

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement

**SEVIS ACCESS REQUEST  
NON ICE GOVERNMENT USERS**

If you are a non-ICE employee from one of the following agencies and you need access to SEVIS information to perform your official functions please use this format to request access. Select one action and one of the following roles to complete this request.

SEVIS, the Student and Exchange Visitor Information System contains Law Enforcement Sensitive (LES) data about non-immigrant students, exchange visitors, their dependents and the certified schools and approved exchange programs that are authorized to enroll them. Access to this government system is only granted when the employee has a role that requires access to this information to perform his official duties. Roles are limited to:

<b>DHS Headquarters</b>	<b>Non-Adjudicator User. View Only</b>	<b>2701</b>
<b>CBP Use</b>	<b>DHS Officer. View and generate reports.</b>	<b>2702</b>
	<b>DHS Inspector/Land POE. View and modify student records with arrival information.</b>	<b>2703</b>
<b>DoS Use</b>	<b>EVPD Manager. View and report generation on exchange visitors and approved programs</b>	<b>2705</b>
	<b>EVPD Officer-Adjudicator User. View, enter data and report generation on exchange programs.</b>	<b>2706</b>
	<b>EVPD Clerk-Non-Adjudicator User. View and enter receipt data</b>	<b>2707</b>
<b>USCIS User</b>	<b>Adjudicator User. View all records and record student adjudication.</b>	<b>2717</b>
<b>ICE Agent</b>	<b>View and report generation.</b>	<b>2720</b>

**Privacy Notice:** The collection of this information is authorized by Federal Information Security Management Act, 44 U.S.C. § 3544(a). Your information is being collected to determine whether to grant you user access privileges to SEVIS. This information will be disclosed to the SEVIS Accounts Management Team and system owners to allow for the processing of access requests for SEVIS. ICE may share your information as generally permitted under the Privacy Act of 1974, 5 U.S.C. § 552a(b) and pursuant to routine uses in the DHS/ ALL-004 – General Information Technology Access Account Records System (GITAARS) and DHS/ALL-023 – Department of Homeland Security Personnel Security Management System of Records Notices, which can be viewed at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). Disclosure of this information is voluntary; failure to provide it will result in denial of access to SEVIS.

**To file:** Employee completes Section A and signs the signature page of the Rules of Behavior that follow. Request will NOT be processed if the Rules of Behavior signature page is not attached. Federal supervisor/manager certifies in Section B and emails this form and signature page of the Rules of Behavior form to [SEVISAccounts.Managementmailbox@ICE.dhs.gov](mailto:SEVISAccounts.Managementmailbox@ICE.dhs.gov).

Section A. User Identification		
Last Name, First, Middle Initial	PICS ID/SEVIS User Name	Phone
Department (DHS,DoS,DoJ)	Agency	Contractor? <input type="checkbox"/> YES <input type="checkbox"/> NO

Section B. Federal Authorization: I certify that the user needs access to SEVIS to perform assigned duties.			
Contractor Supervisor printed name	Signature	Office Phone	Date
Federal Supervisor/Manager printed name	Signature	Office Phone	Date

Section C. Type of Access- Select only 1 of the following actions, and for each only 1 role.
<p><b>1. New initial access. User has never had access to SEVIS and has the following role:</b></p> <p><input type="checkbox"/> 2701    <input type="checkbox"/> 2702    <input type="checkbox"/> 2703    <input type="checkbox"/> 2705    <input type="checkbox"/> 2706    <input type="checkbox"/> 2707    <input type="checkbox"/> 2717    <input type="checkbox"/> 2720</p> <p><b>2. Reactivate account with current SEVIS role. Use this if the user has never logged into SEVIS with credentials or if the user has not logged in within the last 45 days. Current role is:</b></p> <p><input type="checkbox"/> 2701    <input type="checkbox"/> 2702    <input type="checkbox"/> 2703    <input type="checkbox"/> 2705    <input type="checkbox"/> 2706    <input type="checkbox"/> 2707    <input type="checkbox"/> 2717    <input type="checkbox"/> 2720</p> <p><b>3. My current role is:</b></p> <p><input type="checkbox"/> 2701    <input type="checkbox"/> 2702    <input type="checkbox"/> 2703    <input type="checkbox"/> 2705    <input type="checkbox"/> 2706    <input type="checkbox"/> 2707    <input type="checkbox"/> 2717    <input type="checkbox"/> 2720</p> <p><b>4. My new role is:</b></p> <p><input type="checkbox"/> 2701    <input type="checkbox"/> 2702    <input type="checkbox"/> 2703    <input type="checkbox"/> 2705    <input type="checkbox"/> 2706    <input type="checkbox"/> 2707    <input type="checkbox"/> 2717    <input type="checkbox"/> 2720</p> <p><b>5. User no longer needs access to SEVIS. Delete access to SEVIS. User's role was:</b></p> <p><input type="checkbox"/> 2701    <input type="checkbox"/> 2702    <input type="checkbox"/> 2703    <input type="checkbox"/> 2705    <input type="checkbox"/> 2706    <input type="checkbox"/> 2707    <input type="checkbox"/> 2717    <input type="checkbox"/> 2720</p>

Sign the signature page of the Rules of Behavior  
and submit with this completed G-872S to [SEVISAccounts.Managementmailbox@ICE.dhs.gov](mailto:SEVISAccounts.Managementmailbox@ICE.dhs.gov)