

Instructions for G-1041A, Genealogy Records 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-1041A to obtain copies of U.S. Citizenship and Immigration Services (USCIS) historical records. (To request an index search of USCIS historical records, use Form G-1041, Genealogy Index Search Request.)

Who Should Use This Form?

Use this form if you are a:

1. Researcher requesting a copy of a USCIS historical record by file number. (See descriptions of USCIS historical records on **Page 2** of these instructions.);
2. Researcher who has received file numbers resulting from the Genealogy Index Search Request (G-1041); or
3. Researcher seeking records for genealogical or family history purposes or heir location, and who can provide a precise historical record series file number and can identify the immigrant by name and/or other information.

When Should This Form Not Be Used?

Do not use this form to request:

1. Records of naturalization prior to September 27, 1906. For such records, consult Federal court 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;
2. Copies of sea, land, or air manifest lists prior to December 1982. For these lists, write to NARA;
3. The return of original documents. For such documents, use Form G-884, Request for Return of Original Documents.

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

How Are Historical Records and Files Identified?

Records and files are identified by file numbers.

To help identify historical USCIS file numbers, review the chart on **Page 2** of these instructions, which lists available series of USCIS historical files and shows sample file numbers.

Requests for copies of USCIS historical records or files must identify the record by the file number or another file identifier. No record can be retrieved without a file number. If you do not have the file number as described in the chart on **Page 2**, you should submit Form G-1041, Genealogy Index Search Request.

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.

Identifying USCIS Historical Records and File Numbers

If you are requesting a...	Then...	Examples...
<p>Naturalization Certificate File (C-File)</p> <p>Records relating to all U.S. naturalization certificates, replacement certificates and Certificates of Citizenship issued between September 27, 1906, and March 31, 1956. The majority of C-Files exist only on microfilm.</p>	<p>Provide:</p> <p>(1) The certificate number; and (2) The name of court, location, and date of naturalization.</p>	<p>C-1234567, Supreme Ct., Kings Co., NY, March 1922.</p>
<p>Non-Standard C-Files</p> <p>Repatriation - Certificates issued to persons who regained U.S. citizenship between 1918 and 1956.</p> <p>Military Naturalization - Certificates issued to persons who served in the U.S. Armed Forces from 1942 to 1956.</p> <p>Derivative - Certificates issued to persons who derived U.S. citizenship through the naturalization of a parent while they were a minor, or through birth abroad to U.S. citizen parent(s).</p> <p>Old Law - Replacement certificates issued to persons who naturalized prior to September 27, 1906 (i.e., under the Old Law), and who applied for a replacement certificate during or after 1929.</p>	<p>Provide:</p> <p>The certificate number obtained from the original certificate or from prior Genealogy Search Request (G-1041).</p>	<p>B- _____ D- _____ OM- _____ OS- _____ A- _____ AA- _____ DA- _____ OL- _____</p>
<p>Alien Registration Form (AR-2).</p> <p>Microfilmed copies of Form AR-2 completed by all aliens age 14 years and older residing in or entering the United States between August 1940 and March 31, 1944.</p> <p style="text-align: center;">or</p> <p>A-File numbered below 8 million.</p>	<p>Provide:</p> <p>The Alien Registration Number.</p>	<p>A-1234567, A-0002345, A-001234 AR-1234567, A 1 234 567 AR-0002345</p>
<p>Visa File</p> <p>Original arrival records of immigrants admitted for permanent residence between July 1, 1924, and March 31, 1944. The Visa File number does not appear on a ship passenger list.</p>	<p>Provide:</p> <p>The visa number and arrival information as obtained from prior Genealogy Search Request (Form G-1041).</p>	<p>Visa 2025432, 04/29/1933; (seaport)- Boston, MA; SS Britannic. Visa 2046367, 12/17/1933; (land port)-Detroit, MI.</p>
<p>Registry File</p> <p>March 2, 1929, to March 31, 1944. Original records documenting the creation of immigrant arrival records for persons who entered the United States prior to July 1, 1924, and for whom no arrival record could be found.</p>	<p>Provide:</p> <p>The Registry file number as obtained from prior Genealogy Search Request (Form G-1041).</p>	<p>R-12345, R-1234567, R-123</p> <p>Do not provide Certificate of Registry number (i.e., CR-12345).</p>

What Are the Fees?

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-1041A 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.

NOTE: Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

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.

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-1041A.

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.

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.

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-1041A to this address.**