

Microsoft Outlook Quick Steps Language Guide



U.S. Immigration
and Customs
Enforcement

Office of Information Governance and Privacy (IGP)

Freedom of Information Act Division

USCIS

Quick Step Name: USCIS Forward & Reply to Requester

Reply Text

You have directed a FOIA request to U.S. Immigration and Customs Enforcement (ICE) seeking either (1) copies of your entire immigration file, also known as the alien file or A-File (ICE, CBP, OBIM, USCIS records), or (2) copies of certain documents or other information that is maintained in an individual's A-File. Some ICE issued records are located in the A-File. Complete A-Files are maintained by U.S. Citizenship and Immigration Services (USCIS). Accordingly, ICE is routing your FOIA request to USCIS. Upon receipt of your FOIA request, USCIS will provide you with a tracking number and respond directly to your request.

If you have any questions regarding your request, please contact USCIS at the address below:

U.S. Citizenship and Immigration Services
National Records Center, FOIA/PA Office
P.O. Box 648010
Lee's Summit, MO 64064-8010
Phone: (800) 375-5283
Fax: (816) 350-5785
Email: USCIS.FOIA@uscis.dhs.gov

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

Forward Email Address

To: foiaquestions@uscis.dhs.gov

Forward Text

Upon review of the subject matter, I have determined that, if such documents exist, they would be under your purview. Please respond directly to the requester. The requester has been notified of this transfer. If you have any questions concerning this matter, please contact this office at ICE-FOIA@dhs.gov.

CBP

Quick Step Name: CBP Forward & Reply to Requester

Reply Text

You have directed a FOIA request to U.S. Immigration and Customs Enforcement (ICE) seeking records that would be maintained by U.S. Customs and Border Protection (CBP). Accordingly, ICE is routing your FOIA request to CBP. Upon receipt of your FOIA request, CBP will provide you with a tracking number and respond directly to your request.

If you have any questions regarding your request, please contact CBP at the address below:

U.S. Customs and Border Protection
FOIA/PA Office
90 K Street, NE
Washington, DC 20229
Phone: (202) 325-0150
Website: <https://www.cbp.gov/site-policy-notice/foia>

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

Forward Email Addresses

To: CBPFOIA@cbp.dhs.gov

Forward Text

Upon review of the subject matter, I have determined that, if such documents exist, they would be under your purview. Please respond directly to the requester. The requester has been notified of this transfer. If you have any questions concerning this matter, please contact this office at ICE-FOIA@dhs.gov.

OBIM

Quick Step Name: OBIM Forward & Reply to Requester

Reply Text

You have directed a FOIA request to U.S. Immigration and Customs Enforcement (ICE) seeking records that would be maintained by U.S. Department of Homeland Security (DHS) Office of Biometric Identity Management (OBIM). Accordingly, ICE is routing your FOIA request to OBIM. Upon receipt of your FOIA request, OBIM will provide you with a tracking number and respond directly to your request.

If you have any questions regarding your request, please contact OBIM at the address below:

Privacy Office, Mail Stop 0655
Department of Homeland Security
2707 Martin Luther King Jr. AVE SE
Washington, DC 20528-065
Phone: 202-343-1743 or 866-431-0486

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

Forward Email Address

To: FOIA-OBIM@hq.dhs.gov

Forward Text

Upon review of the subject matter, I have determined that, if such documents exist, they would be under your purview. Please respond directly to the requester. The requester has been notified of this transfer. If you have any questions concerning this matter, please contact this office at ICE-FOIA@dhs.gov.

State Dept.

Quick Step Name: State Dept. Reply to Requester

Reply Text

Following review of your request, ICE has determined that the information you have requested is under the purview of the United States Department of State. Please note that the Department of State regulations, 22 CFR § 171.5, do not allow for the transfer of a FOIA/PA request from another agency, thus our office is not forwarding your request. The Department of State has advised that requesters should consult Department of State regulations at www.foia.state.gov to determine the specific requirements for submitting a FOIA/PA request to that office. Requesters can visit their website at www.foia.state.gov, fax or mail their requests to:

U.S. Department of State
Office of Information Programs and Services
A/GIS/IPS/RL
Washington, DC 20522-8100
202) 261-8579 (Fax)
(202) 261-8484 (Requester Service Center)

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

Reply With Certification of Identity Form

Quick Step Name: ID Cert

Reply Text

After reviewing the request, it was determined that you are asking for records pertaining to yourself. Therefore, we must verify your identity to ensure that your personal information is not released to anyone other than you. The DHS regulations, 6 CFR Part 5 § 5.21(d), require verification of your identity, including your full name, current address and date and place of birth. In addition, your request must be made in writing, must contain your signature, and should either be notarized or contain a statement made under penalty of perjury as permitted by 28 U.S.C. 1746. Because you have not provided this documentation, your request is not a proper FOIA/PA request, and we are unable to accept the request. Please resubmit the request with a copy of the attached Certification of Identity form.

Did you know?....Some records (such as entry/exit records, apprehensions at the border or point of entry, and travel records) to include I-94 records, are only available from Customs and Border Protection (CBP). – please contact them directly (<https://www.cbp.gov/site-policy-notice/foia/records>); For A-file (Alien file) requests, ICE records that are located in the A-file, or records regarding applications/petitions for relief, benefits, Asylees, credible fear and removal orders (these records reside in the A-file) please contact USCIS (<https://www.uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act>). For visa records, go to U.S. Department of State (<https://foia.state.gov/>) or visit [Travel.State.Gov](https://travel.state.gov) for assistance. For information regarding immigration court proceedings, contact the local Office of Chief Counsel (<https://www.ice.gov/contact/field-offices?office=12>).

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

Reply With 3rd Party Consent Form

Quick Step Name: 3rd Party

Reply Text

After reviewing the request, it was determined you are requesting records pertaining to a third-party individual. Please be advised that DHS regulations require, in the case of third-party information requests, a statement from the individual verifying his or her identity and certifying that individual's agreement that records concerning him or her may be accessed, analyzed, and released to a third party. See 6 C.F.R. § 5.21(f). Because you have not provided this documentation, your request is not a proper FOIA request, and we are unable to accept your request. Please resubmit the request with the attached third-party consent form.

Did you know?....Some records (such as entry/exit records, apprehensions at the border or point of entry, and travel records) to include I-94 records, are only available from Customs and Border Protection (CBP). – please contact them directly (<https://www.cbp.gov/site-policy-notices/foia/records>); For A-file (Alien file) requests, ICE records that are located in the A-file, or records regarding applications/petitions for relief, benefits, Asylees, credible fear and removal orders (these records reside in the A-file) please contact USCIS (<https://www.uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act>). For visa records, go to U.S. Department of State (<https://foia.state.gov/>) or visit [Travel.State.Gov](https://travel.state.gov) for assistance. For information regarding immigration court proceedings, contact the local Office of Chief Counsel (<https://www.ice.gov/contact/field-offices?office=12>).

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

ICE Tip Line (HSI) Reply

Quick Step Name: HSI Tip Line Reply

Reply Text

You have reached the ICE Freedom of Information Act office. To report suspicious criminal activity, please contact the ICE HSI Tip Line at: www.ice.gov/tipline or by phone at 1-866-DHS-2-ICE (1-866-347-2423).

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

ERO DRIL Reply

Quick Step Name: DRIL Reply

Reply Text

You have reached the U.S. Immigration and Customs Enforcement's (ICE) Freedom of Information Act (FOIA) office.

If you are attempting to locate a detainee in an ICE facility, please visit the Online Detainee Locator System at <https://locator.ice.gov/odls/#/index>.

For concerns pertaining to an individual's immigration case, please contact the ICE ERO Detention Reporting and Information Line by phone at 1-888-351-4024 or visit their website at <https://www.ice.gov/ICEcasereview>.

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

LESC Reply

Quick Step Name: LESC Reply

Reply Text

You have reached the U.S. Immigration and Customs Enforcement's (ICE) Freedom of Information Act (FOIA) office.

After review, it was determined that your request is not a Freedom of Information Act request. Please contact ICE's Law Enforcement Support Center (LESC) regarding your inquiry. More information on how to contact the LESC can be obtained from their website.

<https://www.ice.gov/lesc>

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

G-884 Reply

Quick Step Name: G-884 Reply

Reply Text

You have reached the U.S. Immigration and Customs Enforcement's (ICE) Freedom of Information Act (FOIA) office.

To request the return of original documents from USCIS, please visit <https://www.uscis.gov/g-884>.

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009

Not Reasonably Described Reply

Quick Step Name: NRD Reply

Reply Text

After careful review of your FOIA request, we determined that your request is too broad in scope, did not specifically identify the records which you are seeking, or only posed questions to the agency. Records must be described in reasonably sufficient detail to enable government employees who are familiar with the subject area to locate records without placing an unreasonable burden upon the agency. For this reason, §5.3(b) of the DHS regulations, 6 C.F.R. Part 5, require that you describe the records you are seeking with as much information as possible to ensure that our search can locate them with a reasonable amount of effort. Whenever possible, a request should include specific information about each record sought, such as the date, title or name, author, recipients, and subject matter of the records, if known, or the ICE program office you believe created and/or controls the record. The FOIA does not require an agency to create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify specific records. As you did not provide the necessary information described above, we are unable to accept this request.

Please resubmit your request containing the necessary information.

Did you know?....Some records (such as entry/exit records, apprehensions at the border or point of entry, and travel records) to include I-94 records, are only available from Customs and Border Protection (CBP). – please contact them directly (<https://www.cbp.gov/site-policy-notice/foia/records>); For A-file (Alien file) requests, ICE records that are located in the A-file, or records regarding applications/petitions for relief, benefits, Asylees, credible fear and removal orders (these records reside in the A-file) please contact USCIS (<https://www.uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act>). For visa records, go to U.S. Department of State (<https://foia.state.gov/>) or visit Travel.State.Gov for assistance. For information regarding immigration court proceedings, contact the local Office of Chief Counsel (<https://www.ice.gov/contact/field-offices?office=12>).

Sincerely,

ICE FOIA Office
Immigration and Customs Enforcement
Freedom of Information Act Office
500 12th Street, S.W., Stop 5009
Washington, D.C. 20536-5009