

## STATE-39

### **System name :**

Visa records.

### **Security classification :**

Classified.

### **System location :**

Visa Office, Department of State, Annex 1, 2401 E Street NW, Washington, DC 20522-0113; Department of State, 2201 C Street NW, Washington, DC 20520-4818; National Visa Center, 32 Rochester Avenue, Portsmouth, NH 63801; U.S. embassies, consulates general and consulates.

### **Categories of individuals covered by the system:**

Individuals who have applied for visas; aliens who may be ineligible to receive visas including certain dual national U.S. nationals who aside from their U.S. nationality may otherwise be ineligible to receive visas.

### **Authority for maintenance of the system:**

8 U.S.C. 1101-1503 (Immigration and Nationality Act of 1952, as amended).

### **Categories of records in the system:**

Visa applications and related forms; fingerprints; birth, marriage, death and divorce certificates; documents of identity; interview worksheets; biographic information sheets; affidavits of relationship; medical examinations and immunization reports; police records; educational and employment records; bank statements; communications between the Visa Office, the National Visa Center and U.S. embassies, U.S. consulates general and U.S. consulates, other U.S. government agencies, international organizations, foreign missions, members of Congress, attorneys, relatives of visa applicants and other interested parties; and internal Department of State correspondence relating to visa adjudication.

### **Routine uses of records maintained in the system, including categories of users and purposes of such uses:**

The information in this system is used to assist consular officers in the Department and overseas in dealing with problems of a legal, technical or procedural nature that may arise in considering an application for a U.S. visa. The principal users of this information outside the Department of State (and its embassies, consulates general and consulates) are: the Immigration and Naturalization Service of the Department of Justice, to coordinate the approval of petitions and the issuance of visas; the Department of Justice including the Federal Bureau of

Investigation (and its National Crime Information Center) and the Drug Enforcement Administration; Department of the Treasury, including the Customs Service; Department of Labor; Central Intelligence Agency; Department of Defense; and Congress. Limited unclassified information is released to interested persons inquiring as to the status of a particular visa case. The information may also be released to other government agencies having statutory or other lawful authority to use such information. It is used to produce statistical information for management purposes and to compile reports required by statute. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register.

### **Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:**

#### **Storage:**

Electronic media, hard copy, microfilm.

#### **Retrievability:**

Individual name, case number.

#### **Safeguards :**

All employees of the Department of State have undergone a thorough background security investigation and contractors have had background investigations in accordance with the scope of their contract. Access to the Department and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel and authorized contractors of the Department of State. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage.

#### **Retention and disposal:**

Retention of these records varies depending upon the specific kind of record involved. Files of closed cases are retired or destroyed in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director, Office of Freedom of Information, Privacy, and Classification Review, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520-1239.

**System manager(s) and address:**

Deputy Assistant Secretary for Visa Services, Room 6811, Department of State, 2201 C Street, NW, Washington, DC 20520-4818; Director, National Visa Center, 32 Rochester Avenue, Portsmouth, NH 63801. At specific overseas locations the one-site manager is the consular officer responsible for visa processing.

**Notification procedure:**

Individuals who have reason to believe the Department of State might have visa records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520-1239. The individual must specify that he/she wishes the visa records for his/her application at a specific post/posts or in the United States to be checked. At a minimum, the individual must include: Name (and any aliases); date and place of birth; date and place of application; current mailing address and zip code; and signature.

**Record access procedures:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review (address above).

**Record source categories:**

These records contain information obtained directly from the individual who is the subject of these records; from attorneys/agents representing these individuals; and from relatives; sponsors; members of Congress; U.S. government agencies; international organizations; and local sources at posts.

**Systems exempted from certain provisions of the act:**

Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State Rules published in the Federal Register.