

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.

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

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

ORDER #	G639-17357
COMPLETED BY	Angelo Baitan
DATE COMPLETED	06/08/2017

**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.

You are required to sign and date the form on Page 1, Part 2, Question 7.

Because you indicated that the Subject of this request is now deceased, you are not required to obtain a signature on Page 3, Part 4. . However, you will need to attach proof of death. Guidelines for proof of death are addressed in Step 3.

If you have additional information that may helpful to your request, please provide the details on Page 4, Part 5. Remember, to sign and date at the bottom of the page.

Your form must contain original signatures in black ink. A photocopy of a signed form or a typewritten name in place of a signature is not acceptable.

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

CitizenPath recommends that you make a copy of the complete application 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. Send the form to:

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

Alternatively, you may fax the form to (816) 350-5785 or email to 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 acknowledge 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](#).