

<b>1. Type of Request:</b>		
<input type="checkbox"/> Freedom of Information Act (FOIA) <span style="margin-left: 200px;"><input type="checkbox"/> Privacy Act (PA)</span>		
<b>2. Type or print below, the name, address and telephone number of the person to whom the information should be returned.</b>		
Name		Telephone number (Area code)
		( )
Address (Street number and name)		(Apartment number)
(City)	(State)	(ZIP Code)
<b>3. Action Requested:</b>		
<input type="checkbox"/> Amendment (Privacy Act only) <span style="margin-left: 100px;"><input type="checkbox"/> Copy</span> <span style="margin-left: 100px;"><input type="checkbox"/> Personal Review</span>		
<b>4. Information needed to search for record(s):</b>		
Specific information, document(s), or record(s) desired.		
Purpose for which desired. (You are not required to state the purpose for your request. Doing so <i>may</i> assist the INS in responding.)		
<b>5. Data for Identification of Personal Record (*Records normally cannot be located unless provided.)</b>		
*Family Name	Given Name	Middle Name
*Other Names used, if any	*Name used at time of entry into United States	
*Alien Registration number	*Place of birth	*Date of birth
Port abroad from which left for United States	Port of entry into United States	Date of entry
Manner of entry (air, sea, land, etc.)	Name of carrier (airline or vessel if applicable)	
*Name on Naturalization Certificate	Certificate number	Naturalization date
Address at time of Naturalization		
Naturalization Court and location		
<b>6. Verification of identity:</b>		
<input type="checkbox"/> In person with ID <span style="margin-left: 50px;"><input type="checkbox"/> Notarized Affidavit of identity</span> <span style="margin-left: 50px;"><input type="checkbox"/> Other (specify)</span>		
<b>7. Authorization/Consent (Usually required if requesting records about another person.)</b>		
<input type="checkbox"/> I consent to allowing the person named below to see my record <input type="checkbox"/> Authorization letter/G-28/Power of Attorney/Other (specify)		
Name of person authorized to see record	Signature of person giving consent	
<b>8. Fees: I agree to pay all costs incurred for search, duplication and review of materials up to \$25.00, when applicable.</b>		
Signature of requester	Date	Telephone number (Area code)
		( )

Freedom of Information/Privacy Act Request  
Form G-639

GENERAL INFORMATION

Please read all instructions carefully before completing this form. Applicants making false statements are subject to criminal penalties [P.L. 93-579.88 stat. 1902 (5 U.S.C. 522a (i) (3) ]].

The *Freedom of Information Act* (5 U.S.C. 552) allows requesters to have access to Federal agency records, except those which have been exempted by the Act.

The *Privacy Act of 1974* (5 U.S.C. 552a), with certain exceptions, permits individuals (United States citizens or permanent resident aliens) to gain access to information pertaining to themselves in Federal agency records, to have a copy made of all or any part thereof, to correct or amend such records, and to permit individuals to determine what records pertaining to themselves are collected, maintained, used, or disseminated. The Act also prohibits disclosure of individuals records without their written consent, except under certain circumstances.

INSTRUCTIONS

**How to Submit a Request.**

Persons requesting a search of INS records under the Freedom of Information or Privacy Acts may submit the completed application to the INS office nearest the applicant's place of residence. Requests may be submitted in person or by mail. If an application is mailed, the envelope should be clearly marked "Freedom of Information" or "Privacy Act Information Request."

**Information Needed to Search for Records.**

Failure to identify complete and specific information desired may result in a delay in processing or inability to locate the records or information requested.

**Data for Identification of a Personal Record.**

Complete as much of this section as possible; otherwise, there may not be enough information to locate the record(s) you want. Normally, records cannot be located without the person's name, date of birth, and place of birth, or the person's alien registration number or naturalization certificate number. Social Security Account Number (SSAN) is required for identification of Federal Government employee records.

**Verification of Identity in Person.**

An individual appearing in person may identify himself by showing a document bearing a photograph (such as an Alien Registration Card, Form I-151 or I-551, Citizen Identification Card, Form I-197, Naturalization Certificate, or passport); or two items which bear his name and address (such as driver's license and credit cards).

**Verification of Identity by Mail.**

An individual shall identify himself by full name, current address, date and place of birth and alien or employee identification number. A notarized example of his signature must also be provided. DOJ Form 361, Certification of Identity, may be used for this purpose.

**Verification of Identity of Guardians.**

Parents or legal guardians must establish their own identity as parents or legal guardians and the identity of the child or other person being represented.

**Authorization or Consent.**

Other parties requesting non-public information about an individual usually must have the consent of that individual on Form G-639 or by authorizing letter, together with appropriate verification of identity of the record subject.

**Fees.**

Except for commercial requesters, the first 100 pages of reproduction and two hours of search time will be furnished without charge. There is a fee of \$.10 per page for photocopy duplication. For requests processed under the Freedom of Information Act, there may be a fee for quarter hours of time spent for searches for and review of records. Search fees are at the following rates: \$2.25 clerical; \$4.50 professional/computer operator; and \$7.50 managerial. Other costs for searches and duplication will be charged at the actual direct cost. Fees will only be charged if the aggregate amount of search, copy, and/or review fees is more than \$8.00. If the total anticipated fees amount to more than \$250.00, an advance deposit of all of the fee may be required. Fee waivers or reductions may be requested for a request that clearly will benefit the public and is not primarily in the personal or commercial interest of the requester.

**Manner of Submission of Fees When Required.**

*Do not send cash.* Fees must be submitted in the exact amount. When requested to do so, submit a check or a United States Postal money order (or, if application is submitted from outside the United States, remittance may be made by bank international money order or foreign draft drawn on a financial institution in the United States) made payable to the "Immigration and Naturalization Service," in United States currency. An applicant residing in the U.S. Virgin Islands shall make his remittance payable to "Commissioner of Finance of the Virgin Islands," and, if residing in Guam, to "Treasurer, Guam."

A charge of \$5.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn. Every remittance will be accepted subject to collection.

**Privacy Act Statement.**

Authority to collect this information is contained in Title 5, U.S.C. 552 and 552a. The purpose of the collection is to enable INS to locate applicable records and to respond to requests made under the Freedom of Information and Privacy Acts.

**Routine Uses.**

Information will be used to comply with requests for information under the Acts; maintain statistical data required under the Acts; and answer subsequent inquiries concerning specific requests.

**Effect of Not Providing Requested Information.**

Furnishing the information requested on this form is voluntary. However, failure to furnish the information may result in the inability of INS to comply with a request, or refusal to comply with a request when compliance will violate other policies or laws.