



U.S. Citizenship
and Immigration
Services

Fact Sheet

July 2, 2019

Freedom of Information Act

The [Freedom of Information Act \(FOIA\)](#) provides the general public an avenue to request access to a variety of public information from federal agencies. Like all federal agencies, U.S. Citizenship and Immigration Services (USCIS) is required under the FOIA to disclose such records and information upon receiving a written request.

USCIS receives approximately 110,000 requests annually for access to immigration records. Such information is normally releasable with the exception of records exempted by the Act (e.g., classified national security, business proprietary, personal privacy, investigative, etc.). USCIS uses a three-track system to process all requests.

- **Track One:** Routine requests.
- **Track Two:** Complex inquiries that normally necessitate additional search and review time, and more time to prepare a final disclosure.
- **Track Three:** Accelerated access for individuals scheduled to appear before an immigration judge. To be placed in this track, requesters (either the individual or the individual's representatives) must include one of the following with their FOIA request:
 - **Notice to Appear (Form I-862);**
 - **Order to Show Cause (Form I-122);**
 - **Notice of Referral to Immigration Judge (Form I-863); or**
 - **A written request of continuation of a scheduled hearing before the immigration judge.**

NEW ONLINE SERVICE: To request an immigration record **about yourself**, try our new Freedom of Information Act Records SysTem, or FIRST. With FIRST, you can create a USCIS online account to request and receive documents digitally, eliminating the time and expense associated with mail-in requests. To get started, visit first.uscis.gov and create an account.

To request non-immigration records or an immigration record on behalf of someone else, you must use one of the mail, fax, or e-mail request options listed below. Those request processes aren't online yet, but they will be soon! You can also use Form [G-639](#), but it isn't required.

U.S. Citizenship and Immigration Services
National Records Center, FOIA/PA Office
P.O. Box 648010
Lee's Summit, MO 64064-8010
Email: uscis.foia@uscis.dhs.gov
Fax: 802-860-6908 or 816-350-5785

More detailed criteria on submission of FOIA requests is available on USCIS' Web site at www.uscis.gov (click on the "Freedom of Information Act" link at the bottom of the page)