

EXAMPLE FOIA TO USCIS

[date]

U.S. Citizenship and Immigration Services
National Records Center, FOIA/PA Office
P. O. Box 648010
Lee's Summit, MO 64064-8010
E-mail: uscis.foia@uscis.dhs.gov

Applicant: [name]
Alien No. [A number]
DOB: [date of birth]
POB: [county of birth]

To Whom It May Concern:

I am writing you with this request under the Freedom of Information Act seeking any and all records pertaining [name]. [name] is a citizen of [country] who resides at [address].

Description of the Request

Any and all documents pertaining to [name], including video and audio recordings. [Name] presently lives in [city, state]. [He/She] first entered the United States on [date] [on a student visa, for example]. [He/She] became a [legal permanent resident] on [date].

Date Range of the Request

[Date of first entry to US or first applied to US for a visa etc.] to present.

Please forward the response to the FOIA request to:

[Attorney Name
Address
Email]

As provided in the Freedom of Information Act, we look forward to your response within twenty (20) business days. *See* 5 U.S.C. 552(a)(6)(A)(I). Thank you for your prompt attention to this request. Please contact me at [phone] or [email] if you have any questions about this request.

Sincerely,

[attorney name]