TABLE OF CHANGES – INSTRUCTIONS
Form G-884, Request for the Return of Original Documents
OMB Number: 1615-0100
07/15/2016

Reason for Revision: Destruction of Original Docs language, updated standard language

Current Page Number and Section	Current Text	Proposed Text
Page 1, **What Is the Purpose of Form G-884?**	**[Page 1]** **What Is the Purpose of Form G-884?** Use Form G-884 to request the return of original documents submitted to establish eligibility for an immigration or citizenship benefit.	**[Page 1]** **What Is the Purpose of Form G-884?** [No change] **NOTE:** If you filed a form that requested original documents, we will automatically return those originals to you. You do not need to file this form.
	You need to provide us with: **1.** A completed and signed Form G-884; and **2.** Supporting documentation. **See section entitled Submitted Your Form G-884**	[No change]
Page 1, **When Should I Use Form G-884?**	**[Page 1]** **When Should I Use Form G-884?** You should use Form G-884 if you submitted original documents that U.S. Citizenship and Immigration Services (USCIS) with a petition, application, or request, and you are now seeking to have those documents returned to you.	**[Page 1]** **When Should I Use Form G-884?** You should use Form G-884 if you submitted original documents that U.S. Citizenship and Immigration Services (USCIS) did not request with a petition, application, or request, and you are now seeking to have those documents returned to you. **NOTE:** Refer to the instructions of the form or forms you submitted to determine whether non-requested originals are available for return or destroyed after scanning.
	Furnishing the information requested on the form and submitting the required supporting documents will assist USCIS to locate and return the documents requested.	Furnishing the information requested on Form G-884 and submitting the required supporting documents will assist USCIS to locate and return the documents requested.

| Pages 1-2, General Instructions | [Page 1]

General Information

NOTE: You only need to submit one Form G-884 if you are requesting multiple documents contained in a single USCIS file. However, if the requested documentation is in more than one USCIS file, you must submit a separate request for each file. (For example: If you wish to obtain your mother's birth certificate and your parent's marriage certificate, both of which are in the USCIS file that pertains to her, submit one Form G-884 with your mother's information.)

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 **http://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.

Filing Fee. There is no fee to file Form G-884.

Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in 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. | [Page 1]

General Instructions

NOTE: You only need to submit one Form G-884 if you are requesting multiple documents contained in a single USCIS file. However, if the requested documentation is in more than one USCIS file, you must submit a separate request for each file. (For example: If you wish to obtain your mother's birth certificate and your parent's marriage certificate, both of which are in the USCIS file that pertains to her, submit one Form G-884 with your mother's information.)

[No change]

Evidence. At the time of filing, you must submit all evidence and supporting documentation listed in the **Specific Instructions** section of these instructions.

Copies. You should 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 USCIS requests an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

NOTE: If you submit original documents |

	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.	**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-884	[No change]
	1. Type or print legibly in black ink.	
	2. If you need extra space to complete any item within this request, attach a separate sheet of paper; type or print your name and Alien Registration Number (A-Number) (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.	
	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.	
Page 1, General Instructions		**[Page 2]** **[new]** **Specific Instructions**
	This form is divided into **Parts 1** through **3**. The following information will help you fill out the form.	This form is divided into **Parts 1** through **3**. The following information will help you fill out the form.
	Part 1. Information About You (*Person*	**Part 1. Information About You** (Person

	requesting original documents)	requesting the return of original documents)
	1. Family Name (Last Name), Given Name (First Name), Middle Name. Provide your full legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.	**Item Number 1. Your Full Name.** Provide your full legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.
	2. Mailing Address. Provide your mailing address, if different from your home address.	**Item Number 2. Mailing Address.** Provide your mailing address, if different from your home address.
	3. A-Number. This is your Alien Registration Number. If you do not have an A-Number or do not know it, leave this blank.	**Item Number 3. A-Number.** This is your Alien Registration Number. If you do not have an A-Number or do not know it, leave this blank.
	4. City/Town/Village of Birth, and Country of Birth. Provide the location where you were born	**Item Numbers 4. -5. City/Town/Village of Birth, and Country of Birth.** Provide the location where you were born.
	5. Date of Birth. Provide your date of birth in the mm/dd/yyyy format. (For example: May 1, 1979, should be written 05/01/1979.)	**Item Number 6. Date of Birth.** Provide your date of birth in the mm/dd/yyyy format. (For example: May 1, 1979, should be written 05/01/1979.)
	6. Daytime Phone Number. Provide a telephone number with the area code where you can be reached during the day.	**Item Number 7. Daytime Telephone Number.** Provide a telephone number with the area code where you can be reached during the day.
	7. Specific information about desired document(s) or record(s). Name or describe the original documents you wish returned. Be as specific as possible. (For example: marriage certificate of John Q. and Mary A. Public.)	**Item Number 8. Specific information about desired document(s) or record(s).** Name or describe the original documents you wish returned. Be as specific as possible. (For example: marriage certificate of John Q. and Mary A. Public.)
	Part 2. Data for Identification of Personal Record Provide the following information. (Failure to provide the requested information may make it difficult for USCIS to locate the relating record.)	**Part 2. Data for Identification of Personal Record** Provide the following information. (Failure to provide the requested information may make it difficult for USCIS to locate the relating record.)
	1. Family Name (Last Name), **Given Name** (First Name), **Middle Name.** Provide the subject's full legal name. If there are two last names, include both and use a hyphen (-) between the names, if appropriate.	**Item Number 1. Subject's Full Name.** Provide the subject's full legal name. If there are two last names, include both and use a hyphen (-) between the names, if appropriate.

	2. Other Names Used. Include the subject's maiden name, nickname, or alias.	**Item Number 2. Other Names Used.** Include the subject's maiden name, nickname, or alias.
	3. Date of Birth. Provide the subject's date of birth in the mm/dd/yyyy format. (For example: May 1, 1979, should be written 05/01/1979.)	**Item Number 3. Date of Birth.** Provide the subject's date of birth in the mm/dd/yyyy format. (For example: May 1, 1979, should be written 05/01/1979.)
	4. Place of Birth. Provide the name of the country where the subject was born. Include the city, state or province, and country.	**Item Number 4. Place of Birth.** Provide the name of the country where the subject was born. Include the city, state or province, and country.
	5. Entry Into the United States. Provide the requested information about the subject's entry into the United States.	**Item Numbers 5.-7. Entry Into the United States.** Provide the requested information about the subject's entry into the United States.
	6. A-Number (if any). This is the subject's Alien Registration Number. If the subject does not have an A-Number or you do not know it, leave this blank.	**Item Number 8. A-Number** (if any). This is the subject's Alien Registration Number. If the subject does not have an A-Number or you do not know it, leave this blank.
	7. U.S. Citizenship Information. Provide information about the subject's Certificate of Naturalization or Certificate of Citizenship, if applicable. Use eight numbers to show the date on the Certificate of Naturalization or Certificate of Citizenship. (For example: May 1, 1979, should be written 05/01/1979.)	**Item Numbers 9.-15. U.S. Citizenship Information.** Provide information about the subject's Certificate of Naturalization or Certificate of Citizenship, if applicable. Use eight numbers to show the date on the Certificate of Naturalization or Certificate of Citizenship. (For example: May 1, 1979, should be written 05/01/1979.)
		Item Number 16. Verification of Identity. Select type of identification the requester provided.
	Part 3. Signature of Requester - Affidavit of Identity	**Part 3. Signature of Requester- Affidavit of Identity**
	You, the requester, must sign and date the form. If you do not sign the form, the request will be returned as incomplete.	**Item Numbers 1.-12.** You, the requester, must sign and date the form. If you do not sign the form, the request will be returned as incomplete.
	Submitting Your Form G-884	**Submitting Your Form G-884**
	You must include the following items when you submit your Form G-884:	You must include copies of the following items when you submit your Form G-884:
	1. Your signed and completed Form G-884. Form G-884 must be notarized if you are submitting it by mail. (You do	**1. Your signed and completed Form G-884.** Form G-884 must be notarized if you are submitting it by mail. (You do not need

	not need to get Form G-884 notarized if you are submitting it in person via an **InfoPass** appointment.) **2.** Before we can consider your request, you must submit **two forms of identification.** Examples of acceptable forms of identification are: **A.** Form I-551, Permanent Resident Card; Driver's license; **B.** State-issued identification document; **C.** Employment authorization document; **D.** Certificate of Naturalization or Certificate of Citizenship; **E.** U.S. or foreign passport. **3.** If you are requesting an original document(s) from a USCIS file other than one relating to you, submit proof of the relationship between you and the subject. In cases where the subject is either deceased or incapacitated, you must provide evidence of a **power of attorney** or that you are the **executor** of the subject's estate.	to get Form G-884 notarized if you are submitting it in person via a scheduled appointment.) **2.** Before we can consider your request, you must submit **two forms of identification.** Examples of acceptable forms of identification are: **A.** Form I-551, Permanent Resident Card; Driver's license; **B.** State-issued identification document; **C.** Employment authorization document; **D.** Certificate of Naturalization or Certificate of Citizenship; **E.** U.S. or foreign passport. **3.** If you are requesting an original document(s) from a USCIS file other than one relating to you, submit proof of the relationship between you and the subject. In cases where the subject is either deceased or incapacitated, you must provide evidence of a **power of attorney** or that you are the **executor** of the subject's estate **We recommend that you print or save a copy of your completed request to review in the future and for your records.**
Page 3, **Address Change**	You must notify USCIS of your new address within 10 days of moving from your previous residence. For information on filing a change of address go to the USCIS Web site at **www.uscis.gov/addresschange** or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. **NOTE:** Do not submit a change of address request to USCIS Lockbox facilities because these facilities do not process change of address requests.	[Page 4] **Address Change** A requester who is not a U.S. citizen must notify USCIS of his or her new address within 10 days of moving from his or her previous residence. For information on filing a change of address, go to the USCIS Web site at **www.uscis.gov/addresschange** or contact the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. **NOTE:** Do not submit a change of address request to the USCIS Lockbox facilities because the Lockbox does not process change of address requests.

Page 3, **Processing Information**	Our goal at USCIS is to process all requests fairly. The processing time will vary, depending on the specific circumstances of each case. We may reject an incomplete request. We may deny your request if you do not give us the required information or do not go to a scheduled interview.	[Page 5 **Processing Information** **Initial Processing.** Once USCIS accepts your request we will check it for completeness. If you do not completely fill out this request, 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. **NOTE**: If you submit original documents when not required or requested by USCIS, your original documents may remain a part of the record, USCIS will not automatically return them to you, **and your original documents may be immediately destroyed upon receipt.**
Page 3, **USCIS Forms and Information**	**[Page 3]** To ensure you are using the latest version of this request, visit the USCIS Web site at **www.uscis.gov** where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. Instead of waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our online system, **InfoPass**, at **infopass.uscis.gov**. 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.	[Page 5] **USCIS Forms and Information** To ensure you are using the latest version of this request, visit the USCIS Web site at **www.uscis.gov** where you can obtain the latest USCIS forms and immigration-related information. If you do not have Internet access, you may order USCIS forms by calling the Forms Request Line at **1-800-870-3676**. You may also obtain forms and information by calling the USCIS National Customer Service Center at **1-800-375-5283**. For TTY (deaf or hard of hearing) call: **1-800-767-1833**. Instead of waiting in line for assistance at your local USCIS office, you can schedule an appointment online at **www.uscis.gov**. Select "Schedule an appointment online" and follow the screen prompts to set up your appointment. Once you finish scheduling an appointment, the system will generate an appointment notice for you.
Page 3, **USCIS Privacy Act Notice**	**[Page 3]**	[Page 5] **USCIS Privacy Act Notice**

	AUTHORITIES: The information requested on this benefit application, and the associated evidence, is collected pursuant to the 8 CFR section 103.2(b)(1). **PURPOSE:** The primary purpose for providing the requested information on this application is to request the return of original documents submitted to establish eligibility for an immigration benefit. **DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may delay or prevent USCIS from processing your request. **ROUTINE USES:** The information provided on this benefit application will 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 will 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**].	[No change] **ROUTINE USES:** The information provided on this benefit application will 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 will 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**].
Page 3, Checklist	**[Page 3]** [ ] Did you completely fill out and sign the form? [ ] Did you have the form notarized? *(Form must be notarized if submitted by mail.)* [ ] Did you attach a copy of your identity documents? *(Two types of identification are required.)* [ ] If applicable, did you attach a copy of a power of attorney or proof that you are the subject's executor?	**[Page 5]** **Checklist** [ ] Did you completely fill out and sign the form? [ ] Did you have the form notarized? (Form must be notarized if submitted by mail.) [ ] Did you attach a copy of your identity documents? (Two types of identification are required.) [ ] If applicable, did you attach a copy of a power of attorney or proof that you are the subject's executor?