

# Template to Request Immigration Records

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Agency Name]  
[Agency Address]  
[City, State, ZIP Code]

**Subject: FOIA Request for Immigration Records**

Dear FOIA Officer,

I am writing to request access to immigration records under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. I am seeking records pertaining to the following individual:

- Full Name: [Individual's Full Name]
- Date of Birth: [Date of Birth]
- Country of Origin: [Country of Origin]
- Date of Entry: [Approximate Date of Entry]
- Type of Visa/Immigration Status: [Type of Visa/Status, if known]
- Alien Registration Number (A-Number): [A-Number, if known]
- Other Identifying Information: [Any other relevant information]

The purpose of this request is to obtain information related to [specific purpose, e.g., genealogical research, legal proceedings, personal records]. I am particularly interested in obtaining the following documents:

- [List specific documents, e.g., Naturalization Certificate, Visa Application, Entry Records, etc.]

## **Fee Waiver Request (Optional)**

I request a waiver of all fees associated with this request. Disclosure of the requested information is in the public interest because it is likely to contribute significantly to

public understanding of [reason for public interest, e.g., immigration policies, historical research] and is not primarily in my commercial interest.

### **Expedited Processing (Optional)**

I also request expedited processing of this request. This is because [provide reason for expedited processing, e.g., urgent legal deadlines, humanitarian reasons].

### **Contact Information**

If you have any questions regarding this request, please contact me at [your phone number] or [your email address].

### **Closing**

Thank you for your attention to this matter. I look forward to your response within the 20 business days as required by FOIA.

Sincerely,

[Your Name]

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#### **Checklist for Submission:**

- 1. Completed Template:** Ensure all relevant information is included and the template is customized for your specific request.
- 2. Supporting Documents:** Attach copies of any documents that may support your request (e.g., proof of identity, existing records).
- 3. Submission Method:** Check the preferred method of submission for the agency (mail, email, online portal) and send your request accordingly.
- 4. Follow-Up:** Note the date of submission and follow up with the agency if you do not receive a response within the stipulated timeframe.

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