



### INSTRUCTIONS FOR USCIS PRIVACY RELEASE

(Please call our office at 360-373-9725 if you have any questions regarding these instructions or the release)

**For Petitions:** (Form I-130, Form I-140, Form I-129F, Form I-730, etc.)

- **Which sections on the privacy release should you complete?**
  1. “Petitioner/Applicant”:
    - The information should relate to the U.S. Citizen, LPR, Individual, or Business filing a petition on behalf of a beneficiary, and
  2. “Beneficiary”:
    - The information should relate to the non-U.S. Citizen or foreign national.

**For Applications:** (Form I-485, Form N-400, Form I-765, Form I-131, Form I-751, etc.)

- **Which section on the privacy release should you complete?**
  1. “Petitioner/Applicant”:
    - The information should relate to the non-U.S. Citizen or foreign national who submitted the specific application to USCIS. Leave Beneficiary Section blank.

**The Privacy Release must include the following information:**

- The name, current address, date of birth, and place of birth of the individual whose information is being requested (the subject of records).
  - Address includes the street number and name, city, state, and zip code.
  - A business is exempt from the date of birth and place of birth requirement.
- Do not grant permission for anyone to access the information released to our office.
  - Attorneys or Accredited Representatives may not be named as authorized recipients.
  - Family members or friends may not be named as authorized recipients.
- The subject matter to which the requested information relates.
  - USCIS receipt number or tracking number.
  - USCIS form type or benefit requested.
  - A brief description of the information or action needed.
- The signature of the individual whose information is being requested (the subject of records).
  - Only one handwritten signature for each privacy release.
  - USCIS will not accept a digital signature created by a typewriter, word processor, stamp, auto-pen, or similar device.

**Are there any exceptions for who can sign the privacy release, instead of the subject of records?**

- A custodial parent if the subject of records is younger than 14 years old.
- A legal guardian if the subject of records has a disability.
- An attorney-in-fact, provided the legally executed power of attorney document is also submitted
  - USCIS will not accept a Form G-28 as a power of attorney document
  - Please do not submit Form G-28 with casework inquiries



**Congress of the United States**  
House of Representatives  
Washington, DC 20515

**DISTRICT OFFICES**

**Petitioner/Applicant:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Alien number (if any): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Relationship to the Beneficiary: \_\_\_\_\_

**Beneficiary:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Alien number (if any): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Relationship to Petitioner: \_\_\_\_\_

**USCIS receipt or tracking numbers (no Social Security numbers). List all that apply to your case:**

USCIS Receipt Number	Form Number	Location of Application (Lower left corner of USCIS I-797 Notice of Action Letter)	Priority or Receipt Date

**Form type(s) – check all that apply:**

- G-639  I-90  I-129  I-129F  I-130  I-131  I-140  I-212  I-290B  I-360
- I-485  I-526  I-539  I-589  I-590  I-600A  I-600  I-601  I-612  I-690
- I-730  I-751  I-765  I-821  I-824  I-829  I-914 (Supplement A, B, or C)
- I-918  I-924  I-929  N-400  N-600  N-565  N-644  Other:

**Brief description of the issue (if you need more space, attach a separate sheet):**

**Section below to be completed by the person who is the subject of the records. Follow instructions:**

I certify, under penalty of perjury, that 1) I provided or authorized all of the information in this privacy release and any document submitted with it; 2) I reviewed and understand all of the information contained in my privacy release and submitted with it; and 3) all of this information is complete, true, and correct.

I, (print your name) \_\_\_\_\_, authorize USCIS to release information contained in my USCIS records to the extent permitted by law, to Congresswoman Emily Randall and her staff.

Signature (sign in ink): \_\_\_\_\_ Date: \_\_\_\_\_

**Current Residential Address (Do not list a P.O. Box.)**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Mailing Address (If different from your current residential address, i.e., P.O. Box.)**

Address: \_\_\_\_\_

**Translator Certification (If privacy release or any of the supplemental information has been translated.)**

I certify, under penalty of perjury, that I am fluent in English and \_\_\_\_\_, and that my translation of the privacy release and any foreign language documents submitted with this inquiry are complete and accurate.

Translator Name (print): \_\_\_\_\_

Signature (sign in ink): \_\_\_\_\_ Date: \_\_\_\_\_