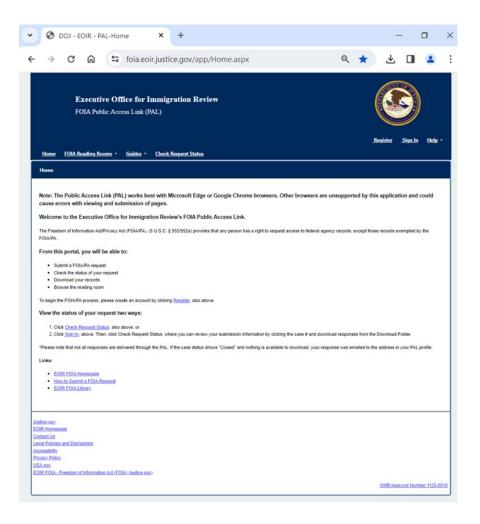
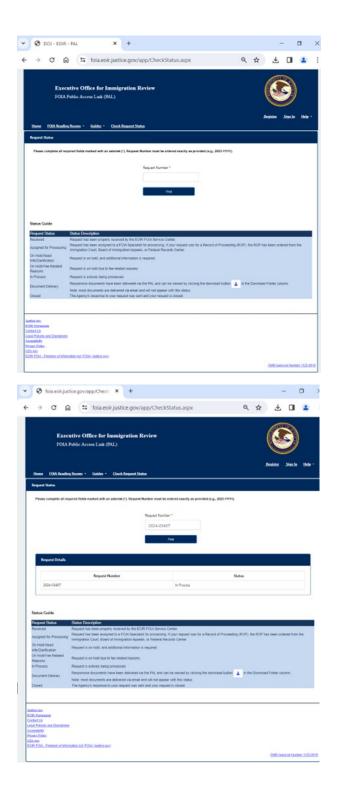
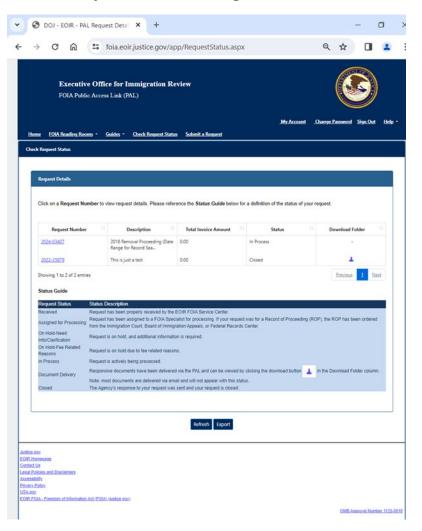
Home Page



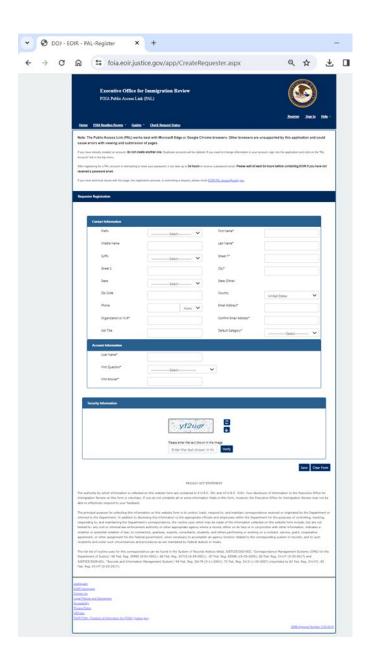
Check Request Status - No Sign In



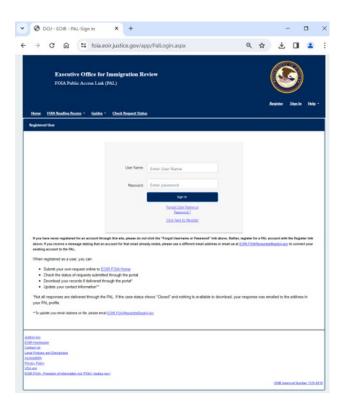
Check Request Status – Signed In

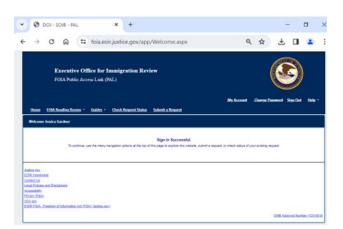


Account Registration

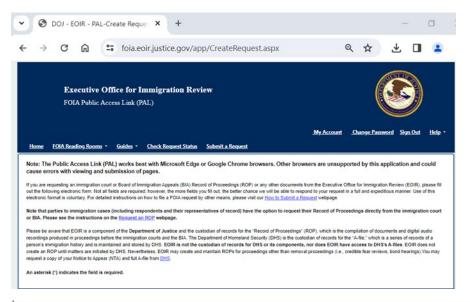


Sign In





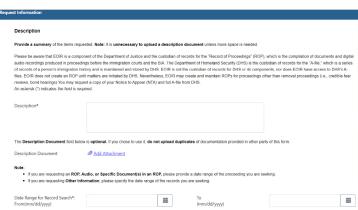
Submit a Request

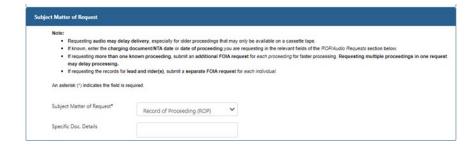




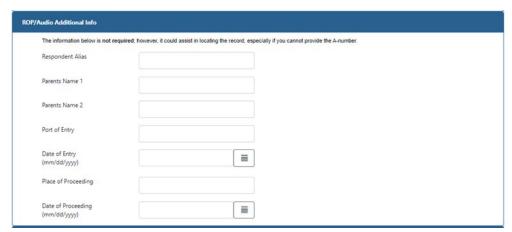








Audio Requests	
An asterisk (*) indicates the field is required	
Please use this format for the Respondent	s Name below: Last Name, First Name Middle Name (e.g., Doe, Chris Rae).
Respondent's Name*	
	13456789) for the subject of record, which will assist us in locating the requested record as quickly as possible.
If the subject of record has more than one a If you do not know the A-number, enter "00	-number, include additional A-number(s) in the Description box of the Request Information section above. 0000000"(nine zeros) in this field.
If you do not know the A-number, enter "00 A-Number"	



Proof of Identity/Consent

Requesting your own records or records about another person requires proof of identity. The easiest way to provide proof of identity and consent (if required) and ensure that privacy protected information is not improperly released is to complete either Form DOJ-381 or Form EDIR-59. One of these forms may be uploaded under Proof of Identity to meet both requirements.

If you are:	Recommended Form:
Requesting your own records	DOJ-361
Requesting the records of someone else on their behalf (e.g., attorney and client)	EOIR-59
Requesting the records of someone else as a third party	EOIR-59

Proof of identity for requests pertaining to an individual must include the items listed below for the subject of the record. If your request does not pertain to an individual, proof of your own identity must include the items listed below.

- 1. Name 2. Date of Birth
- 3. Place of Birth
- 4. Current Address
- 5. Original signature under penalty of perjury or notarized original signature

- Note:
 For more details, other requirements for special situations (e.g., parent/guardian signing for child), and other methods of verification of identity please visit our How to Submit a Request webpage.
 - If you are the Attorney of Record/Representative and vish to provide proof of such with a Form EOIR-28 or Form EOIR-27, please upload a copy of one of those forms, which you submitted to an immigration court or the BIA, under Consent in addition to the items above. Please note that providing such a form does not serve as a Notice of Entry of Appearance for an immigration court or the BIA.

 Do not upload forms beginning with "G" (e.g., G-639, G-28)—these forms are DHS forms and cannot be accepted by EOIR.

 Do not upload duplicates of documentation provided in other parts of this form.

An asterisk (*) indicates the field is required.

Please ensure the file name of the attachment does not include the special characters such as: " / \[]:; | = , < ? > & \$ #!'{}() *.

Proof of Identity* Add Attachment Add Attachment Consent

General Fee Rules: Commercial Use Requesters - Search, review, and duplication fees may apply. Institutions/Media - Duplication fees may apply. All Others - Search and duplication fees may apply. However, if you are a respondent or attorney making a request on behalf of a respondent, fees will generally not be charged for ROP-related requests. If any fees will be charged, you will be notified in advance of processing the request. Please visit our How to Submit a Request webpage and 28 C.F.R. § 16.10 for detailed information about fees and fee waivers. An asterisk (*) indicates the field is required. Willing to Pay All Fees Amount Willing to Pay (\$) 25.00 Fee Waiver Requested

Complete this section if you believe you meet the requirements for expedited processing. Verify these requirements under the Freedom of Information Act, \$U.S.C. 6.55(2a)(6)(E) before making your selection. The four (4) justifications for expedited processing include: 1. Circumstances in which the lack of expedited processing could reasonably be expected to pose an imminent threat to the life or physical safety of an individual; 2. An urgency to inform the public about an actual or alteged Federal Government activity, if made by a person who is primarily engaged in disseminating information; 3. The loss of substantial due process rights; or 4. A matter of widespread and exceptional media interest in which there exist possible questions about the government's integrity that affect public confidence. Note: It is not sufficient merely to allege that requested records are "needed" in connection with some judicial or administrative proceeding. Rivera v. DEA, 2 GDS 81,365 at 81,953 (D.D.C. 1981) (relying on 8 C.F.R. § 16.5(e)(1)(iii)). If you are requesting expedited processing, upload documentation to verify that you meet the criteria for at least one of the four (4) justifications above. Do not upload duplicates of documentation provided in other parts of this form. An asterisk (*) indicates the field is required. Expedited Processing Requested

Expedite Information			
Complete this section if you believe yo 5 U.S.C. § 552(a)(6)(E) before making	ou meet the requirements for expedited processing. Verify these requirements under the Freedom of Information Act, g your selection.		
The four (4) justifications for expedited	d processing include:		
 An urgency to inform the put The loss of substantial due po 	ck of expedited processing could reasonably be expected to pose an imminent threat to the life or physical safety of an individual; blic about an actual or alleged Federal Government activity; if made by a person who is primarily engaged in disseminating information; rocess rights; or xceptional media interest in which there exist possible questions about the government's integrity that affect public confidence.		
Note: It is not sufficient merely to all 1981) (relying on 8 C.F.R. § 16.5(e)(1)	tege that requested records are "needed" in connection with some judicial or administrative proceeding. Rivera v. DEA, 2 GDS 81,365 at 81,953 (D.D.C. (iii)).		
If you are requesting expedited proces	ssing, upload documentation to verify that you meet the criteria for at least one of the four (4) justifications above.		
Do not upload duplicates of docume	entation provided in other parts of this form.		
An asterisk (*) indicates the field is required.			
Expedited Processing Requested	2 @ Add Attachment		
Justification*			



Submit Clear Form



Sample PAL Acknowledgement Email

Re: 2024-03407

Freedom of Information Act Request for [NAME OF REQUESTOR]

Dear [NAME OF REQUESTOR],

This response acknowledges receipt of your Freedom of Information Act (FOIA) request by the Executive Office for Immigration Review (EOIR) dated 10/17/2023 and received 10/17/2023. Your request has been assigned control number 2024-03407.

Please be advised that the status of requests submitted through the Public Access Link (PAL) may be tracked at https://foia.eoir.justice.gov/app/Home.aspx, and you will receive an email response to your request upon completion of processing. The status of requests submitted by email or mail may not be trackable through the PAL, but you will still receive an email or mailed response to your request upon completion of processing. Please ensure the email address you provided in PAL will be able to receive the messages we send you. Messages rejected by your email account will not be rerouted to you.

Please be aware that EOIR is a component of the **Department of Justice** and the custodian of records for the "Record of Proceedings" (ROP), which is the compilation of documents and digital audio recordings produced in proceedings before the immigration courts and the BIA. The Department of Homeland Security (DHS) is the custodian of records for the "A-file," which is a series of records of a person's immigration history and is maintained and stored by DHS. **EOIR** is not the custodian of records for DHS or its components, nor does EOIR have access to DHS's A-files. EOIR does not create an ROP until matters are initiated by DHS. Nevertheless, EOIR may create and maintain ROPs for proceedings other than removal proceedings (i.e., credible fear reviews, bond hearings). You may request a copy of your Notice to Appear (NTA) and full A-file from DHS.

Note that parties to immigration cases (including respondents and their representatives of record) have the option to request their Record of Proceedings directly from the immigration court or Board of Immigration Appeals. Please see the instructions here: https://www.justice.gov/eoir/ROPrequest.

Please be advised that due to necessary operational changes as a result of the national emergency concerning the novel coronavirus disease (COVID-19) outbreak, there may be significant delay in the processing of your request.

If you have filed a fee waiver request, EOIR will address the fee waiver in a separate letter. Most requests for records of proceedings do not require any fees; however, if the fees for processing the request are estimated to exceed \$25.00, EOIR will notify you before processing the request to determine whether you will commit to paying the fee or whether you wish to narrow the scope of

your request to reduce the fee. Fees may be charged for searching records at the rate of \$4.75 (administrative)/\$10.00 (professional) per quarter hour, and for duplication of copies at the rate of \$.05 per copy. The first 100 copies and two hours of search time are not charged, and charges must exceed \$25.00 before we will charge a fee.

The FOIA requires an agency to respond within 20 working days after receipt of the request, and EOIR endeavors to meet this standard. The FOIA permits a ten-day extension of this time period, pursuant to 5 U.S.C. § 552(a)(6)(B), based on unusual circumstances. Your request involves "unusual circumstances," and EOIR is extending the time period to respond by an additional 10 working days because your request requires the collection of records from field offices, or involves a search, collection, and review of voluminous records, or requires consultation with another agency or two or more agency components.

EOIR FOIA requests are placed in one of three tracks. Track one is for those requests that seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for simple requests that do not involve voluminous records or lengthy consultations with other entities. Track three is for complex requests that involve voluminous records and for which lengthy or numerous consultations are required, or those requests that may involve sensitive records. As a matter of default, your request has been placed in track two for simple requests. If you have requested expedited processing, EOIR will contact you in a separate letter.

If you have any questions regarding unusual circumstances, you may contact the EOIR FOIA Service Center or FOIA Public Liaison at <u>EOIR.FOIArequests@usdoj.gov</u> to discuss reformulation or an alternative time frame to process your request, or for any further assistance regarding any aspect of your request. Alternatively, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at <u>ogis@nara.gov</u>; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerel	y,
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FOIA Intake