

Copy Deck: Interactive Forms	
Form Number and Name	Form G-1041, Genealogy Index Search Request
OMB Number	OMB No. 1615-0096
Form Edition Date:	4/1/2024
Form Expiration Date:	2/28/2027
Baseline Copy Deck:	CopyDeck.v1

Revision Key		
Description		
• All original (old) text is black. • All revised (new) text is red.		
Example	Original	Revised
• All original text is black. • Any text that is removed from original column is identified with "[DELETE]"	1. Oranges 2. Bananas 3. Apple 4. Pineapple	1. Oranges 2. Bananas [DELETE] 3. Pineapple

G-1041, Genealogy Index Search Request - Form Overview

Column Header Descriptions

Heading: The primary heading on a page, typically the first part of a section of the page.

Sub-Heading: The secondary header, typically directly underneath the Heading.

Primary Navigation: A section of the form that contains several pages.

Secondary Navigation: A single page within a section.

Body Text: Based on the questions from the paper form.

Link: A reference column to include any URLs that appear as hyperlinks in the Instructional text.

CTA: Copy to include for a button.

Primary Nav	Secondary Nav	Conditional Logic	Body Text	Alert	Required?	Link	CTA	Notes
USCIS Genealogy Program			I certify, under penalty of perjury, that I provided or authorized all of the responses and information contained in and submitted with my application, I read and understand or, if interpreted to me in a language in which I am fluent by the interpreter outlined in the Supporting Documents section of this form, understood, all of the responses and information contained in, and submitted with, my application (as explained to me by the interpreter), and that all of the responses and the information are complete, true, and correct. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for an immigration request and to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.					
			Here you can choose your type of request and provide information about yourself and about your ancestor. To request information, please pay <u>the appropriate fee</u> and upload any supporting documents. <u>Privacy Notice</u> and <u>Paperwork Reduction Act</u> are available.	<u>the appropriate fee</u>		https://www.uscis.gov/g-1055		
				<u>Privacy Notice</u>		https://genealogy.uscis.dhs.gov/assets/files/G-1041-A_Privacy-Notice.pdf		
				<u>Paperwork Reduction Act</u>		https://genealogy.uscis.dhs.gov/assets/files/Paperwork-Reduction-Act.pdf		
			As of May 17, 2024, all new requests for AR-2's must be submitted to NARA. The Genealogy Program will continue to process requests received prior to May 17, 2024.			https://www.archives.gov/research/immigration/alien-registration-ar-2		
	About the Fees		If the immigrant is still alive, please submit your request through FOIA: uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act			https://www.uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act		
			There are no refunds for a search request where no records are located, or when the file located falls under the purview of the USCIS Freedom of Information, Privacy Act program, or the National Archives.					
			There are no refunds for a Records request where the file number provided is invalid, or where proof of death is required and is not received within 30 days of receipt of the request.					
			We will process requests only after we receive full payment. Online: All fees are payable using a credit card or bank account (ACH) online.					
			We will not honor refunds or returns for user errors or because of an application cancellation or withdrawal request.					
Completing Your Form Online	Index Search Request		Start your search with an Index Search Request			https://genealogy.uscis.dhs.gov/#/search		
			Requests for searches of USCIS indices reveal whether any USCIS records exist for a specific individual. If records exist, our researches will capture the citation for each record and provide that information to you. You can use the citation(s) to submit a Record Request					
			You'll have to provide certain information. Read More about making Index Search Requests			https://www.uscis.gov/records/genealogy/searching-the-index		
	Check Case Status		If you have submitted a genealogy request and have the request Case ID, you can check your case status and upload supporting documents, such as proof of death documents if you have not provided one.			Forms for mailing can be printed or downloaded here.		
	Supporting Documents Information		Forms for mailing can be printed or downloaded here. If the immigrant's date of birth is less than 100 years before the date of this request, you must provide documentary evidence showing the immigrant is deceased. Examples of acceptable documentary proof of death include: death certificates (uncertified copy), printed obituaries, funeral programs or photographs of gravestones, Bible records, Social Security Death Index (individual records only, not lists), or records about payment of death benefits.					
Completing Your Form Online								

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CTA: Copy to include for a button.

Department of Homeland Security Consent	You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.	
DHS Privacy Notice	AUTHORITIES: The information requested on this historical records request, and the associated evidence, is collected under 8 CFR §§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: DHS may share the information you provide on this form with other federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notice [DHS-USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records] and as described in the published privacy impact assessment [DHS/USCIS/PIA-017(a) Microfilm Digitization Application System], which you can find at www.dhs.gov/privacy. DHS may also share the information, as appropriate, for law enforcement purposes or in the interest of national security.	https://genealogy.uscis.dhs.gov/assets/files/G-1041-A_Privacy-Notice.pdf
Paperwork Reduction Act	USCIS Form G-1041 and G-1041A Paperwork Reduction Act USCIS may not conduct or sponsor an information collection, and you are 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 0.3 hours 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, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-0096. Do not mail your completed Form G-1041 to this address.	https://genealogy.uscis.dhs.gov/assets/files/Paperwork-Reduction-Act.pdf

Start

G-1041: Index Search Request

Step: Indicates the form navigation element. In this case, these questions would appear in the **About You** step of the form.
Section: Indicates the form sub-navigation element. The following copy for questions is grouped by the section in which they should appear.
Questions/Sub-Questions: Based on the questions from the paper form.
Help text: Text that appears below or next to an input field, partially hidden. Users can click to expand. Provides additional contextual or clarifying information about a question.
Instructional text: Text that appears directly below a question and provides instructions for answering the question.
Question sets are separated by a double-line.
Conditional question logic is indicated in () before question.

Primary Nav	Secondary Nav	Revision	Conditional Logic	Question	Revision	Sub-Question	Revision	Field Type	Instructional Text	Revision	Help Text	Alert	Required?	Notes
USCIS Genealogy Program														
Index Search Request														
Requester Name		Requestor Name		Title		Select Dr. Miss Mr. Mrs. Ms.		Text Text Dropdown Dropdown Dropdown Dropdown Dropdown	To submit a search for immigrant records, enter the information below. The required fields are marked with an asterisk*					
				First Name				Text					Y	
				Middle name				Text						
				Last Name				Text						
				Suffix		Select II III IV Jr. Sr.		Dropdown						
Requester Address		Requestor Address		Street Address				Text					Y	
				Apt/Unit #				Text						
				Country				Dropdown					Y	
				City				Text					Y	
				State				Dropdown					Y	
				Zip code				Text					Y	
		Requestor's Contact Information												
				Response By* †		Method of Delivery of Records*	Select	Dropdown	† Select a method by which a researcher may contact you if additional information is required. If you choose to be contacted by email, you will receive an email notification of the availability of documents. If you choose to be contacted by phone, the phone field will become a required field. All positive digital content and/or digital record results for a Genealogy Index Search request will be sent via the provided E-mail address. To receive your results if applicable in a hardcopy or paper format via USPS mail please select "By Mail" in the Response By field below.					
								By Email By Mail						
				Phone				Text						
				Extension				Text						
				Email Address				Text					Y	
Immigrant Name and Origin				First Name				Text					Y	
				Middle Name				Text						
				Last Name				Text						
				Immigrant's Country of Birth				Dropdown					Y	
Immigrant's Date of Birth				Month				Text	Immigrant's Date of Birth should be between 1800 and 1951.					
				Day				Text					Y	
				Year				Text					Y	
				Date of Birth Status		Actual Date of Birth Estimated Date of Birth		Dropdown					Y	

Primary Nav	Secondary Nav	Revision	Conditional Logic	Question	Revision	Sub-Question	Revision	Field Type	Instructional Text	Revision	Help Text	Alert	Required?	Notes
Enter additional information to distinguish a given immigrant from others with the same name.									Immigrant's Exact Date of Arrival in the United States					
					Month				The year should not be prior to 1750 and cannot be beyond the current year					
					Day									
					Year									
					Date Range				Before 1906 1906 to June 30, 1924 July 1, 1924 to 1940 After 1940	Dropdown				
Where did the immigrant live in the United States and when?					Most Recent Place of Residence				Place of Residence Period of Residence	Text	(If no exact residence dates are known, an approximate date range may also be helpful. For example, Place of Residence: 1 ABC Street, New York, NY; Period of Residence: from 1870 to 1880). Providing a specific location and timeframe will aid in the genealogy search. The city and state are important for locating and identifying the immigrant.			
					Previous Places of Residence				Place of Residence (A) Period of Residence (A)	Text				
									Place of Residence (B)	Text				
									Period of Residence (B) Place of Residence (C) Period of Residence (C)	Text				
									Text					
									Text					
									Text					
		Immigrant Optional Information									The following information is optional. It is used to help find the requested immigrant's records. It will not be used to search for the requested immigrant's family members.			
								Examples of optional information include the immigrant's maiden name, other name, or the names of other family members.						
								Please provide any known name changes and/or maiden name of the immigrant that may be relevant to conducting the genealogy search. Include the names of parents' and/or spouse that may be relevant to our genealogy search.						
				Name Entry A	Name Type			Alias Child's Name Father's Name Maiden Name Mother's Name	Dropdown					
				Name Entry B	Name Name Type			Alias Child's Name Father's Name Maiden Name Mother's Name	Text Dropdown					
				Name Entry C	Name Name Type			Alias Child's Name Father's Name Maiden Name Mother's Name	Text Dropdown					
				Name Entry D	Name Name Type			Alias Child's Name Father's Name Maiden Name Mother's Name	Text Dropdown					
				Name Entry E	Name Name Type			Alias Child's Name Father's Name Maiden Name Mother's Name	Text Dropdown					
				Name Entry F	Name Name Type			Alias Child's Name Father's Name Maiden Name Mother's Name	Text Dropdown					
				Name Entry G	Name Name Type			Alias Child's Name Father's Name Maiden Name Mother's Name	Text Dropdown					
							Name					Text		

Primary Nav	Secondary Nav	Revision	Conditional Logic	Question	Revision	Sub-Question	Revision	Field Type	Instructional Text	Revision	Help Text	Alert	Required?	Notes
Other		Enter other information about the immigrant that may assist with the search. For example, military service, date of naturalization, date of marriage, etc. If the immigrant derived citizenship, the naturalization will fall under the parent(s) or the spouse, so their information is helpful in locating the immigrant. All positive digital content and/or digital record results for a Genealogy Index Search request will be sent via the provided E-mail address. To receive your results if applicable in a hardcopy or paper format via USPS mail please note "Paper Copies Requested" below.						Text						

G-1041: Supporting Documents

Step: Indicates the form navigation element. In this case, these questions would appear in the Evidence step of the form.
Section: Indicates the form sub-navigation element. The following copy for questions is grouped by the section in which they should appear.
Evidence title: Type of evidence being requested
Instructional text: Clarifying information about what type of evidence an applicant should submit. Copy for evidence is created using the form's paper instructions.
Evidence types are separated by a double-line.
Field type is the universal upload pattern.

Primary Nav	Secondary Nav	Conditional Logic	Evidence Title	Instructional Text	Field Type	Document type	File Requirements	Alerts	Link	Required?	Notes
Supporting Documents				You can upload proof of death of family members who might be named in the file, petitions, information from Ancestry or any other documents that you believe might assist with processing your request. Anyone that is under 100 years in the file must have proof of death to release their information. If you choose to send documentary proof of death through e-mail: - Write your Case ID on all documents (Your Case ID is GEN-XXXXXX). If you choose to submit your supporting documents after the online application is submitted, you must use one of the following methods: - By Upload: Check Case Status Page - By E-mail: Genealogy.USCIS@dhs.gov To upload a copy of the proof of death document, perform the following: - Scan the document and save the file on the hard drive of your computer. - Click the Browse button below and locate the file on your hard drive. - Highlight the file name and click the Open button. The file name displays in the Select File to Upload field. - If the correct file name displays in the Select File to Upload field, click Upload File button to upload the file to the system. - The file size is limited to a maximum of 10 MB. You can upload up to 10 supporting documents. To remove an uploaded document, simply click the document row's Delete button. Choose or drop files here to upload	Upload						CTA: Cancel CTA: Save
No Proof of Death Files Uploaded Warning								WARNING: You have not uploaded proof of death. Please add a document and click Save. If you do not add a document, you will need to e-mail Genealogy.USCIS@dhs.gov or upload supporting documents through the Check Case Status Page. All proof of death supporting documents must be received by USCIS within 30 days. After 30 days the case will be closed without a refund or notice. You will not be able to go back to this page once the information has been submitted.	https://genealogy.uscis.dhs.gov/#/cases/status/check		CTA: Go Back CTA: Continue

G-1041: Payment Information Review

Step: Indicates the form navigation element. In this case, these questions would appear in the **Evidence** step of the form.
Section: Indicates the form sub-navigation element. The following copy for questions is grouped by the section in which they should appear.
Evidence title: Type of evidence being requested
Instructional text: Clarifying information about what type of evidence an applicant should submit. Copy for evidence is created using the form's paper instructions.
Evidence types are separated by a double-line.
Field type is the universal upload pattern

Primary Nav	Secondary Nav	Conditional Logic	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	Notes
Pre-Payment Information Review						Review the information below. If you wish to make changes to the information you entered use the Make Changes button below, or else use the Submit button to continue.				CTA: Make Changes
						Total Due: \$30.00				CTA: Submit
			Requester Information:			Name: Test Test Test Address: Test Test, AR 99999 USA Phone: 999-999-9999 Email: test@yahoo.com Contact By: By Email				
			Immigrant Information:			Name: Test Test Country of Birth: USA Date of Birth: 01/01/1940 Birth Status: Actual Date of Birth Arrival Date: 12/15/1958				
USCIS Genealogy Program	Online Payment					By submitting payment you acknowledge and agree to the Fee Payment Disclosure Statement for E-Filed Applications. Online payment by credit card is recommended. Your Request Case ID is: GEN-##### Write your Case ID GEN-##### on all items that will be e-mailed in. Amount Due: \$30.00 Click the Submit button below to begin payment and complete your online application. Once your payment is submitted, you will be prompted to set up your secret question and answer. The Case ID along with your secret question settings will be used for you to make record requests based on the search case. Pursuant to Title 8 of the Code of Federal Regulations (CFR), Section 103.7 and Section 103.2 respectively, filing and other applicable fees associated with USCIS applications, where applicable, "are non-refundable and must be paid when the application is filed." No refunds or returns will be honored for user errors or in the event of an application cancellation or withdrawal request. A charge in the amount of \$30.00 will be imposed on the Payer of this filed application if the total amount due cannot be honored on the bank or cardholder on which the funds are drawn. This charge is separate from any other bank or credit card penalty charges that may be imposed by the issuing Payor bank of credit card merchant.				CTA: Main Menu CTA: Cancel Order CTA: Submit
			Fee Payment Disclosure Statement for E-Filed Applications							

Primary Nav	Secondary Nav	Conditional Logic	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	Notes
DHS USCIS Genealogy	Payment Information					Payment Amount: \$30.00				CTA: Continue
			I want to pay with:							CTA: Cancel
				Bank Account (ACH)	Radio					
				Debit or credit card	Radio					
DHS USCIS Genealogy						Please provide the payment information below. Required fields are marked with an *				
						Agency Tracking ID				
						#####				
						Payment Amount				
						\$30.00				
			Cardholder Name		Text					
			Cardholder Billing Address		Text					
			Billing Address 2		Text					
			City		Text					
			Country		Dropdown					
			State/Province		Text					
			Zip/Postal Code		Text					
			Card Number		Text					Includes: (Visa, MasterCard, Discover, American Express logos)
			Expiration Date		Dropdown Dropdown					CTA: Continue
	Security Code		Text			What's this?		CTA: Previous		
								CTA: Cancel		
								CTA: Continue		
	[if continue]		I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.		Checkbox				CTA: Previous	
									CTA: Cancel	

G-1041: Secret Question and Answer

Column Header Descriptions
Primary Navigation: A section of the form that contains several pages.
Secondary Navigation: A single page within a section.
Conditional Logic: Indicates whether the question or subquestion only applies if you meet certain criteria.
Paper Form Question: The number in the paper form associated with the question.
Question: Based on content from the paper form. Often re-written from a statement into a question.
Sub-Question: Based on content from the paper form--the next level of information from the previous question. Often re-written from a statement into a question.
Field Type: The interaction method for a user to select or input data (ex. Text field, Dropdown menu, Radio buttons).
Instructional Text: Text that appears directly below a question and provides instructions for answering the question.
Help Text: Text that appears below or next to an input field, partially hidden. Users can click to expand. Provides additional contextual or clarifying information about a question.
Required: Indicates if an applicant is required to answer a question to compete the form. Most questions are required, conditional questions may not be required.

Primary Nav	Secondary Nav	Tertiary nav	Conditional Logic	Question	Sub-Question	Field Type	Instructional Text	Help Text	Alert	Required?	Notes
USCIS Genealogy Program	Secret Question and Answer						The required fields are marked with an asterisk* Most USCIS Genealogy customers who receive positive Search results may submit a follow-up Record request for one or more of the files found. By setting a secret question below, you can save your Search request information and results. The secret question and answer make it easy to return and submit follow-up Record requests by simply entering your Search Case ID number, secret answer, and then clicking the file(s) desired. To enter your secret question and answer, perform the following: 1. Select on question from the Secret Question list. 2. Enter your answer in the Your Answer text box. 3. Enter your answer again in the Re-enter your Answer text box. 4. Record your questions and answer. 5. Click the Submit button. If you forget your secret question and answer, you will be unable to take advantage of this feature and will have to submit your follow-up request as a new request. Your Answer Re-Enter Your Answer Text Text CTA: Main Menu CTA: Submit				

Column Header Descriptions

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Secondary Navigation: A single page within a section.

Primary Nav	Secondary Nav	Tertiary nav	Conditional Logic	Field Type	Instructional Text	Help Text	Alert	Link	Required?	Notes
Record Request Confirmation	The confirmation has been sent to your email address			Record Request Case ID: GEN-#####						
					Your payment of \$30.00 has been received. If your requested immigrant is less than 100 years old, your request will not be processed until USCIS has received the proof of the immigrant's death. If the documents are not received within 30 days, the case will be closed without refund and notice. You can use Check Case Status Page to upload proof of death documents or e-mail the documents to Genealogy: Genealogy.USCIS@dhs.gov.			https://genealogy.uscis.dhs.gov/#/cases/status		
	Below is a summary of your request. You can print this page as your confirmation.	Requester Information:			Name: Test Test Test Address: 123 Test Rd, Saint Louis, MO 63122 USA Name: Test Test Date of Birth: 09/15/1803 Country of Birth: Dominican Republic					
		Immigrant Information:			Case Opened Date: 8/6/2024, 9:35 AM Click the Main Menu button to search for another immigrant. To close this application, click the Close (x) button on the browser's toolbar.					CTA: Main Menu CTA: Close (x) CTA: Change Q&A CTA: Print this Window