR).
Page 2, #8	Originally a Notary section	This section is now merged with section #4, as the regulation regarding notarized signatures applies to Verification of Identify. Additionally, as the regulation permits two options, Notary or a Sworn Declaration under Penalty of Perjury, the “other” option has been removed and a signature line has been added under the notary option.