



Instructions for Genealogy Records Request

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

USCIS
Form G-1041A
OMB No. 1615-0096
Expires 12/31/2015

What Is the Purpose of Form G-1041A?

You should use Form G-1041A to obtain copies of U.S. Citizenship and Immigration Services (USCIS) historical records. If you do not have a valid USCIS File Number to complete this request, submit an index search of USCIS historical records using Form G-1041, Genealogy Index Search Request.

Who Should Use Form G-1041A?

You should use this request if you are a:

1. Researcher requesting a copy of a USCIS historical record by file number (see descriptions of USCIS historical records in the **How Are Historical Records and Files Identified** section of these Instructions);
2. Researcher who has received file numbers resulting from the 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.

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. Examples of acceptable documentary proof of death include:

1. Death certificate (uncertified copy);
2. Printed obituaries, funeral programs, or photographs of gravestones;
3. Bible, church, or other religious records;
4. U.S. Social Security Death Index records (individual records only, not lists);
5. Records relating to the payment of death benefits; and
6. Other documents demonstrating that the immigrant of the request is deceased.

Submit a copy of one of these items with this request. **Do not include original records because USCIS will not return such documents.**

When Should Form G-1041A Not Be Used?

You should not use Form G-1041A to request:

1. Records of naturalization prior to September 27, 1906. Consult Federal court records stored at the National Archives and Records Administration (NARA) Record Group 21, at www.archives.gov/research/guide-fed-records/groups/021.html or **contact** the clerk of the court where the naturalization occurred;
2. Sea, land, or air manifest lists prior to December 1982. For these lists, contact NARA at www.archives.gov/research/immigration/;
3. The return of original documents. For such documents, use Form G-884, Request for the Return of Original Documents;
4. Certified Copies of USCIS Historical records. This office can only provide photocopies;
5. Deportation records; or

6. Certification of Nonexistence of a Naturalization Record. All these requests must be submitted to the USCIS Records Operations Branch at www.uscis.gov/unassigned/faq/how-do-i-get-certification-non-existence-record-or-no-naturalization-record-deceased-immigrant.

NOTE: If you are seeking records of living immigrants, or immigrants who arrived after 1945, or who naturalized after April 1, 1956, 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 below that 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. USCIS cannot retrieve a record without a file number. If you do not have the file number, you should first submit Form G-1041. For more information, visit the Requesting Records page at www.uscis.gov/genealogy.

If you are requesting a:	Then:	Examples:
Naturalization Certificate File (C-File) 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.	Provide: (1) The certificate number; and (2) The name of court, location, and date of naturalization.	C-1234567, Supreme Ct., Kings Co., NY, March 1922.
Non-Standard C-Files Repatriation - Certificates issued to persons who regained U.S. citizenship between 1918 and 1956.	Provide: The certificate number obtained from the original certificate or from prior Form G-1041.	B- ____ D- ____
Military Naturalization - Certificates issued to persons who served in the U.S. Armed Forces or U.S. Coast Guard from 1942 to 1956.	Provide: The certificate number obtained from prior Form G-1041, if applicable.	OM- ____ OS- ____
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 parents.	Provide: The certificate number obtained from prior Form G-1041, if applicable.	A- ____ AA- ____ DA- ____
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.	Provide: The certificate number obtained from prior Form G-1041, if applicable.	OL- ____
Alien Registration Form (AR-2). Microfilmed copies of Form AR-2 completed by all aliens 14 years of age and older residing in or entering the United States between August 1940 and March 31, 1944. <p style="text-align: center;">or</p> A-File numbered below 8 million.	Provide: The Alien Registration Number.	A-1234567, A-0002345, A-001234 AR-1234567, A 1 234 567 AR-0002345

If you are requesting a:	Then:	Examples:
Visa File 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.	Provide: The visa number and arrival information as obtained from prior Form G-1041.	Visa 2025432 , 04/29/1933; (seaport)-Boston, MA; SS Brittanica. Visa 2046367 , 12/17/1933; (land port)-Detroit, MI.
Registry File 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.	Provide: The Registry file number as obtained from prior Form G-1041.	R-12345, R-1234567, R-123 Do not provide Certificate of Registry number (for example, CR-12345).

General Instructions

USCIS provides forms free of charge through the USCIS Web site. In order to view, print, or fill out our forms, you should use the latest version of Adobe Reader, which you can download for free at www.get.adobe.com/reader/. If you do not have Internet access, you may call the USCIS National Customer Service Center at **1-800-375-5283** and ask that we mail a form to you. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Signature. Each request must be properly signed and filed. For all signatures on this request, USCIS will not accept a stamped or typewritten name in place of a signature. If you are under 14 years of age, your parent or legal guardian may sign the request on your behalf. A legal guardian may also sign for a mentally incompetent person.

Filing Fee. Each request must be accompanied by the appropriate filing fee. (See the **What Is the Filing Fee** section of these Instructions.)

Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the **How Are Historical Records and Files Identified** section of these Instructions.

Copies. You may submit legible photocopies of documents requested, unless the Instructions specifically state that you must submit an original document. USCIS may request an original document at the time of filing or at any time during processing of an application, petition, or request. If you submit original documents when not required, the documents may remain a part of the record, and USCIS will not automatically return them to you.

Translations. If you submit a document with information in a foreign language, you must also submit a full English translation. The translator must sign a certification that the English language translation is complete and accurate, and that he or she is competent to translate from the foreign language into English. **The certification should also include the date, the translator's signature and printed name, and may contain the translator's contact information.**

How To Fill Out Form G-1041A

1. Type or print legibly in black ink.
2. If you need extra space to complete any item within this request, use the space provided in **Part 4. Additional Information** or attach a separate sheet of paper.

3. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks “Provide the name of your current spouse”), type or print “N/A,” unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, “How many children do you have” or “How many times have you departed the United States”), type or print “None,” unless otherwise directed.

We recommend that you print or save a copy of your completed request to review in the future and for your records.

What is the Filing Fee?

The filing fee for Form G-1041A varies depending on the types and number of files requested.

1. The fee for a copy from microfilm is **\$20** per request; and
2. The fee for a copy from hard copy file is **\$35** per request.

NOTE: The filing fee is not refundable, regardless of any action USCIS takes on this request. If the file number provided does not match the immigrant named on this request, and there is no previous Genealogy Index Search case identification number provided, we will not refund any fee. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

Use the following guidelines when you prepare your check or money order for the Form G-1041A filing 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.”

Notice to Those Making Payment by Check. If you send us a check, USCIS will convert it 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 your bank will show it on your regular account statement.

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

How To Check If the Fees Are Correct

Form G-1041A's filing fee is current as of the edition date in the lower left corner of this page. However, because USCIS fees change periodically, you can verify that the fees are correct by following one of the steps below.

1. Visit the USCIS Web site at www.uscis.gov, select “FORMS,” and check the appropriate fee; or
2. Call the USCIS National Customer Service Center at **1-800-375-5283** and ask for fee information. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Where To File?

Please see our Web site at www.uscis.gov/G-1041 or call our National Customer Service Center at **1-800-375-5283** for the most current information about where to file this request. For TTY (deaf or hard of hearing) call: **1-800-767-1833**.

Processing Information

Initial Processing. Once USCIS accepts your request, we will check it for completeness. If you do not completely fill out this request, you will not establish a basis for your eligibility and USCIS may reject or deny your request.

Requests for More Information. We may request that you provide more information or evidence to support your request. We may also request that you provide the originals of any copies you submit. USCIS will return any requested originals when they are no longer needed.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this historical records request, and the associated evidence, is collected pursuant to 8 CFR section 103.38 through 103.41.

PURPOSE: The primary purpose for providing the requested information on this request form is to assist USCIS with identifying and obtaining copies of the requested USCIS historical records.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, prevents USCIS from processing your request.

ROUTINE USES: Information provided may be used by and disclosed to DHS personnel and contractors or other agents who need the information to assist in activities related to your request. The information may be shared in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-001 - Alien File, Index, and National File Tracking System of Records] which can be found at www.dhs.gov/privacy.

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 **Office of Management and Budget (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, gathering the required documentation and information, completing the request, attaching necessary documentation, and submitting the request. 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 Coordination Division, Office of Policy and Strategy, 20 Massachusetts Ave NW, Washington, DC 20529-2140; OMB No. 1615-0096. **Do not mail your completed Form G-1041A to this address.**