



# Instructions for Request for the Return of Original Documents

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

USCIS  
**Form G-884**  
OMB No. 1615-0100  
Expires 09/30/2018

## What Is the Purpose of Form G-884?

Use Form G-884, **Request for the Return of Original Documents**, to request the return of original documents submitted to establish eligibility for an immigration or citizenship benefit.

**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 **request**.

You need to provide us with:

1. A completed and signed Form G-884; and
2. Supporting documentation.

See **the Submitting Your Form G-884 section of these Instructions**.

## 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 **are** destroyed after scanning.

**Providing** the information requested on Form G-884 and submitting the required supporting documents will assist USCIS to locate and return the documents requested.

## 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.)

USCIS provides forms free of charge through the USCIS website. 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 Contact 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.

**Validity of Signatures.** USCIS will consider a photocopied, faxed, or scanned copy of the original, handwritten signature valid for filing purposes. The photocopy, fax, or scan must be of the original document containing the handwritten, ink signature.

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

**Copies.** You should submit legible photocopies of any documents you are submitting in support of this request.

**NOTE:** If you submit original documents when not required or requested by USCIS, **your original documents may be immediately destroyed after we receive them.**

**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 must include the translator's signature and should contain the translator's printed name, the signature date, and the translator's contact information.

### How To Fill Out Form G-884

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 6. Additional Information** or 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.

### Specific Instructions

This request is divided into **Parts 1.** through **6.** The following information will help you **complete** the request.

**Part 1. Information About You** (Person requesting the return of original documents)

**Item Numbers 1.a. - 1.c. 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.

**Item Numbers 2.a. - 2.g. Mailing Address.** Provide your mailing address, if different from your home address.

**Item Number 3. Alien Registration Number (A-Number) (if any).** This is your Alien Registration Number. If you do not have an A-Number or do not know it, leave this blank.

**Item Number 4. USCIS Online Account Number (if any).** If you previously have filed an application or petition using the USCIS online filing system (previously called USCIS Electronic Immigration System (USCIS ELIS)), provide the USCIS Online Account Number you were issued by the system. If you previously filed certain applications or petitions on a paper form through a USCIS Lockbox facility, you may have received a USCIS Online Account Access Notice issuing you a USCIS Online Account Number. You may find your USCIS Online Account Number at the top of the notice. The USCIS Online Account Number is not the same as an A-Number. If you were issued a USCIS Online Account Number, enter it in the space provided.

**Item Numbers 5. - 6. City/Town/Village of Birth and Country of Birth.** Provide the location where you were born.

**Item Number 7. Date of Birth (mm/dd/yyyy).** Provide your date of birth in the mm/dd/yyyy format. (For example, May 1, 1979, should be written 05/01/1979.)

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**Item Number 8. Provide specific information about the desired documents or records.** 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 9. Receipt Number (if any).** Provide the receipt number.

## **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.)

**Item Numbers 1.a. - 1.c. 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.

**Item Numbers 2.a. - 3.c. Other Names Used.** Provide all other names the subject has ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information.**

**Item Number 4. Date of Birth (mm/dd/yyyy).** 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 Numbers 5.a. - 5.c. Place of Birth.** Provide the city or town, state or province, and the name of the country where the subject was born.

**Item Numbers 6. - 8. Entry Into the United States.** Provide the requested information about the subject's entry into the United States.

**Item Number 9. 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 Numbers 10.a. - 16.c. 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 17. Verification of Requestor's Identity.** Select type of identification the requestor provided.

## **Part 3. Interpreter's Contact Information, Certification, and Signature**

**Item Numbers 1.a. - 7.b.** If you used anyone as an interpreter to read the Instructions and questions on this request to you in a language in which you are fluent, the interpreter must fill out this section; provide his or her name, the name and address of his or her business or organization (if any), his or her daytime telephone number, his or her mobile telephone number (if any), and his or her email address (if any). The interpreter must sign and date the request.

## **Part 4. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requestor**

**Item Numbers 1.a. - 8.b.** This section must contain the signature of the person who completed your request, if other than you, the requestor. If the same individual acted as your interpreter and your preparer, that person should complete both **Part 3.** and **Part 4.** If the person who completed this request is associated with a business or organization, that person should complete the business or organization name and address information. Anyone who helped you complete this request **MUST** sign and date the request. A stamped or typewritten name in place of a signature is not acceptable. If the person who helped you prepare your request is an attorney or accredited representative, he or she may also need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with your request.

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## Part 5. Requestor's Contact Information, Declaration, Certification, Signature, and Affidavit of Identity

**Item Numbers 1.a. - 7.b.** Select the appropriate box to indicate whether you read this request yourself or whether you had an interpreter assist you. If someone assisted you in completing the request, select the box indicating that you used a preparer. Further, you must sign and date your request and provide your daytime telephone number, mobile telephone number (if any), and email address (if any). Every request **MUST** contain the signature of the requestor (or parent or legal guardian, if applicable). A stamped or typewritten name in place of a signature is not acceptable. **DO NOT** sign this part until you are before the certifying official.

**Item Numbers 8.a. - 13.** This is for use by the USCIS Official and the Certifying Official.

## Part 6. Additional Information

**Item Numbers 1.a. - 7.d.** If you need extra space to provide any additional information within this request, use the space provided in **Part 6. Additional Information**. If you need more space than what is provided in **Part 6.**, you may make copies of **Part 6.** to complete and file with your request, or attach a separate sheet of paper. Type or print your name and 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.

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

## Submitting 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 not need to get Form G-884 notarized if you are submitting it in person at a scheduled appointment.)
- 2. Before we can consider your request, you must submit copies of two forms of identification.** Examples of acceptable forms of identification are:
  - A.** Form I-551, Permanent Resident Card;
  - B.** Driver's license;
  - C.** State-issued identification document;
  - D.** Form I-765, Employment Authorization Document;
  - E.** Certificate of Naturalization or Certificate of Citizenship; or
  - F.** U.S. or foreign passport.
- 3. If you are requesting original documents** 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.

## What Is the Filing Fee?

There is no filing fee for Form G-884.

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## Where to File?

Please see our website at [www.uscis.gov/G-884](http://www.uscis.gov/G-884) or call the USCIS Contact 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**.

## Address Change

A requestor 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 website at [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange) or contact the USCIS Contact 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.

## Processing Information

You must have a United States address to file this request.

**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.** USCIS 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. If we request an original document from you, it will be returned to you after USCIS determines it no longer needs your original.

## USCIS Forms and Information

To ensure you are using the latest version of this request, visit the USCIS website at [www.uscis.gov](http://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 Contact 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](http://www.uscis.gov). Select "Make an Appointment" 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.

## DHS Privacy Notice

**AUTHORITIES:** The information requested on this form, and the associated evidence, is collected in accordance with 8 CFR section 103.2(b)(1).

**PURPOSE:** The primary purpose for providing the requested information on this form is to request the return of original documents submitted to establish eligibility for an immigration benefit. DHS uses the information you provide to grant or deny the request you are seeking.

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**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number (if applicable), and any requested evidence, may make it difficult for USCIS to identify and or locate the requested original documents you submitted to establish eligibility for an immigration benefit, resulting in a delay or denial of your request.

**ROUTINE USES:** DHS may share the information you provide on this form and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices [DHS/USCIS-001 - Alien File, Index, and National File Tracking System] and the published privacy impact assessments [DHS/USCIS/PIA-003 Integrated Digitization Document Management Program (IDDMP)] which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information, 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 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, preparing statements, 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. 1615-0100. **Do not mail your completed Form G-884 to this address.**

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