

**Dear Angelo,**

Thank you for using CitizenPath to prepare your USCIS paperwork. The following pages include important instructions for completing your form/application and filing it with USCIS.

We want you to have a successful result. Therefore, if you have any additional questions or feel you need further assistance, please contact us.

<b>CONTACT US</b> Mon-Fri 8am to 5pm PST	<b>SELF HELP</b> Available online 24 / 7
<b>1-888-777-9102</b> <a href="mailto:support@citizenpath.com">support@citizenpath.com</a>	<b>Online at</b> <a href="http://www.citizenpath.com/help">http://www.citizenpath.com/help</a>

We will also be emailing you a quick customer satisfaction survey. We would appreciate your honest feedback so that we can continue to improve our service.

Sincerely,

**CitizenPath Customer Support Team**

## ORDER SUMMARY

<b>ORDER #</b>	G639-317
<b>COMPLETED BY</b>	Angelo Baitan
<b>DATE COMPLETED</b>	08/20/2014

**G-639**

Freedom of Information Act / Privacy Act Request

## Filing Check List

- Step 1:** Review, sign and date the form
- Step 2:** Make a copy of the form for your records
- Step 3:** Prepare documents to submit
- Step 4:** Mail the completed form to USCIS

### Step 1: Review, sign and date your form

Please review the printed form carefully. You need to make sure that every response reflects the information that you want to communicate to United States Citizenship and Immigration Services (USCIS). Mistakes and omissions of information will cause delays and prevent USCIS from processing your request. Reviewing the completed form is the applicant's responsibility. CitizenPath will not accept responsibility for the rejection or delay in processing your request due to the requester's failure to review the form.

After you have reviewed the form and are comfortable that it is completed accurately, please sign the form on Page 2, Part 5.

You indicated that the Subject of this request is now deceased. You will need to complete Part 3 (on Page 2) on behalf of the Subject. You will also need to attach proof of death. Guidelines for proof of death are addressed in Step 3.

## Step 2: Make a copy of your final application for your records

For your convenience, CitizenPath will keep a copy of your applications on record. However, we highly recommend that you make a copy for your own records.

## Step 3: If your answers suggested that any additional documents may be necessary, CitizenPath has listed them here.

- Do not send money with this request.** By filing this form, you are consenting to pay a maximum of \$25. However, no fees are required until you are notified by USCIS during the processing of your request. In many cases, no fee is ever charged.
- You indicated that the Subject of this request is now deceased.** You must provide proof of death by submitting one of the following:
  - Death certificate
  - Obituary
  - Funeral memorial
  - Photograph of headstone

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

## Step 4: Mail the completed application to USCIS

Insert the form as well as any supporting documents (if applicable) in an envelope and mail from a post office by certified mail or a commercial courier.

If you would like to mail your application via U.S. Postal Service (USPS), address it to:

**USCIS**  
**National Records Center, FOIA/PA Office**  
**P.O. Box 648010**  
**Lee's Summit, MO 64064-8010**

If you prefer to mail your application using USPS Express Mail/Courier, address it to:

**USCIS**  
**National Records Center, FOIA/PA Office**  
**150 Space Center Loop, Suite 300**  
**Lee's Summit, MO 64064-2139**

Alternatively, you may fax the form to (816) 350-5785 or email to [uscis.foia@dhs.gov](mailto:uscis.foia@dhs.gov)

## What's Next?

1. Once your request has been received by USCIS, it will be entered into the FIPS database.
2. The Freedom of Information Act requires that USCIS respond to your request within 20 business days from the date received. You will receive an acknowledgement letter from USCIS that contains a control number and an estimate on timeframe. However, if you have not provided sufficient information to process the request, USCIS may respond with a request for additional information. Further, USCIS may extend the response time for an additional 10 business days in certain situations.
3. Using the control number provided to you, you can check that status of your case using the online [FOIA Request Status Check](#).