

Instructions for G-1041, Genealogy Index Search Request

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

Instructions

Read all instructions carefully before completing this form.

What Is the Purpose of This Form?

Use Form G-1041 to request a search of U.S. Citizenship and Immigration Services (USCIS) historical databases. (To obtain copies of USCIS historical records, use Form G-1041A, Genealogy Records Request.)

Requests for searches of USCIS historical databases are used to determine whether any USCIS records exist on the subject and, if such records exist, to capture the file number and/or other identifier of each record.

Who Should Use This Form?

Use this form if you are a:

1. Researcher seeking records of your ancestors for genealogical or family history purposes;
2. Historian or social scientist seeking historical records of persons you can identify by name, date of birth, and place of birth; or
3. Researcher involved in heir location.

When Should This Form Not Be Used?

This form should not be used to request a copy of a USCIS historical record or a copy of any record.

Do not use this form to request index searches for:

1. Records of naturalization prior to September 27, 1906. Consult Federal records stored at the National Archives and Records Administration (NARA) Record Group 21, or write to the clerk of the court where the naturalization occurred; or
2. Sea, land, or air passenger manifest lists recording arrivals prior to December 1982. For these documents, contact NARA.

NOTE: For any records not specifically mentioned in Form G-1041 or not available through any other USCIS program, use Form G-639, Freedom of Information/Privacy Act Request.

What Information Is Required To Begin an Index Search?

The following information is required to initiate a search of USCIS historical indices:

1. Required Information:
 - A. Immigrant's full name (last, first, and middle);
 - B. Alias names or variant spellings, if any;
 - C. Date of birth (state whether date given is exact or an estimated year); and
 - D. Country or place of birth.
2. Additional data will help identify a certain immigrant from others with the same name, such as:
 - A. Date of immigrant's arrival in the United States (state whether the date is actual or estimated); and
 - B. Immigrant's residence(s) in the United States (State, city, or exact street address - Example: "in Pennsylvania until 1938, then lived in Madison, Wisconsin.")
3. If the immigrant's date of birth is less than 100 years before today's date, you must attach documentary proof of death to this request form. Examples of acceptable documentary proof of death include:
 - A. Death certificate (uncertified copy);
 - B. Printed obituaries, funeral programs, or photographs of gravestones;
 - C. Bible, church, or other religious records;
 - D. U.S. Social Security Death Index records (individual records only, not lists);
 - E. Records relating to the payment of death benefits; and/or
 - F. Other documents demonstrating that the immigrant subject of the request is deceased.

Submit copies of these items with this request form. Do not include original records because such documents will not be returned.

What If the Required Information Is Not Provided?

No search can be made without you providing at least the immigrant's name, year of birth, and country of birth.

If the immigrant appears in USCIS records under a name other than that provided, no matching record will be returned. We will search alternative names only if you provide the names, spellings, and aliases. Similarly, if multiple immigrants with the same name appear having the identical birth year and country, no matching record will be returned. Only if you provide additional information (e.g., actual or estimated date of arrival or naturalization, or place of residence when naturalized) can we identify an immigrant from among others with the same name.

NOTE: We will consider foreign versions to be the same name. Example: Giuseppe and Joseph, which are different spellings of the same name.

To learn about various foreign spellings of common names and about alternate sources for some USCIS record file numbers, visit the USCIS Genealogy Program Web site at www.uscis.gov/genealogy.

What Is the Fee?

You must submit a fee of **\$20** with this form to request a genealogy index search.

Use the following guidelines when you prepare your check or money order for the Form G-1041 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."
3. If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. Embassy or consulate for instructions on the method of payment.

Notice to Those Making Payment by Check. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

Where Should You Mail the Request?

Mail your request to:

**U.S. Citizenship and Immigration Services
Genealogy Program
P.O. Box 805925
Chicago, IL 60680-4120**

Address Changes

If you have changed your address, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS Web site at www.uscis.gov/addresschange or contact the National Customer Service Center at **1-800-375-5283**.

NOTE: Do not submit a change of address request to the USCIS Lockbox facilities because the USCIS Lockbox facilities do not process change of address requests.

USCIS Forms and Information

You can get USCIS forms and immigration-related information on the USCIS 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 USCIS National Customer Service Center at **1-800-375-5283**.

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through the USCIS Internet-based system, **InfoPass**. To access the system, visit the USCIS Web site. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your Form G-1041.

ROUTINE USES: The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 30 minutes per response, including the time for reviewing instructions and completing and submitting the form. 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 1615-0096. **Do not mail your completed Form G-1041 to this address.**