



**U.S. Citizenship
and Immigration
Services**

Freedom of Information Act and Privacy Act Case Processing Guide

NRC FOIA Policy and Training
7/17//2023

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Foreword

The United States Citizenship and Immigration Services (USCIS) Freedom of Information Act (FOIA) and Privacy Act (PA) Case Processing (CP) guide is a ready reference to assist with the processing of FOIA and PA requests.

FOIA Time Limit

Under the law, all federal agencies are required to respond to a **FOIA** request within 20 business days, unless there are "unusual circumstances." This **time period** generally begins when the request is received by the **FOIA** office of the component that maintains the records sought.

Processing Legend

In this guide, the following acronyms will be used throughout:

WIF (withhold in full)

RIF (refer in full)

OOS (out of scope)

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CASE PROCESSING OVERVIEW

The Freedom of Information Act

Congress passed the Freedom of Information Act (FOIA) in 1966 to establish the public's right to access records created or maintained by federal executive branch agencies. The statute became effective on July 4, 1967. The statute relating to the Freedom of Information Act is 5 U.S.C. § 552.

The Privacy Act

The Privacy Act of 1974 regulates the collection, maintenance, use, and dissemination of personal information by the federal government. The statute relating to the Privacy Act is 5 U.S. C. § 552a. The statute became effective September 27, 1975.

FOIA Request Tracks

USCIS uses a three-track, first-in/first-out (FIFO) multitrack processing system. See 6 CFR 5.5(b)

Track 1 (Simple Track):

SMP Office - Simple requests are Track 1 and reassigned to the SMP Office after staffing if the request is for:

1. A single specific document and the record is located at the National Records Center or available electronically (ELIS, STACKS, etc.), or
2. An A-number only

Track 2 (Complex Track):

NRC Office – Complex requests are Track 2 based on the need to collect records from outside the NRC or are not available electronically and/or the need to examine records that are voluminous in nature. Due to these two needs Track 2 can encompass both specific document requests and requests for entire records.

Track 1 (NRC Office) – Specific document requests show with the current FIRST indicator of Track 1 if the request is for:

1. A specific document (including related documents and/or supporting documents) and the record is NOT located at the National Records Center or available electronically, or
2. More than one specific document (there is no max or limit on the number of specific documents requested), or
3. All records request where only receipt file(s) are located

Note: A request for a I-589 application with supporting documents, will be created as a complex specific document request.

Track 2 (NRC Office) – Entire records requests show with the current FIRST indicator of Track 2 if the request is for:

1. Copy of an entire A-file
1. All records request (except for when only a receipt file(s) is located)

Track 3 (Accelerated Track):

NRC Office - Track 3 is the accelerated track for cases involving individuals who are to appear before an immigration judge. Track 3 can be requested anywhere within in the request, including Part 1 Section 5 of the G-639 or under the "Circumstances" in Part 3 on the Front Porch request. To receive Track 3 accelerated processing, one of the following documents must be included with the FOIA request:

- Form I-862, Notice to Appear, documenting a future scheduled date of the subject's hearing before the immigration judge; or
- Form I-122, Order to Show Cause, documenting a future scheduled date of the subject's hearing before the immigration judge; or
- Form I-863, Notice of Referral to Immigration Judge; or
- a written notice of continuation of a future scheduled hearing before the immigration judge.

If any of the above documents shows a TBD (To Be Determined) or a past hearing date, the requestor must also submit evidence that a hearing date was scheduled. We will accept a printout from the EOIR Automated Case Information portal showing a future scheduled hearing date that is provided in conjunction with the forms listed above when the date on one of the above documents is TBD or the date has passed.

Note: Track 3 can be specific documents or entire A-files. All Track 3 requests are created and processed in the NRC Office.

Track	AKA	Description	Current FIRST Indicators
Track 1	Simple track	Request is for one specific document* OR an A- number, and the record is physically located at the NRC or available electronically	Track 1 + SMP office
Track 2	Complex track	Request is for one specific document*, and the record is <u>not</u> located at the NRC nor available electronically, <i>OR</i> the request is for more than one document, <i>OR</i> the request is for a full A-file, <i>OR</i> all records request where only receipt file(s) are located	Track 1 + NRC office
			Track 2 + NRC office
Track 3	Accelerated track	Request pertains to a subject who is in removal proceedings and has a future hearing date	Track 3 + NRC office

The A-File

An alien file, commonly known as an A-file, is the collection of documents that the Department of Homeland Security (DHS) maintains for foreign-born individuals who have arrived in the United States as immigrants or nonimmigrants. The file typically contains all of the official files related to immigration status, citizenship, or relief, and includes both documents submitted by the non-citizen as well as any investigations, statements,

correspondence, and memoranda created by DHS and may contain documents created by various other government agencies. It also may include other identifying documents, such as birth certificates.

Border Crossing Cards (BCC)

If the A-number is 80,000,000 through 86,899,999, it is a Border Crossing Card number that can either be an electronic file in which there is no physical A-file associated or there may be a physical file when an individual later applies for an additional benefit or is encountered in an enforcement action by ICE or CBP.

100 Million Series A-Numbers

If the A-number is 100,000,000 through 199,999,999, it can be either an Employment Authorization Document (EAD) card number only in which there is no physical A-file associated or there may be a physical file when an individual later applies for an additional benefit or is encountered in an enforcement action by ICE or CBP.

Global or WRAPS Records

USCIS and DOS work cooperatively to administer the overseas component of the U.S. Refugee Admissions Program (USRAP). The mission of the USRAP is to resettle eligible refugees in the United States. Although DOS has overall management responsibility for the USRAP, USCIS Refugee, Asylum and International Operations Directorate (RAIO) Refugee Affairs Division (RAD), and in some cases International Operations (IO) Division, is responsible for interviewing refugee applicants, receiving and reviewing results of all background checks, and adjudicating applications for refugee status.

The Worldwide Refugee Admissions Processing System (WRAPS) was the case management system used by both DOS and USCIS to administer the USRAP. However, WRAPS was decommissioned, and separate systems were created for each agency. USCIS uses Global and DOS uses START.

Global records may not be identified in RAILS. USCIS creates A-numbers for individuals seeking refugee status, but there is no physical file for that individual until the application has been processed and vetted. In reviewing a FOIA request, if you have reason to believe that agency records responsive to the request may be located in Global or WRAPS, a separate search must be completed by SIG.

Indicators that a Global or WRAPS search is needed, include:

- The request mentions "refugee" or "U.S. Refugee Admissions Program" or "USRAP" or "refugee resettlement" or "refugee processing" or "Refugee Processing Center"
- The Subject of Record is a refugee applicant seeking records related to their refugee application to pursue a request for reconsideration
- The request mentions the court order in *IRAP v. USCIS*
- The requestor is an organization known for representing individuals in refugee processing (e.g. International Refugee Assistance Project (IRAP), Church World Service (CWS), International Rescue Committee (IRC), World Relief)
- The requestor provides an OPE or Resettlement Support Center (RSC) case number
- The requestor provides a copy of a USCIS letter titled "Notice of Ineligibility for Resettlement"
- The FOIA request specifically mentions or seeks Global or WRAPS records
- You are unable to locate an A-file even though the requester presents a valid USCIS A-number in the

200 million series

The examples above are not an exhaustive list. They are only some examples, and you should be requesting a search of Global or WRAPS in any case where you have reason to believe that agency records responsive to the request may be located in Global or WRAPS.

When a Global or WRAPS search is needed, please create the case as normal and send the case to Admin with the case note “Global/WRAPS file” and email the SIG mailbox.

Do NOT add the DOS verbiage to the Acknowledgement or Final Action letters for these requests.

**Pay attention to the requestor name and address, many of these requests may be coming from the same one: IRAP (International Refugee Assistance Project) One Battery Park, Floor 4, New York, NY 10004*

STARTING A CASE

FOIA Request

Certification of Agreement (Consent)

Certification of Agreement for the purposes of FOIA/PA is a written agreement, i.e., consent, signed by the subject of the record (SOR), giving permission for the information in the record to be given to a third-party. (See 6 CFR § 5.21)

- The case processor must review the request and supporting documents to determine if proper consent is present.
- **Certification of Agreement will be referred to as consent for the remainder of the guide.**

**A person does not need to provide consent to request his or her own file.*

Consent could be:

- Part 4 on Form G-639, or
- A properly executed Form G-28 with Part 3 designating FOIA, Privacy Act or G-639 (all immigration matters will not suffice), or
- A separate declaration by the subject, such as: Pursuant to the Privacy Act of 1974 and DHS policy, I hereby agree to the disclosure to _____ of any Record pertaining to me that appears in any system of records of USCIS, USCBP, or USICE.

A G-28 within the responsive records does not determine how you process an A-file. As a Processor, this may affect your decision on consent in the following instances:

- If consent is provided on no other place except Form G-28, the attorney must use a properly executed new Form G-28 (revision of date 09/17/18 or 05/23/18).
- If the Form G-28 is an older version than the revision of 09/17/2018 or 05/23/18*, then you will close

the case Total Denial (TD).

- If the new Form G-28 (revision of 09/17/2018 or 05/23/18) is not properly executed, then you will close the case Total Denial (TD).

Not everyone can sign a document. However, if they make their mark (i.e. an X) and it is either notarized or made under penalty of perjury that fulfills this requirement as well.

**Unless a document has an explicit expiration date, we will accept the document and signature as proper Certification of Agreement.*

**If there is adequate consent someplace else in the request, such as on Form G-639 or on a separate statement, then the version of Form G-28 does not matter.*

Verification of Identity (VOI)

When someone submits a FOIA request they must prove they are the rightful owner of the record they are requesting. This is called Verification of Identity (VOI). Each record contains Personal Identifiable Information (PII) which requires an extra layer of protection. Meaning the VOI provided in the request must adequately match the PII in the file requested. Providing VOI is met by providing certain pieces of information unique to them and attesting, to the fact, that it is the truth. (See 6 CFR § 5.21)

For VOI the Requestor must provide the Subject's:

- Full Name
- Current address
 - In a front porch request, an e-mail address is considered a valid address.
- Date of Birth (DOB): The Requestor must provide at least a month/year or a year of birth of the subject; or if they provide "Unknown", this is acceptable for VOI.
- Place of Birth (POB)

This information must be signed and notarized or signed under penalty of perjury by the subject of the record. The notarized signature of the subject or the signature under penalty of perjury does not need to be on the G-639. If a separate statement is included for VOI purposes, it must include the subject's name, current address, Date of Birth, Place of Birth, and be signed under penalty of perjury or notarized; **OR** the separate statement must reference the VOI provided in the request as being true and be notarized or signed under penalty of perjury.

Note: If the Subject cannot sign their name, their mark is also acceptable (e.g., "X" or a fingerprint).

If the Requestor is asking for records concerning (a living) individual, and if there is only one signature, and the request does not fall under one of the categories above for consent and/or VOI, leave a Case Note stating the problem and either close the case as a TD or a FC based on the decision matrix shown below.

Electronic G-639 (Front Porch) Requests

All requirements for Verification of Identity and Certification of Agreement (consent) also apply to electronic

G-639 requests referred to hereafter as “front porch” requests.

A valid self-request:

- Verification of Identity:
 - DOB and POB provided
 - Proper Signature:
 - Penalty of perjury:
 - In Part 4, ‘Yes’ will be next to ‘Subject Agrees to Statement’ and ‘No’ or a blank space should be next to ‘Notarized Affidavit’ if the Subject has signed under penalty of perjury.
 - In part 4, the name typed next to ‘Signature of Subject’ should be your Subject’s name.
 - Notarized:
 - In Part 4, ‘No’ or a blank space should be next to ‘Subject Agrees to Statement’ and ‘Yes’ will be next to ‘Notarized Affidavit’ if the Subject has included a notarized signature.
 - The notarized statement or statement under penalty of perjury should be included as an Additional Request Document under the Documents tab. The processor will need to review this document to ensure it is completed properly. If it is completed properly, the request is valid. If it is not completed properly, follow the guidance in the Verification of Identity section.
 - If the Subject answers “No” to “Subject of Record Agrees to Statement”, and the only VOI signature provided as an Additional Request Document is the signature page(s) of the G-639:
 - G-639 (7/2022) signature block in Part 3 provides VOI signature under penalty of perjury.
 - G-639 (11/2022) signature block in Part 3 provides VOI signature under penalty of perjury. The signature block in Part 4 provides VOI signature under penalty of perjury/notary.
- Certification of Agreement (Consent):
 - Not required for self-requests

A valid third-party request:

- Verification of Identity:
 - DOB and POB provided
 - Penalty of perjury:
 - Can be completed the same as a self-request.
 - Notarized:
 - Can be completed the same as a self-request. Review the Additional Request Documents for valid Verification of Identity. If it is not completed properly, follow the guidance in the Verification of Identity section.
 - If the Subject answers “No” to “Subject of Record Agrees to Statement”, and the only VOI

signature provided as an Additional Request Document is the signature page(s) of a G-639:

- G-639 (7/2022) signature block in Part 3 provides VOI signature under penalty of perjury.
- G-639 (11/2022) signature block in Part 3 provides VOI signature under penalty of perjury. The signature block in Part 4 provides VOI signature under penalty of perjury/notary.
- Certification of Agreement (Consent):
 - If the Subject completed Part 4 under Penalty of Perjury, no additional documents are required for consent. The Subject is consenting to release of their information if completed in this manner.
 - If the Subject responded ‘No’ in Part 4 and chose to upload a notarized statement or statement under penalty of perjury, they will also need to include a certification of Agreement (Consent). Review the Additional Request Documents for valid Certification of Agreement. If it is not completed properly, follow the guidance in the Certification of Agreement section.
 - If the Subject answers “No” to “Subject of Record Agrees to Statement”, and the only consent provided as an Additional Request Document is the G-639 Part 4 signature page this is acceptable for consent.
 - If the Subject answers “No” to “Subject of Record Agrees to Statement”, and the only consent document provided as an Additional Request Document is the “signature” page of the G-28, then close the case TD. The signature block on the G-28 grants consent to the Attorney or Accredited Representative listed in Part 1 of the G-28. Since Part 1 has not been provided, consent has not been given.

**Always review any Additional Request Documents for Verification of Identity and Certification of Agreement (consent).*

Electronic Signatures

An electronic signature provided on a G-639 or G-28 that is generated via a private software system, will not be accepted as proper Verification of Identity or Certification of Agreement (Consent).

Failure to Comply (FC)

Failure to Comply is when we are missing a part of VOI (name, DOB, POB, current address and/or proper signature).

- Leave a Case Note explaining why you are closing the case as FC
- Select Actions button
- Select Close
- Select “FC”
- If applicable, select an insert (see the Case Create Guide for inserts)
- Select Send for (Upfront) Approval

If you are closing a front porch request FC due to missing Verification of Identity (VOI), add the ‘Third party digital request, VOI not present’ insert to the Final Action Letter.

**If the case is being closed as failure to comply, do not make any redactions. If you have already made redactions, please delete them all.*

Total Denial (TD)

Total Denial is when we are missing consent to release the records to a third-party.

- Ensure Category selection is “Third Party No Consent”.
- Select Actions button
- Select Close
- Select “TD”
- If applicable, select an insert (see the Case Create Guide for inserts)
- Leave a Case Note explaining why you are closing the case as TD
- Select Send for (Upfront) Approval

**If the case is being closed as a total denial, do not make any redactions. If you have already made redactions, please delete them all.*

Consent and VOI Chart

Requestor	Consent	Verification of Identity	Action
Self	N/A	Adequate	Process records
Self	N/A	Not adequate	Close FC
Third Party (Atty/Rep/Other)	Adequate	Adequate	Process records
Third Party (Atty/Rep/Other)	Not adequate	N/A	Close TD
Third Party (Atty/Rep/Other)	Adequate	Not adequate	Close FC
Third Party (Atty/Rep/Other) – Deceased SOR	Adequate – provided proof of death	Adequate – provided VOI of SOR (Name, POB and DOB only required)	Process records
Third Party (Atty/Rep/Other) – Deceased SOR	Not adequate – proof of death not provided	N/A	Close TD
Third Party (Atty/Rep/Other) – Deceased SOR	Adequate – provided proof of death	Not adequate - VOI of SOR not provided (Name, POB and DOB only required)	Close FC
Third Party (Atty/Rep/Other) – SOR over 100 yrs old	N/A	Adequate – provided VOI of the SOR (Name, POB and DOB only required)	Process records
Third Party (Atty/Rep/Other) – SOR over 100 yrs old	N/A	Not adequate – VOI of SOR not provided (Name, POB and DOB only required)	Close FC

Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or proof of parentage	Adequate – provided VOI of SOR (signature not required) AND VOI of the parent/guardian	Process records
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or proof of parentage	Not Adequate – VOI of parent/guardian not provided	Close FC
Third Party (Parent/Guardian)	Adequate – provided proof of guardianship or proof of parentage	Not Adequate – VOI of SOR not provided (signature not required)	Close FC
Third Party (Parent/Guardian)	Not adequate – did not provide proof of guardianship or proof of parentage	N/A	Close TD

Deceased Subject and the 100 year rule

If a Requestor establishes that the subject of record is deceased or if the subject of record is more than 100 years old, then the Requestor is not required to establish his or her own Verification of Identity (VOI). The same requirements apply to a request for the file of a deceased person as apply to a request for a Non- Privacy Act Record.

If the subject of a request is deceased, it is incumbent upon the Requestor to provide proof of death. Proof of death could be any of the following:

- Death Certificate;
- Obituary;
- Funeral Memorial; or
- Photograph of headstone; or
- Screen print from the Social Security Death Index; or
- Probate documents filed in court

If the subject of a request is over 100 years old, USCIS assumes they are deceased and no proof of death is required.

If the Requestor says the subject is deceased and did not provide proof of death and the subject is not over 100, close the case as a Total Denial (TD).

Guardianship

If a court appointed guardian is requesting the records, we require;

- The court order establishing guardianship, along with name, date of birth, and place of birth of the subject, and VOI from the guardian.
- This includes court appointed guardian organizations such as Miami Dade County and others.

Note: If VOI of the guardian is missing, close FC select the correct insert box.

Minors

A minor for FOIA purposes is considered someone 17 years of age or younger at the time the FOIA request is received. A minor can request their own record. There is no law which states that a Requestor must be a certain age to file a FOIA/PA request.

If a parent requests a minor child's records they must submit the minor's name, date of birth and place of birth, the parent's VOI, and proof of parentage, e.g. birth certificate, adoption decree or similar document, naming the Requestor as the legal parent.

If using the G-639 (7/2022), the parent/guardian must sign Part 3 under penalty of perjury. If the parent/guardian is giving consent to another third party, they will need to sign both Part 3 and 4.

If using the G-639 (11/2022), the parent/guardian must sign Part 3 under penalty of perjury, or Part 4 under Notary/penalty of perjury. If the parent/guardian is giving consent to another third party, they will need to sign Part 4.

**Attorneys may represent minors also.*

Note: If VOI of the parent is missing, close FC and select the correct insert box.

Power of Attorney

A power of attorney is a document in which one person appoints another person to act as an agent on his or her behalf. A Requestor may submit a power of attorney with a request, and we may consider it.

The Requestor may have provided adequate consent on the Form G-639 or elsewhere in the request. If so, we do not need to evaluate the validity of the power of attorney.

A power of attorney cannot override either the requirement for verification of identity in 6 CFR § 5.21(d) or the requirement for consent in 6 CFR § 5.21(f).

The subject must have signed the POA. In order to meet the 6 CFR § 5.21(d) requirement, the power of attorney must list the subject's name, date of birth (DOB), place of birth (POB) and address, and the subject's signature must be notarized or made under penalty of perjury.

If the Requestor did not provide consent on the G-639 or on some other document, only then we should look for consent on a power of attorney. The wording on the power of attorney must meet the 6 CFR § 5.21(f) requirement, for example:

- "By this Power of Attorney, I agree to the disclosure to (the named person) of any record pertaining to me that appears in any system of records of USCIS, USCBP, or USICE."

If you are unsure if the wording is sufficient to meet the requirement, contact a supervisor.

- If the subject is not alive, a power of attorney is irrelevant.
- If the Requestor states that the subject is deceased, refer to **“Deceased subjects and the 100 year rule.”**

**We cannot consider a power of attorney describing blanket authority without specific mention of delegated authority to request USCIS records. We also cannot consider a power of attorney, with no expiration date, or a power of attorney with an indefinite expiration date.*

- If it is expired, the power of attorney is invalid, even if it met all the § 5.21 requirements. We are not legally covered if we honor an expired power of attorney.
- If the Requestor provided adequate consent and VOI elsewhere in the request, such as on Form G-639 or on a separate document, any attached power of attorney is irrelevant, whether or not it is valid.

Track Changes

If you encounter a case in processing that appears to have the incorrect track, review the Acknowledgement letter and process the case based on the information provided in the Acknowledgement letter (i.e. specific documents listed, A-File).

For example, but not limited to:

- The case is created as Track 1 with specific documents listed in the Acknowledgement letter. However, per the request it should have been created as Track 2 or 3:
 - Track 1 processor will continue to process as a Track 1 and only provide the specific documents listed in the Acknowledgement letter.
- The case is created as Track 1 with A-file listed in the Acknowledgement letter. However, per the request it should have been created as Track 2.
 - Track 1 processor will continue to process the entire file.
- The case is created as Track 2 and the Acknowledgement letter is for A-file. However, per the request it should have been created as Track 1 or Track 3 for specific documents:
 - Track 2 processor will continue to process the entire file.
- The case is created as a Track 2 and has a Track 3 approval cover sheet or supporting documents for Track 3:
 - Place a case note in the case.
 - Do NOT address this in the Final Action letter.
 - Track 2 processor will continue to process the entire file.

If you require additional guidance:

- Send an email to your supervisor.
- Place a case note in the case and send it to Admin.

Genealogy

Genealogy cases are requests for searches and/or copies of historical records relating to a **deceased** person. The list below represents records that the public would be able to request from the Genealogy Program:

- Naturalization Certificate Files (C-files) from September 27, 1906 to April 1, 1956

- Alien Registration Forms from August 1, 1940 to March 31, 1944
- Visa files from July 1, 1924 to March 31, 1944
- Registry files from March 2, 1929 to March 31, 1944
- Alien Files (A-files) numbered below 8 million (A8000000) and documents therein dated prior to May 1, 1951

If the case you are processing does meet the criteria for Genealogy:

- Make a case note
- Send case to Admin.
- Send an email with the control number to your supervisor to return the case to the case creator to review and follow the genealogy procedures outlined in the USCIS FOIA and PA Case Create Guide.
- Do not process the responsive records.

Expedited Request

A Requestor may ask for the request to be expedited and processed outside the order of receipt. By law, we must respond to a request for expedited treatment within 10 calendar days.

A Requestor who seeks expedited processing must explain in detail the basis of the need and submit a separate statement that the facts are certified to be true and correct to the best of his or her knowledge and belief. If a Requestor asks for expedited processing and fails to meet the criteria, we process the request in the appropriate track, using the “first in/first out” rule [See 6 C.F.R. § 5.5(a)].

FIRST will ask if the request is for expedited processing treatment, a positive response will trigger further questions. Those answers will result in the approval or denial of the request. The only time an expedited request will go for review is if it is approved, FIRST will send for another level of review.

USCIS will grant expedited processing if the Requestor establishes one of the following qualifications:

- (i) Circumstances in which the lack of expedited processing could reasonably be expected to pose an imminent threat to the life or physical safety of an individual.
- (ii) An urgency to inform the public about an actual or alleged federal government agency, if made by a person who is primarily engaged in disseminating information.
- (iii) The loss of substantial due process rights; or
- (iv) A matter of widespread and exceptional media interest in which there exist possible questions about the government's integrity, which affect public confidence.

Expedite processing requests should be addressed during case create. If the expedite processing request is not addressed during case create, the processor will need to address:

- In FIRST under the Request tab, check ‘Yes’ under ‘Did the requestor request an expedited case?’
- Check ‘Deny’ in the section titled ‘Is the documentation for an expedited request sufficient to be sent for admin review?’
- Fill out a Help Desk ticket on PoaT Teams. Make a case note and send the case to Admin.
- The Help Desk will review the expedite processing request and make final approval/denial decision. The Help Desk will make any necessary adjustments to FIRST and/or generate any letters according to the final decision and respond to the Help Desk ticket.
- Once the Help Desk ticket has been completed, the processor will recall the case and continue to process.

Note: Any cases closing in Upfront Approver will not have the expedited processing request addressed.

Often a requestor can use the word “expedite” when they really are requesting Track 3 processing for an upcoming EOIR hearing. If the request has any indicator of an EOIR court hearing and does not list or have one of the four qualifications for expedited processing, the request will be treated as a request for Track 3 processing and not a request for expedited processing.

Scenario	Track 3 or Expedite	Notes
EOIR court documents or statements concerning an upcoming EOIR court hearing are attached to the request and/or <i>Information Pertaining to an Upcoming Immigration Court Proceeding</i> is checked on the G-639/Front Porch	Treat as a request for Track 3 processing	
The requestor requests <i>expedite</i> processing in the request and lists one of the four qualifications and/or the <i>Qualifications for Expedite Processing</i> is checked on the G-639/Front Porch	Treat as a request for expedited processing	Only treat as a request for expedite processing if at least one of the four qualifications are either listed somewhere in the request or checked on the G-639/Front Porch

EOIR court documents or statements concerning an upcoming EOIR court hearing are attached to the request and/or <i>Information Pertaining to an Upcoming Immigration Court Proceeding</i> is checked on the G-639/Front Porch AND the requestor requests <i>expedite</i> processing in the request and lists one of the four qualifications and/or the <i>Qualifications for Expedite Processing</i> is checked on the G-639/Front Porch	Treat as a request for Track 3 processing AND a request for expedited processing	Both the Track 3 and expedited needs to be addressed Note: In order to qualify as an expedited processing request, one of the four qualifications must either be listed somewhere in the request or checked on the G-639/Front Porch
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Track 3 Request

If the case is created as a Track 2 and has a Track 3 approval cover sheet or supporting documents for Track 3:

- Place a case note in the case.
- Do NOT address this in the Final Action letter.
- Track 2 processor will continue to process the entire file.
- No track change is made.

If the supporting documentation for Track 3 is not present in the request and the Track 3 denial was not addressed in the acknowledgement letter, place a case note in the case. Continue to process as normal.

Bond Obligor Request

NRC FOIA processes bond obligor requests.

- Criminal bonds are bonds posted by individuals or bail bondsmen relating to non-immigration violations of the law.
- Immigration bond obligors are surety companies who have posted an immigration bond (Form I-352) for an alien who has been taken into custody by the Service.
- If the alien fails to attend his or her hearing, then he or she forfeits the bond.

**If you do not have Consent, close the case as a TD.*

Dual Citizenship (Genealogy/Records Index)

If Dual Citizenship for Italy, Germany or Poland is mentioned in the request letter:

- Select the applicable letter insert for your Final Action Letter.
- Check to make sure the “Print to Paper” button is selected.

Certified Copies/Certificate of Non-Existence of Record

If it was not addressed by the Case Creator leave a Case Note “certified documents requested.”

If you process any records select the applicable letter insert for your Final Action Letter: Certified Copies, Certification of Non-Existence, Certified Copy for Italian Dual Citizenship, Certified Copy for Certification of Naturalization or Certified Copy for Name Change.

Inmate Request

If you pull up a request that was submitted by an inmate, you need to verify that the Requestor is still incarcerated at the same facility. Use the following resources:

- The website for the ICE detainer locator system is: www.ice.gov/odls
- The website for the Federal Bureau of Prisons is: <https://www.bop.gov/inmateloc/>

**States typically also have locator systems. A quick Google search will provide those websites.*

If the alien does not show as still being detained: **(The below steps have been suspended until further notice)**

- Create a Case Note, on the right side, requesting an Interim Interest letter be sent.
- Send the case to Records Locate
- **Do not process the records.**
- If the letter is not returned, the case will close automatically.

**Check to make sure the “Print to Paper” button is selected if the Requestor specified paper or the mailing address is a correctional facility.*

Significant Interest Group

SIG processes all non-A-File FOIA requests with a few exceptions. If you find the request may need to be processed by SIG stop processing immediately.

- Leave a Case Note explaining why the case may need to be processed by SIG and send the case to Admin.
- Send an e-mail to NRC.FOIASIG with the case number and Cc your supervisor.

**A SIG processor will review the case and move it to their queue if it is truly a SIG case.*

Request items that should be processed by SIG (This is not an all-inclusive list):

- Requests seeking both A-File/Receipt file material AND non-A-File material (for example: “My child’s A-file, all USCIS adjudication policies for Vietnam adoptions and e-mails on my child’s case”).
- Requests involving A-files/receipt file belonging to high-profile individuals such as US or foreign government officials
- The subject has been in the news
- Requestor is a member of the media
- Requestor is a member of an activist group, watchdog organization, special interest group, etc. such as AILA, ACLU, CAIR, CREW, EFF
- The FOIA request is asking for correction to their records (PA Amendment)
- The FOIA request mentions “EB-5” or “Regional Center” records
- The FOIA request mentions Forms I-526 or I-829 which are petitions filed by an Alien Entrepreneur

- The FOIA request mentions Forms I-956 or I-956H which are applications filed by Immigrant Investors
- File contains Forms I-526 or I-829 which are petitions filed by an Alien Entrepreneur
- File contains Forms I-956 or I-956H which are applications filed by Immigrant Investors
- Requests for P-files (Petition files)
- RAIO cases/WRAPS records

SIG will also process A-files containing Exemption (b)(4) material as defined under FOIA EXEMPTIONS of this guide. If you believe you have (b)(4) material in your case:

- Place the case in Admin with a case note.
- Send an e-mail to NRC.FOIASIG with the control number and Cc your supervisor.

If you have any questions e-mail NRC.FOIASIG.

Congressional (b)(6)(b)(7)(C) (b)(7)(F)

If you receive a congressional case, do not process the records. Send an email to the Congressional mailbox at and send the case to admin. These requests may be identified by a special coversheet or have a case note that identifies them as Congressionals. Occasionally, they may not have a coversheet or case note, but may have correspondence from a congressional office. If you are unsure if it is a Congressional request, please contact your supervisor or the help desk.

Prior to Processing

Before you begin processing the responsive records read the entire request, all case supporting documents, Case Notes and additional notes. This is crucial.

Case Supporting Documents (CSD)/Additional Request Documents (ARD)

If the information in CSDs or ARDs require a change to the information located on the Left Side of FIRST, you are responsible for the following:

- Make any necessary changes
- Ensure a Case Note is entered to describe what was changed (e.g. First Name, Last Name, and Address etc.).

Category

Review the Category field in FIRST and ensure it is correct.

- If the case is a Track 2, the Category more than likely will be A-file.
- If the case is a Track 1 or 3, the Category more than likely will be A-file, Other or Specific Documents.

Duplicate (DUP), Similar and Related Case

Duplicate requests are:

- for the same subject,
- from the same requestor,
- for the same information and

- 6 or fewer months apart from the closing date, or an open request for the same information for the same requestor and same information, even if it was created over 6 months prior. The older case is still being worked so it will be a duplicate.

Do not duplicate to cases that have been closed as a DP to an even earlier case. Always DP to the first/original case. Also, do not duplicate to cases that have been closed under the following Closing Actions: WD, UT, FC, TD, or NR. If the prior case was closed under any of these actions, check to see if any of these issues have been resolved. If the issues remain, close your case under the most appropriate closing action for your request.

In front porch requests, all correspondence and responsive records are delivered to the email address provided rather than the physical address. If the email address is the same, but the physical address is different it would still be considered a duplicate.

FIRST populates with the ability to run a DUP search to see if another case has come in since your case was created or if your case should have been marked as a DUP to an earlier case.

** If Case Creators find similar or related cases, they will make sure to follow the procedures for identifying similar and related cases and then select Connect Case. This makes sure the same processor handles all connected cases, whenever possible.*

- When you pull the case up, you will always have to perform a DUP search.
- After your DUP search is complete, use the Actions Button and select Process if no duplicates are found.
- If a duplicate case is found, connect the case and close DP. Select the appropriate FAL insert (see the Case Create Guide for inserts).

**When FIRST gives you a list of similar cases and the limited information provided doesn't give you a clear picture, you can click the Control Number and it will open a side-by-side view. You can also view the similar/related request in Search.*

Request 1	Request 2	Email Address	Mailing Address	
Paper	Paper	N/A	Same	Duplicate
Paper	Paper	N/A	Different	Not a Duplicate
Paper	Electronic	Same	N/A	Duplicate
Paper	Electronic	Different	N/A	Not a Duplicate
Electronic	Electronic	Same	N/A	Duplicate
Electronic	Electronic	Different	N/A	Not a Duplicate
Referred by ICE and Front Porch request from the Requestor				
G-639 and/or G-28	Email Address	Mailing Address		

Same	Different	Same	Duplicate
Same	Same	Same	Duplicate
Same	Same	Different	Duplicate
Different	N/A	N/A	Not a Duplicate

Note: True duplicates are either 6 or fewer months apart from the **closing date**, OR an open request for the same subject, requestor and information even if it was created over 6 months prior.

Similar requests are for the same subject but from a different Requestor.

Related cases are separate requests for spouses, adult children, parents, and other instances, which use the same attorney and have been submitted 6 or fewer months apart.

- In Related cases you can use the consent from each subject to process the relating cases. This does not apply to DoS or ICE documents.
- You will need to upload the related request as a CSD to each case you are using the consent and/or VOI.

Sequence Subsections

When a sequence has subsections, send to Records Locate to have the subsections consolidated. Subsections are identified by the same sequence number followed by .1, .2, etc. Sequences with a different beginning sequence number are not subsections and cannot be consolidated.

Do not send to Records Locate to consolidate subsections if the page total of all subsections of a sequence is 1000 pages or more. Do not make any mark ups in a subsection prior to sending to Records Locate.

Always verify that each subsection belongs to your subject. If a subsection does not belong to your subject, add this information to your RL case note prior to sending to Records Locate for consolidation of any other sequence subsections.

PROCESSOR RESPONSIBILITIES

Rule Making Process for the Guide

The FOIA Officer, the Chief of FOIA Operations and your Supervisors direct how Government Information Specialists (GIS) and Office Automation (OA) personnel accomplish their missions. Through the Chief of Operations, Supervisors submit a new rule or procedure to the Policy and Training. At the direction of the FOIA Officer the Policy and Training may immediately amend the guide, or they may seek clarification from Office of Chief Counsel (OCC). After consultation, Policy and Training will either amend the Guide or propose a modified rule to FOIA/PA Supervisors, the Chief of FOIA Operations and the FOIA Officer. Re-writes or revisions of the guide are subject to the final approval of the FOIA Officer.

If you notice something in the guide that is; awkwardly worded, contains a typographical error, is out of date guidance, contact your supervisor and they in turn will contact the Policy and Training.

Before we amend the guide, we may first publish a FOIA Information Bulletin

The exception being; a misspelled word, a missing punctuation mark or a grammatical error.

FOIA Information Bulletins and the latest version of this Guide are available at:
<https://cisgov.sharepoint.com/teams/POAT/SitePages/Home.aspx>

It is every processors responsibility to thoroughly review the FOIA Information Bulletins when published and familiarize themselves with all policy changes.

Reviewing Files

**While the USCIS FOIA CP guide is your primary reference, the guide cannot address every possible scenario you might encounter in an A-file.*

Immigration forms are constantly changing. In addition, offices may use different versions of the same form or include additional information on a form, such as an IBIS stamp or hand written note. The inclusion of additional information may trigger the need to use other exemptions in addition to those ordinarily applied to a given form.

**Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.*

Determining to release in full, WIF or release in part depends upon the type of document, the information on the document, the Requestor, and whether or not consent is present.

As you process, consider the following:

- If this document/information is released, whom will it harm?
- How did we obtain the document/information?
- Was it from the subject of the file, another individual, or the result of an investigation?
- Is this document/information factual, or is an attorney, investigator, or agent analyzing the information and making notes or writing down a plan of action or steps to be taken?

Applying Exemptions

Apply any and all relevant exemptions.

For example:

- The Processing Tables may say to WIF a certain document pursuant to Exemptions (b)(7)(C) and (b)(7)(E), but you determine that (b)(7)(C) does not apply, therefore do not cite it.
- The Processing Tables may say to redact law enforcement names, fax and phone numbers on a certain document pursuant to Exemption (b)(7)(C), yet you see an IBIS stamp with a result, you would then also cite (b)(7)(E).

**Without a Letter of Instruction (LOI) or Memorandum of Agreement (MOA), we do not ordinarily redact another agency's information. Refer or consult with the originating component or agency and redact only if*

advised. See section 9, Referrals/Consultations.

Reasonably Segregable

A processor should segregate information that is exempt (cannot be released) from information that is non-exempt (can be released).

- If a document contains one piece of information that is not releasable, but the rest of the document is releasable, it is usually improper to WIF the entire page.
- If you are able to give the Requestor part of a page, you should.

**You should not WIF a page solely because it is more convenient.*

The principle in 5 U.S.C. § 552 is that the court may assess reasonable attorney fees and other litigation costs against the agency when the court determines that agency personnel acted arbitrarily or capriciously with respect to redacting information.

- When we process documents that contain information that can be released, we are required to separate or isolate this information from information that cannot be released.
- One exception to this rule is where the non-exempt material is inextricably intertwined with the exempt material and the only information being released are words and/or phrases that do not make sense.

“Inextricably intertwined” is a term used by the courts to describe material which, if redacted, would make no sense at all. That is to say, a person reading it would not be able to gather any idea of the purpose of the document, the possible subject of the document or any other meaningful piece of information.

Recent court decisions involving FOIA processing have continued to stress the requirement of an agency to provide to a Requestor all reasonably segregable portions of a record that are not subject to any FOIA exemption.

Translation of Documents

- Untranslated documents “only” refers to those foreign documents found within responsive records, including A-files, T-files, receipt files, etc.
- Untranslated documents “does not” refer to those foreign documents that are found within requests, ARDs or CSDs.

Per 6 C.F.R. 5.3(b). §5.3 Requirements for making requests.

- (b) Description of records sought: Requesters must describe the records sought in sufficient detail to enable DHS personnel to locate them with a reasonable amount of effort.
- Therefore, Requestors are obligated to send translated versions of supporting documents.

Note: Requests “without” certified translations will be closed as FC at the CC level (*we will not go out for translation of a request, ARDs or CSDs*).

Step 1

If you find an untranslated, foreign language document in your responsive records, and you are unable to determine what the information is, do your due diligence to decipher the untranslated document(s) via:

- Analyzing untranslated documents to comparable translated documents.
 - Look for correlating information; DOB, COB, Signature(s), Serial Number(s), Names; SOR, Spouse, Parent(s), Siblings, Officials etc.
- Utilize Google Translate @ <https://translate.google.com/>
 - It allows you to toggle back and forth with select languages.
 - Selecting the keyboard option will/may also assist in deciphering docs.
- LEXILOGOS @ <https://www.lexilogos.com/english/index.htm>

****Google Translate and LEXILOGOS are the only third party websites that are authorized to use. You can only use the manual text entry options on these websites. Do not upload images to third party websites as we do not have certification of agreement from the subject to share their documents with these companies.***

Step 2

If you are still unable to determine what the information is after doing your due diligence, as listed in Step 1, follow this procedure:

- Insert a Case Note titled “Untranslated Documents” and include the page numbers.
- Fill out the Translation Request located on the Help Desk and Translation Requests PoaT Teams page.
- Send the case to the Admin queue.

The Policy and Training section will respond to your requests on a first-in, first-out basis (FIFO).

- Once the translation is complete, you will receive an email notification to review translation and recall your case.
- The translated information will be provided via uploaded as a CSD or added as a Case Note.

****You can track your Translation Request via the Translation Tracker on the Help Desk and Translation Requests PoaT Teams page.***

Returned Case

When a case is returned to you for corrections by an Approver, read the Case Note on the right side of FIRST and make the appropriate corrections. Corrections may also be marked with a CNote within the responsive records.

- You can filter for CNotes in the Summary tab, under Type, on the left side of FIRST.
 - It will display every page upon which a CNote has been entered.
 - Be advised that some of these CNotes may have been created by you.
- Once a Case Note has been replied to, the original note cannot be edited.
- **Do not** remove the Case Notes left by the Approver.

**If any information has changed or you have taken any other actions than what has been suggested, insert an updated Summary.*

When finished with all changes:

- Select the Actions Button.
- Select Letters (You will see that it updated, accounting for any changes made).
- Send for approval under the Actions Button.

Unconsolidated A-numbers, Multiple

If an additional unstaffed unconsolidated A-number(s) are found in the responsive records:

- Do not send to Records Locate to staff for any additional A-numbers found in the file.
- Place a CNote (Bookmark) on the page where A-number was found.
- Create a Case Note on the right side.

Records Locate

Some common reasons to send a case to Records Locate:

- Incorrect file scanned in.
- Additional A number/file/record is needed to provide a complete response.
- Inmate request where the inmate is no longer detained. **(This has been suspended until further notice)**
- Partial uploads for Track 1 or 3 specific document request does not contain specific document/substitute document and/or complete mandatory VOI for bookmarking (review for CSD upload stating document(s) and/or VOI not available).
- Responsive records contain only a Memo to File concerning and I-131.
- Could be various other reasons.

With the exception of sending to Records Locate to staff for additional A number/file/record needed to provide a complete response, **DO NOT process the records. Ensure the case does not have a closing code prior to sending to RL and/or no final action letter is generated.*

Alias

Listing Alias information, whether found in the request or responsive records, is required on the Left Side of FIRST.

- If the alias name found is required to process any documents in the records, the alias must be listed on the left side of FIRST.
- When the referral letter is generated, these aliases will be included in the list of Subject Names.

Robert Schofield/Hidden Patriot Cases

The Hidden Patriot investigation determined that more than 200 people received benefits (LPR or Citizenship status) illegally through a former DHS official, Robert Schofield. Schofield, who falsified immigration

documents, admitted to approximately 700 people who received benefits.

**This does not include countless others who have received derivative benefits.*

Within the first 20-30 pages of a case, look for the following indicators:

- Notice of Intent to Deny or Revoke letters. The letter could mention Hidden Patriot or Robert Schofield.
- Memorandums from FDNS or ICE (normally following the NOID or NOIR letter) which give details concerning the investigation and how Robert Schofield is involved.
- Form I-485 or N-400 with Robert Schofield's signature

If you believe you have a Schofield case:

- Send an e-mail to your supervisor
- Leave a good Case Note and send the case to Admin.
- The case will be forwarded to the designated Hidden Patriot processor.

Lost/Missing Files

Once the reviewer has determined that the file is indeed missing, they will Case Note the file and send it on to processor. If your case happens to have additional responsive records, such as a second A-number or receipt file, process those records.

- If there are redactions, close as PD and select the applicable letter insert for your final action letter: Missing File with Screen Prints or Missing File with Temporary File.
- If there are not redactions, close the case as G1, select the applicable letter insert for your final action letter: Missing File with Screenprints or Missing File with Temporary File and Appeals

**If there are no additional records, or the only record is a screenprint, then the case will be closed as a UT.*

- Select the applicable letter insert for your Final Action Letter: **Missing File with Screenprints** or **Missing File with Temporary File**.

FOIA Search Staffing Sheet: District Offices can now upload files directly into FIRST. If they cannot locate the file they will insert a FOIA Search Staffing Sheet into the Responsive Records slot. If your case has one scanned into a Responsive Record slot, send the case to Records Locate with a case note.

PROCESSING FUNDAMENTALS

Verification of Responsive Records

Before processing responsive records, the processor must ensure that the records belong to the subject. This is accomplished by comparing the information provided in the request with the records. Bookmarks and/or case notes must be used when matching information in the request with the records.

If the Requestor provided the required information and we do not find a match, possible match, or the

responsive records do not match the information provided in the request and the subject would have entered the United States after 1975, we do not send out for additional information. Instead close the case NR.

The following VOI bookmarks are **required** when the information is provided in the request:

VOI Bookmarks (each sequence of Responsive Records):

Note: each sequence also includes subsets (e.g. 2.1, 2.2, 2.3). Case Note as needed.

- VFN: Verify First Name
- VLN: Verify Last Name
- VDOB: Verify Date of Birth
- VCOB: Verify Country of Birth
- VFFN: Verify Father's First Name
- VMFN: Verify Mother's First Name
 - Use documents provided by the subject, such as (but not limited to):
 - Translated birth certificate/marriage certificate
 - Applications/Petitions
 - G-325
 - If there are no documents provided by the subject, the following can be used (but not limited to):
 - I-213
 - I-217
 - ELIS documents
 - Do not use CIS, PCQS and/or other screenprints (with the exception of ELIS) to verify VOI, unless there is nothing else located.

If you cannot match the required VOI bookmarks or cannot find an exact match do not place a bookmark in the file. Instead, case note the discrepancy (e.g. Parents not in file, subject's last name spelled differently). See Case Notes and Bookmarks Supplemental Guidance for formatting. Exceptions are:

- Hyphens (e.g. provided Smith Jones, file has Smith-Jones)
- De in Last Names (e.g. provided Hernandez, file has De Hernandez)
- Inverted mm/dd DOBs (e.g. provided 1/6/1980, file has 6/1/1980)
- Spaces in name (e.g. Xiuncheng provided, file has Xiun Cheng)
- Abbreviated first name (e.g. provided Maria, file has Ma)
- Abbreviated country name (e.g. provided Dominican Republic, file has Dom Rep)
- "Native of" instead of Country of Birth/Place of Birth (native is another term for place of birth)
- First name and middle name shown together as first name
 - Request shows:
 - First Name: Juan
 - Middle Name: Jose
 - File shows:
 - First name Juan Jose
- First name separated and shown as first name and middle name
 - Request shows:
 - First name: Juan Jose

- File shows:
 - First name: Juan
 - Middle name: Jose

Optional bookmarks if needed for VOI are:

- VSIG: Verify Signature
- VMLN: Verify Mother's Last Name
- VFLN: Verify Father's Last Name

If using information in the request to verify records that does not have a bookmark (e.g. port of entry/date of entry, receipt numbers, spouse, etc.) make a case note of what you are matching and the page in the records that it matches.

Note: Never update the left side of FIRST with information found in the records except for alias names.

Immigration Status

You determine a subject's status by what records are scanned into FIRST. If the Subject is a Naturalized Citizen, Legal Permanent Resident (LPR) or has a current conditional status you will process under the PA. If there are multiple documents that affect status look for the one with the most current date.

- All other requests are processed under FOIA.
- You DO NOT determine a subject's status by what is in PCIS or any other system or format without Helpdesk or Supervisor approval.
- If PA status is found (verified) add a Bookmark to the related page.
- If LOS is found, add a Bookmark to the related page.

Note: Only bookmark the most current status. Do not use both bookmarks in the same case.

- A Class of Admission (COA) Appendix is available for reference purposes only. This SHOULD NOT be used to make the final decision whether to process a case under FOIA or PA.
- Ensure the left side of FIRST is updated with the correct Type of Request.

ELIS is considered part of the A-file and can be used to determine status. If ELIS does not contain an approved copy of one of the below forms, refer to the Case Decision for the form in determining status (i.e. if the Case Decision in ELIS for the I-485 is Approved, the subject has LPR Status).

STACKS is considered part of the A-file and can be used to determine status. Department of State's (DoS) Immigrant Visa Content Service (IVCS) for DoS Immigrant Visas (IVs) are directly integrated into STACKS. The Immigrant Data Summary and the DS-260 (Online Immigrant Visa and Alien Registration) uploaded by DoS will not contain an admission stamp. For approval to process as a PA, contact the Helpdesk or your Supervisor. For all other immigrant status documents uploaded into STACKS, there should be a decisional stamp applied. If not, the application is considered unadjudicated. You do not need to contact the helpdesk or your supervisor for immigration status determination for any STACKS outside of the Immigrant Visa Data Summary and DS-260 (Online Immigrant Visa and Alien Registration).

While there are only specific documents listed below that grant or remove status, you must also evaluate for unusual circumstances in the responsive records that may require analysis of the subject's status. In these situations, contact the Help Desk or your supervisor for a determination. Ensure you thoroughly cite the pages, systems, etc. that you are basing the need for status determination. Examples are (but not limited to):

- LPR card found in file and no indication it is fraudulent/counterfeit
- Immigrant Visa without an Admission Stamp
- USCIS/CBP/ICE Correspondence discussing LPR status or loss of status
- A-file missing, staffed responsive records indicate status/loss of status
- An unadjudicated N-400
- US birth certificate

Privacy Act

- United States Citizen
- LPR: alien admitted to the United States and allowed to reside in the United States indefinitely despite not having U.S. citizenship.

FOIA

- Non-Immigrant: alien who is lawfully present temporarily in the United States for a specific purpose.
- Illegal Alien: a person who entered the United States without inspection or with fraudulent documentation, or who after entering legally as a nonimmigrant remained in the United States without authority.
- Legal aliens: are entitled to enter and remain in the U.S. as long as they maintain the terms of their status. Legal aliens who have entered the U.S. with various types of non-immigrant visas can become illegal by not obeying the terms of that visa. Just because they are legal does NOT make them LPRs

Requirements to be an LPR

To be an LPR, one must fall into a category such as:

- Family-based immigrants,
- Employment-based immigrants, and
- Others who are eligible to adjust status, such as asylees, refugees, special agricultural workers, victims of human trafficking – all provided for in law.

Conditional LPRs

A conditional lawful permanent resident is the same thing as a LPR– for two years. They must file Form I-751 within 90 days of the second anniversary of their status. You might find an approved I-485 granting status as a CR1 or CR6, but it's more than two years old. Look for Form I-751.

- If it's not there, you have a FOIA.
- If it's there, but it's denied, you have a FOIA.
- If it's there and approved, you have a PA.
- If it's there but has not been approved or denied, it's a PA.

Requirements to be a USC

- Usually needs to be a Lawful Permanent Resident (LPR) first, unless served for the U.S. in wartime.

- Continuous Residence in the U.S. for the last 5 years preceding filing for Naturalization. Can be living abroad during this time as long as they maintain an address in the U.S. and pay state and local taxes.
- Actual physical residence within the state that the petition is filed during at least the three months immediately before filing for naturalization. (some exceptions)
- Physical presence in the U.S. for two and a half years for most applicants and one and a half years for spouses of US citizens. (some exceptions)
- The ability to read, write, and speak English. (some exceptions)
- A basic understanding of the fundamentals of U.S. history and government.
- Good moral character and an affinity for the principles of the Constitution.
- Continuous residence (but not necessarily physical presence) in the U.S. from the date of filing for naturalization up to the date that they are sworn in as a citizen.
- At least 18 years of age. Exceptions exist for children of LPRs.

Documents that Grant LPR/USC Status (Add PA Bookmark)

Certificate of Naturalization

Certificate of Citizenship

Approved form I-90 (Application to Replace Alien Registration Card)

Approved form I-181 (Memorandum of Creation of Record of Lawful Permanent Residence)

Approved form I-698 (Application to Adjust Status from Temporary to Permanent Resident)

Approved form N-400 (Application for Naturalization)

Approved form I-485 (Application to Register Permanent Residence)

- Is the admission granted as CR1 or CR6 (conditional)?
 - If no, you have LPR status.
 - If yes:
 - Look at the date granted. It needs to be within the last 2 years from the date that the FOIA request was received. If it is, the subject has LPR status.
 - If past 2 years look for the form I-751. It must be filed within 90 days of the 2nd anniversary of the granting of their conditional status.
 - If there is an adjudicated I-751, the subject retains LPR status unless terminated or rescinded by another more current document.

Approved form N-600 (Application for Certificate of Citizenship)

Approved form I-829 (Petition by Entrepreneur to Remove Conditions)

Approved form I-881 (Application for Suspension of Deportation or Special Rule Cancellation of Removal)

Approved N-565 (Application for Replacement Naturalization/Citizenship Document)

Order of Immigration Judge granting status (See COA appendix for more information)

Immigrant Visa and Alien Registration with DOE and COA stamped

ELIS Immigrant Visa Summary with DOE and COA in Admission and Immigration Status

STACKS Immigrant Visa Summary (without Admission Stamp, refer to the Help Desk or your Supervisor for determination)

STACKS DS-260 (Online Immigrant Visa and Alien Registration) (without Admission Stamp, refer to the Help Desk or your Supervisor for determination)

Immigrant Data Summary with Admission stamp

ELIS I-551 (Case Status must say Card Produced and verify COA under Benefit Card Details)

Documents that Remove LPR/USC Status (Add LOS Bookmark)

Order of Immigration Judge taking away status (order of removal or deportation)

Signed (by the subject) I-407 (Abandonment of Lawful Permanent Resident Status)

**section 7 does not need to be filled out for the I-407 to be properly executed*

Notice of Termination or Notice of Rescission (including conditional LPR status)

Executed I-205 (Verification of Removal/Departure)

Approved Form FS-348 (Certificate of Loss of Nationality of the United States)

Denied I-751 (CR Status)

Executed I-860 Notice and Order of Expedited Removal

Documents That Do Not Grant or Remove LPR/USC Status

Approved petitions:

- I-129 (Petition for Non-Immigrant Worker)
- I-129-F (Petition for Alien Fiancé)
- I-130 (Petition for Alien Relative)
- I-140 (Petition for Immigrant Worker)
- I-360 (Petition for Amerasian, Widow(er), or Special Immigrant)
- I-918 (Petition for U Nonimmigrant Status)
- I-914 (Application for T Non-immigrant Status)

Permanent Resident Card (unless have Helpdesk or Supervisor approval)

Temporary Resident Card

Notice of Intent to Deny

Denied N-400

Denied I-90

Denied N-565

Court Order Revoking Citizenship

Case Notes

All relevant historic data concerning a case from case create through closing the case should be annotated in a Case Note and/or Bookmarked.

Case Notes are a vital tool where you will note details and facts about a case.

- Case Notes are located on the Right Side and are for **internal** communication.
- Because Case Notes become a permanent part of the case and are accessible after the case has been closed, you should not use this area to record personal feelings, debate, ask questions, or to seek clarification.
- A Government Information Specialist should discuss issues needing clarification via e-mail, telephone calls, or a personal visit to his or her supervisor.

**From Case Creators through Appeals, Case Notes are there to inform the next party of actions and/or factual observations they will need to know.*

Case Notes are crucial to processing a case and should be created for the following reasons:

- Unusual circumstances or details
- Factors regarding the request
- Information contained within the responsive records
- Cases sent for closing approval
- Cases sent to Admin
- Cases being reassigned to different offices
- Sending to Records Locate (RL)
- Etc.

**Once a Case Note has been replied to, the original note cannot be edited.*

**Do not remove the Case Notes left by the Approver.*

*** Very Important Note ***

- Clearly separate Case Notes for each sequence, labeling each section with the sequence number of the corresponding set of responsive records.

Do's & Dont's:

- Do start a new line for each important item (e.g. do not put information in paragraph form)
- Do state facts of the case.
- Do include important information regarding why the case was processed as it was.
- Do not give a page by page explanation of the case.
- Do not include opinions or judgments.

Case Details

Case Details is under the Summary tab, on the left side, and lists exemptions, Bookmarks and referrals made regarding the responsive records.

- This section is handy to help navigate the responsive records, locating information, or use of a specific exemption.
- Each section (Sequence, Page, Type, Description) can be filtered.
 - Click on the “funnel” icon -  of whatever section.
 - Type in what you are looking for (e.g. Bookmark or b7e in the Type section, ICE in the Description section, etc).
 - FIRST will list all the pages that correlate with whatever you typed.

**Instead of having to turn every page to locate information – you have a link that takes you directly to the page.*

Summary

Summary is located on the left side of FIRST and is the collection of case processing information.

- Here you will find:
 - The total numbers of pages scanned in; the total number of pages processed; how many pages are responsive; and how many pages are partially released, WIF, RIF, OOS, and duplicated.
 - Case details information that can be filtered.

**On more information on how to filter see Case Details section.*

CNote Bookmarks

A CNote bookmark only used for:

- Misfiled documents
- Media
- Court Exhibits/Filed in EOIR
- Served ICE documents/exhibits
- Alias names
- Unconsolidated A-number found
- When TIDE documents/references are found
- When CARRP, TRIG, or LHM is found in unresponsive or misfiled documents
- When a case is returned for corrections

Misfiled Documents:

- Also add a Case Note with the page number(s) and that CRB was notified.
Note: If more than one page is misfiled, place the Bookmark on the first page only and Case Note the page range.

A Files containing Media:

- Also add a Case Note stating the page(s) the media was located and that NRC, FOIAMEDIA was notified.
Note: This should be done every time media is located within the responsive records.

Documents Filed in Court:

- Also add a Case Note listing the page range being released and the proof of service page.
Note: Place the Bookmark on the first page only and Case Note the page range.

Alias Names:

- Also add a Case Note listing the page where the Alias was located (whether found on the request or in the responsive records).
- If the alias name found is required to process any document in the records, the alias must be listed on the left side of FIRST.
Note: By adding the alias to the left side of FIRST, when the referral letter is generated, the aliases will

be included in the list of subject Names.

**Yellow boxes denote internal communication and are not visible by the subject/Requestor*

Note Bookmarks

A Note bookmark is used to send an “alert” in FIRST to the processor’s supervisor for page(s) that need to be reviewed. Place the Note bookmark on all page(s) you want the supervisor to review. This creates a hyperlink to the specific page(s) for the supervisor so they can quickly navigate to the page(s) for review. The Note bookmark will create a separate case note. If this bookmark is used, send the case to Admin until the supervisor has reviewed.

Out of Scope (OOS)

Out of Scope pertains to documents that do not relate to the subject and/or the information being requested. Pages marked Out of Scope do not print. FIRST takes this into account as it generates the Final Action Letter.

Examples of documents requiring Out of Scope:

- Cover sheets scanned in by contractors; Left Side, Right Side, Last Page, Begin and End Visa Packet, Media File, Best Image Available, Best Available Image and possibly others.
- Misfiled documents that have no relationship to the subject of the file.
- Documents not related to the specific receipt file or document requested.
- The current FOIA request including the file request and/or staffing response
- File Request documents, Archives and Records Centers Information System (ARCIS) and National Archives and Records Administration (NARA) Reference Requests.
- N-647 Presentation of Candidates for Naturalization and Name Change Requests.

Note: Do Not OOS an entire sequence. See Records Not Responsive section.

Media

For files containing media (including Track 1 cases):

- Out of Scope (OOS) the Media File insert page.
- Process all Responsive Records.
- Bookmark (using CNote) the page where Media is found.
- Send an e-mail to NRC, FOIAMEDIA with the subject: Media.
 - Include the control number, A-number, and page number(s) in the body.
 - Indicate if the Media is responsive or not.
- Leave a Case Note on the right side:
 - That you have notified the Media department.
 - The pages the Media was found.

For those cases in which the media is responsive:

- Select the applicable letter insert for your Final Action Letter: **Media**.

**Do not OOS the actual photo of the media unless it is not responsive to the request. The Media team will respond to each Requestor.*

Misfiled Documents

If you encounter a document that clearly has no relationship to the subject take the following actions:

- Place a CNote Bookmark on the misfiled document. If more than one page is misfiled, place the Bookmark on the first page only and Case Note the page range.
- Out of Scope the misfiled pages (b)(6)(b)(7)(C) (b)(7)(F)
- Send an e-mail to IMLS at [redacted] and Cc your supervisor
 - E-mail Subject: Misfiled Documents
 - E-mail Body:

Control Number: _____

A-number of the file you are processing: _____

Page Numbers and Brief Description of Pages: _____

Example:

Control Number: [redacted] (b)(6)

A-number of the file you are processing: A999999999

Page Numbers and Brief Description of Pages:

Pgs. 3-6 Fingerprint Card

Pgs. 101-150 Court Motion and Exhibits

Pgs. 202-207 I-130

Pgs. 215-218, 224-227 G28s (group like documents together)

- Leave a Case Note: Misfiled Documents, pages #-#
- Send to Case Approver

If the documents have been determined by IMLS not to be misfiled:

- IMLS will email NRC FOIA Approver mailbox
- NRC FOIA Approver mailbox will notify POAT Supplements
- POAT Supplements will assign the supplement to the original processor. For more guidance see the Supplemental SOPs.

Documents that are NOT considered Misfiled:

- Documents gathered as part of a background investigation (e.g., TECS screenprints, CIS screenprints, PCQS screenprints, US-VISIT screenprints and other similar documents).
- Documents sent in by the subject or their representative (e.g., an attorney would like to postpone Mr. Reyes court date, due to the fact she will be in court at that time, concerning Ms. Dalia's case, and the attorney includes a copy of Ms. Dalia's court documents).
- Non-Record Materials (NFTS, RAILS or CIS Screen prints, to include those belonging to third parties in conjunction with petitions filed on behalf of the subject)
- Documents you can not associate with another A number (e.g., no name of subject given)

*An e-mail is not sent to if the file is ELIS or a receipt file. Documents are still OOS.

Deconsolidation of A-numbers:

- If you find that A-numbers have been consolidated that should not have been:
 - OOS the pages of the A-number that do not belong to your subject.
 - Case note the pages
 - Send an email to
 - E-mail Subject: Deconsolidation
 - E-mail Body:
Control Number: _____
A-number of the file you are processing: _____
Page Numbers and Brief Description of Pages: _____
 - Send to approver

(b)(6)(b)(7)(C) (b)(7)(F)

Duplicate Pages

We must mark duplicate pages when the case is over 240 pages and the requestor is receiving a paper copy. If the case is being printed to a CD or is a front porch request, you do not have to mark duplicate pages.

A duplicate page is an identical document, i.e., an exact replica of another document, that has been released in full, redacted or WIF (precisely the same markings, stamps, dates, et al). The exception is RDF and NRC digitized records, which will have a sequential marking at the top and/or bottom of the page. If this is the only difference you may mark the page as a duplicate.

Do not mark the following as duplicates:

- Blank pages
- Cover sheets
- Referrals

Final Action Letters (FAL)

G1

- When you are providing everything the Requestor specifically asked for in their request.
- When you are releasing the entire file with no redactions.
- When you are releasing the entire file with no redactions, but you have referrals.
- When all pages being requested have been referred.
- Select applicable inserts for the FAL.

G1 Letter Inserts	Reason to Check Insert	Notes
-------------------	------------------------	-------

Alien Number Does Not Match Your Records	Self-Request, A number does not match subject	
Alien Number Does Not Belong to Your Client	Attorney/Representative Request, A number does not match subject	
Track 1 – Alien File Requested – Found Receipt	Requestor asked for entire file, but only receipt files located	
Destroyed File	Case Note from Creator indicates that a Receipt File was destroyed in RAILS	Only address in FAL if it was not addressed in Ack letter
CBP Records	Request asks for CBP Records including Entry/Exit information	
Media	Media is located in the A file	
Certification of Non-Existence	Request is asking for a Certificate of Non-Existence	Only address in FAL if it was not addressed in Ack letter
Certified Copies	Request is asking for a Certified Copy	Only address in FAL if it was not addressed in Ack letter
Italian and German Dual Citizenship	Request is asking for the Record so they can apply for Italian or German Dual Citizenship	Only address in FAL if it was not addressed in Ack letter
Certified Copy for Name Change	Request is asking for a Certified Copy of the Name Change document	Only address in FAL if it was not addressed in Ack letter
Certified Copy for Certificate of Naturalization	Request is asking for a Certified Copy of the Naturalization Certificate	Only address in FAL if it was not addressed in Ack letter
Missing File with Temporary File	A file is missing, and you are providing a temporary file	
National Visa Center	Case Note states that the receipt file is at the National Visa Center	
Request for Original Documents	Request is asking for the return of original documents	Only address in FAL if it was not addressed in Ack letter
Wikileaks and Other Online Material	Responsive Records include documents belonging to Wikileaks website	

PD (Partial Denial)

- When redactions have been made to the requested documents or the requested A-file.
- When a specific document has been requested and the document is not in the file, but you have located a

document with like information (need to also select the applicable letter insert for your Final Action Letter: **Providing Something Different**).

- Select applicable inserts for the FAL.

PD Letter Inserts	Reason to Check Insert	Notes
Alien Number Does Not Match Your Records	Self-Request, A number does not match subject	
Alien Number Does Not Belong to Your Client	Attorney/Representative Request, A number does not match subject	
Track 1 – Alien File Requested – Found Receipt	Requestor asked for entire file, but only receipt files located	
Destroyed File	Case Note from Creator indicates that a Receipt File was destroyed in RAILS	Only address in FAL if it was not addressed in Ack letter
CBP Records	Request asks for CBP Records including Entry/Exit information	
Providing Something Different	Specific document request, one or more of the specific documents was not located within the Responsive Records	
Media	Media is located in the A file	
Certification of Non-Existence	Request is asking for a Certificate of Non-Existence	Only address in FAL if it was not addressed in Ack letter
Certified Copies	Request is asking for a Certified Copy	Only address in FAL if it was not addressed in Ack letter
Italian and German Dual Citizenship	Request is asking for the Record so they can apply for Italian or German Dual Citizenship	Only address in FAL if it was not addressed in Ack letter
Certified Copy for Name Change	Request is asking for a Certified Copy of the Name Change document	Only address in FAL if it was not addressed in Ack letter
Certified Copy for Naturalization	Request is asking for a Certified Copy of the Naturalization Certificate	Only address in FAL if it was not addressed in Ack letter
Missing File with Temporary File	A file is missing, and you are providing a temporary file	
National Visa Center	Case Note states that the receipt file is at the National Visa Center	
Request for Original Documents	Request is asking for the return of original documents	Only address in FAL if it was not addressed in Ack letter

Wikileaks and Other Online Material	Responsive Records include documents belonging to Wikileaks website	
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No Record (NR)

- When the responsive records do not match the subject.
- When the requested documents or appropriate substitute is not found.
- Select the applicable insert for the FAL.

No Records Inserts	Reason to Check Insert	Notes
Alien Number Does Not Match Your Records	Self-Request, A number does not match subject	
Alien Number Does Not Belong to Client	Attorney/Representative request, A number does not match subject	
No Records – Systems Searched	If the A number was not provided and the A-File found does not belong to the subject	No Records – Systems Searched OR No Records – Systems Search and Alien File MUST be selected in every case closed NR
No Records – Systems Search and Alien File	If the A number was provided and the A-File does belong to the subject; however, no responsive records located	No Records – Systems Searched OR No Records – Systems Search and Alien File MUST be selected in every case closed NR
CBP Records	No records found, asked for CBP or Entry/Exit records	
CBP Entry/Exit	No records found, asked for CBP Entry/Exit records	
Certification of Non-Existence	Requests specifically mentions looking for non-existence of record	
Immigrant and Non-Immigrant Visa Info/DOS	Only records located were DOS records in PCQS	
National Visa Center	Only file located or Requested Receipt file is at the NVC in RAILS	
ICE – General FOIA Contact	Request specifically requests ICE records	
Destroyed File	Only records located were receipt files that have been destroyed per retention schedule	
Consolidated Receipt	Only records located were receipt files that have been consolidated into the beneficiaries file	

Dates on Final Action Letters

To update the dates on all letters, select Update.

Finalizing Your Case

After you have processed all Responsive Records, review the following:

- Type of request FOIA/PA
- Capitalized names, address info, etc.
- Category and Source
- Additional notes and Case Notes, Case Details, Bookmarks etc.
- When finished with all changes, click the Actions Button and select Letters.
 - Generate the Referral Letter(s)
 - Generate the Final Action Letter
- Any other specific tasks that your case may require
- Send for approval under the Actions Button.

Index Cards and Final Action Letters (Genealogy/Records Index.)

If the index card is the only record that relates to the subject, close as G1 and select the applicable letter insert for your Final Action Letter: **Index Cards**.

Index Cards with A and C-Numbers (Genealogy/Records Index)

If the index card bears an A or C number, search it in PCIS and RAILS to see if there is a file location.

- If there is file location information staff for the records.
- If there is not, review the index card for a possible file location and staff accordingly. (b)(6)
- If the Index card does not bear an A or C number, perform a name search PCIS.
- If you find matching A and C numbers (for example) they will belong to different individuals.

Index Cards with Accession Data (Genealogy/Records Index.)

If the index card bears accession data and the PII on the card relates to the subject:

- You will close it as a G1.

(b)(6)

**These cards do not contain file location information.*

EXEMPTIONS OVERVIEW

There are nine exemptions under the FOIA that allow us to exclude information from release either in whole or in part. Congress and the courts influence our interpretation of FOIA from time to time. If we need clarification, our source is the DOJ Guide to the FOIA, which is updated on the internet only at <http://www.justice.gov/oip/foia-guide.html>.

Historically, our agency most often uses Exemptions (b)(3), (b)(5), (b)(6), (b)(7)(C) and (b)(7)(E) when processing A-files. We have provided guidance on these exemptions. Information regarding the other exemptions of the FOIA is located in the DOJ Guide (link above).

Congressional and court decisions do not influence our interpretation of the Privacy Act nearly as often as they influence FOIA.

- The purpose of the PA is primarily to protect an individual's privacy.
- You must have a companion FOIA exemption in order to apply a PA exemption.

Access to records is a secondary part of that protection. If we need clarification of a PA question, our source is the DOJ's overview of the PA, which is updated on the internet now at: [DOJ Privacy Act overview](#).

**There are 10 exemptions under the PA. Of these 10 exemptions, we use (d)(5), (j)(2) and (k)(2) exemptions at USCIS.*

Exemption Placement

You should try to place the exemption stamp as close as possible to the exempt information in the nearest clear area of the document.

- Do not obscure information that is not being withheld with the exemption stamp.

If you have a group of several pieces of exempt information all withheld under one exemption, you may place that exemption close to the center of the group or in a clear area, so that it is obvious that all redactions are held under one exemption.

If you are only citing one exemption on an entire page, you may either place the exemption stamp as close as possible to the information redacted or once at the top and bottom of the page.

- Do not overlap exemption stamps with other information (Pages print in black and white)

If an exemption is placed on a black background it will not be viewable by the recipient of the file.

- Do not place exemptions on documents with black backgrounds. Rather, place exemptions in a non-obscure white area of the document.
- If the entire page is black, place the exemption over the redaction box.
 - Note: You may have to enlarge the redaction box.

Uncommon FOIA and PA Exemptions

Exemption (b)(1)

Exemption (b)(1) protects classified national defense and foreign relations information.

Exemption (b)(2)

Exemption (b)(2) protects internal agency personnel rules and practices.

Exemption (b)(4)

Exemption (b)(4) protects trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential.

Exemption (b)(8)

Exemption (b)(8) protects information relating to the supervision of financial institutions.

Exemption (b)(9)

Exemption (b)(9) protects geological and geophysical information and data, including maps concerning wells.

Exemption (j)(1)

Exemption (j)(1) protects material maintained Central Intelligence agency

Exemption (k)(1)

Exemption (k)(1) protects information that is currently and properly classified pursuant to an executive order in the interest of the national defense or foreign policy – for example, information involving intelligence sources or methods.

Exemption (k)(3)

Exemption (k)(3) protects material maintained in connection with providing protective services to the U.S. President or any other individual pursuant to the authority of Title 16, U.S. Code, Section 3056.

Exemption (k)(4)

Exemption (k)(4) protects material required by statute to be maintained and used solely as statistical records.

Exemption (k)(5)

Exemption (k)(5) protects investigative material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence.

Exemption (k)(6)

Exemption (k)(6) protects testing or examination material used to determine individual qualifications for appointment or promotion in federal government service – the release of which would compromise the testing or examination process.

Exemption (k)(7)

Exemption (k)(7) protects material used to determine the potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to the promise that his/her identity would be held in confidence.

EXEMPTION (b)(6)

Exemption (b)(6) allows the government to withhold all information about individuals in personnel, medical and similar files where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy.

- Exemption (b)(6) is the third most used exemption at USCIS. You will use it in most of your FOIA

cases you process.

- Corporations and businesses have no privacy rights under Exemption (b)(6).
- Civilian federal employees who are not involved in law enforcement generally have no expectation of privacy regarding their names, titles, grades, salaries, and duty stations as employees or regarding the parts of their successful employment applications that show their qualifications for their positions with the exception of Refugee Officers which are redacted using Exemption (b)(6) due to living overseas and vulnerability to attack or extortion.
- Death (or over 100) extinguishes privacy rights with the exception of sensitive, graphic or personal details surrounding an individual's death.

The types of documents and/or information that we withhold may consist of, but is not limited to birth certificates, naturalization certificates, driver's licenses, social security numbers, home addresses, dates of birth, or various other documents and/or information belonging to a third party that are considered personal.

PII is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person. This includes but is not limited to social security numbers, alien registration numbers, biometric identifiers, photographic facial images, addresses, and phone numbers.

- There is no corresponding PA exemption; therefore, under the PA we will release information normally withheld pursuant to Exemption (b)(6) under FOIA, unless that information is exempt under another statute(s).
- We must also protect PII of family members of a deceased individual when working a third party request.
- Information contained in or pertaining to any asylum application, records pertaining to any credible fear determination and records pertaining to any reasonable fear determination shall not be disclosed without the written consent of the applicant, except as permitted by this section or at the discretion of the Attorney General.
- All personal documents belonging to a third party that the subject is not a party to, should be WIF (b)(6).
- Third party PII is releasable if the third party provides VOI and consent to the requestor in the request.
- Third party PII is releasable if known to the subject or released elsewhere in the file. You must case note the page that releases the PII.
- Third party PII is releasable if they are a minor child of the subject and proof of parentage is located in the file.

Note: A minor is considered 17 years of age or younger at the time the FOIA request is received.

Barcodes

The forms/editions listed below may have a large barcode at the bottom of the documents. These barcodes also contain the information that is on the page. Therefore, the barcodes may contain PII.

- If you make any (b)(6) redactions on a page that contains the barcode, redact the barcode on that page (b)(6).

**These are page specific on multi-page documents.*

G-28	I-90	I-131	I-821	I-864	N-400
02/28/13	12/17/12	03/22/13	02/20/14	03/22/13	09/13/13
03/04/15	03/11/13	02/17/15	12/23/16	07/02/15	
05/05/16	10/21/14	01/22/16			
	12/29/14	05/03/16			
	06/30/15	12/23/16			
	12/23/16	04/24/19			
		10/02/20			

The Request for National DNA Database Entry form contains a barcode at the bottom of the document. If you make any redactions on this form, redact the barcode on this page. The barcode contains the Collector's name and Transaction Reference Number.

Refugee Officers/Other Government Employees working outside of the U.S.

If a Refugee, Asylum, or Adjudications Officer is working overseas, especially in a sensitive region, and/or if you feel that person could potentially be a target for extortion, kidnapping or interference in performance of duty, you should protect:

- The Refugee Officer's name.
- Direct line phone number and e-mail address.
- Any other identifying information citing (b)(6).

** If you have any questions contact a supervisor.*

Petitioner Receipt Requests

If the petitioner of an I-130 is requesting their unconsolidated petition and they provided proper VOI you may release all the documents they submitted in full with the exception of IBIS stamps and the like.

- You will still redact screenprints and other documents that USCIS added to the receipt file, where appropriate.

If the I-130 has been consolidated into the beneficiary's A-file and you do not have consent and VOI from the beneficiary you will close the case as a TD and check the "receipt is consolidated into the beneficiary's file" insert box.

Note: Process unconsolidated receipt files as a FOIA or PA according to documentation found in the file.

DECEASED PERSONS

Death extinguishes the right to privacy.

- Sensitive or graphic personal details relating to an individual's death may be withheld to protect family members. Examples of this could be; photographs of a death scene or results of an autopsy.

**We always process the file of a deceased person under the FOIA, regardless of the subject's status at time of death.*

PII rules generally apply to living persons requesting copies of their own files. Third-party documents and PII rules are very different when you are processing the file of a deceased person, and that is because you are protecting the identities of every person except the deceased person or another person in the file from whom you have VOI and/or Consent to release information.

**A Requestor is not required to establish his or her own identity to request the file of a deceased person.*

Deceased Person - Quick Reference Guide				
Topic	Story	Requirement	Example	Note
100 Year Rule	If the subject of record is deceased, and they are less than 100 years old.	The Requestor must provide proof of death.	e.g., a copy of the death certificate, obituary, a copy of the Social Security Death Index, a photograph of the tombstone or probate documents filed in court.	
100 Year Rule	If the subject of record is over 100 years old, USCIS assumes the subject is deceased.	The Requestor does not require proof of death.		
Requestor	If the Requestor requests the file of a deceased person, the Requestor is not required to establish his or her own identity.	Redact the Requestor's own PII that may be within the deceased person's file.		
Case Notes & Bookmarks	If the subject is deceased.	Case Note	e.g., SOR is deceased, death cert included w/request.	
The Right to Privacy	Sensitive or graphic personal details, relating to an individual's death.	Redact to protect family members.	e.g., photographs of a death scene or results of an autopsy.	Although death extinguishes the right to privacy, sensitive information may be redacted.
Third-Party Docs & PII	Identities of every person except the deceased subject. This does not apply to individuals acting in an official job capacity (e.g. officiant on a marriage certificate, medical personnel on a physical exam)	Redact names along with PII of any individual who could still be alive.		If we have both consent and VOI from a third party individual, we can release their information.
Status	The subject's status at time of death.	Regardless, always process the file under the FOIA.		
Release of Other Names & PII on the Deceased Subject's Records	Reasoning for Releasing other names and identifying information.	Case Note the reasoning why releasing information such as the individual meets the 100 Year Rule, VOI/Consent provided, or the source if news media or SSDI	e.g.: The Requestor is identified in the file and the Requestor provided signed consent and verification of identity with the request. The Requestor also provided proof of death of other party(ies) potentially named in the file. You know that other parties named in the file are more than 100 years old. You know from some other source, such as news media or SSDI that other parties named in the file are deceased.	Normally we only release the subject of record's name and PII on documents such as a birth certificates, marriage certificates, and divorce decrees, however there are exceptions.
Release	If they requested a copy of their own file, you would normally release documents of a living person.	However, for deceased, redact documents.	e.g., marriage certificates, joint tax returns and even documents originally provided by the subject of record.	Additionally, you must review death certificates and possibly protect PII of the person reporting the death.

Court motions and exhibits submitted to EOIR	If a living person file, you would normally release exhibits submitted to EOIR.	However, for a deceased person, process the exhibits as if they were not submitted to EOIR and follow the above PII rules.		
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EXEMPTIONS (b)(7), (a)(k)(2), (a)(j)(2)

Exemptions (a)(k)(2) and (a)(j)(2) will be referred to as (k)(2) and (j)(2) for the remainder of the guide. Exemption (b)(7) protects records or information compiled for law enforcement purposes from disclosure. It has six subparts that specify the different types of harm.

The corresponding PA exemptions for (b)(7) are exemptions:

- (k)(2), applies to all law enforcement agencies excluding FBI
- (j)(2), applies to FBI

While law enforcement may not be the primary mission of a Federal agency like USCIS, a sub-unit or section of that agency may perform law enforcement activities that generate records compiled for law enforcement purposes. Therefore, exemption (b)(7) may apply. The Office of Fraud Detection and National Security (FDNS), part of USCIS, is a good example.

Controlled Application Review and Resolution Program (CARRP)

Fraud Detection and National Security (FDNS) personnel use CARRP for subjects who may be a national security concern.

CARRP documents are specifically handled by CARRP officers, Field Office Directors (FOD), CARRP Immigration Service Officers (ISO), Supervisory Immigration Service Officers (SISO), FDNS Immigration Officers (IO), FDNS Supervisory Immigration Officers (SIO), or CARRP trained Refugee and Asylum Officers.

Bookmarks/Case Notes:

- Add the CARRP bookmark to the first CARRP document and/or reference in the file (reference must actually indicate a CARRP result/activity).
- Do not add a bookmark if the documents are marked OOS, unresponsive or are misfiled documents.
- Make a Case Note that CARRP documents were located in the file.

Fraud Detection and National Security Directorate (FDNS)

The Office of Fraud Detection and National Security (FDNS) was formed and developed to fight abuse of the immigration system and bridge the gap between USCIS (benefit adjudications), law enforcement, and intelligence. It is the investigation office of USCIS.

Its mission is to enhance the integrity of the legal immigration system by identifying threats to national security and public safety, detecting and combating immigration benefit fraud, and removing systemic and other

vulnerabilities.

FDNS conducts investigations and targeted site visits, going to the homes and businesses of people suspected of fraudulently filing for benefits.

WIF the following documents (b)(7)(E) and (b)(7)(C), add (k)(2) if a PA.:

- Summary/Statement of Findings (SOF) and attachments (include a case note of page ranges that are SOF attachments)
- Fraud Referral Sheets
- Fraud Verification Memorandums
- RAS Enhanced Review and Social Media Check Referrals
- iFRS Fraud Referral Tracking sheets
- Social Media Assessment (SMA) sheets
- E-mails and memorandums composed by FDNS personnel
- Routing sheets and RAILS/NFTS screenprints that are “from:” or “to:” FDNS or FDNS/BCU boxes are marked

Review all processing sheets/worksheets and redact references to FDNS, fraud, and fraud referrals using (b)(7)(E), add (k)(2) if a PA..

Redact officer’s name/ID/initials using Exemption (b)(7)(C), add (k)(2) if a PA.

Electronic Immigration System (ELIS)

U.S. Citizenship and Immigration Services (USCIS) operates the Electronic Immigration System. It was originally developed to serve as a public-facing electronic filing system supporting the submission of benefit request forms. ELIS also served as the internal case management system for USCIS adjudicators to efficiently process benefit request forms.

General processing rules:

- If the screenprints belong to the subject of record you will be looking for system names and results that we redact; FBI results, US-VISIT results, TECS records, etc.
- Risk and Fraud section:
 - Release the title Risk and Fraud. This can be found in the ELIS Table of Contents. Redact the titles of the individual sections found under Risk and Fraud as these are not in the Table of Contents.
 - Redact the entire Data Queried, Resolution Memos, Referrals, Fingerprint Results, FBI Name Check Results, IDENT Encounter Information, Upload Sensitive Documents, CIV CPMS-IVT Data and Risk and Fraud Comments sections whether blank or not (b)(7)(E), add (k)(2) and (j)(2) (if FBI results are present) if a PA case. Add (b)(7)(C) if officer PII present, add (k)(2) and (j)(2) (if FBI results are present) if a PA case.
- Review the Case Flags section for anything derogatory, such as the names and results of all systems checked, discussions of fraud or the like and redact (b)(7)(E), add (k)(2) and (j)(2) (if FBI results are

present) if a PA case.

- Redact third party PII (b)(6).
- No pages within ELIS should be WIF. ELIS screenprints contain releasable information in the header/footers.

Terrorism-Related Inadmissibility Grounds (TRIG)

TRIG exclude persons who have participated in various kinds of activity, including activity that is generally illegal and/or violent. The grounds for inadmissibility include, but are not limited to, individuals who:

- Engaged in ‘terrorist activity’
- Are engaged or are likely to engage in terrorist activity after entry
- Incited terrorist activity with intent to cause serious bodily harm or death
- Are representatives or current members of a terrorist organization
- Endorsed or espoused terrorist activity
- Received military-type training from or on behalf of a terrorist organization; or
- Are spouses or children of anyone who has engaged in terrorist activity within the last five years (with certain exceptions).

Categories of Terrorist Organizations:

- Tier 1
- Tier 2
- Tier 3

General Processing Rules:

- WIF documents generated by TRIG (b)(7)(E), add (k)(2) if a PA.
- Redact mention of TRIG or mention of one of the categories of terrorist organizations (b)(7)(E) add (k)(2) if a PA.
- If mention of any law enforcement officers add (b)(7)(C).
- Add the TRIG Bookmark to the first TRIG document and/or reference in the file (reference must actually indicate a TRIG result/activity). Make a Case Note that TRIG is located in the file.
- Do not add a Bookmark if the documents are marked OOS, unresponsive or are misfiled documents. Do add a CNote and make a Case Note that TRIG is located in the file

Mosaic Approach

A theory which holds that individual items of unclassified information have the potential to produce useable intelligence information, when compiled. All intelligence gathering activity involves a mosaic approach.

The Mosaic Theory must be applied to consistently protect excluded information including pending cases, confidential sources, and intelligence sources and methods.

Counterfeit and Fraudulent Documents

If you come across documents such as birth certificates, LPR cards, BCC cards, Naturalization certificates, Social Security cards, driver’s licenses, etc. that the subject used to try to gain entry or receive a benefit, WIF

these documents based on their counterfeit or fraudulent status.

Counterfeit: Documents that contain all of the subject's PII but are not valid documents. WIF (b)(7)(E), add (k)(2) if a PA case.

Fraudulent: Documents that actually belong to a third party or that has PII information that is not the subjects. WIF (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA case.

Customer Profile Management Service (CPMS)

The United States Citizenship and Immigration Services (USCIS) developed the Customer Profile Management Service (CPMS) to replace the Biometric Storage System (BSS), the Image Storage and Retrieval System (ISRS), and aspects of the Benefits Biometrics Support System (BBSS).

General processing rules:

- If the screenprint belongs to the subject of record, review for the names and results of all systems checked; FBI results, US-VISIT results, TECS records, etc.
- Redact the names and results of all systems checked (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- Redact Watchlist, Lookout, Criminal Master File Hit (FBICMF), Known or Suspected Terrorist (KST), Special Interest Alien (SIA) & HSI/JIOC references, INT'L Search results, etc. (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- Redact agent's names (b)(7)(C), add (k)(2) if a PA case.
- Review the Source, Type, and Comments of each entry to determine if sensitive information exists (see appendix for types to review).
 - Redact sensitive information (b)(7)(E), add (k)(2) if a PA case.
 - If Source is DoS, use (b)(3)1202(f) instead of (b)(7)(e).

Note: See CPMS, IDENT, and US-VISIT Codes to Redact Appendix for additional items to redact.

Department of Defense Automated Biometric Identification System (ABIS)

A biometric record check of the Department of Defense (DOD) records collected in areas of conflict. The FBI, DHS, and National Ground Intelligence Center interface with ABIS to identify biometrics matches in support of U.S. criminal cases, border control and intelligence watch lists.

- WIF any results memorandum or screen-prints of DOD ABIS checks (b)(7)(E) , add (k)(2) if a PA.
- If the document does not relate solely to the subject add (b)(7)(C).
- Redact any DOD ABIS results found on other documents (b)(7)(E) , add (k)(2) if a PA.

Exemption (b)(7)(C)

Exemption (b)(7)(C) provides protection for personal information in law enforcement records that could reasonably be expected to constitute an unwarranted invasion of personal privacy.

- This is the law enforcement counterpart of Exemption (b)(6).
- Various types of information relating to third-party individuals may be withheld.

The types of documents and/or information that we withhold could consist of names, addresses, identification numbers, telephone numbers, fax numbers, and various other documents that are considered personal.

- This exemption is primarily used to protect the identities of law enforcement officers, adjudicators and other Department of Homeland Security (DHS) employees on a law enforcement document; however, it may also sometimes apply to information relating to other third-party individuals.
 - The mere fact that an individual is mentioned in an agency's law enforcement files carries a stigmatizing connotation, one certainly recognizable under FOIA Exemption (b)(7)(C). (Circuit Court, District of Columbia, 1977)
- Exemption (b)(7)(C) applies to federal, state and local law enforcement.

**Individuals identified in an investigation file or record not normally considered law enforcement personnel.*

Anytime an immigration officer takes part in a law enforcement activity (making an arrest; patrolling the border; carrying a firearm; serving and executing a search or arrest warrant; conducting a records or systems search for law enforcement purposes), or is identified in some manner in a law enforcement record, withhold the identity of the immigration officer citing Exemption (b)(7)(C).

- You will also use Exemption (b)(7)(C) when redacting user identifications (ID) and initials involving the same scenarios as stated above.

Refer to 8 C.F.R. § 287.5 for more detailed examples of when immigration officers, including Adjudication Officers (AO), are considered to be performing duties in a law enforcement capacity.

- Likewise, when an AO runs an investigatory check on a subject using a law enforcement system such as Interagency Border Inspection System (IBIS), the identity of the AO shown anywhere on the IBIS print out is properly withheld citing Exemption (b)(7)(C).

Note: Do not withhold the names of public facing government officials. For example: District Directors, Service Center Directors, Port Directors, Immigration Judges (IJ), District Counsel and Chief Counsel.

1367 Information Provisions

Section 1367 covers information relating to beneficiaries of a pending or approved application, or an initially denied application pending final adjudication, for one or more of the victim-based benefits described below, the requirements of 8 U.S.C. 1367 will be followed:

- VAWA self-petitioner, which incorporates the following applications or petitions:
 - I-360 Self-Petition - Petition for Amerasian, Widow, or Special Immigrant; where the petition is filed as the self-petitioning spouse, parent, or child of a U.S. citizen or lawful permanent resident.
 - I-751, Petition to Remove the Conditions of Residence, where a waiver of the joint petition requirement is requested because of battery or extreme cruelty by certain family members.
 - VAWA Cuban Adjustment Act (CAA) - abused CAA Applicants.
 - I-485, Application to Register Permanent Residence or Adjust status, where the application is filed by an abused dependent spouse or child under the Haitian Refugee Immigration Fairness Act (HRIFA).
 - Nicaraguan Adjustment and Central American Relief Act (NACARA) – filling as an abused

dependent spouse or child under NACARA.

- VAWA Suspension of Deportation.
- Form I-765V, Employment Authorization for Abused Nonimmigrant Spouse
- VAWA Cancellation of Removal applicants under INA 240A(b)(2).
- Form I-914 T Nonimmigrant Status
- Form I-918 U Nonimmigrant Status
- Form I-929 Petition for Qualifying Family Member of a U-1 Nonimmigrant

General Processing Rules for 1367

- If any of the above are located in the file, update the left side of FIRST.
 - Under Type of Request, Add Label and select 1367 Case Identified
 - This will create a red banner in FIRST with a Case Alert
 - Add a case note with the page number of the 1367 document

Note: Case Create will also apply the 1367 label if the banner appears in PCIS and/or RAILS.

- Information relating to a beneficiary of a pending or approved application for victim-based immigration benefits may be released to the individual if the request is made for that individual's own records, or if the individual has signed a certification of agreement (given consent) to release. Consent must be signed by all adult petitioners/beneficiaries listed on the application.
- If you do not have consent from all adult petitioners/beneficiaries, redact their PII (b)(7)(C), add (k)(2) if a PA case.

Exemption (b)(7)(E)

Exemption (b)(7)(E) affords protection to law enforcement information that would disclose; techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.

The types of documents and/or information that we may withhold could consist of; law enforcement systems checks, manuals, checkpoint locations, surveillance techniques, and various other documents.

**For a list of common Sensitive Acronyms, Words and Terms see the Acronyms Appendix under Sensitive Words and Terms.*

System Name and Results

Names of systems and results listed as being checked on CBP, ICE or USCIS documents are redacted (b)(7)(E) as part of a law enforcement procedure.

Note: Do not redact the name of the system:

- If it is a screenprint from the system itself (e.g. TECS II screenprint).
- If it is in the title of the screenprint at the top (e.g. Immigration and Naturalization Service, FBI Name Check Response).
- When the name of a system is listed outside of any search/check without a potential result (e.g. DACS

stamp on a document).

Terrorist Identities Datamart Environment (TIDE)

References to and results from TIDE are withheld citing (b)(7)(E) under the FOIA or (k)(2) and (b)(7)(E) under the PA.

TIDE reports are classified. If you believe you have a TIDE report and it is marked confidential, secret, top secret or Sensitive Compartmented Information (SCI) please follow the classified procedure.

- Bookmark (using CNote) the page where TIDE is found.

Interagency Border Inspection System (IBIS)

IBIS is not a sensitive system, yet we redact the names and results of all systems checked (b)(7)(E), add (k)(2) if a PA.

Record of IBIS Query (ROIQ) and Record of Inquiry TECS (ROIT) come in many different forms:

- Redact name/results using (b)(7)(E), add (k)(2) if a PA.
- Redact; initials, user IDs, and third party PII using (b)(7)(C), add (k)(2) if a PA.

IBIS Resolution Memorandum / IBIS Hit Resolution Memorandum WIF (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA.

**The Background Check Unit at the National Benefits Center no longer refer to the procedure as IBIS Resolution, but now TECS Resolution, and so you may see “TECS Resolution Memorandum” or “TECS Hit Resolution Memorandum.”*

Common (b)(7)(E) Redactions

Secure URLs to law enforcement databases

Redact all URLs on any ICE bookmarked page

Any listing of databases that were checked

Results from databases that were checked

Federal investigative case numbers

Codes on header of TECS reports (e.g., T2MRGO)

Database codes on header and footer of DACS reports (e.g., CLOS, EOIR)

Person ID (but NOT Subject ID)

Detainee Classification System/Escort Threat Assessment/Background check lists

Computer soft keys (e.g., PF7, F1=Help)

Terminal ID numbers (usually located in the top left corner of TECS screenprints, but can be located on other screenprints such as US Visit and CPMS)

TECS Record ID (if ICE or sensitive word)

References to the ICE Tip Line

NCIC/NLETS report—redact the body of the report depending on information, read carefully

References to law enforcement techniques (handcuffing or restraint techniques, the use of Tasers or pepper spray/OC spray)

References to the number of officers/agents conducting an operation
References to the amount of ammunition, types of firearms, types of body armor officers carry and wear
References to the types of radios or radio frequencies officers use
All mentions of confidential informants, surveillance practices (i.e trash retrieval)
GPS coordinates, latitude/longitudes, zones, grids, and specific locations that are not a normal port of entry like 3 miles West of

Note: Terminal ID numbers redact with (b)(7)(E) on ICE documents, use (b)(7)(C) on all others agencies.

Critical (b)(7)(E) Redactions

Operation names
Any mentions of the use of Confidential Informants or “CI”
SIGMA number
Any mention of Joint Terrorism Task Force (JTTF)
Any mentions of the use of surveillance
“US-Visit Watch list Information Exists” or any Lookout reference
Any reference to an individual being under an investigation
Any information related to Terror/Terrorism/Terrorists
The name of criminal gangs or other criminal/terrorist organizations (ex. MS-13; Surenos; Al Qaeda; Hezbollah)
CTCEU/NSTTF – Counterterrorism and Criminal Exploitation Unit/National Security Threat Task Force
TAC – Terrorist Associated Countries
TECS Records with ID numbers that end in B10
NTC – National Targeting Center
NCTC – National Counterterrorism Center
TSDB – Terrorist Screening Database
ICE NSID – National Security Investigations Division
Lookout Duty Officer
TSC – Terrorist Screening Center
Records mentioning FBI involvement

Exemption (b)(7)(F)

Exemption (b)(7)(F) permits the government to redact all information about any individual when disclosure of information about him or her could reasonably be expected to endanger his or her life or physical safety. Its protection has evolved from law enforcement personnel only, now applying to any person, and has no limitations. By doing so, Congress authorized agencies to exercise their sound judgment in protecting any person whose life or safety is at risk in sensitive law enforcement records.

The types of documents and/or information we redact to not endanger the life or physical safety if an individual could consist of names, addresses, telephone numbers, testimonies/statements, reports, investigations, and audio/video tapes.

**This exemption is not often invoked at the NRC with the exception of Bureau of Prison (BoP) documents.*

Other (b)(7) Exemptions

- (b)(7)(A) – to interfere with enforcement proceedings
- (b)(7)(B) – would deprive a person of a right to a fair trial or an impartial adjudication
- (b)(7)(D) – to disclose the identity/identities of confidential sources

Exemption (j)(2)

Protects documents maintained by an agency or component thereof which performs as its principal function any activity pertaining to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts, correctional, probation, pardon, or parole authorities.

- Exemption (b)(7) is the companion FOIA exemption.
- In the A-files (j)(2) applies to FBI.

Exemption (k)(2)

Provides protection for investigatory material compiled for law enforcement purposes, other than material that falls within the scope of (j)(2).

- Exemption (b)(7) is the companion FOIA exemption.
- In the A-files (k)(2) applies to all law enforcement agencies, excluding FBI.

EXEMPTIONS (b)(5), (a)(d)(5)

Exemption (b)(5)

Exemption (a)(d)(5) will be referred to as (d)(5) for the remainder of the guide. Exemption (b)(5) protects privileged communications within or between agencies, including:

- Deliberative Process Privilege, minus the 25 year Sunset provision
- Attorney-Work Product Privilege
- Attorney-Client Privilege

The protection of the Deliberative Process Privilege goes away if the records were produced 25 years or more before the date of the request.

In plain English, if the agency wouldn't have to give you the documents if you were embroiled in a court case with them, you're not going to get them under the FOIA. This includes documents that the disclosure of which would have an inhibitive effect upon the development of policy and administrative direction, represent **the work product of an attorney**, or reflect **confidential communications between a client and an attorney** (i.e., this agency and its attorneys). This may also include documents of a pre-decisional nature used in the process of adjudicating applications for benefits (**deliberative process, minus the 25 year Sunset provision**). This does not apply to communications between the alien and his or her attorney or representative.

The President and Attorney General have issued memoranda to all agencies emphasizing that the FOIA reflects

a "profound national commitment to ensuring an open Government" and directing agencies to "adopt a presumption in favor of disclosure." If USCIS reasonably foresees that disclosure would cause harm to *deliberative process*, we may withhold the information under Exemption (b)(5).

Specifically, three types of harm have consistently been held to constitute a basis for withholding under the deliberative process privilege, if release would:

- Cast a **chilling effect** upon open, frank and honest discussion on matters of policy between subordinates and superiors; or
- Cause premature disclosure of proposed policies before they are actually adopted (**Cat out of the bag**); or
- Cause public **confusion** that might result from disclosure of reasons and rationales that were not in fact ultimately the grounds for an agency's action.

After you have determined that Exemption (b)(5) applies because of deliberative process, you should evaluate the need to protect the information based on one of the three factors listed above.

**The 25 year Sunset provision and reasonably foreseeable harm only apply to the deliberative process privilege and do not apply to attorney work product or attorney-client communication.*

Some documents we routinely withhold pursuant to Exemption (b)(5) include adjudicator's notes, internal e-mail messages, memoranda and other internal documents. Even though they are publicly available, we also withhold Westlaw case printouts, EOIR/BIA case printouts and agency policy documents as long as those printouts were prepared by a United States attorney (that is, an attorney working for DOJ, ICE or USCIS, and NOT the alien's attorney) or a USCIS adjudicator using as deliberative material. If the publicly available printouts are not deliberative material, they can be released in full.

The corresponding exemption under the PA for this type of information is Exemption (d)(5), which exempts information compiled in reasonable anticipation of a civil action or proceeding. Most immigration issues are administrative in nature.

Documents with instructional legends (e.g., "For Official Use Only," "Adjudicative Work Product," "Do Not Release Outside the Agency.") **are not** automatically exempt from disclosure under the FOIA or PA. A processor must review these types of documents for content. As a rule, any document marked "Attorney Work Product" is fully exempt under (b)(5) or (d)(5)/(b)(5) if PA, unless the document is blank.

Handwritten Notes:

The deliberative process prong of Exemption (b)(5) does not apply to notes that are trivial in nature, state facts, or were produced 25 years or more before the request. Read and analyze the notes found in the record. Review and carefully apply Exemption (b)(5) only when appropriate.

Examples:

- If an adjudicator's handwritten note from 4 years ago states, "In my opinion, the I-485 should be denied

due to these charges”, Exemption (b)(5) would apply to the handwritten notes.

- If the Adjudicator writes, “return this file to me after a decision has been reached”, Exemption (b)(5) does not apply.

** Notes written by an attorney require a separate analysis of whether the note is a protected communication as attorney work product or falls under an attorney-client privilege.*

Special Legends

Do not automatically withhold documents that are marked; “For Official Use Only”, “Adjudicative Work Product”, “Attorney Work Product”, “Do Not Release Outside the Agency”, and others.

- A processor must review these types of documents for content.

Exemption (d)(5)

Exemption (d)(5) permits the government to withhold all documents or information that has been compiled in reasonable anticipation of a civil action or proceeding, and Exemption (b)(5) is its companion FOIA exemption.

- Exemption (d)(5) may not always apply, even if FOIA exemption (b)(5) does.

**The courts have refined the definition of “reasonable anticipation” by saying the anticipation must be real and may not be theoretical or tentative.*

- There is no requirement that the document must be prepared by an attorney.

EXEMPTION (b)(3)

Exemption (b)(3) allows for the withholding of information prohibited from disclosure by another federal statute provided that one of two disjunctive requirements are met: the statute either "requires that the matters be withheld from the public in such a manner as to leave no discretion on the issue; or establishes particular criteria for withholding or refers to particular types of matters to be withheld." The statutes most often used pursuant to Exemption (b)(3) are:

- Information that pertains to the issuance or refusal of a visa or permit to enter the United States pursuant with 8 U.S.C. 1202(f).
- Grand Jury deliberative material pursuant with Rule 6(e) of the Federal Rules of Criminal Procedure.
- No Fly indicators pursuant with 49 U.S.C. § 114(r).
- Financial information on ICE TECS records pursuant with 31 U.S.C § 5319.

** Exemption (b)(3) is stand alone exemption and does not require a coordinating PA exemption.*

REFERRALS/CONSULTATIONS/OTHER AGENCY DOCUMENTS

General Considerations for Referrals and Consultations

A referral is a document that originates with another component of DHS or another Federal agency. If USCIS does not have an agreement to process another agency's documents, RIF the documents to the appropriate agency.

- Generally you will release the name of the agency. If the document comes from one of the agencies to be hidden, FIRST will automatically hide the name of the referred agency. There is no "Hide" function in FIRST.

If you RIF a cover letter, you should not RIF all attachments just because they are attachments. Instead, you should process those documents according to guidance we have given.

Example:

If FBI authors a letter and encloses the subject's birth certificate, we should RIF the letter authored by FBI, but not the birth certificate. We know how to process the birth certificate, and FBI does not need that birth certificate in order to know how to redact or release the cover letter.

Notes:

- I. If USCIS does not have an agreement to process another agency's documents, RIF the Third Party Documents to the appropriate agency and select the applicable letter insert for your Referral Letter: **Referral includes a third Party.**
- II. If USCIS has an agreement to process another agency's documents, make appropriate redactions on the documents originating from other DHS components and other Federal Agencies
- III. If the document is addressed/issued to the subject, DO NOT RIF. If the document is addressed/issued to a third party, RIF and check the third party insert in the referral letter.
 - Do not RIF military documents addressed to the subject or a related person such as letters, DD-214s and military orders. If the document is addressed/issued to a third party, RIF the document (b)(6).
 - Do RIF military investigative material/reports to the authoring branch of the military (e.g. Department of the Army, Department of the Navy, etc.)

Agencies that we have a Memorandum of Agreement with to process their documents:

- Bureau of Prisons (BoP)
- Immigration and Customs Enforcement (ICE)
- Department of State (DoS)
- Customs and Border Protection (CBP)
- Office of Refugee Resettlement (ORR)
- Office of Biometric Identity Management (OBIM)

Common Agencies referred to:

- United States Marshals (USM)
- Drug Enforcement Administration (DEA)
- Bureau of Alcohol Tobacco Firearms and Explosives (ATF)
- United States Secret Service (USSS)

- Executive Office of the United States Attorney (EOUSA)
- Federal Bureau of Investigations (FBI)

Referrals- Agency Not Listed

(b)(6)(b)(7)(C) (b)(7)(F)

If you are processing a case that requires a referral to an agency not listed in the drop-down list, DO NOT select "OTHER".

- FIRST gives us the capability to add agencies to the drop-down list as the need occurs.

E-mail if you have an agency that needs to be added.

**This process will ensure that referrals are sent to the correct POC and mailing address.*

Referrals with Redactions

If you are referring a page and there is information that belongs to USCIS or an agency we have an agreement with, you must redact it.

- Place the redaction and exemption preferably before selecting the referral agency.

Example: If you are referring a document to U.S. Marshals Service (USM) and there is a signature from an ICE agent, you will redact the ICE agent's signature.

- FIRST will recognize these actions and insert the appropriate information, i.e. the exemption paragraph to include the appeals, liaison and OGIS language, within the Referral Letter.

Central Intelligence Agency (CIA)

Page 3(c) of the G-325 is designated for CIA. If INS/USCIS sent the form to CIA to conduct a name check and we have received a response, the page should be RIF to CIA for release determination.

**If there is no stamp or response in the bottom section, process the page normal. The markings are similar to the ones shown below:*

Referred to another gov't agency

Refer to CIA	
COMPLETE THIS BOX (FAMILY NAME) Fourmoney	ALLEN REGISTRATION NUMBER 22222222
(OTHER AGENCY USE) NO FURTHER IDENTIFIABLE INFORMATION MAY 21 1969 REQUEST SEARCHED WITHOUT DENY OF SELLING VITALS	(INS USE) Office Code <i>SLK</i> Type of Case <i>Custom Border</i> Date <i>11-16-61</i> <i>NOT TO BE RETURNED TO REFERRING AGENCY</i>
(3) C	

FORM G-325A

Department of Justice United States Attorneys

The United States Attorneys serve as the nation's principal litigators under the direction of the Attorney General. There are 93 United States Attorneys stationed throughout the United States, Puerto Rico, the Virgin

Islands, Guam, and the Northern Mariana Islands. United States Attorneys are appointed by, and serve at the discretion of, the President of the United States, with the advice and consent of the United States Senate.

United States Attorneys conduct most of the trial work in which the United States is a party. The United States Attorneys have three statutory responsibilities under Title 28, Section 547 of the United States Code:

- The prosecution of criminal cases brought by the Federal Government;
- The prosecution and defense of civil cases in which the United States is a party; and
- The collection of debts owed the Federal Government which are administratively uncollectible.

Documents in the A-file that originate with The United States Attorneys are RIF. In the FIRST drop down menu, it is EOUSA.

Defense Counterintelligence and Security Agency (DCSA)

The Defense Counterintelligence and Security Agency (DCSA) serves as the primary federal entity for conducting back-ground investigations for the federal government. Former names for this agency include:

- Defense Investigative Service (DIS); from 1972-1999.
- Defense Security Service (DSS); from 1999-2019.

While the DCSA is a component of the Department of Defense (DOD), **we will not RIF DCSA documents to the DOD.**

Note: DCSA documents may contain DCII information, references, and results.

- If so, do not follow DCII instructions for these documents (they are not treated the same).
- Instead, RIF any printouts and/or supporting documentation belonging to DIS, DSS, or DCSA to the DCSA.

**As part of the intelligence community, FIRST will automatically hide the name of this agency.*

Redact DCSA results found on any other agency documents (b)(7)(E) and (b)(7)(C), add (k)(2) if a PA .

Defense Central Index of Investigations (DCII)

Take the following actions if you encounter DCII printouts and supporting documentation in the A-file:

- Out of scope all DCII documents.
- Leave a Case Note: DCII Documents, page(s) 9-12, out of scoped.

DCII information **includes; the DOD coversheet, DCII printouts, and accompanying background check documents.*

Redact any DCII results found on any other agency documents (b)(7)(E) and (b)(7)(C) for officer names/initials, add (k)(2) if a PA.

U.S. DEPARTMENT OF STATE (DOS)

Per our MOA with the DoS we will either release, redact or WIF their documents per their instruction.

The Department of State is responsible for numerous foreign relations functions, including the processing of Visa applications.

- For tracking purposes when you process (release, redact, or WIF) any DoS documents, place the DoS Bookmark on one of the DoS pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all DoS pages are marked OOS or are misfiled documents.

DoS URLs:

Redact DoS URLs located at the top and/or bottom of a page (b)(7)(E), add (k)(2) if a PA.

Note: DoS URLs can contain any of the following: ccdi, state, ois, insams, etc. This is not an all inclusive list.

- This includes URLs on public documents or documents the subject would ordinarily receive in full or have access to electronically.
- Do not redact URLs within the body of a document.
- Release DoS documents filed or served in court by the subject or their representative, this includes documents with DoS public URLs.

Third Party Information:

All third party PII will be withheld using (b)(6) under FOIA, on any Visa related document.

- Exception: Third party PII can be released only on a document the Requestor/subject completed such as form I-590.
- Third party PII will be held on Visa documents even if released elsewhere in the file.
- Third party PII can be released on PA cases.

Multi Agency Documents:

- E-mails between DoS and another agency discussing Refugee Operations. WIF, (b)(3), 8 U.S.C. 1202(f). If a Refugee Officer's name, phone number, e-mail address or other personal identifiers are present, add (b)(6) if FOIA.
- Internal Routing Coversheet. Release with proper VOI. Redact deliberative information (b)(5), add (d)(5) if a PA. Redact third party PII (b)(6) if present.

Department of State Letters, Sworn Statements & Release of Information Consent Form:

Letters and documents mailed to and served on the subject.

- If a FOIA case, redact overseas officer name, (b)(6).
- Release Field Office Director or District Director names/signatures.
- If a PA case, release.

DoS Documents Filed or Served in Court:

- Release, DoS documents filed or served in court by the subject or their representative.

- For more information on documents filed in court see the Processing Guide, Documents Filed in Immigration Court – Executive Office for Immigration Review (EOIR).

Bureau for Population, Refugees and Migration (PRM):

PRM is a bureau within the DoS that provides aid and sustainable solutions for refugees, victims of conflict and stateless people around the world, through repatriation, local integration, and resettlement in the United States. PRM works with the international community to develop humane and what are termed "durable" solutions to their displacement.

National Visa Center (NVC):

- USCIS oversees immigration to the United States and approves (or denies) immigrant petitions and more.
- Approved petitions are then sent to the NVC, who handles processing, for certain kinds of documents before sending them to U.S. Embassies & Consulates

REFUGEE FILES

Refugee

A refugee is any person who lives outside their country of nationality and who is unable or unwilling to return to their country because of past persecution or well-founded fear of persecution.

- The 5 grounds of persecution are race, religion, nationality, political opinion or membership in a particular social group.

Refugees get their status (RE1-RE5) before coming to the U.S. They are allowed to live in the United States indefinitely and can apply for permanent residence (RE6-RE9) one year after their initial entry into the U.S.

Disclosure to Third Parties

Per 8 CFR §208.6, information contained in or pertaining to any refugee admission, asylum, withholding of removal records pertaining to any credible fear determination and records pertaining to any reasonable fear determination shall not be disclosed without the written consent of the applicant, except as permitted by this section or at the discretion of the Attorney General.

This regulation safeguards information that, if disclosed publicly, could subject the claimant to retaliatory measures by government authorities or nonstate actors in the event that the claimant is repatriated, or endanger the security of the claimant's family members who may still be residing in the country of origin. Moreover, public disclosure might, albeit in rare circumstances, give rise to a plausible protection claim where one would not otherwise exist by bringing an otherwise ineligible claimant to the attention of the government authority or non-state actor against which the claimant has made allegations of mistreatment.

United Nations High Commissioner for Refugees (UNHCR)

UNHCR is the United Nations refugee agency. PRM supports the work of UNHCR and International Committee of the Red Cross (ICRC), when these organizations respond to the needs of internally displaced

persons.

UNHCRs main governmental partners are:

- Department of State Bureau of Population, Refugees, and Migration (PRM) Refugee Admissions program.
- Office of Refugee Resettlement (ORR) in the Department of Health and Human Services.
- Refugee Affairs Division of the United States Citizenship and Immigration Services in the Department of Homeland Security

Joint Voluntary Agency/JVA/VOLAG

A VOLAG is an agency under contract with Department of State to document and process overseas refugees for admission to the United States. VOLAGs may also contract with the Office of Refugee Resettlement to provide job placement, English language training and other social services.

General Processing Rules

- Redact names of Refugee Officers living outside the United States (b)(6), including documents signed by the subject. Release if a PA case.
- Since a person's status as a refugee is protected, on documents authored by USCIS, UNHCR or other VOLAG, redact third party PII (even if known to the subject or released elsewhere in the file) (b)(6). Release if a PA case.
**Note: Third party PII can be released on applications signed by the subject or if the third party provided VOI and consent in the request.*
- Review documents for deliberative material. Redact (b)(5), add (d)(5) if a PA case.
- WIF Refugee Officer interview notes (b)(7)(E), add (k)(2) if a PA case.
- Redact system names/results (b)(7)(E), add (j)(2) and/or (k)(2) if a PA case.
- For documents authored by DoS, see DoS guidance to process.
- For documents not authored by DoS, but contain DoS information (e.g. recommendations from DoS) redact the DoS information (b)(3), 8 U.S.C. 1202(f).

CUSTOMS AND BORDER PROTECTION (CBP)

Per our MOA with CBP we will either: release, redact or WIF their documents per their instruction.

U.S. Customs and Border Protection (CBP) is one of the world's largest law enforcement organizations and is charged with keeping terrorists and their weapons out of the U.S. while facilitating lawful international travel and trade. As the United States' first unified border entity, CBP takes a comprehensive approach to border management and control, combining customs, immigration, border security, and agricultural protection into one coordinated and supportive activity.

General Processing Rules:

- Redact officer names, badges, STAR numbers, and phone/fax numbers, PII (b)(7)(C), add (k)(2) if a PA.
- If the subject signed the document, we normally release it in full, unless it is a document CBP does not

normally give to them, such as an I-213 or I-275 where the subject initials or signs for money/property.

- If the document has been “served”, it is released in full.
- Redact the Terminal Identification (TID) number, normally located in the upper left hand corner of screenprints with (b)(7)(C), add (k)(2) if a PA . The TID is mainly on TECS screenprints, but can appear on others (e. g. CPMS, US-VISIT, or Biometric Logs).
- Redact GPS coordinates, latitude/longitudes, zones, grids, and specific locations that are not a normal port of entry like 3 miles West of (b)(7)(E)
- Redact all secure law enforcement URLs
- Redact CBP Protection 10 Codes (b)(7)(E), add (k)(2) if a PA case. Review results for possible redactions.

**See Acronyms Appendix for a list of common CBP officer titles.*

**See Appendix for CBP Protection 10 Codes and meanings.*

Arrival and Departure Information System (ADIS)

A data aggregation system that contains the travel history and overstay status for over 355 million unique individuals. Determines if foreign national traveler is in compliance with terms of admission. Matches arrival, departure and status update records to calculate unconfirmed (in-country) overstays and confirmed (out-of-country) overstays.

ADIS was deployed in October 2002 by the Immigration and Naturalization Service (INS) and was previously owned/operated by US-Visit and OBIM. It is currently owned and operated solely by CBP.

General Processing Rules:

- Redact Person ID, URL, and system names/results (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- Release encounter information: events, history, documents used, etc.
- Review observations for any derogatory information.

Automated Targeting System (ATS)

ATS is a decision support tool operated by CBP that compares traveler, cargo, and conveyance information against law enforcement, intelligence, and other enforcement data using risk-based scenarios and assessments.

ATS contains 5 modules:

- ATS-TF (Targeting Framework)
- ATS-AT (Anti-Terrorism)
- ATS-N (Incoming Cargo)
- ATS-L (Land)
- ATS-P (Passenger)

Note: ATS-P has been replaced with UPAX (Unified Passenger) as of January 2019.

General processing rules:

- WIF ATS-TF documents (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA case.

- Review ATS-P and ATS-L for names of systems checked and results, sensitive words. Redact (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- Redact ATS URLs (b)(7)(E), add (k)(2) if a PA case.
- ATS-P screenprint that contains DoS Visa Application, WIF (b)(3)1202(f).

Refused to Sign

When the subject refuses to sign a document, an officer places a stamp on the document and witnesses the refusal with their initials or signature.

Scenario 1:

- If the document would normally be released in full to the subject, release the officers' initials/signature acknowledging the refusal to sign. (e.g. Record of Sworn Statement in Affidavit, I-214 Warning as to Rights in an Administrative Proceeding, Interview Log, etc.)

Scenario 2:

- If the document would not normally be released in full to the subject, redact the officers initials/signature acknowledging the refusal to sign. (e.g. Fingerprint Card, I-213, etc.) They still receive the document.

**A document with a refusal to sign stamp in the certificate of service area has still been served on the subject.*

Public Facing Officials/Releasable Names

The names of the below can be released in the A-file, however still evaluate all other PII for possible redactions:

Field Office Directors (FOD)	Immigration Judges (IJ)	County Clerk
Special Agents in Charge (SAC)	Chief Counsel (CC)	Elected/Appointed Officials
Port Director	District Counsel (DC)	Special Inquiry Officer (SIO)
Bond Obligor (do not release the name of a company employee)	District Director	Notary Public
Wardens	Medical Professionals (found on the subject's medical forms only)	

For Official Use Only (FOUO) and Law Enforcement Sensitive Markings

If a document contains a For Official Use Only and/or Law Enforcement Sensitive marking, apply a strike through line through the marking. Do not apply the strike through on a document that is Duplicate, WIF, RIF, OOS or not responsive. **This has been suspended until further notice.**

IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

Per our MOA with ICE we will either: release, redact or WIF their documents per their instruction.

U.S. Immigration and Customs Enforcement (ICE) is the primary investigative arm of the Department of Homeland Security (DHS). ICE is involved in various types of investigations outside of the immigration field, to include but not limited to counterterrorism, human smuggling/trafficking, transnational gangs, cyber crimes,

narcotics/weapon smuggling, etc.

General Processing Rules:

- All ICE authored documents are bookmarked with the ICE stamp.
- The only documents that are signed and/or served to the subject that are released in full are indicated in the Processing Tables.
- Redact all PII of any employee below FOD or SAC (b)(6) and (b)(7)(C), add (k)(2) if a PA case.
- Redact all third party PII not known to the subject or released elsewhere in the file (b)(6) and (b)(7)(C), add (k)(2) if a PA case. Case note all releasable PII.
- Release public facing official's (FOD, SAC, DD) names. Redact all other PII belong to the public facing official (email, telephone, suite/room/or building numbers) (b)(6) and (b)(7)(C), add (k)(2) if a PA case.
- Release the names of the following officials on ICE documents:
 - Notary Public
 - Immigration Judges (IJ), Chief Counsel (CC), District Counsel (DC), Special Inquiry Officer (SIO)
 - Bond Obligor

**Exemption (b)(6) will be a stand alone exemption in PA cases on ICE documents ONLY.*

- Redact the Terminal Identification (TID) number, normally located in the upper left hand corner of screenprints with (b)(7)(E), add (k)(2) if a PA . The TID is mainly on TECS screenprints, but can appear on others (e. g. CPMS, US-VISIT, or Biometric Logs).
- Redact all URLs on ICE documents (b)(7)(E), add (k)(2) if a PA case.

Note: If a document has an ICE header, yet CBP completed and signed the form process according to CBP guidance.

Example: I-294 with an ICE header, yet CBP signed "Signature of Officer Serving Warning" – release.

**See Acronyms Appendix for a list of common ICE officer titles.*

Refused to Sign

When the subject refuses to sign a document, an officer places a stamp on the document and witnesses the refusal with their initials or signature.

Scenario 1:

- If the document would normally be released in full to the subject, release the officers' initials/signature acknowledging the refusal to sign. (e.g. Record of Sworn Statement in Affidavit, I-214 Warning as to Rights in an Administrative Proceeding, Interview Log, etc.)

Scenario 2:

- If the document would not normally be released in full to the subject, redact the officers initials/signature acknowledging the refusal to sign. (e.g. Fingerprint Card, I-213, etc.) They still receive the document.

**A document with a refusal to sign stamp in the certificate of service area has still been served on the subject.*

Public Facing Officials/Releasable Names

The names of the below can be released in the A-file, however still evaluate all other PII for possible redactions:

Field Office Directors (FOD)	Immigration Judges (IJ)	County Clerk
Special Agents in Charge (SAC)	Chief Counsel (CC)	Elected/Appointed Officials
Port Director	District Counsel (DC)	Special Inquiry Officer (SIO)
Bond Obligor (do not release the name of a company employee)	District Director	Notary Public
Wardens	Medical Professionals (found on the subject's medical forms only)	

For Official Use Only (FOUO) and Law Enforcement Sensitive Markings

If a document contains a For Official Use Only and/or Law Enforcement Sensitive marking, apply a strike through line through the marking. Do not apply the strike through on a document that is Duplicate, WIF, RIF, OOS or not responsive. **This has been suspended until further notice.**

ICE External Review Bookmark:

Apply the ICE bookmark to documents that are AUTHORED by ICE. For example (but not limited to):

- Court motions from ICE
- ICE generated correspondence
- Forms signed by an ICE officer
- Bond forms, worksheets, letters
- Forms, worksheets, letters authored by ICE contractors
- Investigations authored by ICE
- Worksheets authored by ICE
- Form I-20

Apply the ICE bookmark to screenprints generated from ICE systems. For example (but not limited to)

- EARM
- Enforce
- DACS or DAX, Deportable Alien Control System
- Containing LESC, Law Enforcement Support Center System (Primarily outstanding warrants)
- PLANet, Principal Legal Advisor Network, OPLA's system of record (successor of GEMS)
- GEMS, General Counsel Information Management System
- CIS DACS or EARM Subsystem Display containing data
- PCQS Enforce
- PCQS CIS DACS or EARM Subsystem Display containing data

- TECS screenprints in which the TECS Record ID is ICE
- NAILS in which the agency is ICE
- SEVIS
- SEVIS information in PCQS

DO NOT apply the ICE bookmark to (not limited to):

- Documents that are a Duplicate, RIF to another agency, ICE form completed by another agency, OOS, or not responsive
- Letters/affidavits addressed to ICE
- ICE EOIR exhibits
- Screenprints from NNSV that do not contain LESC
- PCQS DOJ EOIR screenprints
- NFTS/RAILS screenprint with an ICE officer name
- EOIR removal proceeding transcripts
- Cashier's Checks/Money Orders/Obligor ID/Power of Attorney related to Bond
- Westlaw case printouts

OFFICE OF REFUGEE RESETTLEMENT (ORR)

Per our MOA with ORR we will either release, redact or WIF their documents per their instruction.

- ORR has five divisions:
 - The Division of Unaccompanied Children's Services and Unaccompanied Alien Children (DCS, DUC, DUCS or UAC),
 - The Division of Refugee Assistance (DRA),
 - Division of Resettlement Services (DRS),
 - Refugee Health and the Office of the Director (includes the Budget and Data Analysis Unit, Policy and Repatriation).
- The most common divisions you will encounter in an A-file will be the Division of Unaccompanied Children's Services and Unaccompanied Alien Children (DCS, DUC, DUCS or UAC).
- Redact PII relating to a third party or law enforcement and be aware of deliberative notes, techniques and procedures.

**If the information belongs to the subject it can be released*

**Redact PII relating to a third party or law enforcement and be aware of deliberative notes, techniques and procedures.*

- For tracking purposes when you process (release, redact, or WIF) any ORR documents, place the ORR Bookmark on one of the ORR pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all ORR pages are marked OOS or are misfiled documents.

BUREAU OF PRISONS (BOP)

Per our Memorandum of Agreement (MOA) with BoP we will either release, redact, WIF or RIF their documents per their instruction.

- Some documents that we will release, redact or WIF: Inmate Assignments, Inmate Data and Inmate Load screenprints, Detainer Action Letter, the Presentence Investigation Report (PSIR) et.al.
- The PSIR does not originate with BoP; however, they do not release it to the subject. Therefore, we will WIF (b)(7)(C) and (b)(7)(E), add (k)(2) if a PA.
- Information we redact:
 - Gang Related Information (b)(7)(F), add (k)(2) if a PA.
 - Material Witness Information (b)(7)(C) and (b)(7)(F), add (k)(2) if a PA.
 - Separatee Data, (b)(7)(C) and (b)(7)(F), add (k)(2) if a PA.
 - Third Party names and PII (b)(7)(C), add (k)(2) if a PA.
 - Security Threat Group Assignments (b)(7)(C) and (b)(7)(F), add (k)(2) if a PA.
 - Lists of BoP Inmates (b)(7)(C), add (k)(2) if a PA.
 - Law Enforcement Techniques and Procedures (b)(7)(E), add (k)(2) if a PA.
- Redact all BoP personnel names and contact information (b)(7)(C), add (k)(2) if a PA. Medical Professionals (found on the subject's medical forms only) can be released.
- We will RIF Communications Management Unit (CMU), Special Administrative Measures (SAM) and Witness Security Program (WITSEC) documents to BoP.
 - Information RIF to BoP:
 - Witness Security Program (WITSEC): BoPs primary responsibility under this program is to provide safety of witnesses in the program during incarceration.
 - Communications Management Unit (CMU): Provides for an inmate housing unit environment that enables staff to monitor communications between inmates and persons in the community. This is to ensure safety in the correctional facility and public.
 - Special Administrative Measures (SAM): Special confinement of an inmate who may create a substantial risk of death or serious injury through communications or contact with others.

**See Acronyms Appendix for a list of common BoP officer titles.*

- For tracking purposes when you process (release, redact, or WIF) any BoP documents, place the BoP Bookmark on one of the BoP pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all BoP pages are marked OOS or are misfiled documents.

FEDERAL BUREAU OF INVESTIGATIONS (FBI)

We do not have an MOA to process FBI documents. We do have an agreement to process FBI equities located on documents we do process.

The FBI is an intelligence-driven and threat-focused national security organization with both intelligence and

law enforcement responsibilities. It is the principal investigative arm of the U.S. Department of Justice and a full member of the U.S. Intelligence Community. The FBI has the authority and responsibility to investigate specific crimes assigned to it and to provide other law enforcement agencies with cooperative services, such as fingerprint identification, laboratory examinations, and training. The FBI also gathers, shares, and analyzes intelligence, both to support its own investigations and those of its partners and to better understand and combat the security threats facing the United States.

The National Name Check Program (NNCP)

- NNCP is part of the Information Management Division (IMD) that provides oversight for name check requests submitted by other federal agencies and components within the legislative, judicial and executive branches (i.e., customers).
- It provides services for over 50 government agencies and entities, but their primary customers are the United States Citizenship and Immigration Services (USCIS), the Office of Personnel Management (OPM), and the Department of State (DoS).
- The objective of the NNCP is to disseminate all legally permissible information from FBI files to requesting agencies which will allow them to make informed adjudication decisions to protect the United States from foreign and domestic threats to national security.
- Customers seek background information from FBI files before bestowing a privilege, whether that privilege is government employment or an appointment, a security clearance, attendance at a White House function, issuance of immigration benefits, naturalization, or a visa to visit the United States.

Integrated Automated Fingerprint Identification System (IAFIS)

- IAFIS is a national fingerprint and criminal history system maintained in the U.S. by the FBI’s Criminal Justice Information Services (CJIS) Division.
- It provides automated fingerprint search capabilities, latent search capabilities, electronic image storage, and electronic exchange of fingerprints and responses, 24 hours a day, 365 days a year.
- The electronic submission of fingerprints allows agencies to receive electronic responses within two hours for criminal purposes and within 24 hours for civil fingerprint submissions.
- Many states in the U.S. have their own automated fingerprint identification systems. What we know as AFIS.

AFIS	IAFIS
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Do Not Redact	Redact
AFIS (Automated Fingerprint Identification Systems) are state and locally run fingerprint systems. AFIS is technology that can be bought from different technology vendors, which may or may not be able to communicate with each other, thus making it useful for searching only regional records. AFIS is used mainly for two areas: fingerprint verification and fingerprint identification.	IAFIS (Integrated Automated Fingerprint Identification System) is a national fingerprint and criminal history system maintained the FBI's Criminal Justice Information Services (CJIS) Division. IAFIS's primary function is to provide the FBI a fully automated fingerprint identification and criminal history reporting system. IAFIS provides three major services to its customers. 1. It is a repository of criminal history information, fingerprints, criminal subject photographs, as well as information regarding military and civilian federal employees and other individuals. 2. It provides positive identification of individuals based on fingerprint submissions. 3. It provides tentative identification of individuals based on descriptive information.

Next Generation Identification (NGI)

- FBI has recognized that today, the term “biometrics” is not limited to just fingerprints. It also includes palm prints, irises, and facial recognition. In an effort to harness new technologies, and to improve the application of tenprint and latent fingerprint searches. The FBI’s Criminal Justice Information Services (CJIS) Division developed and incrementally integrated a new system to replace IAFIS. This new system, the **Next Generation Identification (NGI)**, provides the criminal justice community with the world’s largest and most efficient electronic repository of biometric and criminal history information.
- Biometrics has been incredibly useful to the FBI and its partners in the law enforcement and intelligence communities, and the Bureau continues to look to new scientific advancements to increase the range and quality of its identification and investigative capabilities. The NGI System offers services that provide a platform for multimodal functionality that will continue to evolve with new technologies and user requirements.

National Crime Information Center (NCIC)

- FBI is the lead agency for NCIC and is maintained by the FBI’s Criminal Justice Information Services Division.
- Since the National Crime Information Center collects data from many sources, we must look at what kind of NCIC data it is.
- NCIC Interstate Identification Index gets its information from FBI and state law enforcement agencies. It is the same as a RAP sheet.
- NCIC also collects data from JTTF, US-VISIT, DEA, IBIS and other sources that we must redact.

Texas Crime Information Center (TCIC)

- TCIC provides 24/7 access to law enforcement agencies throughout the state of Texas, via the Texas Law Enforcement Telecommunications System (TLETS), regarding the stolen status of property and the wanted, missing, sex offender, or protective order status of persons.

- It also provides a direct link to the NCIC so that law enforcement officers throughout Texas know instantly whether a vehicle, a boat, or other property under investigation is stolen, or a person in question is wanted anywhere in the country.

Identity History Summary (IdHS)

- Formerly known as a RAP Sheet and referred to as both IdHS and RAP sheet throughout guide.
- An FBI Background Check involves the submission of fingerprints, a search of the FBI's Criminal History Master File, and the search of the subject's name against the National Crime Information Center (NCIC) and Violent Gang and Terrorist Organization File.
- These searches produce a Criminal History Record or what we know as an IdHS.
- IdHS consists of information submitted to the FBI by local, state, federal, or international criminal justice agencies. Which includes:
 - Arrest Information
 - Court Information - Dispositions
 - Supervision or Custody (Flashes)
 - Wanted Information
 - Sexual Offender Registry Information

Redacting Guidance

- Always apply redactions to the result fields of the FBI sections, regardless if blank or if there are results (no result is considered a result).
- Redact entire results field space--not just the results.
- FBI system names and results are redacted (b)(7)(E), add (j)(2) if a PA.
- FBI personnel names/initials/IDs/contact info and third party PII are redacted (b)(7)(C), add (j)(2) if a PA.
- If the document does not relate to the subject of record, you will WIF (b)(7)(C) and (b)(7)(E), add (j)(2) if a PA.
- Redact FBI results regardless of the result. For example (but not limited to): IDENT, I, NON-IDENT, POSITIVE, POS, P, TENTATIVE IDENT, NEGATIVE, NEG, No Record: NR, ND, or NP, Positive Response: PR, Withdrawn: W, DS, RP, OC or RF, Unknown Response: UN, Override: O or OR, or Pending Hit: H or I, Duplicate: DD or D, Request Cancelled: RC, Error: E, R, Rejected: Unclassifiable, Unclass, or Pending: IP, Complete.
- We redact an IAFIS result if it relates to wants or warrants. If it relates to criminal history, we release it. If you just see IAFIS: POS or NEG, redact the result, because we do not know if it relates either to criminal history or to wants or warrants. Redact (b)(7)(E), add (j)(2) if a PA.
- Redact NCIC results such as POS, NEG, and NO NCIC WANT (b)(7)(E), add (j)(2) if a PA.

**Release administrative information that does not have to do with NCIC checks such as NCIC submitted, NCIC not available, NCIC results pending and so forth.*

- Redact NO TCIC WANT (b)(7)(E), add (j)(2) if a PA.
- Release NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX

results.

- On FBI Rap Sheets and NCIC III (Interstate Identification Index) screenprints redact agent's names/initials/IDs, badge numbers, third party names and PII (b)(7)(C), add (j)(2) if a PA. Redact results such as Non-Ident, Ident, Wanted Person, TSC (Terrorist Screening Center), KST or non-KST (Known or Suspected Terrorist), Lookout, Watchlist (there may be other results), and the Search Findings section (b)(7)(E), add (j)(2) if a PA.

**Per FBI, if the RAP sheet belongs to the subject, it can be released in full with the exception of information relating to Wanted Person, TSC (Terrorist Screening Center), KST or non-KST (Known or Suspected Terrorist), Lookout, Watchlist, and other sensitive information.*

- The Joint Terrorism Task Force (JTTF) falls under the purview of the FBI. WIF the document (b)(7)(E), add (j)(2) if a PA. If the document does not relate solely to the subject of record or contains law enforcement identifying information, add (b)(7)(C).

Referral Guidance

- RIF the following documents to FBI for their direct response to the Requestor:
 - Any FBI generated document
 - Look for the header with the FBI logo and/or the words "Federal Bureau of Investigation"
 - There will possibly be a footer with the following FBI warning:
 - *"This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; and its contents are not to be distributed outside your agency."*
 - Any NNCP information or work product
 - NNCP Cover Page
 - Letterhead Memorandum LHM (for more guidance see LHM section)
 - Reports (may contain previously made redactions)
- RIF this information to the FBI regardless of classification level.
- If you RIF third party information, check the box for third party referrals on the referral letter and update.
- USCIS will not advise the Requestor that material was RIF to the FBI for direct response.
- Do not advise the Requestor of the total number of pages RIF to the FBI.
- Review the Final Action Letter and the FBI Referral Letter to make sure the FBI referral information is correct.

Notes:

- Do Not RIF letters addressed to the subject. Release these in full. This does not include letters addressed to the subject's representative.
Do not RIF TECS or other Non-FBI system screenprints. Redact TECS screenprints according to Processing Tables.

**If you are unsure of how to handle FBI records, consult a supervisor.*

Letterhead Memorandum (LHM)

A letterhead memorandum (LHM) is a term used by the FBI to describe a name check analysts's summary of the FBI's case file data. If is part of a dissemination package issued to a customer (agency) when the name check subject's case file contains pertinent and derogatory information.

If you see an LHM in the responsive records, review the document thoroughly to ensure it is not classified. Look for any of the following markings at the top and/or bottom of the document. They could be typed, stamped or hand written:

- Confidential
- Secret
- Top Secret

Some classified versions may have markings at the beginning of each paragraph as [C], [S] or [TS].

If you see any indication that the LHM is classified, Immediately stop processing and follow the classified procedures outlined in the Processing Guide under "Classified Records".

If you come across one of the following memorandums, stop processing:

- A memo or reference to an LHM being available on the Homeland Secure Data Network (HSDN)
- A memo or reference to a classified LHM in a T-file
- A memo or reference to a classified LHM

Even though the memorandum may say the LHM is classified, it's not "possible NSI" unless the classified LHM is scanned into FIRST. The word "classified" does not make a document classified, it's the classification of confidential, secret or top secret being on a document that makes it NSI.

WIF the memo that references an LHM citing (b)(7)(E), add (j)(2) if a PA.

In these instances, you will need to:

- Add the LHM bookmark to the first LHM document and/or reference in the file (reference must actually indicate a LHM result/activity).
- Case Note titled LHM.
- Send case to Admin
- E-mail NRC, FOIASafe and copy your supervisor.
 - Title the subject line LHM
 - In the body provide the control number and page where you found the LHM reference.

A member of the classified team will review the case and get back with you. If the classified team determines that a classified LHM exists on the HSDN network:

- They will upload pages into a separate responsive records sequence to be RIF'd to FBI.
- In addition to RIFing these pages to FBI.
- Email NRC FOIASafe once you have finished processing the case and sent to Approver.

Note: None of the above applies if the documents are marked OOS, unresponsive or are misfiled documents.

Unclassified LHM Process: If you see an unclassified LHM in the responsive records:

Case note the page the LHM is located on.

- Add the LHM bookmark to the first LHM document and/or reference in the file (reference must actually indicate a LHM result/activity).
- RIF the LHM to FBI.
- Continue to process.

Note: Please see your supervisor with any questions.

OFFICE OF BIOMETRIC IDENTITY MANAGEMENT (OBIM)

Per our Memorandum of Agreement (MOA) with OBIM we will either release, redact, WIF or RIF their documents per their instruction.

OBIM was created in March 2013, replacing the United States Visitor and Immigration Status Indicator Technology (US-VISIT) Program.

- For tracking purposes when you process (release, redact, or WIF) any US-VISIT documents, place the OBIM Bookmark on one of the US-VISIT pages.
- This is how FIRST will track these documents.
- Do not Bookmark if all pages are marked OOS or are misfiled documents.

Examples of things you will redact pursuant to (b)(7)(E) under the FOIA and appropriately apply (j)(2) and/or (k)(2) under the PA:

- Watchlist, KST (Known or Suspected Terrorist), Do not alert this subject, Criminal Master File Hit, other FBI information, apprehension methods, NCIC results, the URL and others.
- Person ID.

Examples of things you will redact pursuant to (b)(7)(C) under the FOIA or (k)(2) and (b)(7)(C) under the PA:

- USER IDs, agent's names, and initials.
- Check third party PII. The subject may have used fraudulent documents and if releasing the fraudulent PII would constitute an invasion of the third party's privacy.

Note: See CPMS, IDENT, and US-VISIT Codes to Redact for additional items to redact.

Some things you will release:

Person of Interest, Removed Alien Alert – Expedited Removal (Routine), generic user IDs, entry status, ENFORCE Adverse Action, Subject of Previous Adverse Action, Recidivist, UNK, and Unknown

TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM (TECS)

TECS is a database administered by CBP for use by all federal law enforcement agencies. TECS users include CBP, ICE, USCIS, Secret Service, ATF, IRS, DEA and Interpol. This means the information on the TECS screen can vary greatly in terms of the information on the page and what agency created the information.

TECS General Processing Rules – Agencies We Process

- Processing is based on who originated/authored the information. Do not confuse this with who queried the information.
- WIF if the TECS screenprint belongs to a third party (b)(7)(c) and (b)(7)(E), add (k)(2) or (j)(2) if a PA.
- Redact TID number in the upper left hand corner (b)(7)(C), if ICE (b)(7)(E), add (k)(2) if a PA.
- Redact references to the ICE Tip Line (b)(7)(E), add (k)(2) if a PA.
- Redact Computer Soft Keys (e.g. PF7, F1=Help) (b)(7)(E), add (k)(2) if a PA case.
- Redact codes in the header of TECs screenprints (i.e. numbers in the top right corner) (b)(7)(E), add (k)(2) if a PA case.
- Redact system names and results (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.
- Redact officer PII (b)(7)(c), add (k)(2) and/or (j)(2) if a PA case. Add (b)(6) if ICE.
- Additional redactions for TECS II Person Subject Display, Person Subject Entry and Person Query

TECS General Processing Rules – Agencies We Refer To

- Processing is based on who originated/authored the information. Do not confuse this with who queried the information.
- If the TECS screenprint belongs to a third Party, ensure you insert the Referral Includes a Third Party into the Referral Letter in FIRST.
- Redact the TID number in the upper left hand corner (b)(7)(C), add (k)(2) if a PA case.
- Redact codes in the header (i.e. numbers in the top right corner) and computer soft keys (b)(7)(E), add (k)(2) and if a PA case.
- Redact officer PII if CBP, ICE, USCIS officer (b)(7)(c), add (k)(2) if a PA case.
- Additional redactions for TECS II Person Subject Display, Person Subject Entry and Person Query.
- If the Contact is DHS Office of Inspector General and the contact name is one of the below, refer to DHSFOIA/PRIV:



(b)(6)(b)(7)(C) (b)(7)(F)

TECS Subject Query

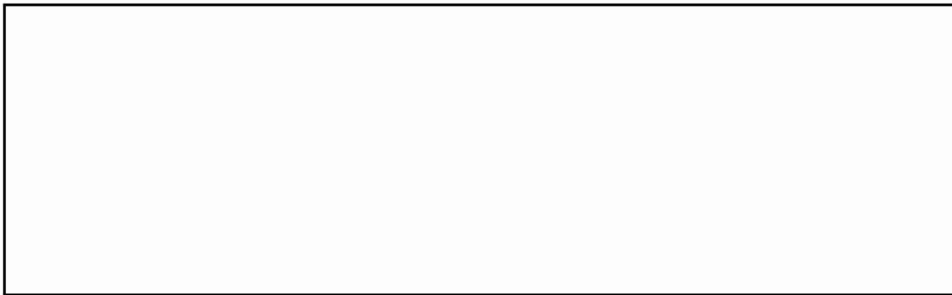
The subject query module is used to search TECS subject records for information on persons, aircraft, businesses, vehicles, vessels, and firearms. This capability supports the immediate needs of inspections and investigative personnel for critical data about potential suspects.

TECS underwent a modernization in 2008. Titles and formatting of these Subject Queries will vary, but contain the same information. The most common titles relating to Subject Query are Person Query, TECS II Person Subject Display, TECS II Person Subject Query, TECS II Subject Query Results and TECS II List of Related Records.

There are 3 key areas that will help determine who authored the information: TECS Record ID, Contact & Remarks.

TECS Record ID

Some TECS records contain a TECS Record ID indicating who authored the record. The TECS Record ID number consists of a letter followed by 13 alphanumeric characters:



(b)(7)(E)

** TECS Record IDs is located in an Appendix in this Guide. It contains a list of the last three characters of the TECS Record IDs and a description of each.*

TECS Subject Query General Processing Rules

- Follow all TECS General Processing Rules
- If the information originated with/authored by an agency we normally RIF to (not including FBI), RIF with the following redactions:
 - Redact the TID number in the upper left hand corner (b)(7)(C), add (k)(2) if a PA case.
 - Redact codes in the header of TECs screenprints (i.e. numbers in the top right corner) and computer softkeys (b)(7)(E), add (k)(2) and if a PA case.
- If originated/authored by DoS, WIF (b)(3), 8 U.S.C. 1202(f), add any other applicable exemptions.
- If originated/authored by an agency we process:
 - Redact entire TECS Record ID if it relates to ICE or a sensitive word (b)(7)(E), add (k)(2) or (j)(2) if a PA.
 - Redact NO FLY indicator (b)(3), 49 U.S.C. § 114(r).
 - Redact Financial Information (b)(3) 31 U.S.C § 5319 (Bank Secrecy Act) if present on ICE only.
 - Record Status, Query Notification, Primary Action, Selectee Indicator and Remarks Information (b)(7)(E) add (k)(2) or (j)(2) if a PA case.

- Redact Contact Information (b)(7)(C), add (k)(2) or (j)(2) if a PA case. Add (b)(6) if ICE.
- Redact the entire Warrant Information and Pilot License Information (b)(7)(E), add (k)(2) or (j)(2) if a PA case.
- Review for any other sensitive information. For example (but not limited to): Lookout, Watchlist, KST or non-KST (Known or Suspected Terrorist), TSC (Terrorist Screening Center), gang affiliations and other sensitive information.
- For the Query search results:
 - If the search contains the search criteria, redact the results.
 - If the search does not contain the search criteria (hit list), WIF (b)(7)(E), add (k)(2) if a PA. Add any other applicable exemptions.

TECS II External Message Display, TECS II/NLETS Display, NCIC/NLETS Service (NNSV)

TECS II External Message Display and TECS II NCIC/NLETS Display are screenprints from the old TECS system. NCIC moved to NCIC/NLETS Service (NNSV) in 2015. While NNSV can be queried directly or through an interfacing system like TECS, UPAX, etc. Treat all NNSV screenprints according to TECS processing rules since they will contain the same types of information as the former TECS II External Message Display and the TECS II NCIC/NLETS Display.

Each pulls/pulled information from NCIC, NLETS and/or III systems. While each of these systems is owned by the FBI and can be queried by different agencies, process each screenprint according to who originated/authored the content.

These screenprints vary in content. Some examples (but not limited to) are rap sheets, protection orders, sexual offenders, department of motor vehicles, deported felon, and wanted person.

TECS II External Message Display, TECS II/NLETS Display, NCIC/NLETS Service (NNSV) General Processing Rules

- If originated with/authored by an agency we RIF to (not including FBI), RIF with the following redactions:
 - Redact codes in header and computer softkeys (b)(7)(E), add (k)(2) if a PA case.
 - Redact the TID (b)(7)(C), add (k)(2) if a PA case.
- If an agency we process:
 - Redact codes in header and computer softkeys (b)(7)(E), add (k)(2) if a PA case.
 - Redact the TID (b)(7)(C), if ICE use (b)(7)(E), add (k)(2) if a PA case.
 - Redact officer PII (b)(7)(C), if ICE add (b)(6), add (k)(2) or (j)(2) if a PA case.
 - Review for any other sensitive information.

IDENT SYSTEM

IDENT is the Office of Biometric Identity Management's (OBIM) biometric identification system. The type of data collected within IDENT includes fingerprints, photographs, biographical and case related data.

It supports the missions of:

- U.S. Customs and Border Protection (CBP)
- U.S. Immigration and Customs Enforcement (ICE)
- U.S. Citizenship and Immigration Services (USCIS)
- U.S. Coast Guard (USCG)
- Department of Defense (DOD)
- Department of the State (DoS)
- Department of Justice (DOJ)
- Transportation Security Administration (TSA)
- The intelligence community

IDENT is not a sensitive system. However, we do redact the names and results of all systems checked found within the IDENT screenprints (b)(7)(E), add (j)(2) and/or (k)(2) if a PA.

Redact the following information:

- Lookout information
- Watchlist
- NS or NSC (National Security Concern)
- TSC (Terrorist Screening Center)
- KST (Known/Suspected Terrorist)
- FBI Criminal Master File (FBICMF)
- Alerts

Redact law enforcement officer PII using Exemption (b)(7)(C), add (k)(2) if a PA..

Note: See CPMS, IDENT, and US-VISIT Codes to Redact for additional items to redact.

FOIA SAFE PROCEDURE

If you encounter a case that has been staffed to FOIA SAFE follow these steps.

- Leave a case note stating that the case is staffed to FOIA SAFE.
- Send the case to Admin and e-mail the NRC, FOIASafe mailbox at with the name of the subject and control number.
- **Copy your supervisor on the e-mail.**

(b)(6)(b)(7)(C) (b)(7)(F)

****Do not process the case.** Even though it is sanitized and does not require a clearance to review the documents, special care is taken in the processing of these cases.*

FOIA SAFE staffing example:

11	04/15/10	Responsive Records	FOIA SAFE	42	Scanned
10	04/15/10	Staffing Response	FOIA SAFE	1	Scanned

Classified Records

We do not process classified records containing National Security Information (NSI) in FIRST.

**However, if there is an inadvertent classified data spill and an employee encounters a document bearing a security classification (Confidential, Secret, Top Secret, Sensitive Compartmented Information (SCI), or Department of Energy (DOE) Restricted/Formerly Restricted) in FIRST, they are to immediately stop processing and follow the guidance below:*

If you are processing and you believe you have come across a classified document:

Step 1

Stop processing and add a case note titled: Possible NSI. Include the specific page number(s).

Step 2

E-mail that same information along with the control number to NRC FOIA Safe, Secured Files Support, [redacted] and CC your supervisor. Include your work location.

Step 3

In FOIA case processing situations, the responsive records are not downloaded, they are simply viewed from the server. There is no time restraint if the document has not been downloaded. Send the case to Admin. You may pull a new case and continue working. Someone will contact you once the document has been reviewed.

If you have **downloaded** the records and you have not been contacted within 15 minutes, contact a supervisor and relay to them that you may have run into NSI while processing, the documents have been downloaded and you have not received a response to your e-mail notice. The supervisor will locate an employee with the appropriate security clearance to review the document. If a clearance holder is not located, you must contact one of the NRC Field Security Managers on their government cellphones [redacted] or [redacted]

[redacted] to advise them of the situation. Examples of downloading documents may be found below.

How to determine if the responsive records were downloaded:

- You have clicked Download Clean Document
- You have selected the down arrow next to left rotate page
- You have used the hot key Alt+C
- You may also check by viewing the file history

Step 4

If the document contains NSI, the clearance holder will contact [redacted] [redacted] to inform them of the classified spill. The Field Security Manager will confirm the existence of classified documents existing in FIRST. Until this happens, no other action will be taken.

Step 5

(b)(6)(b)(7)(C) (b)(7)(F)

Once the existence of classified documents in FIRST has been confirmed, you will need to go through the OsiR application (icon) on your desktop to report this classified spill.

- Open the OsiR application.
- Click on the “Classified NSI Incidents” link.
- Go to the “Create New NSI SCI Security Incidents” link.
- Select “USCIS” when prompted, then select the option “National Records Center”.
- Be specific when filling out this information. Explain the who, what, when, where, and why of your discovery giving as much information as possible.
 - This is needed to assist the Field Security Manager and SOC in their remediation.

Following this, the discoverer will fill out an Inadvertent Disclosure Statement.

You will then be asked to call the USCIS Security Operations Center (CISSOC), at to report the classified spill no later than 1-hour after discovery of the classified document.

They will need to know:

- The name of the person discovering the classified information in FIRST
- The location of computer (cubicle/room/telework location)
- The highest classification of document(s) found
- The A-file number of the affected case (The RAILS history will be provided later by the FOIA Safe team.)
- The CIS Asset number of the laptop
- The FIRST Control Number

Step 6

If the records that contain the classified document are **not downloaded** to your laptop, you will simply need to do a complete restart of your laptop to erase/clear the cache memory. If you are teleworking, you do not need to come to the NRC.

If the records that contain the classified document are **downloaded** to your laptop, your computer will need to have the hard drive wiped and be re-imaged. If you are a remote worker, please contact Secured Files Support and CC your supervisor immediately.

Step 7

The Secured Files Support team will retrieve the file, sanitize it and have it rescanned. They and the Classified FOIA POC will work with the processor on how to finish the case and work with OSI on information needed to complete the report.

WikiLeaks

An exception to the normal classified procedure applies to classified documents publicly and widely released by major news outlets, WikiLeaks, derivative publication, and other press reporting that may quote from

WikiLeaks documents as source information.

If you are processing and you believe you have come across a classified document from WikiLeaks:

Step 1

Stop processing and leave a case note titled: Wikileaks. Include the specific page number(s).

Step 2

E-mail that same information along with the control number to NRC, FOIA Safe and Secured Files Support, and CC your supervisor. Once the document is reviewed by someone with security clearance and it is determined to be classified WikiLeaks, you will need to go through OsiR to report this classified spill.

- Open the OsiR application through the OsiR icon on the desktop.
- Once there, click on the “Classified NSI Incidents” link.
- Go down to the “Create New NSI SCI Security Incidents” link.
- Select “USCIS” when prompted, then select the option National Records Center
- For the narrative, say something like “Confirmed Wikileaks found in the file.”

Following this, the discoverer will fill out an Inadvertent Disclosure Statement.

You do not need to call the USCIS Security Operations Center to report the situation.

*The Secured Files Support team will retrieve the file, sanitize it and have it rescanned. They and the Classified FOIA POC will work with the processor on how to finish the case and work with OSI on information needed to complete the report.

How to determine if the responsive records were downloaded:

- You have clicked Download Clean Document
- You have selected the down arrow next to left rotate page
- You have used the hot key Alt+C
- You may also check by viewing the file history

* Submit this form via e-mail within 24 hours to the local Field Security Managers,

Step 3

A member of the FOIA Safe team will obtain the A-file and send a copy of the document via secure e-mail to the OSI Administrative Security Branch (ASB). Once the ASB confirms the classified WikiLeaks material, clean-up will proceed.

Step 4

The FOIA Safe team will request the records be removed from FIRST and the file will be rescanned. The new copy will have wording provided and required by ASB.

WikiLeaks (once confirmed) will be treated as For Official Use Only (FOUO).

Step 5

If the document is released to the Requestor, select the applicable letter insert for your Final Action Letter; WikiLeaks and Other Online Material.

COURT DOCUMENTS

Executive Office for Immigration Review (EOIR)

The primary mission of the EOIR is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings.

Motions, exhibits and or certificates of service submitted to EOIR by the subject or their representative:

Will be released in full to the subject.

- These motions and/or exhibits should have a certificate of service, received stamp or some other marking indicating they were filed with the court. If not, process according to guidance and do not release in full.
 - Documents being submitted as exhibits to EOIR must be listed on the exhibits list or within the motion or brief being filed.
- You will need to add a CNote and cite the pages being released along with the proof of service page in your case notes.

An exception to this rule is if there is information in a pleading or exhibit clearly showing it was filed for in camera or ex parte review or filed under seal. In that situation even though it was filed with the court you fully withhold it citing Exemption (b)(5) under the FOIA, add (d)(5) under the Privacy Act. If you are unsure, please contact a supervisor.

*This release in full excludes ICE authored documents and documents that would normally be referred to another agency.

Motions, exhibits and or certificates of service submitted to EOIR by the ICE:

All motions and exhibits filed by ICE to EOIR will be processed according to guidance.

General Processing Rules for Documents Authored by EOIR:

- If addressed to the subject, release in full
- If the document belongs to a third party, WIF (b)(7)(C), add (k)(2) if a PA case
- If subject is a party of, but not addressed to subject:
 - Redact third party PII (b)(7)(C), add (k)(2) if a PA case
 - Redact suite, floor, building numbers of ICE or CBP (b)(7)(C), add (k)(2) if a PA case
 - Redact ICE personnel below a Chief Counsel (b)(7)(C), add (k)(2) if a PA case
 - Review for any other applicable redactions

- If publicly available document being used by United States attorney (that is, an attorney working for DOJ, ICE or USCIS, and NOT the alien's attorney) or a USCIS adjudicator using as deliberative material, WIF (b)(5) add (d)(5) if a PA case. If the publicly available printouts are not deliberative material, they can be released in full.

Board of Immigration Appeals

The Board of Immigration Appeals (BIA) is the highest administrative body for interpreting and applying immigration laws. The BIA has been given nationwide jurisdiction to hear appeals from certain decisions rendered by Immigration Judges and by district directors of the Department of Homeland Security (DHS) in a wide variety of proceedings in which the Government of the United States is one party and the other party is an alien, a citizen, or a business firm.

General Processing Rules for Documents Authored by BIA:

- If addressed to the subject, release in full
- If the subject is not a party to the BIA document, WIF (b)(7)(C) add (k)(2) if a PA case
- If subject is a party of, but not addressed to subject:
 - Redact third party PII (b)(7)(C), add (k)(2) if a PA case
 - Redact suite, floor, building numbers of ICE or CBP (b)(7)(C), add (k)(2) if a PA case
 - Redact ICE personnel below a Chief Counsel (b)(7)(C), add (k)(2) if a PA case
 - Review for any other applicable redactions
- If publicly available document being used by United States attorney (that is, an attorney working for DOJ, ICE or USCIS, and NOT the alien's attorney) or a USCIS adjudicator using as deliberative material, WIF (b)(5) add (d)(5) if a PA case. If the publicly available printouts are not deliberative material, they can be released in full.

Federal, State or Local Court Documents

Documents can either be filed with or authored by a federal, state or local courts.

- If the subject is a party to the documents, release in full
- If the subject is not a party to documents filed with the court, WIF (b)(6).
- If documents are authored by CBP or ICE, you will process according to current guidance.
- If the subject is not a party to the court authored document(s), WIF (b)(6).

Exhibits Submitted with Applications or Petitions

You may also see documents listed as exhibits that are submitted to USCIS by the subject, a petitioner or an attorney in support of an application, petition or in response to requests for evidence. These documents are being submitted in support a benefit filed with USCIS and not in Immigration Court (EOIR) and should be processed according to current guidance

LEGACY INS

The Homeland Security Act of 2002 disbanded INS on March 1, 2003. Its constituent parts contributed to 3 new

federal agencies serving under the newly formed Department of Homeland Security (DHS):

- Customs and Border Protection (CBP),
- Immigration and Customs Enforcement (ICE), and
- U.S. Citizenship and Immigration Services (USCIS).

Documents in the A-file dated prior to March 1, 2003 is what we refer to as Legacy INS.

When processing these documents, you must review and determine which agency would oversee that document today and process accordingly.

For example, prior to March 1, 2003 the same District Director may sign a Warrant for Deportation and a denial letter for an I-130.

Today, a Warrant for Deportation would be an ICE function and the I-130 would be a USCIS function.

TRACK 1 AND SPECIFIC DOCUMENT PROCESSING

When processing these requests, review the Acknowledgement Letter to ensure the documents listed on the left side of FIRST under Documents Requested are specified in the letter. If they are not specified in the letter, process the entire record.

If complete A-file is requested and the only record located was an unconsolidated receipt file(s), process all pages.

If multiple sequences are scanned in and requested document(s) are not located in one or more sequences, do not OOS complete sequences. Deactivate sequence(s) that are not responsive.

- Do not apply bookmarks or redactions in deactivated sequences.
- You can use deactivated sequences to determine status or loss of status and make a case note.

Partial uploads for specific document requests

When specific documents are the only responsive records uploaded it is considered a Partial Upload.

If any VOI could not be located in the file, a memo may be included as a CSD stating what VOI was not found. If there is no document in CSD for this, send the case to Records Locate (RL) to request the entire A-file. Once the A-file is scanned in the case will be returned to the Case Processor.

- The exception is specific document requests for Passports, I-129s or I-140s. Uploaders are not required to scan in VOI for subject's parents or scan in a CSD memo stating parents not in file. The processor should still verify parent's first names if available and/or case note discrepancies/parents not found. However, do not send to RL to staff entire file for parent's names.

When the file is reviewed for a partial upload (by IMLS or a Field Office) and responsive records or a suitable substitute are not found, they will insert a No Records Found memorandum into the responsive records slot.

- If there is more than one sequence of responsive records, deactivate the sequence with the IMLS or Field office memo stating no appropriate substitutes were found and process the other sequence(s) as

appropriate.

Consolidated vs Unconsolidated Receipt Files

To verify if a receipt file has been consolidated or not:

- Check case notes
- Check RAILS
- Look at staffing letter. If the staffing letter has the receipt number in the File(s) requested spot, then the receipt is unconsolidated.
- Look at the Responsive Records slot. If the Record Identifier has the receipt number, then the receipt is unconsolidated.
- If the petitioner of an I-130, I-129F, I-730 or I-140 is the requestor and the receipt has been consolidated into the beneficiary's A-file we need Consent and Verification of Identity (VOI) from the beneficiary before we can process the request. In this case we will close the case as Total Denial (TD).
- If the petitioner of an I-130, I-129F, I-730 or I-140 is the requestor and the receipt has not been consolidated into the beneficiary's A-file, the Consent and the Verification of Identity (VOI) of the petitioner is adequate to process the records.

Closing a case

- G1
 - When everything requested was provided with no redactions: If A-file requested and only a receipt/ELIS file located, also select “Track 1- A-file Requested – Found Receipt” options on the Final Action Letter section.
 - When everything requested was provided with no redactions, but you have referrals.
 - Select any appropriate letter inserts.
- PD
 - When everything requested was provided with redactions.
 - When unable to provide one or more of the documents or providing something other than what was requested.
 - Select the “Providing Something Different” option on the Final Action letter section
 - If A-file requested and only a receipt/ELIS file located, also select “Track 1- A-file Requested – Found Receipt” options on the Final Action Letter section.
 - Select any appropriate letter inserts.
- NR
 - When you cannot locate the specific document or any suitable substitute document; or when you cannot verify that the responsive records belong to the subject.
 - Leave a Case Note i.e. “Closing the case as a NR”. Case note that specific documents requested were not located within the file or you could not verify the information against the request.
 - Deactivate the responsive records slot(s).
 - Check the appropriate letter insert.

Note: If you do not check the NR letter insert, only the first sentence of the letter and the appeals information will appear in the letter and the letter will not address the case being closed as a No Record.

*** Only use the National Visa Center verbiage for NVC locations.**

**If the Requestor believes we have records, he or she may provide additional information in order to open a new request and have us conduct a second search.*

Case Note/Summary

- List what was requested
- List what pages are being processed
- If any specific document is not found, list what document you are substituting or case note document not found and no substitute.

Bookmarks

- For tracking purposes when you process (release, redact, or WIF) any DoS, ORR, BoP, or OBIM documents, place the appropriate Bookmark on one of the pages. This is how FIRST will track these documents.
- Do not Bookmark if all DoS, ORR, BoP, or OBIM documents are marked OOS, unresponsive or are misfiled documents.
- Do not Bookmark CARRP, TRIG or LHM if the documents are marked OOS, unresponsive or are misfiled documents. Do add a CNote and make a Case Note that CARRP, TRIG and/or LHM located in the file.

Common Specific Document Requests and Substitutions

*If the specific document requested is ELIS, also process the Render Case Decision. This is not an all-inclusive list. Other documents in the file may be suitable substitutes if the requested document is not available. Processors will have to analyze the material in the file to see if there is a substitution that adequately meets the requestor's needs. If you cannot locate the specific document or one of the suitable substitute documents, close the case NR.

Requested Information	Documents to Provide	Substitutions (Add Providing Something Different paragraph in FAL)	Notes
I-130, I-129F, I-589, N-400 (or other petition/application not listed below)	The petition/application	1. Any I-797 referencing the petition requested. If none, 2. A similar petition Examples: I-130 = I-129F N400 = N600 I-589 = I-730/I-590 I-130/I-485 = Immigrant Visa Application	Review for possible NVC paragraph in FAL
I-130, I-129F, I-589 (or other petition/application not listed below) Approval/Denial Notice	Approval/Denial Letter for that requested petition/application	The requested petition/application AND any I-797 referencing the petition/application	
Family Petitions	I-130 OR I-129F	Any I-797 referencing the petition requested	

Requested Information	Documents to Provide	Substitutions (Add Providing Something Different paragraph in FAL)	Notes
Related Documents	The petition/application and any correspondence sent to the petitioner/applicant regarding the petition, e.g. Request for Evidence (RFE), Receipt Notice, Approval or Denial Letters etc.	None	
Supporting Documents	The petition/application and all documents the petitioner/applicant submitted with the petition and any RFE.	None	
I-140	I-140, Decision letter, labor certificate AND ETA-9089	I-129	Provide all primary documents if available. As long as the I-140 is available, substitution document(s) and closing PD/providing something different in FAL is not warranted.
I-140 Approval Notice	Approval Notice for the requested I-140	I-140 petition, any I-797s referencing the I-140 AND ETA-9089	
EAD/Employment Authorization	Approved I-765(s)	Any denied or unadjudicated I-765(s) AND any I-797s referencing I-765(s)	
I-824	I-824 and underlying application/petition	None	
A-Number	PCIS screenprint	Any document in the file that contains the subject's A-number. Preferably a document that does not require any redaction, ICE bookmark, WIF and/or RIF	
Alien Card, Green Card, LPR, Permanent Resident Card or I-551	Permanent Resident Card	Other proof of LPR Status (Immigrant Visa, approved I-485, I-181, etc.)	
Credible Fear	Credible Fear Interview Notes, Credible Fear Determination Checklist and Written Analysis AND I-870	Asylum Interview Notes	Provide all primary documents if available. As long as 1 of the documents is available, substitution document(s) and closing PD/providing something different in FAL is not warranted.
Asylum Interview Notes	Asylum Interview Notes	Credible Fear Interview Notes, Credible Fear Determination Checklist and Written Analysis AND I-870	
Denial letter N-400/I-485	Letter of denial--include N-336 for N-400, include RFE(s) for I-485	Denied application	

Requested Information	Documents to Provide	Substitutions (Add Providing Something Different paragraph in FAL)	Notes
Without a specific date, date range, and/or location Entry/Exit Arrival/Departure into the US Entry Document into the US	I-94, passports (with US entry/exit stamp(s)), Immigrant Visa, I-590 with admission stamp, Immigrant Data Summary with admission stamp/date AND any document with US entry stamp on it with the admission date	None	Provide all primary documents if available. As long as 1 of the documents is available, closing PD/providing something different in FAL is not warranted. Add CBP paragraph to FAL
With specific date and/or location Entry/Exit Entry Document into the US Arrival/Departure into the US	I-94, passports (with US entry/exit stamp(s)), Immigrant Visa, I-590 with admission stamp, Immigrant Data Summary with admission stamp/date OR any document with US entry stamp on it with the admission date for the requested date and/or location	None	Provide the primary documents if the date on the admission stamp is similar to/close to what was requested (e. g. requested 6/2/2022, file has I-94 for 6/4/2022 or has I-94 for 6/2/2021) Close PD and add providing something different to FAL Add CBP paragraph to FAL
With specific date range (e.g. travel for last 5 years, travel in 2013) Entry/Exit Entry Document into the US Arrival/Departure into the US	I-94, passports (with US entry/exit stamp(s)), Immigrant Visa, I-590 with admission stamp, Immigrant Data Summary with admission stamp/date AND any document with US entry stamp on it with the admission date. Admission dates must fall within the requested range	None	Add CBP paragraph to FAL
Naturalization Certificate	Naturalization Certificate	Approved N-400 OR N-600	
Petition for Name Change	Approved Petition for Name Change	Naturalization Certificate, N-400/ N-600 AND original proof of LPR status	If petition is not signed approved, include the substitute documents, close PD and add providing something different to FAL

Requested Information	Documents to Provide	Substitutions (Add Providing Something Different paragraph in FAL)	Notes
Proof of Status (LPR/USC)	Any document listed under Documents that Grant LPR/USC Status *Only provide if the subject's LPR/USC status is current. If subject has LOS, close NR	None	
I-90	I-90	Any I-797 referencing the I-90 requested	
I-864 Affidavit of Support	I-864 OR I-864EZ (include I-864A if submitted)	I-134	
Deportation/Record of Removal from the US with a specific date	IJ order of removal	Fully executed with departure verified I-205, I-296 OR I-860 If none of the above is available: I-213 (that specifically states removal) OR I-871	
Deportation/ Record of Removal from the US without a specific date	Process entire file if there is an IJ order of removal, fully executed with departure verified I-205, I-296 OR I-860 in the file If none of the above documents are in the file, close NR	None	If an IJ order of removal is not in the file, close PD and add providing something different to FAL
Detention/Apprehension with a specific date	I-213, I-275 AND I-286	I-246, I-217, I-862, OR I-871	Provide all primary documents if available. As long as 1 of the documents is available, closing PD/providing something different in FAL is not warranted.
Detention/Apprehension without a specific date	Process entire file if there is an I-213, I-275, I-286, I-246, I-217, I-862, OR I-871 in the file If none of the above documents are in the file, close NR	None	
Passport	Passport	None	

FOIA IMMIGRATION RECORDS SYSTEM (FIRST) PROBLEM

If you are having FIRST problems:

Send an e-mail to:

(b)(6)(b)(7)(C) (b)(7)(F)

- Carbon Copy - Cc: Your Supervisor **ONLY**.

Include one of, the following titles in the subject line, along with the case control number;

- **WORK STOPPAGE:** If you are at a work stoppage, i.e., cannot work in FIRST.
- **CASE NEEDS CORRECTION:** If the case you are working on has a problem that is preventing you from completing.

- **FYI ONLY:** With a problem you can work around.

The body of your message must contain; a specific description of the problem, the role of the case (i.e. create, locator or processing), and the control number.

Follow the format listed below (Attach **sanitized** screenprints if applicable).

- Describe the problem
 - What you were doing when the problem began
 - Viewing or editing Responsive Records
 - Checking documents in etc.
 - If you received an error message, include the screenshot
 - Slow or non-responsive etc.

POLICY AND TRAINING

FOIA Processor Help Desk:

If you have a processing related question related to a specific case, after exercising your due diligence, follow this procedure:

- Fill out the Help Desk Ticket located on the Help Desk and Translation Requests PoaT Teams page.
- Place the case in Admin.
- The Help Desk will respond to your request on a first-in, first-out basis (FIFO).
- Once the Help Desk Ticket is complete, you will receive an email notification to review the ticket response and recall your case.
- If you need further clarification of the response, you may request a Teams call by submitting a new Help Desk Ticket. If the Help Desk decides that a more in-depth response could be needed, they may initiate a Teams call. If the Help Desk is unavailable, contact your supervisor for further clarification and guidance.

**You can track your Help Desk Ticket via the Help Desk Tracker on the Help Desk and Translation Requests PoaT Teams page.*

Training and policy:

If you have training and/or policy related inquiry, concern or recommendation, after exercising your due diligence, follow this procedure:

Step 1

Contact your Supervisor for further clarification and guidance.

Step 2

If your Supervisor recommends additional oversight, the Supervisor will contact the Policy and Training at

(b)(6)(b)(7)(C) (b)(7)(F)

for further clarification and guidance.

Send an e-mail:

- Subject line: Inquiry or Concern or Recommendation
- Cc line: Both FOIA Training & Policy Supervisors
- Control Number
- Specific pages/page range.
- Type a descriptive narrative
- Snap shot/copy of the respective document(s)
- Ensure the captions are sanitized accordingly

Step 3

The Policy and Training will respond to your request on a first-in, first-out basis (FIFO).

(b)(6)(b)(7)(C) (b)(7)(F)

APPENDICES

Acronyms

General			
A			
Acronym	Description	Acronym	Description
AAPM	Affirmative Asylum Procedures Manual	AO	Asylum Officer
ABC	American Baptist Churches	AOBTC	Asylum Officer's Basic Training Course
ABMC	American Battle Monuments Commission	AOIC	Assistant Officer in Charge
ACORN	Association of Community Organizations for Reform Now	ARB	Administrative Review Board
ADD	Assistant District Director	ARC	Alien Registration Card
ADDE	Assistant District Director of Examinations	ASC	Application Support Center
AUSA	Assistant United States Attorney	ASIS	Anti-Smuggling Information System
AFACS	A-Files Accountability and Control System	ATF	(Bureau) Alcohol, Tobacco and Firearms
AFM	Adjudicators Field Manual	AFIS	Automated Fingerprint Identification System
A File	Alien Registration File (basic Alien File)	AVL	Asylum Virtual Library
AFSPC	Air Force Space Command	AIA	Air Interdiction Agent
AAO	Administrative Appeals Office	AILA	American Immigration Lawyers Association
AC	Associate Commissioner	AFACS	A-Files Accountability and Control System
ACE	Accelerated Citizen Examination	AFOD	Acting Field Office Director
ACE	Automated Commercial Environment	AG	Attorney General
ACLU	American Civil Liberties Union	AILF	American Immigration Law Foundation
ACWIA	American Competitiveness and Workforce Improvement Act of 1998	AOC	Asylum Officer Corps
ADDM	Assistant District Director of Management	AOS	Adjustment of Status

ADIT	Alien Documentation, Identification and Telecommunications system	AOS	Affidavit of Support
ALC	Alien Labor Certification	APIS	Advance Passenger Information System
ALJ	Administrative Law Judge	APSO	Asylum Pre-Screening Officer
AMIO	Alien Migrant Interdiction Operations	ARCIS	Archives and Records Centers Information System
AO	Administrative Officer	AS	Adjustment of Status
AUSA	Assistant U.S. Attorney	ASDAO	Assistant Supervisory District Adjudicating Officer
AFR	APIS Final Rule	ASVI	Alien Status Verification Index
AFS	American Field Service	APP	Admissibility and Passenger Programs
AGM	Asian Gypsy Moth	ARC	Alien Resident Card
AMS	Automated Manifest System	ARMC	Admissibility Requirements and Migration Control
AQIM	Agriculture Quarantine Inspection Monitoring	ARO	Admissibility Review Office
AQQ	APIS Quick Query	AFSP	Alien Flight Student Program
ASF	African Swine Fever	ATEP	Alien Exit Transer Program
ASI	America's Shield Initiative	A-TCET	Anti-Terrorism Contraband Enforcement Team
B			
Acronym	Description	Acronym	Description
BCAA	Background Check and Adjudicative Assessment	BLS	Bureau of Labor Statistics
BALCA	Board of Alien Appellate Review	BoP	Bureau of Prisons
BCIC	Border Crossing Identification Card	BORTAC	Border Patrol Tactical Unit
BCC	Border Crossing Card	BRB	Benefits Review Board
BCIS	Bureau of Citizenship and Immigration Services	BRP	Backlog Reduction Plan
BDA	Bomb Damage Assessment	BIA	Board of Immigration Appeals; or Bureau of Indian Affairs
BDO	Behavior Detection Officer	BTA	Border Trade Alliance
BEP	Backlog Elimination Plan	BENE	Beneficiary
BCA	Bureau of Consular Affairs	BORSTAR	Border Patrol Search, Trauma and Rescue team
BCAU	Background Check Analysis Unit	BBAT	Bond Backlog Action Team
BGC	BGC Baggage Control	BSS	Biometric Storage System

BSA	Enhanced Border Security Act of 2001		
C			
Acronym	Description	Acronym	Description
CAA	Cuban Adjustment Act	CSRS	Civil Service Retirement System
CAPEs	Classification and Placement Evaluation System	CSWP	Customer Service Web Portal
C/S	Change of Status	CUI	Controlled Unclassified Information
CAFIS	Cogent Automated Fingerprint Identification System	CAIR	Council on American–Islamic Relations
CARRP	Controlled Application Review and Resolution Program	CAT	Category
CAIS	Courts Automated Information System	CAT	United Nations Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
CBP	Customs and Border Protection	CIO	Chief Information Officer
CBSA	Canada Border Services Agency	CIS	Central Index System
CCD	Consular Consolidated Database	CISO	Chief Information Security Officer
CDC	Center for Disease Control	CJIS	Criminal Justice Information Services
CFR	Code of Federal Regulations	CLAIMS	Computer Linked Application Information Management Systems
CIA	Central Intelligence Agency	COA	Class of Admission
COA	Certification of Agreement	COA	Change of Address
COW	Central Office Washington	CUSA	Citizenship USA
CPO	Chief Privacy Officer	CIMT	Crime Involving Moral Turpitude
CSR	Center for Scientific Review	CVT	Candidate Verification Tool
CBSA	Canada Border Services Agency	CGI	Coast Guard Intelligence
CC	Case Creator	CHRI	Criminal History Record Information?
CCA	Child Citizenship Act	CHRU	Criminal History Records Unit
CCH	Computerized Criminal History	CIJ	Chief Immigration Judge
CEAC	Consular Electronic Application Center	CIRS	Census Immigration Records System
CGFNS	Commission on Graduates of Foreign Nursing Schools	CIS	U.S. Citizenship and Immigration Services
C-TPAT	Customs-Trade Partnership Against Terrorism	CJIS	Criminal Justice Information Services
CLN	Certificate of Loss of Nationality	COB	Country of Birth
CMIR	Currency and Monetary Instrument Report	CODIS	Combined DNA Index System
CMT	Crime of Moral Turpitude	ConOff	Consular Officer

CO	Certifying Officer	CORAP	Central Office of Refugee, Asylum and Parole
CPIC	Canadian Police Information Centre	COS	Change of Status
CPMS	Customer Profile Management System	COS	Certificate of Service
CR	Conditional Resident	CP	Case Processor
CRB	Case Resolution Branch	CSC	California Service Center
CAFES	Customs Automated Forms Entry System	CSD	Case Supporting Document
CAFTA	Central American Free Trade Agreement	CZN	Citizenship Office
CCRA	Canada Customs and Revenue Agency	COI	Country of Interest
CCS	Cargo and Conveyance Security	CSI	Container Security Initiative
CES	Cargo Exam Station	CAMINO	Case and Activity Management for International Operations
CET	Contraband Enforcement Team		
D			
Acronym	Description	Acronym	Description
DAA	Designated Accrediting Authority	DOD	Dept. of Defense
DAO	District Adjudication Officer	DOE	Date of Entry
DAO	Deputy Adjudications Officer	DOE	Department of Energy
DD	District Director	DOJ	Dept. of Justice
DDD	Deputy District Director		
DEA	Drug Enforcement Agency	DoS	Dept. of State
DEROS	Date Eligible for Rotation from Overseas	DSS	Defense Security Service
DFS	Designated Fingerprint Service	DLEA	Designated Law Enforcement Agency
DHS	Dept. of Homeland Security	DACA	Deferred Action for Childhood Arrivals
DHSHQ	Department of Homeland Security - Headquarters	DMO	Designated Management Official
DOC	Dept. of Commerce	DSO	Designated School Officer
DOL	Department of Labor		
DADD	Deputy Assistant District Director	DOB	Date of Birth
DAI	Designation Agency Identifier	DP	Duplicate
DD-E	District Director - Examinations	DUCS	Division of Unaccompanied Children's Services (ORR)

DED	Deferred Enforced Departure	DV	Diversity VISA Lottery Program
DO	District Office	DOI	Department of the Interior
DFO	Director, Field Operations	DRB	Discipline Review Board
		DCSA	Defense Counterintelligence and Security Agency
E			
Acronym	Description	Acronym	Description
EAC	Eastern Adjudications Center	ERO	Eastern Regional Office
EAP	Employee Assistance Program	ESC	Eastern Service Center
EIN	Employer Identification Number	EVD	Extended Voluntary Departure
EEOC	Equal Employment Opportunity Commission	EWI	Entry Without Inspection
EEV	Employment Eligibility Verification	EOIR	Executive Office of Immigration Review
EFOIA	Electronic Freedom of Information Act (initiative)	eOPF	electronic Official Personnel Folder (eOPF)
EMC	Emergency Management Coordinator	EPA	Environmental Protection Agency
E/S	Extension of Stay	ELIS	Electronic Immigration System
EA	Examinations Assistant	EOS	Extension of Stay
EAC	Eastern Adjudication Center (now Vermont Service Center)	ER	Expedited Removal
EAD	Employment Authorization Document	ER	Created in Error
		ESB	Enterprise Service Bus
EB-5	Employment Based, 5th preference category of the Immigrant Investor Visa Program	ESOC	Enterprise Security Operations Center
EDMS	Electronic Document Management System	ETA	Employment and Training Administration
EIC	Earned Income Credit	EVD	Extended Voluntary Departure
EID	Enterprise Infrastructure Division	eVUS	Electronic Visa Update System
EAN	Emergency Action Notification	EWI	Entry Without Inspection
eAPIS	e-Customs Partnership	EWI	Entered Without Inspection
EAMB	Enforce Apprehension Booking Module	eNOA/D	Electronic Notice of Arrival/Departure
EPS	Egregious Public Safety	EPIC	El Paso Intelligence Center
EREMIDACS	ENFORCE Removal Enforcement Module/Deportable Alien Control System	ERB	Executive Review Board

		EIR	Entrepreneur in Residence
F			
Acronym	Description	Acronym	Description
FAA	Federal Aviation Administration	FOIA	Freedom of Information Act
FARES	Fees and Applications Receipt and Entry System	FPS	Federal Protective Service
FBI	Federal Bureau of Investigation	FRC	Federal Records Center
FCC	Federal Communications Commission	FSM	Field Security Manager
FCO	File Control Office	FWS	Fish and Wildlife Service
FD-249	Criminal Cards (Fingerprints)	FAL	Final Action Letter
FD-258	Applicant Cards (Fingerprints)	FIRA	First Apprehension
FD-353	Personal Identification Cards (Fingerprints)	FPU	Fraud Prevention Unit
FD-884	Palm Print Cards (Fingerprints)	FC	Requestor's Failure to Comply
FD-884a	Supplemental Finger & Palm Print Cards (Fingerprints)	FLETC	Federal Law Enforcement Training Center
FAL	Final Action Letter	FMLA	Family Medical Leave Act
FDL	Forensic Document Laboratory	FOD	Field Office Director
FEDVIP	Federal Employees Dental and Vision Insurance Program	FOD	Field Operations Director
Fed. Reg.	Federal Register	FIPS	Freedom of Information & Privacy Act Processing System
FCN	Treaty of Friendship, Commerce, and Navigation	FOIA	Freedom of Information Act
FI	Failure to ID Info (FAL used by SIG)	FIRST	FOIA Immigration Records SysTem
FIPS	Freedom of Information Act and Privacy Act (FOIA/PA) Information Processing System	FINCEN	Financial Crimes Enforcement Network
FIS	Federal Inspections Service	FDL	Forensic Document Lab
FLIR	Forward Looking Infrared	FMG	Foreign Medical Graduate
FDAU	Fraudulent Document Analysis Unit	FNU	FBI Number
FSO	Foreign Service Officer	FR	Federal Register
FST	FOIA Support Team	FSN	Foreign National Service
G			
Acronym	Description	Acronym	Description
GPS	Global Positioning System	GAO	Government Accountability Office

GEMS	General Counsel Management System	GSA	General Services Administration
GIS	Government Information Specialist	GVWP	Guam Visa Waiver Program
H			
Acronym	Description	Acronym	Description
HHS	Health and Human Services	HRSA	Health Resources and Services Administration
HQASM	Headquarters Asylum Division		
HCT	Human Capital Training	HSPC	Houston Service Processing Center
HIFCA	High Intensity Financial Crimes Areas	HRIFA	Haitian Refugee Immigration Fairness Act of 1998
HSC	Homeland Security Committee	HROC	Human Resources Operations Center
HART	Homeland Advanced Recognition Technology	HSDN	Homeland Secure Data Network
HSOC	Homeland Security Operations Center	HIDTA	High Intensity Drug Trafficking Area
HAB	Humanitarian Affairs Branch		
I			
Acronym	Description	Acronym	Description
IA	Immigration Agent/Assistant	IO	Information Officer
IA	Investigative Assistant	IFM	Inspector's Field Manual
IBF	Identity and Benefit Fraud (program)	IRCA	Immigration Reform and Control Act
ICE	Immigration and Customs Enforcement	IRS	Internal Revenue Service
ICF	Immigration Card Facility	ISAP	Intensive Supervision Appearance Program
ICS	Information and Customer Service	ISRS	Image Storage and Retrieval System
IDDMS	Integrated Digitization Document Management Program	ISSM	Information Systems Security Manager
IE	Immigration Examiner	ISSO	Information Systems Security Officer
IIRIRA	Illegal Immigration Reform and Immigrant Responsibility Act of 1996	IT	Information Technology
INTCA	Immigration and Naturalization Technical Corrections Act of 1994	IJ	Immigration Judge
INS	Immigration and Naturalization Service (legacy)	IJO	Immigration Judge Order

INTERPOL (aka INTER)	International Criminal Police Organization	IMMACT	Immigration Act of 1990
ICPO	International Criminal Police Organization (aka INTERPOL (aka INTER))	INA	Immigration and Nationality Act
I&A	DHS Office of Intelligence and Analysis	ICMS	Investigations Case Management System
IG	Inspector General	IOE	Integrated Operating Environment (ELIS case receipt number)
III	Interstate Identification Index	IPO	Investor Program Office
IIO	Immigration Information Officer	IRCA	Immigration Reform and Control Act of 1986
ILT	AILA's Immigration Law Today	IRCA	Interpreter Release
IMFA	Immigration Marriage Fraud Amendments Act	IRIES	Immigration Review and Information Exchange System
IMGRE	Image Retrieval	ISD	Immigrant Services Division (now Service Center Operations)
INR	DoS Bureau of Intelligence and Research	ISO	Immigration Services Officer
INSCOM	Army Intelligence and Security Command	IV	Immigrant VISA
INSPASS	INS Passenger Accelerated Service System	IVAMS	Immigrant Visa Allocation Management System
INV	Investigations	IVIS	Immigrant Visa Information System
IAP	Immigration Advisory Program	ICIS	Integrated Container Inspection System
IBET	In-Bond Enforcement Team	IES	Investigative & Enforcement Service
IBET	Integrated Border Enforcement Teams	IVCS	Immigrant Visa Content Service
IPR	Intellectual Property Rights	IdHS	Identity History Summary (formerly RAP sheet)
IRB	Investment Review Board	IVT	Identity Verification Tool
J			
Acronym	Description	Acronym	Description
JABS	Joint Automated Booking Stations	JPATS	Justice Prisoner and Alien Transportation Service
JAG	Judge Advocate General	JIT	Joint Interrogation Team
JATF	Joint Agency Task Force	JVA	Joint Voluntary Agency
JB	Joint Border Initiative		
K			
Acronym	Description	Acronym	Description

L			
Acronym	Description	Acronym	Description
LAPR	Lawfully Admitted Permanent Resident	LRRP	Long Range Reconnaissance Patrol
LAPS	Legalization Application Processing System	LULAC	League of United Latin American Citizens
LES	Law Enforcement Sensitive	LZ	Landing Zone
LRDS	Lookout Record and Data Services	LIN	Northern Service Center (Lincoln, NE)
LIFE	Legal Immigration Family Equity (Act)	LOU	Limited Official Use
LAU	Legalization Appeals Unit	LPR	Lawful Permanent Resident
LAW	Lawfully Authorized Worker	LPR	Legal Permanent Resident
LAW	Lawfully Admitted Worker	LCA	Labor Condition Application
LSS	Laboratory and Scientific Services	LCA	Labor Certification
LER	Labor and Employee Relations	LEA	Law Enforcement Agencies
		LEI	Law Enforcement and Intelligence
M			
Acronym	Description	Acronym	Description
MACV	Military Assistance Command Vietnam	MOA	Memorandum of Agreement
MACV-SOG	Military Assistance Command Vietnam-Studies and Observations Group	MOU	Memorandum of Understanding
MAF	Marine Amphibious Force	MSC	Missouri Service Center
MCAS	Marine Corps Air Station	MTINA	Miscellaneous and Technical Immigration and Nationality Act Amendments of 1991
MFAS	Marriage Fraud Amendment System	MRV	Machine Readable Visa
		MAC	Manual for Agricultural Clearance
MRD	Machine Readable Document	MRP	Machine Readable Passport
MS&D	Maintenance of Status and Departure		
MOIR	Memorandum of Information Received		
N			
Acronym	Description	Acronym	Description

NACARA	Nicaraguan Adjustment and Central American Relief Act of 1997	NIIS	Non-immigrant Information System (SQ94)
NACIC	National Counterintelligence Center	NLETS	National Law Enforcement Telecommunications System
NACS	Naturalization Application Casework System	NRC	National Records Center / Nuclear Regulatory Commission
NA	Not Applicable (FAL for SIG)	NTA	Notice to Appear
NBC	National Benefits Center	NWIRP	Northwest Immigrant Rights Project
NCJRS	National Criminal Justice Reference Service	NPRM	Notice of Proposed Rule Making
NCS	National Communications System	NATO	North Atlantic Treaty Organization
NADDIS	Narcotics and Dangerous Drugs Information System	NAFTA	North American Free Trade Agreement
NFTS	National File Tracking System	NOF	Notice of Findings
NSA	National Security Agency	NOID	Notice of Intent to Deny
NSAU	National Security Adjudications Unit	NOIF	Notice of Intent to Fine
NSC	Northern Service Center	NOIR	Notice of Intent to Revoke
NSC	National Security Council	NR	Non possession of Record (No Record)
NSC	Nebraska Service Center	NIV	Nonimmigrant VISA
NN16	Criminal History	NHIS	Name and Alias History
NARA	National Archives and Records Administration	NAD	Needs Analysis Document
NATZ	Naturalization	NINSC	National Immigration and Naturalization Council
NCATC	National Criminal Analysis and Targeting Center	NTS	National Targeting and Security
NAC	Nebraska Avenue Complex (DHS Headquarters)	NSLD	National Security Law Division
NCAP	National Customs Automation Program	NGO	Non-Government Organization
NEXUS	(not an acronym)	NI	Non-Immigrant
		NVC	National Visa Center
O			
Acronym	Description	Acronym	Description
OASIS	Operational Activities Special Information System	OPSEC	Operational Security
OCC	Office of Chief Counsel (ICE or CBP)	ORR	Office of Refugee Resettlement

OFR	Office of the Federal Register	ORS	Office of Records Services
OIC	Officer in Charge	OSC	Order to Show Cause
OIG	Office of the Inspector General	OSC	Office of Special Council
OIS	Office of Immigration Statistics	OPM	Office of Personnel Management
O/S	Out of Status or Overstay	OSI	Office of Security and Integrity
OA	Operation Alliance	OSI	Office of Special Investigations
OA	Office of Automation	OUO	Official Use Only
OBIM	Office of Biometric Identity Management	OPLA	Office of the Principle Legal Advisor
OGIS	Office of Government Information Services	OIN	Other Identifying Number
ORI	Originating Agency Identifier	ONO	Office of Naturalization Operations (now ISD)
OSAC	Overseas Security Advisory Council	OOS	Out of Scope
OGA	Other Government Agency	OSC	Order to Show Cause
OTO	Opportunity to Object	OTM	Other than Mexican
OJT	On-the-Job Training		
P			
Acronym	Description	Acronym	Description
PA	Privacy Act	PRM	Bureau of Population, Refugees and Migration
PHS	Public Health Service	PTA	Privacy Threshold Assessment
PIA	Privacy Impact Assessment	PII	Personally Identifiable Information
PAT	Passenger Analytical Team	PLAIN	Plain Language Action and Information Network
PAU	Passenger Analysis Unit (US Department of Homeland Security)	POE	Port-of-Entry
PAX	Passenger(s)	POV	Privately Owned Vehicle
PERT	Passenger Enforcement Rover Team	POD	Port-of-Departure
PNR	Passenger Name Record	POE	Port-of-Entry
PAPS	Pre-Arrival Processing System	PPC	Passport Control
POC	Point of Contact	PRH	Prohibited items
PWI	Present Without Inspection used in place of EWI.	PT	Previous Travel
P&S	Office of Policy & Strategy	PTA	Prepaid Ticket Advice
PARE	Pre-Arrival Readiness Evaluation	PTA	Privacy Threshold Assessment
PCQS	Person Centric Query Service	PIERS	Passport Information Electronic Retrieval System

PCN	Processing Control Number	PIV	Personal Identity Verification
PD (letter)	Partial Denial	PLC	Permanent Labor Certification
PD (redaction)	partially redact information from a page	POI	Person of Interest
PERM	Program Electronic Review Management System	PoP	Penalty of Perjury
PHAB	Parole and Humanitarian Assistance Branch	PQH	Primary Query History
PED	Petition End Date	PRC	Permanent Residence Card
PSR	Passenger Service Representative	PSIR	Pre-Sentence Investigation Report
Q			
QA/CS	Quality Assurance and Customer Service	QMI	Quarantine Material Interception
R			
Acronym	Description	Acronym	Description
RAC	Resident Agent in Charge	ROH	Record Operations Handbook
RAFACS	Receipt and Alien File Accountability and Control System	RPC	Responsible Party Code
RAIO	Refugee Asylum and International Operations	RPG	Rocket Propelled Grenade
RAPS	Refugee, Asylum and Parole System	RTD	Refugee Travel Document
RAVU	Refugee Access Verification Unit	RNACS	Redesigned Naturalization Application Casework System
RDF	Records Digitization Facility	RNACS	Reengineered Naturalization Automated Casework System
		RL	Record Locator
R-84	Final Disposition Reports (re FBI)	RN	Registered Nurse
RAILS	not an acronym: replacement for NFTS	RO	Responsible Officer of J-1 Exchange Visitor Program
RAW	Risk Assessment Worksheet	ROIQ	Record of IBIS Query
RC	Regional Commissioner of USCIS	ROIT	Record of Inquiry TECS
RD	Regional Director of USCIS	RSC	Regional Service Center
RFE	Request for Evidence	RVIS	Remote Video Inspection System
RIR	Reeducation in Recruitment Labor Certification Procedure	ROI	Return on Investment
RCMP	Royal Canadian Mounted Police	RPEP	Remote Port of Entry Project
RFI	Request for Information	RVSS	Remote Video Surveillance System

ROI	Report of Information		
RF	Referred to a DHS component other than USCIS		
S			
Acronym	Description	Acronym	Description
SAO	Supervisor Adjudications Officer	SORN	System of Records Notices
SIR	Significant Incident Report	SPC	Seized Property Custodian
SAW	Special Agricultural Worker	SABPOE	Securing America's Borders at Ports of Entry
SBA	Shared Border Accord	SRC	Southern Regional Center (Southern Service Center)
SBU	Sensitive But Unclassified	SSC	Southern Service Center
SCCLAIMS	Service Center CLAIMS		
SCI	Sensitive Compartmented Information	SSI	Sensitive Security Information
SCIF	Sensitive Compartmented Information Facility	SSO	Special Security Officer
SDAO	Supervisory District Adjudications Officer	STAR	System for Time and Attendance Reporting
SES	Senior Executive Service	SHSI	Sensitive Homeland Security Information
SIT	Secondary Inspection Tool	SII	Supervisory Immigration Inspector
SITC	Smuggling Interdiction & Trade Compliance	SIMS	Secure Information Management Service
SCAO	Supervisory Center Adjudications Officer	SAP	Systems, Application, and Products
SORN	System of Records Notice	SIO	Special Inquiry Officer (former title of IJs)
SOC	Special Operations Command (Center) / Security Operations Center	SIO	Supervisory Information Officer
SAR	Special Alien Registration	SIJ	Special Immigrant Juvenile
SIG	Special Interest Group	SAS	Search, Arrest, Seizure
SIG	Significant Interest Group	SC	Service Center
SCOPS	Service Center Operations	SMTR	Service Motion to Reopen
SEACATS	Seized Assets and Case Tracking System	SOP	Standard Operating Procedure
SGN	System Generated Notice	SOR	Subject or Record
SID	State Identification Number	SOTA	Signals intelligence Operational Tasking Authority
		SSN	Social Security Number

SIE	Supervisory Immigration Examiner	SVP	Specific Vocational Preparation
SISO	Supervisory Immigration Services Officer	SVRS	Small Vessel Reporting System
SK	Special Knowledge for L VISA	SPBP	Significant Public Benefit Parole
SBI	Secure Border Initiative	SRT	Special Response Team
		SIU	Special Identities Unit
SEVP	Student and Exchange Visitor Program	SPBP	Significant Public Benefit Request
SME	Subject Matter Expert	SOTA	Second or Third Apprehension
SOCOM	Special Operations Command		
T			
Acronym	Description	Acronym	Description
TPS	Temporary Protected Status	TSC	Texas Service Center
T file	Temporary file	TSCA	Top Secret Control Account
TA	Trial attorney	TSCO	Top Secret Control Officer
TAG	Technical Assistance Guide No. 656 - Labor Certifications (1981)	TASPD	Targeting and Analysis Systems Program Directorate
TAG	Trend Analysis Group	TIN	Taxpayer Identification Number
TAU	Threat Assessment Unit	TLETS	Texas Law Enforcement Telecommunications System
TCN	Third County National	TOC	Table of Contents
TCN	Transaction Control Number	TPAC	Traveler Primary Arrival Client
TCR	Transaction Control Reference	TPRC	Transition Period Custody Rules
TWOV	Transit Without VISA	TWIC	Transportation Workers Identification Card/Credential
TWP	Trusted Worker Program	TWP	Temporary Worker Program
		TD	Total Denial
U			
Acronym	Description	Acronym	Description
UNHCR	United Nations High Commissioner for Refugees	USMS	United States Marshals Service
USC	United States Citizen	USNCB	United States National Central Bureau of INTERPOL (aka INTER)
U.S.C.	United States Code	USPS	United States Postal Service
UCN	Universal Control Number	USRAP	U.S. Refugee Admissions Program
UT	Unable to Locate	USSS	United States Secret Service
USPHS	U.S. Public Health Service	USCIS	United States Citizenship and Immigration Services
UFA	Up-front Approver	USCS	United States Customs Service
V			

Acronym	Description	Acronym	Description
VAWA	Violence Against Women Act	VD	Voluntary Departure
VAWO	Violence Against Women Office	VWPP	Visa Pilot Waiver Program
VCM	Vetting Center Module	VWP	VISA Waiver Program
VCN	Visa Control Number	VOLAG	Volunteer Agency
VO	VISA Office	VSC	Vermont Service Center
VOI	Verification of Identity	VSPP	VISA Waiver Pilot Program
VTC	Video Teleconferencing	VR	Voluntary Return
VES	Vessel(s) – i.e. Boat		
VACIS	Vehicle and Cargo Inspection System		
Acronym	Description	Acronym	Description
WAC	Western Adjudications Center	WRI	Workforce Restructuring Initiative
W file	Work Folder	WSC	Western Service Center (i.e. California Service Center)
WB	Nonimmigrant classification: Visitor for Business from a VWP participating country	WIF	Withhold in Full
WA/NTA	Warrant for Arrest/Notice to Appear	WITSEC	DOJ's Witness Security Program. Resolve in Triage.
		WT	Nonimmigrant classification: Visitor for Pleasure from a VWP participating country
X			
XD	Executive Director		
Sensitive Systems			
Common			
Acronym	Description	Acronym	Description
ABIS	Automated Biometric Information System	IBIS	Interagency Border Inspection System
BVS	Background Vetting Service	NAIS	National Automated Immigration Lookout System
CCD	Consular Consolidated Database	NCIC	National Crime Information Center
DACS/DAX	Deportable Alien Control System	SAVI	Suspect and Violator Index
EARM	ENFORCE Alien Removal Module	SLOB / SLB	Service Lookout Book
EID	Enforce Integrated Database	SLB	Service Lookout Book
ENFORCE	Enforcement Case Tracking System	SQ11	Service Query Subject Lookout Search (Warrants Check)

FD 258	Tracking System	TECS	Treasury Enforcement Communication System
IAFIS	Interagency Fingerprint Identification System	VIBE	Validation Instrument for Business Enterprises
NGI	Next Generation Identification (IAFIS replacement)	US-VISIT	United States Visitor and Immigrant Status Indicator Technology
		OBIM	Office of Biometric Identity Management (formerly US-VISIT)
JUST	Justice Telecommunications System	10-51	Wants
INTERPOL (aka INTER)	International Criminal Police Organization	TbE	TECS by ELIS
NN13	Wants/Warrants	TCIC	Texas Crime Information Center
CLETS	California Law Enforcement Telecommunications System	FBI NameCheck	Federal Bureau of Investigations Name Check
Sensitive Words and Terms			
Common			
BCU	Background Check Unit	PAER	Post Adjustment Eligibility Review
CARRP	Controlled Application Review and Resolution Program	SIA	Special Interest Alien
CATS	Case Analysis and Threat Summary	T	Terrorist
DNA	Do not Alert this subject	TGIS	Targeted Group of Inadmissible Subjects
CFDO	Center Fraud Detection Operations	TSC	Terrorist Screening Center
FBICMF	FBI Criminal Master File (Hit)	Tier 1	Category of Terrorist Organizations
FUG	Fugitive	Tier 2	Category of Terrorist Organizations
FUG OPS	Fugitive Operation	Tier 3	Category of Terrorist Organizations
FDNS	Fraud Detection National Security	TRIG	Terrorism-Related Inadmissibility Grounds
INAX	Immigration and Naturalization Act Exception	TSDB	Terrorist Screening Database Encountered
JIOC	Joint Intelligence Operations Center	Wants	Wants
JTTF	Joint Terrorism Task Force	Wanted	Wanted
JITF-CT	Joint Intelligence Task Force – Combating Terrorism	TEI	Terrorism Enterprise Investigation. Top 1 Hit. Refer to TAU
KST	Known or Suspected Terrorist	Warrants	Warrants
KSTEP	Known or Suspected Terrorist Encounter Protocol	Watchlist	Watchlist

AAI	Alien Absconder Initiative.	WLS	WATCHLIST SERVICE
LHM	LHM: Letterhead Memorandum	FDNS-DS	Fraud Detection National Security – Data System
LO	Lookout	FDU	Fraud Detection Units
L/O	Lookout	FOSC	Fugitive Operations Support Center
AVLOS	Automated VISA Lookout System	FOUO	For Official Use Only
TERR	Terrorist	NTC	National Terrorism Center
LOFN	Look Out for National Security	NSC	National Security Concern
MS	Material Support	INA § 212(a)(3)	Deals with terrorism, espionage, and activity to overthrow U.S. Government by force or violence, etc.
TSC	Terrorist Screening Center	INA § 237(a)(4)	Deals with terrorism, espionage, and activity to overthrow U.S. Government by force or violence, etc.
TIP	Terrorist Interdiction Program	TIPS	Terrorism Information and Prevention System (established by FBI - Consists of website and toll-free number for public to report information about possible terrorism crimes)
TIPOFF	Precursor to TIDE. (counter-terrorism database that coordinates the use of sensitive interagency intelligence for the watch listing of terrorists)	NOFLY	Field in TECS (indicates if the SUBJECT of the hit is on the TSA's No Fly List)
APV	Anti-Terrorist Passenger Validation.	WMD-T	Weapons of Mass Destruction – Terrorism-Related
VGTOF	Violent Gang and Terrorist Organization	NNSV	NCIC and NLETS Services
SCOPE	Secure Counter-Terrorism Operational Prototype Environment	SAO	Security Advisory Opinion
SIC'S	Special Interest Countries	TIDE	Terrorist Identities Datamart Environment (counterterrorism database that coordinates sensitive interagency intelligence for watch listing terrorist - Formerly known as TIPOFF)
SOD-SUC	Special Operations Division-Special Coordination Unit (DEA's counter-terrorism)	BOLO	Be On The Lookout. (targeting international passengers/ found in INTERPOL (aka INTER) notices)

RED NOTICE	INTERPOL (aka INTER) notice for internationally-wanted person	RED FLAG	National Security Notice
ESTA or ESTA DENIED	Electronic System for Travel Authorization	FATF	Financial Action Task Force (combat money laundering and terrorist financing)
FIST (5)	Field Intelligence Support Team (found in TECS hits)	FTATG	Foreign Terrorist Asset Targeting Group (intelligence assessments of terrorist)
FTTTF	Foreign Terrorist Tracking Task Force	FTR	Financial Tracking (funds transferred to Special Interest Countries)
DTOS	Domestic Terrorism Operations Section (FBI's Counter-Terrorism Operations Branch)	PENTTBOM	Pentagon Bombing (Investigation relating to aliens suspected of having a connection to terrorism)
PRIM	Primary (TECS/IBIS lookout)	PALS	Portable Automated Lookout System
IPSG 6	INTERPOL aka INTER (General Secretariat's Fugitive Investigative Service's Unit)	IAIP	Information Analysis and Infrastructure Protection (protection of the American homeland against terrorist)
IRTPA	Intelligence Reform and Terrorism Prevention Act of 2004 (where counterterrorism organizations are now co-located under DNI control)	ITFWG	FBI's International Terrorism Financing Working Group
ITOS I	International Terrorism Operations Section I (FBI's Counter-Terrorism Operations Branch assigned al-Qaeda and other Sunni-type terrorist groups)	ITOS II	International Terrorism Operations Section II (FBI's Counter-Terrorism Operations Branch responsible for other than al-Qaeda and other than Sunni-Type terrorist groups)
NCTC	National Counterterrorism Center	NAMLG	National Anti-Money Laundering Group (identifies institutions at high risk of being used for money laundering or terrorist financing)
NSI	National Security Information	NSRV	National Security Records and Verification
NJTTF	National Joint Terrorism Task Force	NOL	National Counterterrorism Center Online.
NS/T	National Security/Terrorism	NSN	National Security Notification.
NSEERS	National Security Entry-Exit Registration System	TAC	Terrorist Affiliated Country (TAC may also refer to Third Agency Check).

NSEERS PENSAO	Pending Security Advisory Opinion (treat as NSEERS hit, resolve in BCU)	TFI	Office of Terrorism and Financial Intelligence (strategies to counter terrorist financing and money laundering both domestically and internationally)
TFOS	Terrorist Financing Operations Section (FBI's Counter-terrorism Operations Branch)	TTIC	Terrorist Threat Integration Center (since 8/2004, superseded by NCTC)
TRRS	Terrorism Reports and Requirement Section (FBI's counterterrorism operations branch)	TWWU	Terrorist Watch and Warning Unit.
CLASS	Consular Lookout and Support System	DCII	Defense Central Index of Investigations
DCII	Defense Clearance and Investigations Index	FBINCT	FBI Name Check Team
NNCP	National Name Check Program	ONSI	DEA Office of National Security Intelligence
PALS	Portable Automated Lookout System	PLOR	Primary Lookout Override
SCI	Sensitive Compartmented Information	SLOB	Service Lookout Book (old way)
NS	National Security	SLB	Service Lookout Book
CTR	Counter-Terrorism Response	C-TPAT	Customs-Trade Partnership Against Terrorism
ABTC	Agro/Bio Terrorism Countermeasures	CTRS	Counter-Terrorism Response Secondary
NSTTF	National Security Threat Task Force	CTR	Currency Transaction Reports
LDO	Lookout Duty Officer	NUIN	National Unique Identification Number is a unique ID Number held in the Terrorist Screening Database (TSDB) and is assigned by TSC
HSI	Homeland Security Investigations	OIA	Office of Internal Affairs
TTRT	Tactical Terrorism Response Team	NTAS	National Threat Advisory System
DVE	Domestic Violent Extremists	TAC	Third Agency Checks (information on detained, deportable aliens from Special Interest Countries for potential intelligence or law enforcement use)
Customs and Border Protection			

Officer Titles			
II	Immigration Inspector	DAPD	Deputy Assistant Port Director
SII	Supervisory Immigration Inspector	APD	Assistant Port Director
JII	Journeyman Immigration Inspector	SCBPO	Supervisory Customs and Border Patrol Officer
ASA	Anti-Smuggling Agent	CBPO	Customs and Border Protection Officer
PA	Patrol Agent	CI	Customs Inspector (also see ICE)
SBPA	Supervisory Border Patrol Agent	SPA	Senior Patrol Agent
BPA	Border Patrol Agent	SOI	Special Operations Inspector
APAIC	Assistant Patrol Agent in Charge	SOII	Special Operations Immigration Inspector
PAIC	Patrol Agent in Charge	DC	Division Chief
CBPAS	CBP Agriculture Specialist	SSES	Supervisor Sector Enforcement Specialist
ACPA	Assistant Chief Patrol Agent	SES	Sector Enforcement Specialist
CPA	Chief Patrol Agent	DCPA	Deputy Chief Patrol Agent
WC	Watch Commander	IPI	Immigration Patrol Inspector (Legacy INS)
PD	Port Director (public facing official)	SPI	Supervisory Patrol Inspector (Legacy INS)
BP	Border Patrol	SRI	Senior Immigration Inspector (Legacy INS)
FOS	Field Operations Supervisor	APD	Assistant Port Director
LECA	Law Enforcement Communications Assistant	SOS	Special Operations Supervisor
TOS	Training Operations Supervisor		
Terms, Systems and Entities			
ADIS	Arrival Departure Information System	ATS	Automated Targeting System
CERTS	Cargo Enforcement Reporting and Tracking System	ATS-AT	Automated Targeting System - Anti-Terrorism
ESTA	Electronic System for Travel Authorization	ATS-L	Automated Targeting System - Land
GES	Global Enrollment System	ATS-I	Automated Targeting System-International
GOES	Global On-Line Enrollment System	ATS-N	Automated Targeting System - Incoming Cargo
TASPD	Targeting and Analysis Systems Program Directorate	ATS-P	Automated Targeting System - Passenger

DTOPS	Decal and Transponder Online Procurement System	ATS-TF	Automated Targeting System - Targeting Framework
IOIL	Inspection Operation Incident Log	GQIL	Incident Log Query
PBRs	Pleasure Boat Reporting System	PRIDE	Port Radiation Inspection, Detection & Evaluation
OAT	Office of Anti-Terrorism (CBP)	VACIS	Vehicle and Cargo Inspection System
OBP	Office of Border Patrol	OINT	CBP's Office of Intelligence
OFO	Office of Field Operations (CBP or CIS)	OIOC	Office of Intelligence & Operations Coordination
BGC	Baggage Control Secondary	BSA	Enhanced Border Security Act of 2001
CRT	Customs Rover Team, Resolve in Triage	CET	Customs Enforcement Team
DSP	Refers to the DSP-150 (Biometric Border Crossing Card)	DE	Deferred Inspection
NTCS / NTC	National Targeting Center	NFO	National Fines Office
BCR	Border Cargo Release (overridden by NARP)	NTC-P	National Targeting Center-Passenger
BRASS	Border Release Advanced Screening and Selectivity	BSDP	Border Security Deployment Project
COSS	CBP Overtime and Scheduling System	CATS	CBP Automated Travel System
Federal Bureau of Prisons			
High Level Employees Titles (Releasable)			
DIR	Director	PA	Public Affairs
REG DIR	Regional Director	PIO	Public Information Officer
W	Warden	TA	Trial Attorney
AW	Associate Wardens	SM	Public Facing Staff Members
MSES	Member of the Senior Executive Service		
Other Staff Titles			
O	Officers	CNSLR	Counselors
CPT	Captains	MS	Medical Staff
LT	Lieutenants	SEC	Secretaries
CM	Case Managers		
Common Records			
PPPI	Public Information Data on Inmates	PR	Progress Reports
ICFR	Inmate Central Files Records	ILDD	Inmate Load and Designation Data
DR	Disciplinary Records	RA	Release Authorizations

DAL	Detainer Action Letters	ITDF	In-Transit Data Forms
SRP	Supervision Release Plan.		
Immigration Customs and Enforcement			
Officer & Other Titles			
BCS	Bond Control Specialist	DEO	Detention Enforcement Officer
ADDI	Assistant District Director for Investigations	ADC	Assistant District Counsel
DD-I	District Director – Investigations (public facing official)	SAC	Special Agent in Charge (public facing official)
ASAIC	Assistant Special Agent in Charge	GS	Group Supervisor
BCS	Bond Control Specialist	ASAC	Assistant Special Agent in Charge
287(g)	Custody Specialist	CLO	Chief Legal Officer
DIO	Designated Immigration Officer [287(g)]	PM	Program Manager [287(g)]
CINV	Criminal Investigator	IA	Immigration Agent
SCI	Supervisory Criminal Investigator	IA	Immigration Analyst (USCIS employee)
CI	Confidential Informant (also see CBP)	SIEA	Supervisory Immigration Enforcement Agent
CI	Criminal Investigator (Legacy INS)	IEA	Immigration Enforcement Agent
DO	Deportation Officer	IHP DIR	Institutional Hearing Program Director
DO	Detention Officer		
DRO	Deportation & Removal Office or Officer	RAIC	Resident Agent in Charge (public facing official)
DRA	Deportation Removal Assistant	SA	Special Agent
DRA	Detention Removal Assistant	SAIC	Special Agent in Charge (public facing official)
DIO	Designated Immigration Officer	SDDO	Supervisory Detention & Deportation Officer
DDO	Detention & Deportation Officer	ASDDO	Assistant Supervisory Detention & Deportation Officer
SDDI	Supervisory Detention & Deportation Investigator	SDEO	Supervisory Detention Enforcement Officer
DPO	Detention & Deportation Officer	SEC	Security Exchange Commission
DDP	Detention & Deportation Program		
DD&P	Detention & Deportation Program	SDO	Supervisory Deportation Officer

D&D	Detention and Deportation	SIEA	Supervisory Immigration Enforcement Agent
DDP	Detention and Deportation Program	SSA	Supervisory or Senior Special Agent
DC	Deportation Clerk	D&D	Detention & Deportation
ADDD	Assistant District Director of Deportation	CC	Chief Counsel (public facing official)
RAC	Resident Agent in Charge (public facing official)	SLES	Supervisory Law Enforcement Specialist
DRP	Detention and Removal Officer	ASAC	Assistant Special Agent in Charge
OCC	Office of Chief Counsel	ERO	Enforcement and Removal Officer
CI	Confidential Informant	CA	Custody Assistant (ERO Custody Mgmt Program)
Terms, Systems and Entities			
EABM	ENFORCE Application Booking Module	OPLA	Office of the Principle Legal Advisor
EARM	ENFORCE Alien Removal Module	OIL	Office of Immigration Litigation
ENF	Enforcement Referral	TAU	Threat Assessment Unit
ENFORCE	Enforcement Case Tracking System	FDL	Forensic Document Laboratory
EID	Enforce Integrated Database Enforce	PLAnet	Principal Legal Advisor Network, OPLA's system of record (successor of GEMS)
DACS	Deportable Alien Control System	GEMS	General Counsel Information Management System
DAX	Deportable Alien Control System	AIRG	Asset Identification and Removal Group (see TECS Codes CUA–CUZ)
HSI	Homeland Security Investigations	IRP	Institutional Removal Program
LESC	Law Enforcement Support Center System	IHP	Institutional Hearing Program
ICEPIC	ICE Pattern Analysis and Information Collection.	ICE-BFU	ICE Benefit Fraud Unit
SEVIS	Student and Exchange Visitor Information System	ACAP	Alien Criminal Apprehension Program
ADP	Alternatives to Detention Program	ATD	Alternatives to Detention Program
CAP	Criminal Alien Program	CES	Crime Entry Screens
CTCEU	Counterterrorism and Criminal Exploitation Unit	HQPDU	Headquarters Post-Order Detention Unit

IFS	Intelligence Fusion System	ISAP	Intensive Supervision Appearance Program
JIOC	Joint Intelligence Operations Center	OCC	Operational Command Center
PISPC	Port Isabel Service Processing Center	RCA	Risk Classification Assessment
BMIS	ICE's Bond Management Information System	FIG	Field Intelligence Group (ICE Intel Groups)
DIHS	ICE's Division of Immigration Health Services	EOIR	Executive Office for Immigration Review
ERO	Enforcement Removal Operations	NSID	National Security Investigations Division

Class of Admission (COA) Codes

Legal Permanent Resident This contains both CURRENT and OBSOLETE LPR codes					
Note: This Appendix is available for reference purposes only. This SHOULD NOT be used to make the final decision whether to process a case under FOIA or PA.					
Code	Status	Code	Status	Code	Status
1	LPR	HA8	LPR	SA3	LPR
2	LPR	HA9	LPR	SA6	LPR
4	LPR	HB6	LPR	SA7	LPR
5	LPR	HB7	LPR	SA8	LPR
6	LPR	HB8	LPR	SB1	Returning LPR <i>*Must verify original LPR COA is still valid and no LOS has occurred.</i>
12	LPR	HB9	LPR	SC1	LPR
231	LPR	HC6	LPR	SC2	LPR
317	LPR	HC7	LPR	SC6	LPR
318	LPR	HC8	LPR	SC7	LPR
503	LPR	HC9	LPR	SD1	LPR
991	LPR	HD6	LPR	SD2	LPR
992	LPR	HD7	LPR	SD3	LPR
993	LPR	HD8	LPR	SD6	LPR
994	LPR	HD9	LPR	SD7	LPR
999	LPR	HE6	LPR	SD8	LPR
12A	LPR	HE7	LPR	SE1	LPR

12C	LPR	HE8	LPR	SE2	LPR
13A	LPR	HE9	LPR	SE3	LPR
2C or 2-C	LPR	HK1	LPR	SE6	LPR
2C6	LPR	HK2	LPR	SE7	LPR
2D or 2-D	LPR	HK3	LPR	SE8	LPR
2E or 2-E	LPR	HK6	LPR	SEK	LPR
2F or 2-F	LPR	HK7	LPR	SF1	LPR
2G or 2-G	LPR	HK8	LPR	SF2	LPR
3B or 3-B	LPR	HH6	LPR	SF6	LPR
3B2	LPR			SF7	LPR
3B3	LPR			SG1	LPR
3B4	LPR			SG2	LPR
3C or 3-C	LPR			SG6	LPR
4A or 4-A	LPR			SG7	LPR
4B or 4-B	LPR	IB0	LPR	SH1	LPR
4C or 4-C	LPR	IB1	LPR	SH2	LPR
4D	LPR	IB2	LPR	SH6	LPR
4F	LPR	IB3	LPR	SH7	LPR
6A	LPR	IB5	LPR	SHE	LPR
6-A	LPR	IB6	LPR	SI1	LPR
6A1	LPR	IB7	LPR	SI2	LPR
6A2	LPR	IB8	LPR	SI3	LPR
6A3	LPR	IC6	LPR	SI6	LPR
		IC7	LPR	SI7	LPR
A11	LPR	ID6	LPR	SI8	LPR
A12	LPR	IF1	LPR		
A16	LPR	IF2	LPR	SJ2	LPR
A17	LPR	IH3	LPR	SJ6	LPR
A31	LPR	IH4	LPR	SJ7	LPR
A32	LPR	IMM	LPR	SK1	LPR
A33	LPR	IR0	LPR	SK2	LPR
A36	LPR	IR1	LPR	SK3	LPR
A37	LPR	IR2	LPR	SK4	LPR
A38	LPR	IR3	LPR	SK6	LPR
A41	LPR	IR4	LPR	SK7	LPR
A42	LPR	IR5	LPR	SK8	LPR
A43	LPR	IR6	LPR	SK9	LPR
A46	LPR	IR7	LPR	SL1	LPR
A47	LPR	IR8	LPR	SL6	LPR
A48	LPR	IR9	LPR	SM0	LPR

AA1	LPR	IW1	LPR	SM1	LPR
AA2	LPR	IW2	LPR	SM2	LPR
AA3	LPR	IW6	LPR	SM3	LPR
AA6	LPR	IW7	LPR	SM4	LPR
AA7	LPR	K10	LPR	SM5	LPR
AA8	LPR	K11	LPR	SM6	LPR
AM1	LPR	K12	LPR	SM7	LPR
AM2	LPR	K13	LPR	SM8	LPR
AM3	LPR	K14	LPR	SM9	LPR
AM6	LPR	K15	LPR	SN1	LPR
AM7	LPR	K16	LPR	SN2	LPR
AM8	LPR	K17	LPR	SN3	LPR
AR1	LPR	K18	LPR	SN4	LPR
AR6	LPR	K19	LPR	SN6	LPR
AS6	LPR	K20	LPR	SN7	LPR
AS7	LPR	K21	LPR	SN8	LPR
AS8	LPR	K22	LPR	SN9	LPR
B11	LPR	K23	LPR		
B12	LPR	K24	LPR	SQ1	LPR
B16	LPR	K25	LPR	SQ2	LPR
B17	LPR	K26	LPR	SQ3	LPR
B20	LPR	K6	LPR	SQ6	LPR
B21	LPR	K-6	LPR	SQ7	LPR
B22	LPR	K7	LPR	SQ8	LPR
B23	LPR	K-7	LPR	SR1	LPR
B24	LPR	K8	LPR	SR2	LPR
B25	LPR	K-8	LPR	SR3	LPR
B26	LPR	K9	LPR	SR6	LPR
B27	LPR	K-9	LPR	SR7	LPR
B28	LPR	KIC	LPR	SR8	LPR
B29	LPR	KIP	LPR	ST0	LPR
B31	LPR	KN4	LPR	ST6	LPR
B32	LPR	KP4	LPR	ST7	LPR
B33	LPR	KR3	LPR	ST8	LPR
B36	LPR	KR4	LPR	ST9	LPR
B37	LPR	KS3	LPR	SU0	LPR
B38	LPR	KS4	LPR	SU2	LPR
BC1	LPR	KT4	LPR	SU5	LPR
BC2	LPR	KU4	LPR	SU3	LPR
BC3	LPR	LA6	LPR	SU6	LPR

BC6	LPR	LB1	LPR	SU7	LPR
BC7	LPR	LB2	LPR	SU8	LPR
BC8	LPR	LB6	LPR	SU9	LPR
BX1	LPR	LB7	LPR	SY6	LPR
BX2	LPR	LPR	LPR	SY7	LPR
BX3	LPR	M83	LPR	SY8	LPR
BX6	LPR	M9	LPR	T1 or T-1	LPR
BX7	LPR	M-9	LPR	T2 or T-2	LPR
BX8	LPR	M93	LPR	T3 or T-3	LPR
C7P	LPR	IH8	LPR	CU6	LPR
K8	LPR	IH9	LPR	CU7	LPR
K9	LPR	K6	LPR	CU8	LPR
CH6	LPR	K7	LPR	CU9	LPR
CNP	LPR	CU0	LPR	CUP	LPR
DP or D-P	LPR	MR0	LPR	T4 or T-4	LPR
DS1	LPR	MR6	LPR		
DT1	LPR	MR7	LPR		
DT2	LPR	N	LPR		
DT3	LPR				
DT6	LPR			V2 or V-2	LPR
DT7	LPR			U	LPR
DT8	LPR			U-1	LPR
DV1	LPR			U1M	LPR
DV2	LPR	NA	LPR	U2M or U-2	LPR
DV3	LPR	NA3	LPR	V1	LPR
DV6	LPR	NC6	LPR	V-1	LPR
DV7	LPR	NC7	LPR	V2M	LPR
DV8	LPR	NC8	LPR	VI5	LPR
E10	LPR	NC9	LPR	VI6	LPR
E11	LPR	NP0	LPR	VI7	LPR
E12	LPR	NP1	LPR	VI0	LPR
E13	LPR	NP2	LPR	W16	LPR
E14	LPR	NP5	LPR	W26	LPR
E15	LPR	NP6	LPR	W3	LPR
E16	LPR	NP7	LPR	W-3	LPR
E17	LPR	NP8	LPR	W36	LPR
E18	LPR	NP9	LPR	W4	LPR
E19	LPR	O1	LPR	W-4	LPR
E21	LPR	O1M	LPR	W46	LPR
E22	LPR	O2M	LPR	W5	LPR

E23	LPR	O3M	LPR	W-5	LPR
E26	LPR	OP1	LPR	X	LPR
E27	LPR	OP6	LPR	X5	LPR
E28	LPR	P11	LPR	XA	LPR
E30	LPR	P12	LPR	XA3	LPR
E31	LPR	P16	LPR	XB	LPR
E32	LPR	P1M	LPR	XB3	LPR
E34	LPR	P21	LPR	XE3	LPR
E35	LPR	P22	LPR	XF3	LPR
E36	LPR	P23	LPR	XN3	LPR
E37	LPR	P26	LPR	XR3	LPR
E39	LPR	P27	LPR	Y1	LPR
E51	LPR	P28	LPR	Y-1	LPR
E52	LPR	P2M	LPR	Y10	LPR
E53	LPR	P31	LPR	Y11	LPR
E56	LPR	P32	LPR	Y12	LPR
E57	LPR	P33	LPR	Y13	LPR
E58	LPR	P36	LPR	Y14	LPR
EC6	LPR	P37	LPR	Y15	LPR
EC7	LPR	P38	LPR	Y16	LPR
EC8	LPR	P3M	LPR	Y2	LPR
		P41	LPR	Y-2	LPR
ES1	LPR	P42	LPR	Y2A	LPR
ES6	LPR	P43	LPR	Y3	LPR
EWO	LPR	P46	LPR	Y-3	LPR
EW3	LPR	P47	LPR	Y4	LPR
EW4	LPR	P48	LPR	Y-4	LPR
EW5	LPR	P51	LPR	Y5	LPR
EW8	LPR	P52	LPR	Y-5	LPR
EW9	LPR	P53	LPR	Y6	LPR
EX1	LPR	P56	LPR	Y-6	LPR
EX2	LPR	P57	LPR	Y64	LPR
EX3	LPR	P58	LPR	Y7	LPR
EX6	LPR	P61	LPR	Y-7	LPR
EX7	LPR	P62	LPR	Y8	LPR
EX8	LPR	P63	LPR	Y-8	LPR
F11	LPR	P66	LPR	Y9	LPR
F12	LPR	P67	LPR	Y-9	LPR
F16	LPR	P68	LPR	Z0 or Z-0	LPR
F17	LPR	P7	LPR	Z03	LPR

F20	LPR	P-7	LPR	Z1	LPR
F21	LPR	P71	LPR	Z-1	LPR
F22	LPR	P72	LPR	Z11	LPR
F23	LPR	P76	LPR	Z13	LPR
F24	LPR	PH6	LPR	Z14	LPR
F25	LPR	Q1 or Q1M	LPR	Z15	LPR
F26	LPR	Q2	LPR	Z2	LPR
F27	LPR	Q2M	LPR	Z-2	LPR
F28	LPR	Q3M	LPR	Z3	LPR
F29	LPR	R1	LPR	Z-3	LPR
F31	LPR	R16	LPR	Z33	LPR
F32	LPR	R1M	LPR	Z4	LPR
F33	LPR	R2M	LPR	Z-4	LPR
F36	LPR			Z41	LPR
F37	LPR			Z43	LPR
F38	LPR			Z5	LPR
F41	LPR			Z-5	LPR
F42	LPR			Z56	LPR
F43	LPR			Z57	LPR
F46	LPR	R86	LPR	Z66	LPR
F47	LPR	R-3	LPR	Z7	LPR
F48	LPR	RE6	LPR	Z-7	LPR
FX1	LPR	RE7	LPR	Z8	LPR
FX2	LPR	RE8	LPR	Z-8	LPR
FX3	LPR	RE9	LPR	Z83	LPR
FX6	LPR	RN6	LPR	Z9	LPR
FX7	LPR	RN7	LPR	Z-9	LPR
FX8	LPR	RAA	LPR	Z91	LPR
GA6	LPR	S13	LPR	ZN	LPR
GA7	LPR	S16	LPR		
GA8	LPR	S26	LPR		
HA6	LPR	SA1	LPR		
HA7	LPR	SA2	LPR		
Conditional Legal Permanent Resident					
Code	Status	Code	Status	Code	Status
C20	LPR	C38	LPR	C42	LPR
C21	LPR	C41	LPR	CB6	LPR
C22	LPR	C42	LPR	CB7	LPR
C23	LPR	C43	LPR	CF1	LPR

C24	LPR	C46	LPR	CF2	LPR
C25	LPR	C47	LPR	CR1	LPR
C26	LPR	C48	LPR	CR2	LPR
C27	LPR	C51	LPR	CR6	LPR
C28	LPR	C52	LPR	CR7	LPR
C29	LPR	C53	LPR	CX1	LPR
C31	LPR	C56	LPR	CX2	LPR
C32	LPR	C57	LPR	CX3	LPR
C33	LPR	C58	LPR	CX6	LPR
C36	LPR	CB1	LPR	CX7	LPR
C37	LPR	CB2	LPR	CX8	LPR

COA Based on IJO Decisions / EOIR Relief

Grant / Relief	Section of INA	The COA is...	LPR?
Adjustment of Status	245	Regular COA. (Refer to BCR/485 for status e.g. IR6, IR0, etc.)	Yes. Subject becomes LPR.
Asylum	208	AS1 (principal), AS2 (spouse), AS3 (child)	No.
LPR Cancellation of Removal (There is a 42A in file)	240(A)(a)	Prior LPR status.	Yes. Subject keeps same COA and adjustment date as before proceedings.
Non-LPR Cancellation of Removal (There is a 42B in file)	240 (A)(b)(1)	Usually Z13, but may be Z11	Yes. Subject becomes LPR.
VAWA Cancellation of Removal	240 (A)(b)(2)	Z14	Yes. Subject becomes LPR.
NACARA	203	Z15	Yes. Subject becomes LPR.
Waiver Including: 212(h), 212(i), and 212(c), 237	Varies case by case	Previous COA	Yes. Subject keeps previous COA.
Withholding of Removal (Accompanied by Final Order/OSUP)	241	UN, none	No.
Voluntary Departure	240(A) or (B)	F43, etc.	No.

Note: The only time the subject's COA is UN, based on an IJO, is when the subject has been ordered removed or granted voluntary departure and there are NO EXECUTED REMOVAL DOCUMENTS.

COA Under the Immigrant Laws, Code

Official Website of the Department of Homeland Security, USCIS

<https://www.uscis.gov/ilink/docView/AFM/HTML/AFM/0-0-0-1/0-0-0-27276/0-0-0-32908.html>

- **Appendix 23-7 Class of Admission under the Immigrant Laws, Code (current)**

Containing the following sections:

- Classes **Currently In Use** - Legal Permanent Resident Aliens.
- Classes **Currently In Use** – Nonimmigrants.
- Classes **Currently In Use** - Other Categories of Aliens.
- Classes **Currently Not In Use** - Legal Permanent Resident Aliens.
- Classes **Currently Not In Use** – Nonimmigrants.

Each section containing the following information:

- **Statistical** = Code in the data bases.
- **Document** = Code on documents.
- **Arrival/Adjust:**
 - N = New arrival;
 - A = Adjustment (under Sec. 245) to immigrant (legal permanent resident) status.
- **Section of Law**
- **Description**

Policy Manual, Adjustment of Status

Official Website of the Department of Homeland Security, USCIS

<https://www.uscis.gov/policy-manual/volume-7>

- Policy Manual, Volume 7 - **Adjustment of Status** (current)

Containing the following parts:

- **Part A** - Adjustment of Status Policies and Procedures
- **Part B** - 245(a) Adjustment
- **Part C** - 245(i) Adjustment
- **Part D** - Family-Based Adjustment
- **Part E** - Employment-Based Adjustment
- **Part F** - Special Immigrant-Based (EB-4) Adjustment
- **Part G** - Diversity Visa Adjustment
- **Part H** - Criminal or Terrorist Informant-Based Adjustment
- **Part I** - VAWA-Based Adjustment
- **Part J** - Trafficking Victim-Based Adjustment
- **Part K** - Crime Victim-Based Adjustment
- **Part L** - Refugee Adjustment
- **Part M** - Asylee Adjustment
- **Part N** - Legalization
- **Part O** - Registration
- **Part P** - Special Adjustment Programs
- **Part Q** - Rescission of Lawful Permanent Residence
- **Part R** - Abandonment of Lawful Permanent Residence

Each part containing the following information:

- Relevant **chapters**
 - Purpose, Background & Legal Authorities etc.

LPR, Categorized Immigrant COA

Official Website of the Department of Homeland Security, USCIS

<https://www.dhs.gov/immigration-statistics/lawful-permanent-residents/ImmigrantCOA>

- **Lawful Permanent Residents, Immigrant Classes of Admission**

Containing several broad classes of admission for foreign nationals to gain LPR status:

- **Immediate Relatives of U.S. Citizens**
- **Family-sponsored**
 - First: Unmarried sons/daughters of U.S. citizens and their children
 - Second: Spouses, children, and unmarried sons/daughters of alien residents
 - Third: Married sons/daughters of U.S. citizens and their spouses and children
 - Fourth: Brothers/sisters of U.S. citizens (at least 21 years of age) and their spouses and children
- **Employment-based**
 - First: Priority workers
 - Second: Professionals with advanced degrees or aliens of exceptional ability
 - Third: Skilled workers, professionals, and needed unskilled workers
 - Fourth: Certain special immigrants
 - Fifth: Employment creation (investors)
- **Refugees and Asylees**
- **Diversity Immigrant Visa Program**
- **Other**
 - Parolees
 - Nicaraguan and Central American Relief Act (NACARA)
 - Cancellation of removal
 - Haitian Refugee Immigration Fairness Act (HRIFA)
 - IRCA legalization
 - IRCA legalization dependents
 - Other classes

While the USCIS FOIA CP guide is your primary reference, the guide cannot address every possible scenario you might encounter in an A-file. Immigration forms are constantly changing. In addition, offices may use different versions of the same form or include additional information on a form, such as an IBIS stamp or handwritten note. The inclusion of additional information may trigger the need to use other exemptions in addition to those ordinarily applied to a given form. Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.

Processing Tables

General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
CIA Factbook	Release	Release
Certified Copy Comments (RDF cover sheet)	Release in full	Release in full
Form M-134 Continued Under	Release in full	Release in full
FOIA Response Copy (STACKS Table of Contents)	Review for possible redactions	Review for possible redactions
I-130 Petition for Alien Relative I-129F Petition for Alien Fiance'(e) I-864 or I-134 Affidavit of Support	Redact third party PII not released elsewhere in the file (b)(6)	Release

While the USCIS FOIA CP guide is your primary reference, the guide cannot address every possible scenario you might encounter in an A-file. Immigration forms are constantly changing. In addition, offices may use different versions of the same form or include additional information on a form, such as an IBIS stamp or handwritten note. The inclusion of additional information may trigger the need to use other exemptions in addition to those ordinarily applied to a given form. Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.

General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
I-730 Refugee/Asylee Relative Petition	Release in full if signed by subject If not signed by subject, redact third party PII not released elsewhere in the file (b)(6)	Release Release

While the USCIS FOIA CP guide is your primary reference, the guide cannot address every possible scenario you might encounter in an A-file. Immigration forms are constantly changing. In addition, offices may use different versions of the same form or include additional information on a form, such as an IBIS stamp or handwritten note. The inclusion of additional information may trigger the need to use other exemptions in addition to those ordinarily applied to a given form. Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.

General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Encounter History Screenprints	These screenprints will require review and analysis into how to process. Not all will be processed the same. Review the Activity Type, Activity Reason, Status Code and Activity Organization. Review Alerts and Comments for any redactions. Review Apprehensions. Redact officer names (b)(7)(C) and Location (b)(7)(E). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) Add (b)(6) if ICE
I-129 Petition for a Nonimmigrant Worker I-129S Nonimmigrant Petition Based on Blanket L Petition I-140 Immigrant Petition for Alien Worker	Redact the IRS Employer Identification Number (EIN)/Federal Employer Identification Number (FEIN) if a sole proprietorship or SSN (b)(6) Redact any third party PII (b)(6)	Release
DOJ-EOIR Details-PCQS	Not an ICE document, do not add ICE bookmark. Review all pages for possible redactions.	

While the USCIS FOIA CP guide is your primary reference, the guide cannot address every possible scenario you might encounter in an A-file. Immigration forms are constantly changing. In addition, offices may use different versions of the same form or include additional information on a form, such as an IBIS stamp or handwritten note. The inclusion of additional information may trigger the need to use other exemptions in addition to those ordinarily applied to a given form. Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.

General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
ABC Eligibility Checklist	Release	Release
	Review for deliberative notes (b)(5)	(d)(5) and (b)(5)
Accurint/AutoTrackXP/Choicepoint /CLEAR/Discovery Plus/LexisNexis/National Comprehensive Report Person Searches	WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	If there is third party PII or a user ID, add (b)(7)(C)	(k)(2) and (b)(7)(C)
Application for Asylum and for Withholding of Removal, I-589– RIDERS	Release principal applicants name on form I-589	Release
And	Redact all information other than your subject's information and the form name on form I-589 (b)(6)	Release
Supporting Documentation	WIF supporting documents submitted with the I-589 (b)(6) unless they are documents issued or belonging to your subject (rider). For example: Alien Cards (LPR, EAD), Passports, Birth Certificate, Social Security Card, Driver's license, Marriage Certificates, Divorce Decrees, etc.	Release
Arrival/Departure Record, I-94 (card)	Release in full if belongs to the subject	Release
	WIF (b)(7)(C) if third party	(k)(2) and (b)(7)(C)
Arrival/Departure Record, I-94 (screenprint)	Redact URL (b)(7)(E)	(k)(2) and (b)(7)(E)
	WIF (b)(7)(C) and (b)(7)(E) if third party	(k)(2) and (b)(7)(C)/(b)(7)(E)
Assessment Sheet (Preliminary Assessment)	Review for (b)(5) (deliberative process), otherwise release	(d)(5) and (b)(5)

While the USCIS FOIA CP guide is your primary reference, the guide cannot address every possible scenario you might encounter in an A-file. Immigration forms are constantly changing. In addition, offices may use different versions of the same form or include additional information on a form, such as an IBIS stamp or handwritten note. The inclusion of additional information may trigger the need to use other exemptions in addition to those ordinarily applied to a given form. Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.

General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Assessment to Refer, Grant, Terminate	Redact the deliberative information (b)(5) If the file contains the Referral Notice to the SOR, you can release the decision, title and the sentence that contains “clear and convincing evidence” as it relates to the One-Year Filing Deadline. If the Referral Notice to the SOR is not in the file, redact the decision, title and the entire sentence that contains “clear and convincing evidence” as it relates to the One-Year Filing Deadline (b)(5) If the Assessment contains the Affirmative Determination Worksheet, redact the entire worksheet (b)(5)	(d)(5) and (b)(5) (d)(5) and (b)(5) (d)(5) and (b)(5)
Affidavit to Withdraw Visa Petition	WIF with (b)(7)(C) and (b)(7)(E) (b)(7)(F) (could reasonably be expected to endanger the life or physical safety of any individual) (b)(7)(D) may also apply if explicitly named as a confidential source	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(D)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Asylum and NACARA § 203 Background Identity and Security Checklists	Redact the name and result of ALL systems checked (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
Credible Fear/Reasonable Fear Background Identity and Security Checklist	Redact officer name/initials/IDs (b)(7)(C)	(k)(2) and (b)(7)(C)
	Always redact the line “Check here if there is classified information on this case” whether checked or not (b)(7)(E)	(k)(2) and (b)(7)(E)
	If the line “Adjudication on T-File With Any Positive Records Check” and/or the “Background Identity and Security Check Cleared for Adjudication” is located in the bottom section redact (b)(7)(E).	(k)(2) and (b)(7)(E)
	If checked, redact Memo of Adverse Information Completed and Mandatory Bar Flagged in APSS (b)(7)(E). Release if blank.	(k)(2) and (b)(7)(E)
	Note: Always apply redactions to the result fields of the FBI sections, regardless if blank or if there are results (no result is considered a result).	
Asylum/Refugee flowcharts and worksheets that pertain to the interview	Review for (b)(5) (deliberative process)	(d)(5) and (b)(5)
	Redact law enforcement checks (b)(7)(C) and (b)(7)(E), otherwise release	(k)(2)/(j)(2) and (b)(7)(C) and (b)(7)(E)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Asylum Flow Chart of Processing	Redact the names and results of all systems checked (b)(7)(E) If initials are present, also use (b)(7)(C)	(k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Asylum Interview Notes	Review for deliberative material. Redact (b)(5)	(d)(5) and (b)(5)
Attorney work product (Non-ICE) including attorney worksheets, trial attorney notes (blank sheets can be released)	WIF (b)(5)	(d)(5) and (b)(5)
Blank asylum/refugee flowcharts	Release	Release
Case History (CHIS)	Redact the names and results of all systems checked (b)(7)(E) Redact USER ID for sensitive systems checks (b)(7)(E) Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Case Status (CSTA)/CHECKERS/CAMINO	Redact the names and results of all systems checked (b)(7)(E),	(k)(2) and/or (j)(2) and (b)(7)(E)
	Redact FBIN section (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact FBI Response result (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact third party A-number (b)(6)	Release
	Review Current Status field for sensitive information (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact ABIS Hit system name and result (b)(7)(E).	(k)(2) and (b)(7)(E)
	Redact the system name and result field of the FBI Name Check (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact any officer name (b)(7)(C) (only if directly associated with the system checks)	(k)(2) and (b)(7)(C)
	Redact the entire Relates field under TECS/NCIC even if blank	(k)(2) and (b)(7)(E)
	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)
	Strike through For Official Use Only (FOUO) marking. (This has been suspended until further notice)	

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Central Index Systems (CIS2) 9101, 9102, 9106	WIF (b)(6) if third party and subject is not listed	Release
	Redact third party PII (b)(6)	Release
	Redact the names and results of all systems checked and redact computer softkeys (b)(7)(E)	(k)(2) and (b)(7)(E)
Claims Mainframe	Redact the Action Code, results, and the USER ID for the IBIS check (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact computer softkeys (b)(7)(E)	(k)(2) and (b)(7)(E)
Corporate Tax Returns	Redact Shareholder information, including personal earnings, compensation of officers and stock holdings, preparer's SSN (b)(6)	Release
	Redact preparer's TIN/EIN (b)(6) if an individual	Release
	Redact preparer's PTIN if it is an SSN (SSN = 9 digits, PTIN = P+8 digits) (b)(6)	Release
Court Documents (not EOIR)		
Sealed	Review to determine the context of what is going on in the file to know whether to release, WIF, etc.	
Filed Under Seal or In Camera Ex Parte	WIF (b)(5)	(d)(5) and (b)(5)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Credible Fear Determination Checklist	Release in full	Release in full
Credible Fear Determination Checklist and Written Analysis		
Reasonable Fear Determination Checklist and Written Analysis		
DACA Checklist	Redact the entire BCU area whether any results are marked or not (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact the criminality section and IBIS section only if results are marked (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact FBI results whether results are marked or not (no result is considered a result) (b)(7)(E),	(j)(2) and (b)(7)(E)
Defense Central Index of Investigations (DCII)	Redact any DCII stamp or handwritten results found on any documents (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact officer names/initials/IDs (b)(7)(C)	(k)(2) and (b)(7)(C)
Family Registry/Household Registry	If the subject is listed anywhere on a foreign family registry, release in full.	Release
	If the subject is not listed on a foreign family registry WIF (b)(6).	Release

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
FPQ2 Compressed Vetting Procedures / Initial Screening Sheet	Redact the names and results of all systems checked (b)(7)(E)	(k)(2) and/or (j)(2) and (b)(7)(E)
	Redact FBI sections (IAFIS/NGI and NCIC wants/warrant) whether results are marked or not	(j)(2) and (b)(7)(E)
Grand Jury Indictment not authored by Executive Office of the U.S. Attorney	If a Grand Jury Indictment has not been filed with the court, WIF (b)(3) Rule 6.e, (b)(7)(A), and (b)(7)(C)	(b)(3) Rule 6.e (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(A)
Grand Jury Indictment authored by Executive Office of the U.S. Attorney	RIF	RIF
Grand Jury deliberative material such as transcripts, information which would reveal identities of witnesses or jurors, substance of the testimony, strategy or direction of the investigation, deliberations or questions of the jurors	WIF (b)(3) Rule 6.e, (b)(7)(A), and (b)(7)(C)	(b)(3) Rule 6.e (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(A)
IBIS Inquiry	Redact the IBIS result(s) (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact third party A-numbers (b)(6)	Release
	Redact computer softkeys (b)(7)(E)	(k)(2) and (b)(7)(E)
IBIS / TECS / BCU Hit Resolution Memorandum	Anytime you see Hit Resolution or Resolution Memorandum, WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	If officer names/initials/IDs and third party PII are present add (b)(7)(C)	(k)(2) and (b)(7)(C)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Information Digest	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Initials law enforcement	(b)(7)(C)	(k)(2) and (b)(7)(C)
Initials (not law enforcement function or refugee officer)	Release	Release
Legalization/SAW Examinations Worksheet, I-696	If the reviewer signed Box E, on the front of form I-696, and annotated a final decision you will release the information in Box B. If the reviewer did not sign Box E you will redact Box B with a (b)(5) Review the back of this form for deliberative material.	(d)(5) and (b)(5)
Local Law Enforcement Documents	If your subject is not a party of, WIF (b)(7)(C) If your subject is a party of: Redact third party PII/Statements (b)(7)(C) Law Enforcement Officer PII if not known to the subject and acting in an undercover or investigatory role (b)(7)(C)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C)
Marriage Fraud Interviews/Stokes Interviews	Redact the answers of any person you do not have consent from (b)(7)(C). Redact any notes or marks made by the interviewer, ONLY if notes and/or markings are deliberative (b)(5)	(k)(2) and (b)(7)(C) (d)(5) and (b)(5)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Marriage Fraud Mainframe System	If there is ongoing investigations WIF this screenprint (b)(7)(E)	(k)(2) and (b)(7)(E)
Material Support	Redact Material Support references on forms (b)(7)(E) and any officer name/initials/IDs (b)(7)(C) WIF Material Support Worksheets (b)(7)(E) If officer names/initials/IDs use (b)(7)(C)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Memorandum of Creation of Record of Lawful Permanent Residence, I-181	If subject's and adjudicated, release in full. If unadjudicated WIF (b)(5)	Release Release
National Automated Immigration Lookout System (NAILS) Inquiry	If the Agency is "S", WIF (b)(3), 8 U.S.C. 1202(f). If the Agency is "I" or blank: Redact the computer soft keys (e.g., PF7, F1-Help) (b)(7)(E) Review the INSP ID. If present, redact (b)(7)(C), add (k)(2) if a PA case. If ICE, add (b)(6). Review for other possible redactions. If the agency is ICE, add the ICE bookmark.	(b)(3), 8 U.S.C. 1202(f) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) If ICE add (b)(6)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Naturalization Prosecutorial Discretion Review	Redact ISO and SISO's name(b)(7)(C)	(k)(2) and (b)(7)(C)
N-400 NTA Review Panel	Redact Referral Type and Charge(s) of Removability sections (b)(5)	(d)(5) and (b)(5)
	Redact ISO's recommendation (b)(5)	(d)(5) and (b)(5)
	NTA Panel's ultimate decision can be released since it is no longer predecisional	
	Redact all panel members (b)(7)(C)	(k)(2) and (b)(7)(C)
	ICE attorney may sign but do not RIF this document to ICE	
NFTS/RAILS	Redact LE Officer names	(k)(2) and (b)(7)(C)
	WIF if mention of TRIG HOLD or TRIG REVIEW, CARRP, FDNS	(k)(2) and (b)(7)(E)
PCQS – CIS Details	Redact NAIL, EARM/DACS sections, even if not marked, (b)(7)(E)	(k)(2) and (b)(7)(E)
PCQS Person Search / Person Subject Query Result	Redact the names and results of all systems checked (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
Phone numbers (direct lines) of employees and e-mail addresses	(b)(6)	Release
Phone numbers and fax numbers of law enforcement personnel	(b)(7)(C)	(k)(2) and (b)(7)(C)
Photographs	If the subject is in the photo with others (such as family photos) - release in full.	Release
	Photos of third parties without the subject, WIF (b)(6)	

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Record of IBIS Query (ROIQ)	Redact NO MATCH and the DISP (Disposition/Result) (b)(7)(E) Redact USERID (b)(7)(C) Redact third party DOBs not released elsewhere (b)(7)(C) Redact JIT TECS Check info: Not Required, NO Match DNR, Hit-resolution in File, New Hit, Resolution Memorandum (b)(7)(E)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Record of Action, I-703	If attorney work product has to do with detention, removal or deportation, it was more than likely created by ICE. If ICE: Redact Trial Attorney PII (b)(6) and (b)(7)(C) Review narrative for any redactions. Release all factual information. If it is not associated with deportation or removal, i.e., it is CIS or CBP attorney work product, WIF (b)(5).	(k)(2) and (b)(7)(C) (b)(6) (d)(5) and (b)(5)
Record of Determination/Credible Fear Worksheet, I-870	Release in full if subjects	Release
Record of Information Disclosure (Privacy Act), G-658	OOS Form G-658 if the “Disclosed to” agency is law enforcement or of the intelligence community. If the “Disclosed to” agency is for purposes of obtaining a benefit, fully release.	OOS Form G-658 if the “Disclosed to” agency is law enforcement or of the intelligence community. If the “Disclosed to” agency is for purposes of obtaining a benefit, fully release.

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Refugee officers (names and initials except on correspondence mailed to the refugee)	(b)(6)	Release
Refugee interview notes	(b)(7)(E)	(k)(2) and (b)(7)(E)
Routing Sheets	Whether checked or not, redact IBIS/TECS Hit Resolution Memo (b)(7)(E) Whether checked or not, redact the FBI Name Check (b)(7)(E), If there is any mention of an FDNS, LHM, CARRP, fraud, or the routing slip is to/from FDNS, WIF (b)(7)(E) and (b)(7)(C) for any officer names/initials/IDs or phone numbers	(k)(2) and (b)(7)(E) (j)(2) and (b)(7)(E) (j)(2) and/or (k)(2) and (b)(7)(E)/(b)(7)(C)
Snitch Letters	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(E)/(b)(7)(C)
Social Security Numbers (third party)	(b)(6)	Release
Sole Proprietorship Tax Identification Number (TIN)	Redact (b)(6)	Release
Third Country Transit Bar Worksheet	Review for any deliberative notes to redact (b)(5); otherwise release in full	(d)(5) and (b)(5)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Third Party Documents:		
USCIS approval/denial letters, I-797s, Notice of Intent, Requests for Evidence addressed to petitioner	Redact any PII not previously released (b)(6). Review the body of the letter for any PII (e.g. medical history, criminal history) and redact (b)(6). Redact the reason for denial if not released or known to the subject (b)(6).	Release
Interpreter affidavit (address and driver's license number) Affidavits of Support/Character	Redact (b)(6)	Release
Utility bills Credit card bills Bank statements Tax returns and W-2s (unless part of a joint return with subject, then release) Earning Statements/Paystubs/Paycheck Copies of alien cards (LPR, EAD) Passports Birth Certificates Social Security Card Copies of driver's licenses Naturalization Certificates Employment letters Marriage Certificates Divorce Decrees Medical Documents Rental Agreements Withdrawal of petition Withdrawal letters	WIF (b)(6)	Release

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
G-325 Biographic Information Sheet	Redact third party PII not released elsewhere in the file (b)(6)	Release
User IDs on screenprints (Law enforcement computer systems IBIS, DACS,)	(b)(7)(C)	(k)(2) and (b)(7)(C)
Validation Instrument for Business Enterprises (VIBE)	WIF ALL VIBE Reports/Worksheets/Forms (b)(5) and (b)(7)(E)	(d)(5) and (b)(5) (k)(2) and (b)(7)(E)
	Redact VIBE search results (b)(7)(E)	(k)(2) and (b)(7)(E)
ZSF Affirmative Pre-Screening Checklist	WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	Add (b)(7)(C) for any third party information	(k)(2) and (b)(7)(C)
Letter for Appointment, G-56 (if signed by USCIS) Note: Agencies other than USCIS also use this form (see G-56 in ICE/CBP documents processing tables)	Release	Release
	If addressed to a third party:	Release
	Redact all PII of any employee (except for name) (b)(6)	
	Redact all third party PII not released in the file (b)(6)	
EOIR Removal Proceedings Transcript of Hearing	Release in full	
USPS Address Check Screenprints	Redact third party PII (b)(6)	Release

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Screenprint Report	The Screenprint Report contains screenprints from multiple USCIS systems. Each line divide is considered a new screenprint. Process each screenprint according to current guidance. System names are not redacted when they are in the title of the screenprint. When the screenprints are not expanded, redact the results of any sensitive systems (b)(7)(E). Redact the printed by name and any User IDs with (b)(7)(c). Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and/or (j)(2) (b)(7)(E) (k)(2) (b)(7)(C) (k)(2) (b)(7)(E)
Significant Interest Report (SIR)	Redact names and PII of CBP/ICE officers (b)(7)(c) Release the names of USCIS employess Redact phone numbers of USCIS employees (b)(6) Review Synopsis/Details/Action Taken for any other redactions	(k)(2) (b)(7)(C) Release Release
CIS Status/History Data Screenprint	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) (b)(7)(E)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Application for T Nonimmigrant Status, Form I-914 (only applies to Approved or Unadjudicated applications)	If subject is the principal applicant, release in full	Release
	If subject is not the principal applicant, WIF (b)(7)(C)	(k)(2) and (b)(7)(C)
Application for Family Member of T-1 Recipient, Form I-914, Supplement A (only applies to Approved or Unadjudicated applications)	If subject is the principal applicant, redact all parts concerning the family member or anything that identifies the family member (b)(7)(C)	(k)(2) and (b)(7)(C)
	If subject is listed as the family member, redact all parts and identifiers of the principal applicant (b)(7)(C)	(k)(2) and (b)(7)(C)
	If subject is not listed on the form, WIF (b)(7)(C)	(k)(2) and (b)(7)(C)
Petition for U Nonimmigrant Status, Form I-918 (only applies to Approved or Unadjudicated applications)	If subject is the principal applicant, release in full	Release
	If subject is not listed as the principal applicant, WIF (b)(7)(C)	(k)(2) and (b)(7)(C)
Petition for Qualifying Family Member of U-1 Recipient, Form I-918, Supplement A (only applies to Approved or Unadjudicated applications)	If subject is the principal applicant, redact all parts concerning the family member or anything that identifies the family member (b)(7)(C)	(k)(2) and (b)(7)(C)
	If subject is listed as the family member, redact all parts and identifiers of the principal applicant (b)(7)(C)	(k)(2) and (b)(7)(C)
	If subject is not listed on the form, WIF (b)(7)(C)	(k)(2) and (b)(7)(C)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
U Nonimmigrant Status Certification, Form I-918, Supplement B Supplemental Declaration of Law Enforcement Officer for Victim of Trafficking in Persons, Form I-914 Supplement B	Process according to the agency that authored the document. For agencies we process: If victim is third party, WIF (b)(7)(C). Add (b)(6) if ICE. If Certifying Official is CBP or ICE, redact their PII (b)(7)(C). Add (b)(6) if ICE. If Certifying Official is local law enforcement, release their PII. Review and redact third party PII (b)(7)(C). Add (b)(6) if ICE. Review any narratives for possible redactions.	 (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(C) Add (b)(6) if ICE Release (k)(2) and (b)(7)(C) Add (b)(6) if ICE
Form N-400 Adjudication Processing Worksheet	Redact "Classified A-file Reviewed" whether circled or not (b)(7)(E)	(k)(2) and (b)(7)(E)

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General		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
I-360 Petition for Amerasian, Widow(er) or Special Immigrant		
For I-360s that fall under 1367 provisions:		
A VAWA self-petitioning spouse of an abusive U.S. citizen or lawful permanent resident	Release in full if your subject WIF (b)(7)(C) if not your subject's	Release in full is your subject (k)(2) and (b)(7)(C)
A VAWA self-petitioning child of an abusive U.S. citizen or lawful permanent resident; OR A VAWA self-petitioning parent of an abusive U.S. citizen son or daughter who is 21 years old or older	If the I-360 is filed by your subject, redact the spouse's information (b)(7)(C) WIF (b)(7)(C) if not your subject's	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C)

ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
COVID-19 Checklist	If signed by the SOR: Release in full If not signed by the SOR: WIF (b)(5) If officer name present, add (b)(7)(C). Add (b)(6) if ICE.	Release in full (b)(5) and (d)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
Detainee Transfer Notification	If served: Release in full If unserved: WIF (b)(5) If officer name present, add (b)(7)(C). Add (b)(6) if ICE.	Release in full (b)(5) and (d)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
EOIR DHS Portal	Review the DHS Location and officer name to determine who authored. If CBP/ICE: Redact the officer name and signature (b)(7)(C). Add (b)(6) if ICE. If USCIS, release in full	(k)(2) and (b)(7)(C) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Request for National DNA Database Entry	Review the Agency Name. If an agency we refer to: RIF If an agency we process: Review the address, if ICE/CBP redact any Suite, Room, Floors (b)(7)(C). If ICE add (b)(6). Redact the Phone # and POC (b)(7)(C). If ICE add (b)(6). Redact the Agency Sample or Transaction Ref # (b)(7)(E) Review the Collector's Name, if not a medical professional, redact (b)(7)(C). If ICE add (b)(6). Redact the Barcode (b)(7)(C) and (b)(7)(E). If ICE add (b)(6). Some versions of the form will have a Section 5, Fingerprint Collection. Redact the Name of the Fingerprint Collector (b)(7)(C). If ICE add (b)(6).	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)
Parole Advisal and Scheduling Notification, ICE Form 71-012	Redact officer's PII (b)(6), (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6)
Consular Notification of Rights	If CBP, release in full If ICE, redact officer PII (b)(6) and (b)(7)(C)	Release in Full (k)(2) and (b)(7)(C) (b)(6)
Request for Disposition for Salvadorans	Release in Full	Release in Full

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
EARM Search Results	Redact officer names/identifiers (b)(6) and (b)(7)(C) Redact URL (b)(7)(E) Review narratives for possible redactions. “Nothing found to display” is not a result and does not need to be redacted.	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(E)
Affidavit In Lieu of Lost Receipt of US INS for Collateral Accepted as Security, I-395	Redact officer names and third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
Alien Booking Record, I-385	Redact officer names (b)(7)(C)	(k)(2) and (b)(7)(C)
Alternative to Detention (ATD)	Redact officer names (b)(6) and (b)(7)(C), add (k)(2) if a PA case. Review for any other redactions.	(k)(2) and (b)(7)(C) (b)(6)
APIS NCIC Positive Response	Redact TID (b)(7)(C) Review narrative. Redact lookouts/wants/warrants/terrorist (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Appendix D/SYS POE	Redact officer names and third party information (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Assessment for Transportation, Escort, and Detention/Detainee Assessment	Review Notes/Explain section for deliberative material or sensitive words, (b)(5) or (b)(7)(E) Redact outstanding warrant results if either Yes or No is checked and Explain Section (b)(7)(E) Redact officer names and third party PII (b)(7)(C)	(d)(5) and (b)(5) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Avalanche TAC Record	WIF (b)(7)(E) If third party PII or officer name, add (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)
Background Check Registry	Redact officer names (b)(6) and (b)(7)(C) Redact all systems checked and results whether blank or not (b)(7)(E) If present, redact the ICE attorney name (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6) (k)(2)/(j)(2) and (b)(7)(CE) (k)(2) and (b)(7)(C) (b)(6)
Pre-Removal/Release Records Check	Redact officer names (b)(6) and (b)(7)(C) Redact entire systems record checks and results whether blank or not (b)(7)(E)	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Bag and Baggage, I-166	If served, release in full. If unserved: WIF (b)(5) If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Baggage Check CBP Form, I-77	Release	Release
Bond Backlog Action Team Action Sheet (BBAT)	Redact officer names (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6)
Medical Summary of Federal Prisoner/Alien in Transit, USM 553	If it is filled out by a U.S. Marshal, refer it to USM If it is signed by ICE/CBP, redact the officers name (b)(7)(C) and refer it to USM. If blank, refer to USM	If it is filled out by a U.S. Marshal, refer it to USM (k)(2) and (b)(7)(C) Refer to USM Refer to USM
Prisoner Remand or Order to Deliver and Receipt for United States Prisoners	RIF to USM If signed by CBP/ICE, prior to RIF: Redact CBP/ICE officers names, star numbers, and initials (b)(7)(C) Review the narrative for operation names, the names and results of all systems checked etc. (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Candidate Bio	Redact officer names, Terminal ID and third party PII (b)(7)(C), add (k)(2) if a PA case. Redact Location of Apprehension (b)(7)(E) Redact the names and results of all systems checked (b)(7)(E). Redact investigative info in narrative including sensor and scope locations (b)(7)(E) Review for other redactions.	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
CARRP Worksheet	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C) and (b)(7)(E)
CCH Signature Sheet Special Interest Group	Redact officer names/ identifiers, phone/fax (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
Certificate of Eligibility for Nonimmigrant Student Status, I-20	Release the name of the Principal or President of the school. Redact any other school employee PII (b)(6) and (b)(7)(C),	(k)(2) and (b)(7)(C) (b)(6)
Communications Records Checks	Redact officer names and identifiers (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
Continuation Page, I-831	Process the same as the document it is continuing.	Process the same as the document it is continuing.

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Customs Fugitive Report	WIF (b)(7)(C), (b)(7)(E), and possibly (b)(5). Add (b)(6) if ICE. If the I-205 (Warrant of Deportation) has been served then redact officer names and phone numbers (b)(7)(C). Add (b)(6) if ICE. Review for Case Number and TECS ID. Redact (b)(7)(E).	(k)(2) and (b)(7)(C)/(b)(7)(E) (d)(5) and (b)(5) Add (b)(6) if ICE (k)(2) and (b)(7)(C)/(b)(7)(E) (d)(5) and (b)(5) (k)(2) and (b)(7)(E)
Daily DRO News Submission Report	Review for any redactions.	Review for any redactions.
Deportable Alien Control System (DACS) screenprints	Redact Computer Soft Keys (e.g., PF7, F1=Help) (b)(7)(E) Redact database codes in header/footer (b)(7)(E) (e.g. CLOS, EOIR) Review for names/IDs (e.g. Last-Updater/Closed-By/OFF-ID), phone numbers. If present, redact (b)(6) and (b)(7)(C). Review narrative portions for any possible redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)
DHS Scratch Risk Classification Assessment (RCA) Sheet	Redact entire Public Safety Factors (b)(7)(E) Redact entire Risk of Flight Factors (b)(7)(E)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Discretionary Authority Checklist for Alien Applications	WIF (b)(7)(E) Add (b)(7)(C) for any officers or third party information Add (b)(5) for any deliberative material	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Division of Immigration Health Services (DIHS) In-Processing Health Screening Form/Other Medical Screening Forms	Redact officer names/identifiers (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE
CIS EARM or DACS Subsystem Display	If any of the fields below “ <i>Most Recent Update to CIS from DACS/EARM</i> ” contain data, add ICE bookmark Redact the Computer Soft Keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)
EARM View Encounter Summary	Redact Person ID, Case number, SIGMA number and URL (b)(7)(E) Review Landmark’s, Arrest At/Near, Operation, Consequence Delivery System for (b)(7)(E) Redact officer names/identifiers (b)(6) and (b)(7)(C) Review narratives for possible redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)
Print EID/EARM Results	Redact Person ID and URL (b)(7)(E) Review narratives for possible redactions.	(k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
ENFORCE screenprints	Redact Person ID, URL and Case number (b)(7)(E) Redact Wants/Warrants, and Security Threat Group (STG) status whether blank or not (b)(7)(E) Redact officer names/identifiers (b)(6) and (b)(7)(C) Review narrative for any possible redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)
PCQS ENFORCE screenprints	Redact Person ID and Case number (b)(7)(E) Redact officer names/identifiers and SSNs (b)(6) and (b)(7)(C) Redact the URL (b)(7)(E) Review narrative for any possible redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(E)
Enhanced Supervision Reporting (ESR)	Redact officer names (b)(6) and (b)(7)(C) Review for any other redactions.	(k)(2) and (b)(7)(C) (b)(6)
Escort Classification Worksheet	Redact officer names (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE
Field Information Report	Redact FIR number (b)(7)(E) Redact code name assigned to subject (b)(7)(C) Review for sensitive words (b)(7)(E)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Field Operations Worksheet & Deportation Case Check Sheet, I-170	Redact officer names (b)(6) and (b)(7)(C), add (k)(2) if a PA case. Redact Wants/Warrants, lookout, sensitive systems and sensitive words, File number (b)(7)(E) Review Remarks and Comments for redactions	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)
Final Administrative Removal Order, I-851A	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Immigration Bond Worksheet, BMIS Cash Bond Data Entry	Review third party PII, redact (b)(6) and (b)(7)(C). The name of the Bond Obligor is releasable. Review for officer names. Redact (b)(6) and (b)(7)(C), add (k)(2) if a PA case. Redact the issuing bank's account information if the obligor is an individual (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Immigration Bond, I-352	Multi-page document. Pages 1, 2 and 4 are directions. If Bond Obligor is an individual, redact the Bond Receipt No. (b)(6) and (b)(7)(C) Review third party PII, redact (b)(6) and (b)(7)(C). The Bond Obligor name is releasable. Redact officer names (b)(6) and (b)(7)(C) Review Field Office Director name/signature. If it is someone signing “for” redact (b)(6) and (b)(7)(C) If TIN is an individual (SSN) redact (b)(6) and (b)(7)(C). If a company, release. If obligor is a company, redact name/signatures of person signing for the company (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6)
Bond Control Unit	If obligor is an individual, redact the Receipt Number (b)(6) and (b)(7)(C). If a company, release. Redact officer names (b)(6) and (b)(7)(C) Review Explanation for possible redactions.	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Immigration Detainer – Notice of Action, I-247 / I-247A	Redact officer names (b)(7)(C). Add (b)(6) if ICE. Redact phone numbers (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(C) Add (b)(6) if ICE
Information for Travel Document or Passport, I-217	If ICE, redact third party PII (b)(6) and (b)(7)(C), add (k)(2) if a PA case. If CBP, you can release all third party PII. Redact officer names (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(b)(7)(C) and (k)(2) Release (b)(7)(C) and (k)(2) Add (b)(6) if ICE (k)(2) and (b)(7)(E)
Intensive Supervision Appearance Program (ISAP)	Redact officer names (b)(6) and (b)(7)(C) Redact Scores and Points (b)(7)(E) Review for any remarks to redact Review for third party PII, redact (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)
Investigation Preliminary Worksheet, G-600A	WIF (b)(6), (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
IO95 Inspection Results	Redact TID, LE officer names (b)(7)(C) Review narrative for (b)(7)(E), and depending on what's in the file, possibly (b)(7)(A) Redact lookout (b)(7)(E) Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E) Redact names of systems checked and results (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(A) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Letter for Appointment, G-56 (if signed by ICE) Note: Agencies other than ICE also use this form (see CBP below and G-56 General processing tables for USCIS)	Release If addressed to a third party: Redact all PII of any employee below a FOD/SAC (b)(6) and (b)(7)(C) Redact all third party PII (b)(6) and (b)(7)(C) Review government addresses and redact any suite, floor or office (b)(6) and (b)(7)(C)	Release (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Letter for Appointment, G-56 (if signed by CBP)	Release If addressed to a third party: Redact officer name (b)(7)(C) Redact all third party PII not released in the file (b)(7)(C) Review government addresses and redact any suite, floor or office (b)(7)(C)	Release (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C)
List of Alerts	Redact requestor names (b)(7)(C) Review Alert Text for information that needs to be held (b)(7)(C) and/or (b)(7)(E) If there is a URL, redact (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
LRS GEN General Area, Non-Specific (Zones/Grids) (Entry/Apprehension Landmarks)	Redact the names and results of all systems checked, GPS coordinates, latitude/longitudes, zones, grids, and specific locations (b)(7)(E) Redact officer names, star numbers, and initials (b)(7)(C)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
LRTPC Detainee Field Interview Sheet	Redact officer names, star numbers, and initials (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E) Redact investigative info in narrative including assets, GPS coordinates, latitude/longitudes, zones, grids, and specific locations (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and/or (j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Memo - Subject Permission to remain	Release	Release
Memo – Parole Revocation	Release	Release

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
NCIC Entry Report	Redact title of form “NCIC Entry Report, Original Entry” and the entire Wanted Person Entry (b)(7)(E), add (k)(2) if a PA case. Redact officer names (b)(7)(C), add (k)(2) if a PA case. Add (b)(6) if ICE. Review Remarks for possible redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
NCIC Query Results	Redact the title “NCIC Query Results” and Query ID if a number (b)(7)(E), add (k)(2) if a PA case. Redact officer names (b)(7)(C), add (k)(2) if a PA. Add (b)(6) if ICE. Review narratives for redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
NCIC Unit Worksheet NCIC Worksheet	WIF (b)(7)(E) If officer names are present, add (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
NFTS/RAILS Screenprints	Redact LE officer names (b)(7)(C). Redact references to sensitive words (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Notice and Order of Expedited Removal, I-860	If served, release in full. If unserved: WIF (b)(5) and (b)(7)(C) Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notice and Request for Disposition, I-274 (multi-page document)	If served: release in full. If unserved: WIF (b)(5) and (b)(7)(C). If ICE add (b)(6) Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(E)
Notice of Action – Voluntary Departure, I-210	If served: Other agency: release in full ICE: Redact officer PII (b)(6)/(b)(7)(C) If unserved: Other agency: WIF (b)(5) and (b)(7)(C). Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E) ICE: Redact officer PII (b)(6)/(b)(7)(C)	(k)(2) and (b)(6)/(b)(7)(C) (d)(5), (b)(5) (k)(2) and (b)(7)(C). (k)(2) and (b)(7)(E) (k)(2) and (b)(6)/(b)(7)(C)
Notice of Custody Determination, I-286	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notice of Immigration Bond Cancelled I-391 (multi page document) Notice-Immigration Bond Breached I-323	Redact third party PII (b)(6) and (b)(7)(C) If obligor is an individual, redact the Receipt/Breach Number (b)(6) and (b)(7)(C). If a company, release. If obligor is a company, redact signatures of person signing for the company (b)(6) and (b)(7)(C) Review the signature for District Director. If someone signed “for”, redact (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6)
Cashier’s Checks/Money Orders/Obligor ID/Power of Attorney for Bonds	If paid by Money Order: Redact the obligor’s address and money order serial number if it belongs to an individual (b)(7)(C) If paid by Cashier’s Check: Release in full if obligor is a company. Redact the issuing bank’s account information if the obligor is an individual and (b)(7)(C) Identification documents of the Obligor can also be included. Redact (b)(6). If the Obligor is a Bond Surety company, there may also be a Power of Attorney. Redact employee names (b)(6).	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) Release Release

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notice of Intent to Issue a Final Administrative Removal Order, I-851	If served, release in full. If unserved: WIF (b)(5) and (b)(7)(C)	(d)(5), (b)(5) (k)(2) and (b)(7)(C)
Notice of Intent/Decision to Reinstate Prior Order, I-871	If served (Acknowledgement and Response signed by subject), release in full. If unserved (subject did not sign the Acknowledgement and Response): WIF (b)(5). If officer PII present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Notice of Rights and Request for Disposition, I-826 (multi page document) Previous Versions: I-827A Request for Disposition I-826 Notice of Rights	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notice to Alien Ordered Removed/Departure Verification, I-296	If “Signature of officer serving warning” is signed, release in full. If “Signature of officer serving warning” is not signed: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	Release (d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Notice to Appear, Bond and Custody Processing Sheet, I-265 (multi page document)	Redact officer names (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE
Notice to Appear, I-862 (multi page document)	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Notice to Appear – Arriving Alien & UAC	Redact officer names and identifier (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and/or (j)(2) and (b)(7)(E)
Notice to Consular Officer Concerning Detention I-264	Redact officer names (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE
Notice to Deliver Alien, I-340	Redact officer names (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE
Notice to Detain, Remove, or Present Alien, I-259	Redact the officer name and signature (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notice to EOIR: Alien Address, I-830, I-830E	Redact the officer names (b)(7)(C). Add (b)(6) if ICE. Review for any other appropriate redactions (e.g. SIGMA number, suite/floor/office of any government address, etc.) Release the “respondent reported his/her address and telephone number will be” in full. This is provided by the subject.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE.
Order of Release on Recognizance, I-220A	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Order of Supervision, I-220B, (multi page document)	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Order to Appear Deferred Inspection, I-546	Redact officer names (b)(7)(C) Review for other redactions.	(k)(2) and (b)(7)(C)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Order to Detain or Release Alien, I-203	Redact officer names. Add (b)(6) if ICE Review for SIGMA number, redact (b)(7)(E) Review the government address for suite, floor, or building number. Redact (b)(7)(C). Add (b)(6) if ICE. Review remarks for any redactions.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
Order to Show Cause and Notice of Hearing, I-221 (multi page document)	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Post Order Custody Review Worksheet (consists of several pages)	Redact officer names (b)(7)(C) Review for deliberative material (b)(5)	(k)(2) and (b)(7)(C) (d)(5) and (b)(5)
PQH API/Hit Data	Redact TID and inspector number (b)(7)(C) Redact information under RSLT column (b)(7)(E) Redact codes in the header and computer soft keys (b)(7)(E) Review the TECS Record ID, redact if we normally would on a TECS II Person Subject Query or if an agency we would RIF to.	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Principal Legal Advisor Network (PLANet) Case Summary	Redact the URL (b)(7)(E) Redact trial attorney names (b)(6) and (b)(7)(C) Review for any other redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)
Prosecution Report	Redact officer names and third party PII (b)(7)(C). Add (b)(6) if ICE. Review for deliberative material (b)(5)	(k)(2) and (b)(7)(C) Add (b)(6) if ICE (d)(5) and (b)(5)
Receipt of Immigration Officer US Bonds, I-305 (multi page document)	Review third party PII, redact (b)(6) and (b)(7)(C). The Bond Obligor name is releasable. Redact officer names (b)(6) and (b)(7)(C) If obligor is an individual, redact the Receipt Number (b)(6) and (b)(7)(C). If a company, release. Redact the issuing bank's account information if the obligor is an individual (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Record of Deportable/Inadmissible Alien, I-213	Redact officer names and third party PII/statements (b)(7)(C). Add (b)(6) if ICE. Redact the names and results of all systems checked (b)(7)(E) Redact investigative info in narrative including assisting assets like sensors/scopes and their locations (b)(7)(E) Redact GPS coordinates, latitude/longitudes, zones, grids, and specific locations (b)(7)(E) Review for SIGMA number, redact (b)(7)(E)	(k)(2) and (b)(7)(C) (b)(6) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Record of Measures Taken to Obtain Travel Document for Deportation	Review for officer name. Redact (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6)
Record of Sworn Statement in Administrative Proceedings, I-877	If ICE, redact officer PII and third party PII (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) Add (b)(6) if ICE
Record of Sworn Statement in Proceedings under Section 235(b)(1) of the Act, I-867A	Make any other appropriate redactions in accordance with guidance	
Record of Sworn Statement in Affidavit Form, I-215B	If CBP, release in full.	Release
Record of a Sworn Statement, I-263B		
FDNS Referral to Immigration & Customs Enforcement (RTI)	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Report of Apprehension or Seizure	Redact Officer names (b)(7)(C). Add (b)(6) if ICE. Redact vehicle information (b)(7)(C) Review narrative for (b)(7)(C), (b)(7)(E), and possibly (b)(5)	(k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Report of Detainees missing Property, I-387	Redact officer names (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C)
Report of Investigation (ROI) or Memorandum of Investigation (MOI)	WIF (b)(7)(C) and (b)(7)(E). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) and (b)(7)(E) Add (b)(6) if ICE
Rio Grande Valley Sector	Redact officer names, phone and fax numbers (b)(7)(C) If first box is checked next to IAFIS/IDENT, redact the whole line (b)(7)(E) Redact the names and results of all systems checked (b)(7)(E) Review for sensitive information directly under "Special Handling Instructions for Agent" area	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
San Ysidro or Otay Mesa Port of Entry Enforcement Team Computer Checklist for Expedited and Other Removals	Redact officer names (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
SEACATS S/A/S Short/Long Summary (Seized Assets and Case Tracking System)	If CBP: Redact TID, officer names, phone, SSNs (b)(7)(C) If ICE: Redact the TID (b)(7)(E) Redact officer names, phone, SSNs (b)(6) and (b)(7)(C) Redact watchlist or lookout (b)(7)(E) Redact FPF and Incident numbers (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Secondary Inspection	Redact TID, officer names (b)(7)(C) Redact “reason for referral” section if lookout/want/warrant/ terrorist mentioned (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Secondary Referral Tracking Sheet/PLOR Worksheet	Redact officer names, star numbers, and initials (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E) Redact investigative info in narrative including assets, GPS coordinates, latitude/longitudes, zones, grids, specific locations and operations (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Student & Exchange Visitor Information System (SEVIS) system prints	Redact officer name/login (b)(6) and (b)(7)(C) Redact URL (b)(7)(E) Redact third party PII (b)(6) and (b)(7)(C) Review for any other redactions	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Subject Encounter Details Screen	Redact the user name (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact the names and results of all systems checked (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
Expanded Subject Encounter Details Screen	Each line divide is considered a new screenprint. Process each screenprint according to current guidance.	
	System names are not redacted when they are in the title of the screenprint.	
	Redact the results of any systems (b)(7)(E)	(k)(2)/(j)(2) and (b)(7)(E)
	Redact the User IDs with (b)(7)(c)	(k)(2) and (b)(7)(C)
	Redact URL (b)(7)(E)	(k)(2) and (b)(7)(E)
Supervisor's Sworn Statement	WIF (b)(7)(C) and (b)(5)	(k)(2) and (b)(7)(C) (d)(5) and (b)(5)
Travel Document Request and/or Worksheet	Redact officer names (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE
Unaccompanied Alien Child (UAC) – Initial Placement Referral Form	Redact officer names, email, signatures, badges and phone (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party information (b)(7)(C)	(k)(2) and (b)(7)(C)
	Review for deliberative material (b)(5)	(d)(5) and (b)(5)
Unaccompanied Alien Child Screening Addendum, CBP Form 93	Redact officer names and signatures (b)(7)(C)	(k)(2) and (b)(7)(C)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
USBP Field Processing Form	Redact LE officer names, star numbers, and initials (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E) Redact investigative info in narrative including assets, GPS coordinates, latitude/longitudes, zones, grids, specific locations and operations (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2)/(j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
US CBP Consolidated Secondary Inspection System	Redact LE officer names (b)(7)(C) Redact Lookout and URL (b)(7)(E) Strike through FOUO (This has been suspended until further notice) Review narrative	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Warning as to Rights in an Administrative Proceeding Interview Log, I-214	Release in full if belongs to subject	Release in full if belongs to subject

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Warning for Failure to Depart, I-229 (multiple pages) Warning for Failure to Depart, I-229(a) (multiple pages) Warning for Failure to Comply with Terms of Supervised Release, I-229(b)	If served: Other agencies: release in full. ICE: redact Officer's name (b)(6), (b)(7)(C) Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E) If unserved: Other agency: WIF (b)(5) and (b)(7)(C). ICE: redact Officer's name (b)(6), (b)(7)(C) Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(k)(2) and (b)(6), (b)(7)(C) (k)(2) and (b)(7)(E) (d)(5), (b)(5) (k)(2) and (b)(7)(C) (k)(2) and (b)(6), (b)(7)(C) (k)(2) and (b)(7)(E)
Warning to Alien Ordered Removed or Deported, I-294	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Warrant for Arrest of Alien, I-200	If served, release in full. If unserved: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)
Warrant of Removal/Deportation, I-205	If executed, release in full. If un-executed: WIF (b)(5). If officer name present, add (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E) Note: I-205 is considered executed if the Port, date and manner of removal is filled out in addition to either the Departure witnessed by and/or the Departure Verified by is signed.	(d)(5), (b)(5) (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Withdrawal of Application for Admission/Consular Notification, I-275	Narrative usually matches the I-213 if there is one present in the file. Follow the same processing methods as the I-213. Redact officer names, signatures and star numbers (b)(7)(C). Add (b)(6) if ICE. Review for any additional applicable exemptions (e.g. SIGMA number, IBIS stamps, etc.) (b)(7)(E)	(k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(E)
FD-258 / FD-259 / FD-249 Fingerprint Cards	Redact officer names (b)(7)(C). Add (b)(6) if ICE. Review for SIGMA number, redact (b)(7)(E) Review the government address for suite, floor, or building number. Redact (b)(7)(C). Add (b)(6) if ICE. Review remarks for any redactions.	(k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
Detainee Classification System	Review for SIGMA number, redact (b)(7)(E) Redact officer name and ID (b)(6) and (b)(7)(C) Redact the entire Evaluation and Scoring sections (b)(7)(E)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Record of Persons and Property Transferred, I-216	Redact officer names and phone numbers (b)(7)(C). Add (b)(6) if ICE. Redact any third parties (b)(7)(C). Add (b)(6) if ICE. Review Gang Membership. If subject answers Yes, review comments and redact gang name (b)(7)(E) Redact manifest number (b)(7)(E) Review Comments for any redactions. If URL is from the Targeting Framework, WIF (b)(7)(C) and (b)(7)(E).	(k)(2) and (b)(7)(C) Add (b)(6) if ICE (k)(2) and (b)(7)(C) Add (b)(6) if ICE. (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Record of Determination/Parole Determination Worksheet ICE Form 71-013	Review any comments for possible redactions. Part II review for possible (b)(7)(E) redactions Redact officer names (b)(6) and (b)(7)(C) Review the officer's recommendations in Part III for possible redactions.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Incident of Prohibited Acts and Notice of Charges, I-884	Redact officer names/identifiers/signatures (b)(6) and (b)(7)(c)	(k)(2) and (b)(7)(c) (b)(6)
	Redact Classification Level (b)(7)(e)	(k)(2) and (b)(7)(e)
	Review for third party PII, redact (b)(6) and (b)(7)(c)	(k)(2) and (b)(7)(c) (b)(6)
	Review for SIGMA number, redact (b)(7)(e)	(k)(2) and (b)(7)(e)
Investigation Report, I-890	Redact officer names/identifiers/signatures (b)(6) and (b)(7)(c)	(k)(2) and (b)(7)(c) (b)(6)
	Review for third party PII, redact (b)(6) and (b)(7)(c)	(k)(2) and (b)(7)(c) (b)(6)
	Review for SIGMA number, redact (b)(7)(e)	(k)(2) and (b)(7)(e)
Institution Disciplinary Panel Report, I-894	Redact officer names/identifiers/signatures (b)(6) and (b)(7)(c)	(k)(2) and (b)(7)(c) (b)(6)
	Review for third party PII, redact (b)(6) and (b)(7)(c)	(k)(2) and (b)(7)(c) (b)(6)
	Review for SIGMA number, redact (b)(7)(e)	(k)(2) and (b)(7)(e)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Trial Attorney Worksheet (ICE)	Redact officer names and trial attorneys (b)(6) and (b)(7)(C) Review the narrative and entire form for redactions. May contain officer names, deliberative notes, national security notes, etc. Release all factual information. Redact Special Flags section (b)(7)(E)	(k)(2) and (b)(7)(c) (b)(6) (k)(2) and (b)(7)(e)
Mail Documents addressed FROM ICE Envelopes United States Postal Service Federal Express United Postal Service	Apply the ICE bookmark Redact third party PII (b)(6) and (b)(7)(C) Redact any suite, floor or office number of a government address (b)(6) and (b)(7)(C) Redact all PII of any employee below a FOD/SAC (b)(6) and (b)(7)(C) Redact any tracking numbers (e.g. certified mail, FEDEX tracking, etc.) (b)(6) and (b)(7)(C) Note: This does not apply to mail documents addressed TO ICE or the correspondence itself.	(k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6) (k)(2) and (b)(7)(C) (b)(6)
Suite, Floor, Building Number, Office of Government Addresses	Redact (b)(7)(C). Add (b)(6) if ICE. Note: This applies to ANY government address located on a CBP or ICE document. It also applies to a CBP or ICE address located on other documents that are not signed by, served or mailed to the subject.	(k)(2) and (b)(7)(C) (b)(6)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Notification of Requirement for Change of Address	Release in full	Release in full
Instruction Sheet to Detainee Regarding Requirement to Assist in Removal	Release in full	Release in full
Online Detainee Locator System	Release in full	Release in full
Interim Notice Authorizing Parole	Release in full	Release in full
Emails not originating with ICE, but contain an ICE reply	Do not apply an ICE bookmark Make appropriate PII redactions (b)(7)(C) Review for other applicable redactions	(k)(2) and (b)(7)(C)
Operation Names	Redact operation names (b)(7)(E). Common operations (but not limited to) are: Looking Glass, Night Hawk, Streamline, Perfect Sleeper, Phalanx	(k)(2) and (b)(7)(E)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Forensic Document Laboratory (FDL)		
Request for Laboratory Examination	Redact all PII of any employee below a FOD/SAC (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6)
FDL Response Letter	Redact FDL case number (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact all PII of any employee below a FOD/SAC (b)(6) and (b)(7)(C)	(k)(2) and (b)(7)(C) (b)(6)
	Redact FDL case number (b)(7)(E)	(k)(2) and (b)(7)(E)
	Review the Findings/Remarks for any possible redactions.	
Criminal Complaint Incl. Attached Statements	Redact officer's name/signature (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) (b)(6)
	Review for any other applicable redactions.	
Final Disposition Report	Redact the officer name and signature (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) (b)(6)
	Review for suite, floor, room numbers. Redact (b)(7)(C). Add (b)(6) if ICE.	(k)(2) and (b)(7)(C) (b)(6)
	Review for SIGMA number, redact (b)(7)(E)	(k)(2) and (b)(7)(E)
I-770 Notice of Rights and Request for Disposition	Release in full	Release in full
WA/NTA Checklist	Redact officer PII (b)(7)(C)	(k)(2) and (b)(7)(C)

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ICE and CBP Documents (USCIS may also use these forms. Process according to CBP guidance)		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
G-170 Alien Smuggler Data Input Sheet	Redact officer PII and third party PII (b)(7)(C) Review for any other redactions	(k)(2) and (b)(7)(C)
G-143 Lookout Notice Worksheet	WIF (b)(7)(E) Add (b)(7)(C) for any officer/third party PII. Add (b)(6) if ICE.	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C) Add (b)(6) if ICE
ICE Confidential Source Payment and Benefit Transaction Receipt	Redact officer PII (b)(6)/(b)(7)(C)	(k)(2) and (b)(6)/(b)(7)(C)
Arrival and Departure Information System (ADIS)	Redact names and results of systems check (b)(7)(E) Redact the URL (b)(7)(E) Redact the Person ID (b)(7)(E) Release encounter information; Events, History, Documents Used, etc. Review Observations for any derogatory information.	(k)(2) and/or (j)(2) and (b)(7)(E) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E)
Reporting to ICE after Release into the United States/ICE Field Offices	Release in full	Release in full

ORR Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Verification of Release	Redact third party PII (b)(6)	Release
UAC Basic Information/Discharge Notification	Redact third party PII (b)(6)	Release

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ORR Documents		
ORR Notification to ICE Chief Counsel Release of Unaccompanied Alien Child to Sponsor/Request to Change Address	Redact third party PII (b)(6)	Release
ORR Notice of Transfer to ICE Chief Counsel Change of Address/Change of Venue	Redact third party PII (b)(6)	Release
ORR/DUCS Release Request Worksheet	Redact third party PII (b)(6)	Release
Initial Medical Exam	Release in Full if it is your subject	Release

OBIM Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
US-VISIT Secondary Inspection Tool Verification Worksheet, G-1221	Redact officer names/identifiers (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Watchlist, Lookout and Mismatch information citing (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact FDNS whether filled in or blank (b)(7)(E)	(k)(2) and (b)(7)(E)
US-VISIT Biometric Capture	Redact UserName and Terminal ID (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact the URL (b)(7)(E)	(k)(2) and (b)(7)(E)

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OBIM Documents		
US-VISIT	Redact the URL (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact User IDs and TIDs (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Apprehension Method, if present (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact Apprehended By name, if present (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Person Identifier ID and Type, if NUIN is present (b)(7)(E)	(k)(2) and (b)(7)(E)
	Review the Comments section for sensitive information to include, but not limited to, Watchlist, Lookout, FBICMF, Wants, Warrants, TSC, Terrorist, ICE HSI	(k)(2)/(j)(2) and (b)(7)(E)

IDENT System Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
IDENT System Screenprint	Redact agent's names (b)(7)(c)	(k)(2) and (b)(7)(C)
	Redact Alert and Lookout numbers (b)(7)(E)	(k)(2) and (b)(7)(E)
	Review for Watchlist, NS or NSC (National Security Concern), TSC (Terrorist Screening Center), KST (Known/Suspected Terrorist) and others. Redact (b)(7)(E)	(j)(2) / (k)(2) and (b)(7)(E)

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IDENT System Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Application IDENT Resolution Memorandum, ASC I-90	If the form is not signed and there is not any indication in the file that the I-90 was issued, WIF (b)(5) Review for possible names and results of systems checked. Redact (b)(7)(E) If a final decision has been reached, there are no names of systems checked, the form is signed and dated, you may release this form	(d)(5) and (b)(5) (k)(2)/(j)(2) and (b)(7)(E)
IDENT USV Hits Report for NIV Applicant	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)

BoP Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Public Information Inmate Data	If it is your subject you will release in full	
Detainer Action Letter	Redact all officer names and phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
Inmate Assignments	Redact all BoP staff names (b)(7)(C)	(k)(2) and (b)(7)(C)
Transfer Receipt	Redact all names; including your subject, and their A-number/inmate number (b)(7)(C)	(k)(2) and (b)(7)(C)

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BoP Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Inmate Load with an Inmate Intake Receipt	Redact any officer names or third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact all officer names on the Inmate Intake Receipt with (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact any gang information (b)(7)(F)	(k)(2) and (b)(7)(F)
Inmate Profile	Redact all BoP staff names (b)(7)(C)	(k)(2) and (b)(7)(C)
Release Authorization	Redact all officer names and any phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
CIM Clearance and Separatee Data	Redact entire separatee data section (b)(7)(C) and (b)(7)(f)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(f)
Supervision Release Plan	Redact all officer names and third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
Inmate Roster	Redact all inmate names and register numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
Security/Designation Data	Redact all officer names, BoP staff and phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact the RMKS area if there is gang, material witness or security threat related information (b)(7)(F)	(k)(2) and (b)(7)(F)
	Redact law enforcement techniques (b)(7)(E)	(k)(2) and (b)(7)(E)
Inmate Discipline Data	Redact all officer names, third party name and any other identifies (b)(7)(C)	(k)(2) and (b)(7)(C)

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BoP Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Health Services Clinical Encounter	Redact officer and BoP staff names (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party PII, (b)(7)(C)	(k)(2) and (b)(7)(C)
Presentence Report	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C)/(b)(7)(E)
Prisoner Remand	Redact all officer names and any phone numbers (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact grand or witness information (b)(7)(C) and (b)(7)(F)	(k)(2) and (b)(7)(C)(b)(7)(F)
Witness Security Program	RIF to BoP	RIF to BoP
Communications Management Unit	RIF to BoP	RIF to BoP
Special Administration Measures	RIF to BoP	RIF to BoP

DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
NIV Applicant Summary Report	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	If URL is present add (b)(7)(E)	(k)(2) and (b)(7)(E)
DoS Screenprints with Sensitive but Unclassified (SBU) Paragraph	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	If URL is present add (b)(7)(E)	(k)(2) and (b)(7)(E)
Report 24 – Scheduled Applicants Case Records Appointment Dates	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Report 71 – Case Accountability Report	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Visa Application Detail – Visa Application	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
DoS Cable	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
DoS Cable responding to the subject/attorney	Release	Release

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Refusal Worksheet	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
DoS File Summary	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Non-Immigrant Visa Application	Redact DoS officer stamps and annotations (b)(3), 8 U.S.C. 1202(f) If URL is present redact (b)(7)(E)	(b)(3), 8 U.S.C. 1202(f) (k)(2) and (b)(7)(E)
CEAC DS-160 Online Non-Immigrant Visa Application Report	Redact top portion of page 1, used for DoS remarks, (b)(3), 8 U.S.C. 1202(f) Redact adjudicative marks, (b)(3), 8 U.S.C. 1202(f). If URL is present redact (b)(7)(E) Redact Data Check Details and Previous Submissions (b)(3), 8 U.S.C. 1202(f) Review areas “Enter the reason for reopening...” & “Note: Per VO guidance, etc...” (b)(3) 8 U.S.C. 1202(f):	(b)(3), 8 U.S.C. 1202(f) (b)(3), 8 U.S.C. 1202(f) (k)(2) and (b)(7)(E) (b)(3), 8 U.S.C. 1202(f) (b)(3), 8 U.S.C. 1202(f)
IV Request for Immigrant Numbers & Immigrant Visa Allocation Management System (IVAMS)	WIF (b)(3), 8 U.S.C. 1202(f) If URL is present add (b)(7)(E)	(b)(3), 8 U.S.C. 1202(f) (k)(2) and (b)(7)(E)
DoS Online Immigrant Visa and Alien Registration Application (DS-260)	If URL is present redact (b)(7)(E)	(k)(2) and (b)(7)(E)
DoS Advisory Opinion Memorandum	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Fee Payment Receipt Details	Redact the “Payer E-mail” if it is a third party e-mail address, (b)(6) If URL is present redact (b)(7)(E)	Release (k)(2) and (b)(7)(E)
PCQS DoS-CCD Details	WIF (b)(3), 8 U.S.C. 1202(f) Add (b)(7)(E) for any results	(b)(3), 8 U.S.C. 1202(f) (k)(2) and (b)(7)(E)
National Visa Center – Post Supplement Report	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
National Visa Center Fraud Prevention Unit	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
National Visa Center Affidavit of Support Information	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
NVC Document Routing Form	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Bureau for Population, Refugees and Migration Biodata Form	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Travel Authorization Letter	Redact third party PII (b)(6)	Release
UNHCR Resettlement Submissions for Protracted Refugee Population Project	WIF (b)(3), 8 U.S.C. 1202(f) and (b)(5)	(b)(3), 8 U.S.C. 1202(f) and (d)(5)

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
UNHCR Resettlement Registration Form	Sections 1 and 2 can be released with proper VOI	Release
	Section 3 contains PII on subject/spouse' relatives. Redact third party PII (b)(6)	Release
	Sections 4.2, 4.3, 4.4 and 5 contain deliberative information redact (b)(5)	(d)(5) and (b)(5)
	If third party PII, add (b)(6) Section 5 continuation contains deliberative information redact (b)(5)	Release (d)(5) and (b)(5)
	Sections 6 and 7 (if there are any comments) contain deliberative information redact (b)(5)	(d)(5) and (b)(5)
	If third party PII, add (b)(6)	Release
Registration for Classification as Refugee and its Signature Page, I-590	Redact the names of overseas employees (Refugee Officers, Interpreters, etc.), (b)(6)	Release
	Redact the names and results of all systems checked (b)(7)(E)	(k)(2) and (b)(7)(E)
	If deliberative notes redact (b)(5)	(d)(5) and (b)(5)

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Refugee Application Assessment	Redact overseas Asylum/Refugee Officer names (b)(6) Sections III – V contain deliberative information redact (b)(5) Top Section VI, even if blank, redact (b)(7)(E) Lower section of VI redact (b)(5) if subject is not aware of decision Redact Refugee Officer notes and redact the names and results of all systems checked (b)(7)(E)	Release (d)(5) and (b)(5) (k)(2) and (b)(7)(E) (d)(5) and (b)(5) (k)(2) and (b)(7)(E)
Refugee Access Verification Unit (RAVU) Affidavit of Relationship (AOR) Checklist	WIF (b)(5) If officer is working overseas and/or for third party PII, add (b)(6) If law enforcement information and/or names and results of all systems checked are present, add (b)(7)(C) and/or (b)(7)(E)	(d)(5) and (b)(5) Release (k)(2) and (b)(7)(C) and/or (b)(7)(E)
Child Status Protection Act (CSPA) Worksheet	Part A - release to a first party Parts B, C, D, and E - contain deliberative information redact (b)(5)	(d)(5) and (b)(5)
Child Status Protection Act (CSPA) Formula Worksheet	Release to a first party Requestor Exception. If there are deliberative notes needing to be held, redact (b)(5)	(d)(5) and (b)(5)

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
CLASS/SAO Name Check Results Report (SAO) Security Advisory Opinion	Redact third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact any CLASS and SAO results (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact Travel FP Status results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact IAC Status results (b)(7)(E)	(k)(2) and (b)(7)(E)
Form I: Joint Voluntary Agency, Bio Information	Redact third party information (b)(6)	Release
Form II: Joint Voluntary Agency, Additional Resettlement Information		
Form III: Joint Voluntary Agency, Form Family Tree for Each Member of Case		
Reception and Placement Program Assurance Form	Redact third party PII (b)(6)	Release
	WIF (b)(5) if not completed	(d)(5) and (b)(5)
Refugee Case History Form	WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	If Refugee Officer if overseas add (b)(6)	
Resettlement Support Center - Case Log/File Notes	WIF Refugee officer notes (b)(7)(e)	(k)(2) and (b)(7)(E)
	If Refugee Officer is overseas, add (b)(6)	
CWS/RSC Nairobi Field Team Quality Assurance Worksheet	WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	If Refugee Officer is overseas, add (b)(6) if FOIA	

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
E-Mails Discussing Refugee Operations	WIF (b)(3), 8 U.S.C. 1202(f) If a Refugee Officer's name, phone number, e-mail address or other personal identifiers are present, add (b)(6)	(b)(3), 8 U.S.C. 1202(f)
Bureau of Human Rights and Humanitarian Affairs (BHRHA)	Redact the Verbal Testimony (b)(5) Redact, the BHRHA stamp (b)(3), U.S.C. 1202(f)	(d)(5) and (b)(5) (b)(3), 8 U.S.C. 1202(f)
Request for Immigrant Number(s)	Redact the "requested by" name if it belongs to an Immigration Inspector (b)(7)(C) Redact third party PII, (b)(6) Redact the VISA Control/VO Use stamps and annotations (b)(3), 8 U.S.C. 1202(f)	(k)(2) and (b)(7)(C) Release (b)(3), 8 U.S.C. 1202(f)
Two Way Visa Action Request and Response	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
Sworn Statements	Redact overseas officer name (b)(6)	Release
Release of Information Consent Form	Redact overseas officer name (b)(6)	Release
Refugee Interview	Release to first party requesters Redact deliberative notes (b)(5)	Release (d)(5) and (b)(5)
Addendum to Refugee Application Assessment Interview Notes	WIF (b)(7)(e) If officer name(s) present add (b)(6)	(k)(2) and (b)(7)(E) Release
US Refugee Admission Program	Release with proper VOI	Release

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Health Assessment Informed Consent Form	Release with proper VOI	Release
Joint Voluntary Agency (JVA)	Redact deliberative notes (b)(5) Redact references to fraud (b)(7)(C) and/or (b)(7)(E)	(d)(5) and (b)(5) (k)(2) (b)(7)(C) and/or (k)(2) (b)(7)(E)
Internal Routing Sheets	Release with proper VOI Redact third party PII (b)(6) Redact deliberative information (b)(5)	Release Release (d)(5) and (b)(5)
Non-Immigrant Visa Data Display	If it relates to the subject Release the subject's information Redact TID (b)(7)(C) Redact comments, the names and results of all systems checked and computer softkeys (b)(7)(E)	Release (k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
Case/Applicant Entry -Retrieve Window	WIF (b)(3), 8 U.S.C. 1202(f) and (b)(7)(E)	WIF (b)(3), 8 U.S.C. 1202(f) (k)(2) and (b)(7)(E)
Department of State Letters	If not signed by a Field Office Director/District Director and completed overseas Redact overseas officer name (b)(6)	Release letters and documents mailed to and served on the subject Release letters and documents signed by a Field Office Director/District Director
Form I-566 (Interagency Record of Request)	If the DoS Use Only section has a recommendation box checked and/or DoS notes in the provided space, redact (b)(3), 8 U.S.C. 1202(f).	If the DoS Use Only section has a recommendation box checked and/or DoS notes in the provided space, redact (b)(3), 8 U.S.C. 1202(f).

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
FS-551, Immigrant Visa and Alien Registration	Release to first party Redact officer names and/or initials if systems check conducted (b)(7)(C) Redact the names and results of all systems checked (b)(7)(E)	Release (k)(2) (b)(7)(C) (k)(2) (b)(7)(E) and/or (j)(2) (b)(7)(E)
DS-2053 or DS-2054, Medical Examination for Immigrant or Refugee Applicant	Release to first party with proper VOI	Release
DS-3024, Chest X-Ray and Classification Worksheet	Release to first party with proper VOI	Release
DS-3025, Vaccination Document Worksheet	Release to first party with proper VOI	Release
DS-3026, Medical History and Physical Examination Worksheet	Release to first party with proper VOI	Release
Optional Form 157, Medical Examination of Applicants for United States Visas	Release to first party with proper VOI	Release
Blood Test Results	Release to first party with proper VOI	Release
Non-Immigrant Fiancé (E) Visa Application	Release to first party	Release
DS-160, Online Non-Immigrant Visa Application	Release to your subject	Release
Supplement to Non-Immigrant Visa Application	Release to your subject	Release
Profile of Asylum Claims and Country Conditions Human Rights Report Executive Summary	Redact URL (b)(7)(E)	(k)(2) and (b)(7)(E)
DoS Documents Filed or Served in Court (by the subject or their representative)	Release to your subject	Release

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DoS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
DS-2019, Certificate of Eligibility for Exchange Visitor, (J-1) Status (Formerly IAP-66)	Release to your subject	Release
IAP-66, Certificate of Eligibility for Exchange Visitor, (J-1) Status	Release to your subject	Release
Diversity Immigrant Visa Information System Application Biodata and Photo Information	WIF (b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)

FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
R-84 Disposition Report	Review for SIGMA number, redact (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact officer PII (b)(7)(C), add (b)(6) if ICE.	(k)(2) and (b)(7)(C), add (b)(6) if ICE
CPMS (EOIR: ASC Encounter), FBI Response	Redact FBI Response area (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact officer names/initials/phone numbers and third party PII (b)(7)(C)	(j)(2) and (b)(7)(C)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Screenprint Report - FBI Name Check, FP Report and FPCK Report	The NAME Report is in reference to the FBI Name check. Results should be redacted (b)(7)(E) The FP Report and FPCK Report are in reference to FD258 Tracking System. Results should be redacted (b)(7)(E) Redact the printed by name and any User IDs (b)(7)(c) Strike through For Official Use Only (FOUO) marking. (This has been suspended until further notice) Note: Each line divide is considered a new screenprint. System names are not redacted when they are in the title of the screenprint.	(j)(2) and (b)(7)(E) (j)(2) and (b)(7)(E) (k)(2) and (b)(7)(C)
Biographic Information	Redact the FBI stamp (b)(7)(E)	(j)(2) and (b)(7)(E)
FD-249 / FD-259 Fingerprint Cards (Arrest/Criminal)	Redact the law enforcement officer's name on the back (b)(7)(C)	(k)(2) and (b)(7)(C)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
FD-258 Fingerprint Cards (Applicant)	Redact third party FBI numbers, SSNs, law enforcement officer names (b)(7)(C)	(k)(2) and/or (j)(2) and (b)(7)(C)
	Review the back of the card and if there is a phone number present redact (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact “Not Identical with FBI Number(s) Retrieved via Name Check...” stamp (b)(7)(E)	(j)(2) and (b)(7)(E)
Tentative IDENT Cards	Redact TENTATIVE IDENT (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact third party FBI numbers (b)(7)(C)	(j)(2) and (b)(7)(C)
	If the Social Security Number (SSN) cannot be verified that it belongs to the subject redact (b)(7)(C)	(j)(2) and (b)(7)(C)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
RAP Sheet	Redact search results (b)(7)(E), to include “No Candidates were found”; “A search of the fingerprints on the above individual has revealed no prior arrest”; “Civil Non-Ident”; “result of criminal return IDENT Ten-Print submission”; and “result of civil return IDENT Ten-Print submission”	(j)(2) and (b)(7)(E)
	Redact codes in the header and computer soft keys (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact Wanted Persons, TSC (Terrorist Screening Center), KST or non-KST (Known or Suspected Terrorist), Lookout, Watchlist, and other results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact Civil/Criminal “Non-Ident”/”Ident” (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact entire references to Person of Interest/Special Interest Alien (contact HSI/JIOC) (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact law enforcement officer names/initials/phone numbers and third party PII (b)(7)(C).	(j)(2) and (b)(7)(C)
	Redact the Search Findings result section (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact all secure law enforcement system URLs (b)(7)(E)	(j)(2) and (b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
	Review for any other redactions. Strike through FOUO/LES. (This has been suspended until further notice)	
I-601 and I-212 Processing Sheet	Always redact "FBI Report" and check boxed area (b)(7)(E)	(j)(2) and (b)(7)(E)
I-485 Processing Worksheet (ADJ)	Redact "FBI Query checked", "Final Results of FBI Query/FTRK" and "If IDENT. Rap sheet interfiled" fields including Initials and Remarks columns (b)(7)(E) for the result and (b)(7)(C) for the initials	(j)(2) and (b)(7)(C)/(b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
I-485 Adjudications Processing Worksheet (G-1270)	Redact the name and result of ALL systems checked, Initials and Remarks columns (b)(7)(E) and (b)(7)(C)	(k)(2)/(j)(2) and (b)(7)(C)/(b)(7)(E)
	Redact the FBI result fields, Initials and Remarks columns (b)(7)(E) and (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	Redact the FBI Name Check, Fingerprint result, TECS/SQ11, and IBIS fields (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact the Interview and Verify By names (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact CARRP and FDNS regardless if there is an action (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact the last character of the FD-258 Control number (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact VIBE results (b)(7)(E).	(k)(2) and (b)(7)(E)
Asylum/Refugee I-485 Processing Worksheet	Redact the FBI name and results checked, Initials and Remarks columns (b)(7)(E) and (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E)
	Redact FBI name check and fingerprint results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact terrorism sections whether filled out or blank (b)(7)(E)	(j)(2) and (b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
N-400 Pre-Processing Worksheet	Under the FBI Name Check, redact system names, result, Initials and Remarks columns (b)(7)(E) and (b)(7)(C) If a FD-258 control number is listed, redact the last character of the FD-258 Control number (b)(7)(E), and the Initials section (b)(7)(C)	(j)(2) and (b)(7)(C)/(b)(7)(E) (j)(2) and (b)(7)(C)/(b)(7)(E)
Case Information (N-400)	Redact FBI Fingerprint Card Result (b)(7)(E) and the user name (b)(7)(C) Redact FBI Name Result, (b)(7)(E) and the user name (b)(7)(C) History, review for FBI sections and redact the End Condition (b)(7)(E)	(j)(2) and (b)(7)(C)/(b)(7)(E) (j)(2) and (b)(7)(C)/(b)(7)(E) (j)(2) and (b)(7)(E)
TPS Checklist/Routing Sheets	Redact FINGERPRINTS Section (b)(7)(E)	(j)(2) and (b)(7)(E)
NBC - FBI Name Check Team (FBINCT) Memorandum	WIF (b)(7)(E)	(j)(2) and (b)(7)(E)
Letterhead Memorandum (unclassified)	RIF	RIF
National Benefits Center LHM Coversheet	WIF (b)(7)(E)	(j)(2) and (b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Document created by the FBI with the following text: “This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.”	RIF to FBI	RIF to FBI
Print NCIC Results	Redact NCIC Wants and Warrants and NCIC Criminal History system names (b)(7)(E). Redact NCIC Wants and Warrants results field (b)(7)(E). If it does not relate to your subject add (b)(7)(C). Redact NCIC Criminal History results field if “No data available” or blank (b)(7)(E). If NCIC Criminal History information relates to your subject process accordingly (i.e. Rap Sheet, process per Rap Sheet guidance). If NCIC Criminal History does not relate to your subject, redact (b)(7)(C) and (b)(7)(E). Note: If originator is an agency we normally refer to (USM, DEA, Interpol, etc.), RIF	(j)(2) and (b)(7)(E) (j)(2) and (b)(7)(E) (j)(2) and (b)(7)(C) (j)(2) and (b)(7)(E) (j)(2) and (b)(7)(C)/(b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
FBI Response Descriptors	Redact NON-IDENT, the last letter of the FBI Control Number, NO RECORD AND POSITIVE RESPONSE (b)(7)(E).	(j)(2) and (b)(7)(E)
	Redact the printed by name and any User IDs (b)(7)(c).	(j)(2) and (b)(7)(C)
Submission Data FBI Response Data	Redact the FBI law enforcement results regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact the ASC User ID and ASC QC ID (b)(7)(C).	(j)(2) and (b)(7)(C)
FBI Name Check Response & Name Check Program / Query Request Status (These are USCIS screenprints)	Redact the FBI law enforcement results/response (b)(7)(E), No Data Found is considered a result	(j)(2) and (b)(7)(E)
	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)
Immigration and Naturalization Service FD258 Tracking System	Redact FBI law enforcement result (b)(7)(E). No Data Found is considered a result	(j)(2) and (b)(7)(E)
	Redact officer initials/name if present (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Immigration and Naturalization Service Name Check Response	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact officer initials/name if present (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)
Name and Alias History (NHIS) (These are USCIS screenprints)	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)
Case Status (N-400 form)	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact the User ID (b)(7)(C)	(j)(2) and (b)(7)(C)
	Redact the End Condition info. if it is a name and results of all systems checked (b)(7)(E)	(j)(2) and (b)(7)(E)
	Note: Review for FBI info. in the Descriptions column	
Interoffice Memorandum	Redact all three potential FBI responses (b)(7)(E)	(j)(2) and (b)(7)(E)
RNACS System Case Inquiry-Display (CASE) (This is a USCIS screenprint)	Redact the FBI law enforcement results regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Immigration and Naturalization Service	Redact the last letter of the FBI Control Number and the FBI Status (b)(7)(E)	(j)(2) and (b)(7)(E)
FBI Billing Query Detail Display	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)
RNACS System Fingerprint Tracking	Redact the FBI law enforcement result (b)(7)(E)	(j)(2) and (b)(7)(E)
(These are USCIS screenprints)	Redact computer soft keys (e.g., PF7, F1=Help) (b)(7)(E)	(k)(2) and (b)(7)(E)
NACARA File Checklist	Redact the FBI law enforcement results regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact employee name (b)(7)(C)	(j)(2) and (b)(7)(C)
NTA Processing Worksheet	Redact the FBI law enforcement results regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)
I-862 NTA Processing Worksheet	Redact the name and result of ALL systems checked (b)(7)(E), add (k)(2) and/or (j)(2) if a PA case.	(k)(2)/(j)(2) and (b)(7)(E)
	Redact the FBI law enforcement results regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)
	Redact employee name (b)(7)(C)	(j)(2) and (b)(7)(C)
U-1 Checklists	Redact the FBI law enforcement results regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)
Form 918- U-1 Checklist	Redact the FBI law enforcement name results checked regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)

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FBI Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Interview Notes Cover Page	Redact the FBI law enforcement results regardless if blank or if there are results (b)(7)(E)	(j)(2) and (b)(7)(E)
FBI Letter to Subject	Release in Full Note: This does not include letters addressed to the subject's representative.	Release in Full

TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
TECS Subject Queries		
TECS Person Query (search) (modernized TECS)- No result found with search criteria	Redact Officer's name (b)(7)(C) When result is "No Record Found" or "0", redact entire result section (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
TECS Person Query (search) (modernized TECS)- Result found with no search criteria (Hit List)	WIF (b)(7)(C) and (b)(7)(E). Add (b)(3) 8 U.S.C. 1202(f) if DoS TECS Record ID present	(k)(2) and (b)(7)(C)/(b)(7)(E)
TECS Person Query (search) (modernized TECS)- Result found with search criteria	Redact Officer's name (b)(7)(C) Redact entire results section (b)(7)(E). Add (b)(3) if DoS TECS Record ID present	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
TECS II Person Subject Query (old TECS)	Redact TID (b)(7)(C) Redact codes in the header, result "No Match Found" and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
TECS II Subject Query Results (Hit List) (old TECS)	WIF (b)(7)(C) and (b)(7)(E). Add (b)(3) 8 U.S.C. 1202(f) if DoS TECS Record ID present	(k)(2) and(b)(7)(C)/(b)(7)(E). Add (b)(3) 8 U.S.C. 1202(f) if DoS TECS Record ID present
TECS II List of Related Records (old TECS)	WIF (b)(7)(C) and (b)(7)(E). Add (b)(3) 8 U.S.C. 1202(f) if DoS TECS Record ID present	(k)(2) and(b)(7)(C)/(b)(7)(E). Add (b)(3) 8 U.S.C. 1202(f) if DoS TECS Record ID present

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
TECS Person Query (modernized TECS); TECS II – Person Subject Display (old TECS); and TECS II – Person Subject Entry (old TECS)	If the TECS Record ID belongs to an agency we refer to (not including FBI): - Redact TID, CBP/ICE/USCIS Officer PII (b)(7)(C) - Redact the codes in the header and computer soft keys (b)(7)(E) - RIF to agency If the TECS Record ID belongs to DoS: - WIF (b)(3) 8 U.S.C. 1202(f), (b)(7)(C) and (b)(7)(E) If an agency we process: - Redact TID (b)(7)(C). If ICE use (b)(7)(E) - Redact Contact Information, Officer PII (b)(7)(C). Add (b)(6) if ICE - If the TECS Record ID belongs to ICE or sensitive term, redact entire ID number (b)(7)(E) Redact Record Status, Selectee Indicator, Category, Query Continued next page	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (b)(3) 8 U.S.C. 1202(f), (k)(2) and (b)(7)(C)/(b)(7)(E) (k)(2) and (b)(7)(C), if ICE (k)(2) and (b)(7)(E) (j)(2) or (k)(2) and (b)(7)(C), if ICE add (b)(6) (j)(2) or (k)(2) and (b)(7)(E) (j)(2) or (k)(2) and possibly (j)(2), and (b)(7)(E)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
	Notification, Primary Action, Remarks Information, Warrant Information, Pilots License Information, names of systems and results (b)(7)(E)	
	Redact No Fly Indicator (b)(3), 49 U.S.C. § 114(r)	(b)(3), 49 U.S.C. § 114(r)
	Review Exclusion Information, Miscellaneous Information, EXC/Site, PPN and Criminal Affiliation sections for possible redactions. If derogatory or sensitive information, redact (b)(7)(E)	(j)(2) or (k)(2) and (b)(7)(E)
	On ICE only, review Financial Information. If present redact (b)(3) 31 U.S.C § 5319 (Bank Secrecy Act)	(b)(3) 31 U.S.C § 5319 (Bank Secrecy Act)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
TECS II External Message Display (old TECS); TECS II NCIC/NLETS Record Display (old TECS); and NNSV Query Result (modernized)	Process according to who originated/authored content If agency we refer to (not including FBI): - Redact TID, CBP/ICE/USCIS Officer PII (b)(7)(C) - Redact codes in header and computer soft keys (b)(7)(E) - RIF to agency If agency we process: - Redact TID (b)(7)(C). If ICE use (b)(7)(E) - Redact Officer PII (b)(7)(C). Add (b)(6) if ICE - If belongs to SOR redact any third party PII (b)(7)(C). Add (b)(6) if ICE - Redact codes in the header and computer soft keys (b)(7)(E) - Redact entire result line NO NCIC WANT (result) and the identifying name, FBI number, etc (b)(7)(E) - Redact entire Wanted Person	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(C), if ICE (k)(2) and (b)(7)(E) (j)(2) or (k)(2) and (b)(7)(C). Add (b)(6) if ICE (j)(2) or (k)(2) and (b)(7)(C). Add (b)(6) if ICE (k)(2) and (b)(7)(E) (j)(2) and (b)(7)(E) (j)(2) or (k)(2) and

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
	message (b)(7)(C) and (b)(7)(E) • Add any other applicable redactions/exemptions	(b)(7)(C)/(b)(7)(E)
TECS II NCIC/NLETS Query Results (Hit List) (old TECS)	WIF (b)(7)(C) and (b)(7)(E)	(k)(2) and (b)(7)(C)/(b)(7)(E)
TECS II I-94 Query Results (Hit List) (old TECS)	Redact TID (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact third party PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact codes in the header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)
TECS II I-94 Arrival/Departure Display Detail View (old TECS); TECS II I-94 Arrival/Departure Data Query (old TECS); and TECS I-94 Document Detail (modernized TECS)	Redact TID (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact Inspector Number (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact codes in the header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
SEACATS S/A/S Short/Long Summary (Seized Assets and Case Tracking System)	If agency we refer to (not including FBI):	
	Redact TID, CBP/ICE/USCIS Officer PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact codes in header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)
	RIF to agency	
	If agency we process:	
	Redact TID (b)(7)(C). If ICE use (b)(7)(E)	(k)(2) and (b)(7)(C), if ICE (k)(2) and (b)(7)(E)
	Redact Officer PII (b)(7)(C). Add (b)(6) if ICE	(k)(2) and (b)(7)(C), add (b)(6) if ICE
	Redact FPF and Incident numbers (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact codes in header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)
	If present, redact Watchlist, Lookout and/or system names/results (b)(7)(E)	(k)(2) and (b)(7)(E)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Secondary Inspection (old TECS); and Consolidated Secondary Inspection System (modernized TECS)	Redact TID (b)(7)(C) and Officer PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact “reason for referral” section if lookout/want/warrant/terrorist mentioned (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact codes in header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact URL (b)(7)(E)	(k)(2) and (b)(7)(E)
IO95 (Inspection Results)	Redact TID and Officer PII (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact codes in the header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)
	Review narrative for (b)(7)(E), and depending on what’s in the file, possibly (b)(7)(A)	(k)(2) and (b)(7)(E) (k)(2) and (b)(7)(A)
	Redact lookout (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact system names and results (b)(7)(E)	(j)(2) and/or (k)(2) and (b)(7)(E)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
PQH API/Hit Data	Redact TID and Inspector number (b)(7)(C) Redact result under RSLTS column, codes in the header and computer soft keys (b)(7)(E) Review TECS Record ID, redact in its entirety if relates to ICE or sensitive word (b)(7)(E), if DoS TECS Record ID redact (b)(3), 8 U.S.C. 1202(f)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (k)(2) and (b)(7)(E). If DoS add (b)(3), 8 U.S.C. 1202(f)
TECS II Primary Query History-Passenger Activity (old TECS)	Redact TID, INSP number and any third party PII (b)(7)(C) Redact results under RSLTS column, codes in the header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
TECS II Non-Immigrant Information System (old TECS)	Redact TID and any third party PII (b)(7)(C) Redact codes in the header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E)
IBIS Visa/CIS Query	If blank: Redact TID (b)(7)(C) Redact codes in the header and computer soft keys (b)(7)(E). If Visa information is listed: WIF (b)(3), 8 U.S.C. 1202(f), (b)(7)(C) & (b)(7)(E)	(k)(2) and (b)(7)(C) (k)(2) and (b)(7)(E) (b)(3), 8 U.S.C. 1202(f), (k)(2) and (b)(7)(C)/ (b)(7)(E)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Visa Non-Immigrant (VN)	WIF (b)(3), 8 U.S.C. 1202(f), (b)(7)(C) and (b)(7)(E)	(b)(3), 8 U.S.C. 1202(f), (k)(2) and (b)(7)(C)/ (b)(7)(E)
Visa/CIS Hit List; and Immigrant Visa Display	WIF (b)(3), 8 U.S.C. 1202(f), (b)(7)(C) & (b)(7)(E)	(b)(3), 8 U.S.C. 1202(f), (k)(2) and (b)(7)(C)/ (b)(7)(E)
TECS II Incident Log Remarks	Redact TID (b)(7)(C). If ICE use (b)(7)(E)	(k)(2) and (b)(7)(C), if ICE (k)(2) and (b)(7)(E)
	Redact LE Officer and third party PII (b)(7)(C). If ICE add (b)(6)	(k)(2) and (b)(7)(C). If ICE add (b)(6)
	Redact third party statements in the narrative (b)(7)(C). If ICE add (b)(6)	(k)(2) and (b)(7)(C). If ICE add (b)(6)
	Redact the names and results of all systems checked (b)(7)(E)	(j)(2) and/or (k)(2) and (b)(7)(E)
	Redact investigative info in narrative including sensor and scope locations (b)(7)(E)	(k)(2) and (b)(7)(E)
	Redact GPS coordinates, latitude/longitudes, zones, grids, and specific locations	(k)(2) and (b)(7)(E)
	Redact codes in the header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)

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TECS Documents		
TITLE/SUBJECT	FOIA EXEMPTION	PA EXEMPTION
Print TECS results	Redact system names and results (b)(7)(E)	(k)(2) and (b)(7)(E)
	If SQVS Results listed, add (b)(3), 8 U.S.C. 1202(f) for any information related to issuance/refusal of a visa or permit to enter U.S.	(b)(3), 8 U.S.C. 1202(f)
	Redact URL (b)(7)(E)	(k)(2) and (b)(7)(E)
TECS II Intelligence Record	WIF (b)(7)(E)	(k)(2) and (b)(7)(E)
	Review for Officer and/or third party PII. If present, add (b)(6) and (b)(7)(C)	(b)(6), (k)(2) and (b)(7)(C)
TECS II Address Query	Redact TID (b)(7)(C)	(k)(2) and (b)(7)(C)
	Redact codes in the header and computer soft keys (b)(7)(E)	(k)(2) and (b)(7)(E)

TECS Record IDs

A			
TECS Record ID	Description	TECS Record ID	Description
A01	FBI / NCIC	A02	FBI - INFORMATION TECHNOLOGY CENTERS
B			
B01	INS, ON-LINE	B12	RAPS
B02	INS, NAILS TAPE	B13	DACS DEPORTEE
B03	DOJ - OSI	B14	SEVIS-ICE
B04	INS, BORDER PATROL	B15	TIPOFF / CRIMINAL
B05	INS - OASIS	B16	USCIS
B06	DACS ABSCONDER	B18	SEVIS-ICE
B08	NSEERS	B20	CTCEU part of ICE's HSI
B10	TIPOFF / TERRORIST	B96	INS ONE DAY LOOKOUT
B11	CIS/ADIT	BTP	TRANSNATIONAL ORGANIZED CRIME (TOC)
C			
CBU	ICE OI - BUFFALO NY	CBT	ICE OI - BATON ROUGE LA
CBZ	ICE OI - BRUSH CO	CBV	ICE OI - BROWNSVILLE TX
CB0	BORDER PATROL - BUFFALO SECTOR	CBW	ICE OI - BOWLING GREEN KY
CCC	ICE OI - CORPUS CHRISTI TX	CB1	BORDER PATROL - BUFFALO, NY
CCD	ICE OI - CHRISTIANSTED, USVI	CB2	BORDER PATROL - NIAGARA FALLS, NY
CCE	ICE OI - CHAR. AMALIE, USVI	CB3	BORDER PATROL - WATERTOWN, NY
CCF	ICE OI HQ - CHIEF, COVERT OPERATIONS	CB4	BORDER PATROL - FULTON, NY
CCG	ICE OI - CRAIG CO	CCA	ICE OI - CALEXICO CA
CCH	ICE OI - CHICAGO IL	CCB	ICE OI - PORT CANAVERAL, FL
CAA	ICE OI - ALAMOGORDO NM	CCI	ICE OI HQ - CHIEF, CORNERSTONE
	ICE OI - ALEXANDRIA BAY NY	CCJ	ICE OI - CARLSBAD NM
CAC	ICE OI - ALAMOSA CO	CCK	ICE OI HQ - CHIEF, FINANCIAL CRIMES OPERATIONS
CAD	ICE OI - CHIEF OF ADMINISTRATION	CCL	ICE OI - CLEVELAND OH
CAE	ICE OI - ALPINE TX	CCM	ICE OI HQ - COMMUNICATIONS MGMT
CAF	ICE OI HQ - CHIEF, ASSET FORFEITURE	CCN	ICE OI - NORTHERN KENTUCKY, KY

CAG	ICE OI - ALBANY GA	CCO	ICE OI - COLUMBIA SC
CAH	ICE OI - AGUADILLA PR	CCP	CUSTOMS OI - CHERRY POINT **HISTORICAL**
CAI	ICE OI - ABILENE TX	CCQ	ICE OI HQ - CHIEF, MLCC - INTAKE
CAJ	CUSTOMS ATTACHE - ABU DHABI, UNITED EMIRATES	CCR	ICE OI - CHARLOTTE NC
CAK	CUSTOMS ATTACHE - ACCRA, GHANA	CCS	CUSTOMS OI - COOS BAY OR ** HISTORICAL **
CAL	ICE OI - ALBUQUERQUE NM	CCT	ICE OI - CHARLESTON SC
CAM	ICE OI - AMARILLO TX	CCU	ICE OI - COLUMBUS OH
CAN	ICE OI - ANCHORAGE AK	CCV	CUSTOMS ATTACHE - CARACAS, VENEZUELA
CAO	ICE OI HQ - CHIEF, HUMAN TRAFFICKING	CCW	CUSTOMS OI - CLEARWATER FL ** HISTORICAL**
CAP	CUSTOMS OI - APALACHICOLA FL ** HISTORICAL **	CCX	CUSTOMS ATTACHE - CARRIBEAN
CAQ	CUSTOMS ATTACHE - CASABLANCA, MONACO	CCY	ICE OI - CHEYENNE WY
CAR	CUSTOMS ATTACHE - JAKARTA, INDONESIA	CCZ	CUSTOMS OI - CORTEZ FL ** HISTORICAL **
CAS	ICE OI - ASTORIA OR	CC0	BORDER PATROL - EL CENTRO SECTOR
CAT	ICE OI - ATLANTA GA	CC1	BORDER PATROL - EL CENTRO, CA
CAU	ICE OI - AUSTIN TX	CC2	BORDER PATROL - INDIO, CA
CAV	ICE OI - ST. ALBANS VT	CC3	BORDER PATROL - RIVERSIDE, CA
CAW	CUSTOMS ATTACHE - KINGSTON, JAMAICA	CC4	BORDER PATROL - CALEXICO, CA
CAX	CUSTOMS ATTACHE - CUIDAD JUAREZ, MEXICO	CDA	ICE OI - DALLAS TX
CAY	ICE OI - ALBANY NY	CDB	USCS ATTACHE - DUBLIN ** HISTORICAL **
CAZ	ICE OI - SIERRA VISTA AZ	CDC	ICE OI - WASHINGTON DC
CA0	BORDER PATROL - MIAMI SECTOR	CDD	ICE OI - DETROIT MI (INT'L AP)
CA1	BORDER PATROL - MIAMI, FL	CDE	ICE OI - DENVER CO
CA2	BORDER PATROL - TAMPA, FL	CDF	ICE OI - DOVER DE
CA3	BORDER PATROL - JACKSONVILLE, FL	CDG	ICE OI - DALTON GA
CA4	BORDER PATROL - WEST PALM BEACH, FL	CDH	ICE OI - FARGO ND
CA5	BORDER PATROL - ORLANDO, FL	CDI	CUSTOMS OI - GULF SHORES ** HISTORICAL **

CBA	ICE OI - BALTIMORE MD	CDJ	CUSTOMS ATTACHE - SANTO DOMINGO, DOMINICAN REPUBLIC
CBB	CUSTOMS ATTACHE - BERLIN, GERMANY	CDK	ICE OI - DURANGO CO
CBC	ICE OI - BELLECHASSE LA	CDL	FAM - LITTLE ROCK
CBD	CUSTOMS REP - VANCOUVER BC	CDM	ICE OI HQ - OFFICE OF DOMESTIC OPS
CBE	CUSTOMS OI - BELLINGHAM WA ** HISTORICAL **	CDN	ICE OI - DEMING NM
CBF	CUSTOMS OI - BEAUFORT SC ** HISTORICAL **	CDO	ICE OI - DOUGLAS AZ
CBG	CUSTOMS OI - BOWLING GREEN ** HISTORICAL **	CDP	USCS ATTACHE SANTO DOMINGO (HISTORICAL)
BH	ICE OI - BANGOR ME	CDQ	ICE OI - DES MOINES IA
CBI	ICE OI - BIRMINGHAM AL	CDR	ICE OI - DEL RIO TX
CBJ	CUSTOMS ATTACHE - BEIJING CHINA	CDS	FAM - OKLAHOMA CITY
CBK	CUSTOMS ATTACHE - BANKOK THAILAND	CDT	ICE OI - DETROIT MI
CBL	ICE OI - BLAINE WA	CDU	ICE OI - DULUTH MN
CBN	ICE OI - BURLINGTON VT	CDV	ICE OI HQ - FIELD OPS DSK OFCR
CBO	ICE OI - BOSTON MA	CDW	ICE OI HQ - NORTHEAST DSK OFCR
CBP	ICE OI - BAKERSFIELD CA	CDX	ICE OI HQ - SOUTHEAST DSK OFCR
CBQ	ICE OI - BURKE NY	CDY	ICE OI HQ - SOUTHWEST DSK OFCR
CBR	CUSTOMS OI - BRUNSWICK GA ** HISTORICAL **	CDZ	ICE OI HQ - NORTHWEST DSK OFCR
CBS	CUSTOMS ATTACHE - BRUSSELS BELGIUM	CD0	BORDER PATROL - DEL RIO SECTOR
CD2	BORDER PATROL - COMSTOCK, TX	CD1	BORDER PATROL - DEL RIO, TX
CD3	BORDER PATROL - CARRIZO SPRINGS, TX	CF1	BLAINE, WA
CD4	BORDER PATROL - EAGLE PASS, TX	CF2	BORDER PATROL - LYNDEN, WA
CD5	BORDER PATROL - BRACKETTVILLE, TX	CF3	BORDER PATROL - BELLINGHAM, WA
CD6	BORDER PATROL - UVALDE, TX	CF4	BORDER PATROL - PORT ANGELES, WA
CD7	BORDER PATROL - ROCKSPRINGS, TX	CGA	ICE OI - GALVESTON TX
CD8	BORDER PATROL - SAN ANGELO, TX	CGB	ICE OI - GULFPORT "BLUE LIGHTNING"
CEA	ICE OI HQ - EASTERN OPERATIONS	CGC	ICE OI - GRAND FORKS ND

CEB	ICE OI - BOISE, ID	CGD	ICE OI HQ - CHIEF, SPECIAL OPS DIV (SOD)
CEC	CUSTOMS OI - EXECUTIVE DIRECTOR - CENTRAL **HISTORICAL **	CGE	FAM - MIAMI
CED	ICE OI HQ - DEPUTY ASST DIR, NTL SECURITY INVEST	CGF	ICE OI - GREAT FALLS MT
CEE	CUSTOMS OI - EXECUTIVE DIRECTOR - EAST **	CGG	ICE OI - ST GEORGE UT
CEF	FOD BUFFALO	CGH	CUSTOMS REP - GUANGZOU, PRC
CEG	ICE OI - EAGLE PASS TX	CGI	ICE OI - GRAND ISLAND NE
CEH	CUSTOMS ATTACHE - SAN SALVADOR, EL SALVADOR	CGJ	ICE OI - GRAND JCT CO
CEI	FOD MIAMI	CGK	ICE OI HQ - CHIEF, CONTRABAND SMUGGLING
CEJ	ICE OI - EPIC STAFF	CGL	CUSTOMS ATTACHE - GUADALAJARA, MEXICO
CEK	CUSTOMS ATTACHE - CAIRO, EGYPT	CGM	ICE OI - GUAM
CEL	ICE OI - EL CENTRO CA	CGN	ICE OI FLETC - GLYNCO GA
CEM	EPIC - WATCH PERSONNEL	CGP	ICE OI - GRAND RAPIDS MI
CEN	FAM - DETROIT	CGQ	ICE OI HQ - DEP ASST DIR, SMUGGLING/PUBLIC
CEO	FOD BOSTON	CGR	CUSTOMS OI - GREENSBORO NC ** HISTORICAL **
CEP	ICE OI - EL PASO TX	CGS	CUSTOMS OI - GULF SHORES AL ** HISTORICAL **
CEQ	FOD WASHINGTON DC	CGT	CUSTOMS ATTACHE - GUATEMALA CITY, GUATEMALA
CER	FOD ATLANTA	CGU	ICE OI - GULFPORT MS
CES	ICE OI HQ - CHIEF LESC	CGV	ICE OI - GREENVILLE SC
CET	FOD BALTIMORE	CGW	ICE OI - GLENWOOD SPGS CO
CEU	ICE OI - EUREKA CA	CGX	FAM - SAN JUAN
CEV	FAM - CLEVELAND	CGY	ICE ATTACHE - ATHENS, GREECE
CEW	CUSTOMS OI - EXECUTIVE DIRECTOR - WEST	CGZ	ICE OI - GREER SC
CEX	ICE OI HQ - STRATEGIC INV DIV	CG0	BORDER PATROL - GRAND FORKS SECTOR
CEY	FOD NEW YORK	CG1	BORDER PATROL - GRAND FORKS, ND
CEZ	FOD NEWARK	CG2	BORDER PATROL - PORTAL, ND
CE0	BORDER PATROL - EL PASO SECTOR	CG3	BORDER PATROL - BOTTINEAU, ND
CE1	BORDER PATROL - EL PASO, TX	CG4	BORDER PATROL - PEMBINA, ND

CE2	BORDER PATROL - LORDSBURG, NM	CG5	BORDER PATROL - INTERNATIONAL FALLS, MN
CE3	BORDER PATROL - TRUTH OR CONSEQUENCES, NM	CG6	BORDER PATROL - WARROAD, MN
CE4	BORDER PATROL - LAS CRUCES, NM	CG7	BORDER PATROL - DULUTH, MN
CE5	BORDER PATROL - FABENS, TX	CG8	BORDER PATROL - GRAND MARAIS, MN
CE6	BORDER PATROL - ALAMOGORDO, NM	CHA	CUSTOMS ATTACHE - PORT AU-PRINCE, HAITI
CE7	BORDER PATROL - FORT HANCOCK, TX	CHB	ICE OI - HARRISBURG PA
CE8	BORDER PATROL - CARLSBAD, NM	CHC	ICE OI - HARTFORD CT
CE9	BORDER PATROL - DEMING, NM	CHD	FAM - LOUISVILLE/COVINGTON
CFA	ICE OI - FARMINGDALE NY	CHE	CUSTOMS REP - HERMOSILLO
CFB	ICE OI - FT SMITH AR	CHF	ICE OI - HARTSFIELD INTL AIRPORT, ATLANTA GA
CFC	ICE OI - FRESNO CA	CHG	ICE OI - HARLINGEN TX
CFD	ICE OI - FALCON DAM TX	CHH	ICE OI - HARRISONBURG VA
CFE	CUSTOMS REP - FRANKFURT	CHI	ICE OI - CHERRY HILL NJ
CFF	ICE OI - FLAGSTAFF AZ	CHJ	FAM - INDIANAPOLIS
CFG	ICE OI HQ - ASSIST DIRECTOR, FOREIGN OPS	CHK	CUSTOMS REP - HONG KONG
CFH	ICE OI - IDAHO FALLS ID	CHL	ICE OI - HONOLULU HI
CFI	ICE OI HQ - DEPUTY ASST DIRECTOR, FINANCIAL	CHM	ICE OI - HELENA MT
CFJ	ICE OI - FAJARDO PR	CHN	FAM - CINCINNATI
CFK	ICE OI HQ - CHIEF, CHIEF COMMERCIAL FRAUD	CHO	ICE OI - HOUSTON TX
CFL	ICE OI - FT LAUDERDALE FL	CHQ	ICE OI - HEADQUARTERS
CFM	ICE OI - FORT MYERS FL	CHR	ICE OI - VAN HORN TX
CFN	CUSTOMS - FINCEN	CHS	DHS-INTEL ANALYSIS INFRASTRUCTURE PROTECTION
CFO	ICE OI HQ - SPECIAL INV DIV	CHT	ICE OI - HOULTON ME
CFP	ICE OI - FORT PIERCE FL	CHU	ICE OI - HOUMA LA
CFQ	ICE OI HQ - CHIEF, HUMAN RIGHTS VIOLATIONS	CHV	CUSTOMS ATTACHE - HO CHI MINH CITY, VIETNAM
CFR	ICE OI HQ - DIRECTOR, FRAUD INVESTIGATIONS	CHW	FAM - SAN ANTONIO
CFS	ICE OI - NFPS FT BENNING, GA	CHX	FAM - EL PASO
CFT	ICE OI - FREEPORT TX	CHY	FAM - NEW ORLEANS
CFU	ICE OI - FAYETTEVILLE AR	CHZ	FAM - HOUSTON

CFV	ICE OI HQ - FUGITIVE PROGRAM	CH0	BORDER PATROL - HOULTON SECTOR
CFX	ICE OI HQ - EUROPE DSK OFCR	CH1	BORDER PATROL - HOULTON, ME
CFY	ICE OI HQ - CHIEF, CRITICAL INFRASTRUCTURE	CH2	BORDER PATROL - JACKMAN, ME
CFZ	ICE OI HQ - FAR EAST DSK OFCR	CH3	BORDER PATROL - RANGELEY, ME
CF0	BORDER PATROL - BLAINE SECTOR	CH4	BORDER PATROL - VAN BUREN, ME
CIA	CUSTOMS INTERNAL AFFAIRS	CH5	BORDER PATROL - FORT FAIRFIELD, ME
CIB	ICE FIELD INTELLIGENCE UNIT - BOSTON MA	CH6	BORDER PATROL - CALAIS, ME
CIC	ICE NORTH CENTRAL FIELD INTELLIGENCE UNIT	CKQ	FPS - PORTLAND, OR
CID	CBP INTEL ANALYSIS DIVISION	CKR	FPS - CHARLOTTE, NC
CIE	CBP INTEL FIELD PROGRAMS DIVISION	CKS	ICE OI HQ - CHIEF, CYBERSMUGGLING CENTER
CIF	ICE TACTICAL INTELLIGENCE CENTER	CKT	FPS - TAMPA, FL
CIG	ICE FIELD INTELLIGENCE UNIT - NEW ORLEANS, LA	CKU	FPS - BUFFALO, NY
CIH	ICE SOUTH CENTRAL FIELD INTELLIGENCE UNIT	CKV	FPS - CLEVELAND, OH
CII	FOREIGN INTELLIGENCE COLLECTION TEAM	CKW	ICE OI - KEY WEST FL
CIJ	CBP INTEL EXTERNAL RELATIONS DIVISION	CKX	FPS - PHOENIX, AZ
CIK	CBP INTEL NATIONAL SECURITY DIVISION	CKZ	FPS - FT SNELLING, MN
CIL	ICE PACIFIC FIELD INTELLIGENCE UNIT	CK0	BORDER PATROL - DETROIT SECTOR
CIM	ICE SOUTH EAST FIELD INTELLIGENCE UNIT	CK1	BORDER PATROL - DETROIT, MI
CIN	ICE NORTH EAST FIELD INTELLIGENCE UNIT	CK2	BORDER PATROL - SAULT STE MARIE, MI
CIO	ICE OI - SPRINGFIELD IL	CK3	BORDER PATROL - TRENTON, MI
CIP	ICE OI - INDIANAPOLIS IN	CK4	BORDER PATROL - PORT HURON, MI
CIQ	CBP HQ - INTELLIGENCE	CK5	BORDER PATROL - GRAND RAPIDS, MI
CIR	CBP INTELL SUPPORT BRANCH	CLA	ICE OI - LOS ANGELES CA
CIS	ICE OI HQ - DEPUTY ASST DIR, INVESTIGATIVE SERV	CLB	ICE OI - LUBBOCK TX

CIT	CUSTOMS OI DIO - TAMPA FL ** HISTORICAL **	CLC	ICE OI - LAKE CHARLES LA
CIU	ICE OI - SIOUX CITY IA	CLD	ICE OI - LAREDO TX
CIV	ICE OI HQ - CHIEF, INVESTIGATIVE SUPPORT	CLE	CUSTOMS FLETC - MARANA
CIW	ICE OI HQ - INTEL OPS CENTER	CLF	ICE OI - LAFAYETTE LA
CIX	NCFIU - CHICAGO	CLG	FAM - TAMPA
CIY	ICE ALBUQUERQUE SPECIAL OPS CENTER	CLH	FAM - JACKSONVILLE
CIZ	ICE SOUTH WEST FIELD INTELLIGENCE UNIT	CLI	ICE OI - LONG ISLAND NY
CI0	IA - MANAGEMENT INFORMATION	CLK	CUSTOMS OI - LUKEVILLE AZ ** HISTORICAL **
CJA	ICE OI - JACKSON MS	CLL	ICE OI - FISHKILL NY
CJB	FPS - BALTIMORE, MD	CLM	FPS - MILWAUKEE, WI
CJC	FPS - CHICAGO, IL	CLN	CUSTOMS ATTACHE - LONDON UK
CJD	FPS - DALLAS, TX	CLO	ICE OI - LONDON, KY
CJE	FPS - DENVER, CO	CLP	FAM - ORLANDO
CJF	FPS - MIAMI, FL	CLR	ICE OI - LITTLE ROCK AR
CJG	FPS - OAKLAND, CA	CLS	ICE OI - LAS CRUCES NM
CJH	FPS - HOUSTON, TX	CLT	FPS - ATLANTA, GA
CJI	FPS - INDIANAPOLIS, IN	CLU	ICE OI - LOUISVILLE KY
CJJ	FPS - FARGO, ND	CLV	ICE OI - LAS VEGAS NV
CJK	ICE OI - JFK AIRPORT NY	CLW	FAM - LAS VEGAS
CJL	FPS - ST. LOUIS, MO	CLX	ICE OI - LAX AIRPORT CA
CJM	FPS - KANSAS CITY, MO	CLY	FAM - PHOENIX
CJN	FPS - NEW YORK, NY	CLZ	LESC OPERATIONS CENTER
CJO	FPS - BOSTON, MA	CL0	BORDER PATROL - LAREDO SECTOR
CJP	FPS - PHILADELPHIA, PA	CL1	BORDER PATROL - LAREDO DELMAR, TX
CJQ	FPS - PATTERSON, NJ	CL2	BORDER PATROL - COTULLA, TX
CJR	FPS - ROCHESTER, NY	CL3	BORDER PATROL - HEBBRONVILLE, TX
CJS	FPS - SAN FRANCISCO, CA	CL4	BORDER PATROL - LAREDO SOUTH, TX
CJT	FPS - SACRAMENTO, CA	CL5	BORDER PATROL - DALLAS, TX
CJU	FPS - SEATTLE, WA	CL6	BORDER PATROL - FREER, TX
CJV	FPS - LAS VEGAS, NV	CL7	BORDER PATROL - SAN ANTONIO, TX
CJX	ICE OI – JACKSONVILLE, FL	CL8	BORDER PATROL - ZAPATA, TX
CJZ	FPS - SPOKANE, WA	CMA	ICE OI - MAYAGUEZ PR

CJ0	BORDER PATROL - SAN DIEGO SECTOR	CMB	CUSTOMS ATTACHE - MANILA
CJ1	BORDER PATROL - SAN CLEMENTE, CA	CMC	ICE OI - MCALLEN TX
CJ2	BORDER PATROL - TEMECULA, CA	CMD	ICE OI - MIDDLETON NY
CJ3	BORDER PATROL - BROWN FIELD, CA	CME	ICE OI - MEMPHIS TN
CJ4	BORDER PATROL - CHULA VISTA, CA	CMF	ICE OI - MANCHESTER NH
CJ5	BORDER PATROL - CAMPO, CA	CMG	ICE OI - MINOT ND
CJ6	BORDER PATROL - BOULEVARD DUTY POST, CA	CMH	ICE OI - MOREHEAD CITY NC
CJ7	BORDER PATROL - EL CAJON, CA	CMI	ICE OI - MIAMI FL
CJ8	BORDER PATROL - IMPERIAL BEACH, CA	CMJ	ICE OI - SAULT STE. MARIE MI
CKA	CUSTOMS ATTACHE - KARACHI PAK	CMK	ICE OI - MILWAUKEE WI
CKB	FPS - AUBURN, WA	CML	CUSTOMS REP - MILAN ITALY ** HISTORICAL **
CKC	ICE OI - KANSAS CITY MO	CMM	CUSTOMS REP - MERIDA MX ** HISTORICAL **
CKD	FPS - WASHINGTON DC	CMN	CUSTOMS OI - MARATHON FL ** HISTORICAL **
CKE	FPS - DETROIT, MI	CMO	ICE OI - MOBILE AL
CKG	ICE OI - KINGMAN AZ	CMP	ICE OI - MARFA SECTOR
CKH	FPS - PORTSMOUTH, NH	CMQ	ICE OI - SPRINGFIELD MO
CKI	ICE OI - KNOXVILLE TN	CMR	CUSTOMS OI - NAPLES, FL ** HISTORICAL **
CKJ	FPS - SAN DIEGO, CA	CMS	ICE OI - ST PAUL MN
CKK	FPS - BINGHAMTON, NY	CMT	CUSTOMS ATTACHE - MONTREAL CAN
CKL	ICE OI - KEY LARGO FL	CMU	CUSTOMS ATTACHE - MADRID, SPAIN
CKM	ICE OI - KALISPELL MT	CMV	CUSTOMS ATTACHE - MONTEVIDEO, URUGUAY
CKN	FPS - ANCHORAGE, AK	CMW	CUSTOMS ATTACHE - MOSCOW
CKO	CUSTOMS ATTACHE - SEOUL KOREA	CMX	CUSTOMS ATTACHE - MEXICO CITY
CM1	BORDER PATROL - HAVRE, MT	CMY	CUSTOMS REP - MONTERREY MX
CM2	BORDER PATROL - MALTA, MT	CMZ	ICE OI - MASSENA NY
CM3	BORDER PATROL - BILLINGS, MT	CM0	BORDER PATROL - HAVRE SECTOR
CM4	BORDER PATROL - TWIN FALLS, ID	CPO	ICE OI - PONCE PR
CM5	BORDER PATROL - SHELBY, MT	CPP	ICE OI - PUEBLO CO

CM6	BORDER PATROL - SWEETGRASS, MT	CPQ	ICE OI HQ - PLANS AND POLICY
CM7	BORDER PATROL - ST MARY, MT	CPR	ICE OI - PRESIDIO TX
CM8	BORDER PATROL - PLENTYWOOD, MT	CPS	ICE OI - PENSACOLA FL
CM9	BORDER PATROL - SCOBEEY, MT	CPT	ICE OI - PORTLAND OR
CNA	ICE OI - NAPANOCH, NY	CPU	ICE OI - BEAUMONT TX
CNC	FAM - NEW YORK	CPV	CUSTOMS OI - PROVIDENCE, RI ** HISTORICAL **
CND	NDIC - JOHNSTOWN	CPW	ICE OI - PORT ANGELES WA
CNE	FAM - ALBANY	CPX	ICE OI - PHOENIX AZ
CNF	ICE OI - NORFOLK VA	CPY	ICE OI - PROVO UT
CNG	ICE OI - NOGALES AZ	CPZ	CUSTOMS ATTACHE - ISLAMABAD PAKISTAN
CNH	ICE OI - NEW HAVEN CT	CQA	ICE OI - ERIN, HANAHAN
CNI	CUSTOMS ATTACHE - NEW DELHI	CQB	ICE OI - ERIN, FT LEONARD WOOD
CNJ	FAM - NEWARK	CQC	ICE OI - ERIN, KIRTLAND AFB
CNK	ICE OI - NEWARK NJ	CQD	ICE OI - ERIN, NAS FALLON
CNL	CUSTOMS ATTACHE - ROTTERDAM	CQE	ICE TACTICAL INTELLIGENCE CENTER
CNM	FAM - BUFFALO	CQF	ICE FIELD INTELLIGENCE DIVISION
CNN	ICE OI - CINCINNATI OH	CQG	ICE INTELLIGENCE PROGRAMS DIVISION
CNO	ICE OI - NEW ORLEANS LA	CQH	ICE OI HQ - INTELLIGENCE
CNP	ICE OI - NEWPORT VT	CQI	ICE INTELLIGENCE SUPPORT DIVISION
CNR	CUSTOMS ATTACHE - NAIROBI, KENYA	CQJ	CUSTOMS ATTACHE - QUITO ECUADOR
CNS	CUSTOMS OI - NASSAU ** HISTORICAL **	CQK	FAM - BOSTON
CNT	ICE OI - DERBY LINE VT	CQL	ICE OI SECTOR - BOSTON MA
CNV	ICE OI - NASHVILLE TN	CQM	ICE OI SECTOR - NEW YORK
CNW	ICE OI - NORTH PLATTE NE	CQN	ICE OI SECTOR - MIAMI FL
CNX	FAM - COLUMBIA	CQO	ICE OI SECTOR - SAN JUAN
CNY	CNY ICE OI - NEW YORK NY	CQP	ICE OI SECTOR - NEW ORLEANS
CNZ	CNZ FAM - CHARLOTTE	CQQ	ICE OI SECTOR - HOUSTON TX
CN0	BORDER PATROL - NEW ORLEANS SECTOR	CQR	ICE OI SECTOR - LOS ANGELES
CN1	BORDER PATROL - NEW ORLEANS, LA	CQS	ICE OI SECTOR - CHICAGO IL

CN2	BORDER PATROL - LAKE CHARLES, LA	CQT	FAM - NEW HAVEN
CN3	BORDER PATROL - BATON ROUGE, LA	CQW	FAM - DENVER
CN4	BORDER PATROL - GULFPORT, MS	CQX	SALT LAKE CITY
CN5	BORDER PATROL - MOBILE, AL	CQY	FAM - KANSAS CITY
CN6	BORDER PATROL - LITTLE ROCK, AR	CQZ	FAM - ALBUQUERQUE
COA	ICE OI - PASCO WA	CRA	ICE OI - RALEIGH NC
COB	FAM HQ SYSTEM OPERATIONS CONTROL DIV.	CRB	ICE OI ARCE - BOSTON MA
COC	ICE OI - OKLAHOMA CITY OK	CRC	ICE OI ARCE - CHICAGO IL
COD	HQ - ODS/LESD	CRD	ICE OI HQ - R & D DIV
COE	ICE OI HQ - INS INVESTIGATIONS	CRE	ICE OI - RENO NV
COF	ICE OI - SIOUX FALLS SD	CRF	CUSTOMS OI ARCE - MIAMI FL ** HISTORICAL **
COG	CUSTOMS OI - OGDENSBURG NY ** HISTORICAL **	CRG	CUSTOMS OI ARCE - NEW ORLEANS ** HISTORICAL **
COH	ICE OI - O'HARE INTL AIRPORT CHICAGO IL	CRH	CUSTOMS OI ARCE - HOUSTON TX ** HISTORICAL **
COI	ICE OI HQ - DIRECTOR, INVESTIGATIONS	CRI	CUSTOMS OI - RICHMOND VA (NEVER OPENED)
COJ	ICE OI - OMAHA NE	CRJ	CUSTOMS REP - JEDDAH SAUDI ARABIA
COL	ICE OI - ORLANDO FL	CRK	ICE OI - REDDING CA
COM	ICE OI - MEDFORD OR	CRL	CUSTOMS OI ARCE - LOS ANGELES ** HISTORICAL **
CON	FAM HQ INVESTIGATIONS DIVISION	CRI	CUSTOMS OI - RICHMOND VA (NEVER OPENED)
COO	FAM HQ FLIGHT OPERATIONS	CRM	CUSTOMS ATTACHE - ROME ITALY
COP	ICE OI HQ - DIRECTOR, OFFICE OF OPERATIONS	CRN	CUSTOMS OI ARCE - NEW YORK NY ** HISTORICAL **
COR	ICE OI - SANTA ANA (ORANGE CO) CA	CRO	CUSTOMS OI - ROANOKE VA ** HISTORICAL **
COS	ICE OI - OCEANSIDE CA	CRP	ICE OI - ROUSES POINT NY
COT	CUSTOMS ATTACHE - OTTAWA CAN	CRQ	ICE OI - CEDAR RAPIDS IA
COU	ICE OI - OGDEN UT	CRR	CUSTOMS ATTACHE - RIYADH SAUDI ARABIA
COV	ICE OI HQ - MANAGEMENT OVERSIGHT DIVISION	CRS	ICE OI - STOCKTON, CA
COW	ICE OI - OROVILLE WASHINGTON	CRU	FAM - MEMPHIS
COX	ICE OI - VENTURA CA	CRV	ICE OI - SAN BERNARDINO CA

CPA	CUSTOMS ATTACHE - PARIS FRANCE	CRW	FAM - BIRMINGHAM
CPB	ICE OI - PITTSBURGH PA	CRX	CUSTOMS OI - REEDVILLE, VA ** HISTORICAL **
CPC	ICE OI - PANAMA CITY FL	CRY	FAM - MOBILE
CPD	ICE OI - PEMBINA ND	CRZ	FAM - JACKSON
CPE	CUSTOMS OI - PEMBINA ND ** HISTORICAL **	CR0	BORDER PATROL - RAMEY SECTOR
CPF	ICE OI - PROVIDENCE RI	CR1	BORDER PATROL - RAMEY, PR
CPG	FAM - PITTSBURGH	CSA	ICE OI - SAN ANTONIO TX
CPH	ICE OI - PHILADELPHIA PA	CSB	CUSTOMS ATTACHE - BOGOTA COLUMBIA
CPI	CUSTOMS OI - PORT ISABEL TX ** HISTORICAL **	CSC	ICE OI - SALT LAKE CITY
CPJ	CUSTOMS ATTACHE - PRETORIA SOUTH AFRICA	CSD	ICE OI - SAN DIEGO CA
CPK	ICE OI - PEMBROKE PINES FL	CSE	ICE OI - SEATTLE WA
CPL	ICE OI HQ - POLYGRAPH OPERATIONS	CSF	ICE OI - SAN FRANCISCO CA
CPM	ICE OI - PORTLAND ME	CSG	ICE OI - SAN ANGELO TX
CPN	CUSTOMS ATTACHE - PANAMA CITY	CSH	ICE OI - SHREVEPORT LA
CSI	ICE OI - SAN FRANCISCO AIRPORT	CUK	ICE - BUFFALO AIRG
CSJ	ICE OI - SAN JUAN PR	CUL	ICE - LOS ANGELES AIRG
CSK	CUSTOMS ATTACHE - STOCKHOLM SW	CUM	ICE - MIAMI AIRG
CSL	ICE OI - YUMA/SAN LUIS, AZ	CUN	ICE - NEW YORK AIRG
CSM	ICE OI HQ - DIRECTOR, SMUGGLING INVESTIGATIONS	CUO	ICE - SAN ANTONIO AIRG
CSN	ICE OI - SAN JOSE CA	CUP	ICE - SAN JUAN AIRG
CSO	ICE OI - SACRAMENTO CA	CUQ	ICE - NEW ORLEANS AIRG
CSP	ICE OI - SPOKANE, WA	CUR	ICE - PHILADELPHIA AIRG
CSQ	CUSTOMS ATTACHE - BRASILIA (FORMERLY SAO PAULO BRAZIL)	CUS	ICE - SAN DIEGO AIRG
CSR	ICE OI - SARASOTA FL	CUT	ICE - TAMPA AIRG
CSS	ICE OI - SELLS AZ	CUU	ICE - SEATTLE AIRG
CST	ICE OI - ST THOMAS VI	CUV	ICE - WASHINGTON DC AIRG
CSU	ICE OI - ST LOUIS MO	CUW	ICE - NEWARK AIRG
CSV	ICE OI - SAVANNAH GA	CUX	ICE - DALLAS AIRG
CSW	ICE OI - SWANTON VT	CUY	ICE - ST PAUL AIRG
CSX	CUSTOMS ATTACHE - SINGAPORE	CUZ	ICE - PHOENIX AIRG
CSY	ICE OI - SAN YSIDRO CA	CU1	BORDER PATROL - LLANO, TX

CSZ	CUSTOMS ATTACHE - BERN SWITZERLAND	CU2	BORDER PATROL - ABILENE, TX
CS0	BORDER PATROL - SWANTON SECTOR	CU3	BORDER PATROL - SILVER CITY, NM
CS1	BORDER PATROL - SWANTON, VT	CU4	BORDER PATROL - YSLETA, TX
CS2	BORDER PATROL - RICHFORD, VT	CU5	BORDER PATROL - ALBUGUERQUE, NM
CS3	BORDER PATROL - NEWPORT, VT	CU6	BORDER PATROL - SANTA TERESA, NM
CS4	BORDER PATROL - BEECHER FALLS, VT	CU7	BORDER PATROL - BIG BEND NT'L PARK, TX
CS5	BORDER PATROL - CHAMPLAIN, NY	CU8	BORDER PATROL - VAN HORN, TX
CS6	BORDER PATROL - OGDENSBURG, NY	CU9	BORDER PATROL - MIDLAND, TX
CS7	BORDER PATROL - MASSENA, NY	CVA	ICE OI - TAMPA MARINE UNIT
CS8	BORDER PATROL - BURKE, NY	CVB	BELLINGHAM, WASHINGTON
CTA	ICE OI - TAMPA FL	CVC	ICE OI - FORENSIC DOCUMENT LAB
CTB	CUSTOMS ATTACHE - TEGUCIGALPA HONDURAS	CVE	ICE OI - VENICE LA MARINE UNIT
CTC	CUSTOMS OI - TACOMA WA ** HISTORICAL **	CVF	ICE OI - FT MYERS MARINE UNIT
CTD	ICE OI INTERPOL (aka INTER) - WASHINGTON DC	CVH	ICE OI - ST THOMAS MARINE UNIT
CTE	ICE OI HQ - TACTICAL ENF	CVI	ICE OI - SAN DIEGO MARINE UNIT
CTF	CUSTOMS REP - INTERPOL (aka INTER) PARIS	CVJ	ICE OI - FAJARDO MARINE UNIT
CTG	ICE OI HQ - NTL TARGETING CNTR, OFF OF BORDER SECURITY	CVK	ICE OI - KEY WEST MARINE UNIT
CTH	ICE OI HQ - CHIEF, TECHNICAL OPERATIONS	CVL	ICE OI - FT LAUDERDALE MARINE UNIT
CTI	ICE OI HQ - DIRECTOR, STRATEGIC INVESTIGATIONS	CVM	ICE OI - MIAMI MARINE UNIT
CTJ	CUSTOMS REP - TIJUANA MX	CVN	CUSTOMS ATTACHE - VIENNA AUST
CTK	ICE OI HQ - STRATEGIC OPERATIONS	CVO	ICE OI - PONCE MARINE UNIT
CTL	ICE OI - TALLAHASSEE FL	CVP	ICE OI - FT PIERCE MARINE UNIT
CTM	ICE OI - MIDLAND TX	CVR	ICE OI - KEY LARGO MARINE UNIT
CTN	CUSTOMS ATTACHE - TORONTO	CVS	ICE OI - GULFPORT MARINE UNIT
CTO	CUSTOMS ATTACHE - TOKYO JAPAN	CVT	PLATTSBURG, NEW YORK
CTP	ICE OI HQ - TACT ENF MARINE DIV	CVU	ICE OI - SAN JUAN MARINE UNIT
CTQ	ICE OI HQ - CHIEF, NATIONAL SECURITY UNIT	CVV	ICE OI - BROWNSVILLE (PORT ISABEL) MARINE UNIT

CTR	ICE OI - ENF TRAINING STAFF	CVW	ICE OI - WEST PALM BEACH MARINE UNIT
CTS	ICE OI - TWIN FALLS ID	CVY	ICE OI - MAYAGUEZ MARINE UNIT
CTT	ICE OI - CHATTANOOGA TN	CV0	BORDER PATROL - LIVERMORE SECTOR
CTU	ICE OI - TUCSON AZ	CV1	BORDER PATROL - SACRAMENTO, CA
CTV	ICE OI - DALLAS TX (TECH OPS)	CV2	BORDER PATROL - STOCKTON, CA
CTW	CUSTOMS ATTACHE - TAIPEI TAIWAN	CV3	BORDER PATROL - FRESNO, CA
CTX	ICE OI - TEXARKANA AR	CV4	BORDER PATROL - BAKERSFIELD, CA
CTZ	TREASURY - OFFICE OF FINANCIAL ENFORCEMENT	CV5 SAN LUIS OBISPO	BORDER PATROL - SAN LUIS OBISPO
CT0	BORDER PATROL - MARFA SECTOR	CWA	FOD SEATTLE
CT1	BORDER PATROL - MARFA, TX	CWB	FAM - DALLAS
CT2	BORDER PATROL - LUBBOCK, TX	CWC	ICE OI - CASPER WY
CT3	BORDER PATROL - AMARILLO, TX	CWD	FOD DENVER
CT4	BORDER PATROL - PRESIDIO, TX	CWE	FOD SAN DIEGO
CT5	BORDER PATROL - PECOS, TX	CWF	FOD SAN FRANCISCO
CT6	BORDER PATROL - FORT STOCKTON, TX	CWI	ICE OI - WILLMINGTON NC
CT7	BORDER PATROL - SANDERSON, TX	CWK	ICE OI - WICHITA KS
CT8	BORDER PATROL - ALPINE, TX	CWL	FOD LOS ANGELES
CT9	BORDER PATROL - SIERRA BLANCA, TX	CWM	ICE OI - WILMINGTON DE
CUA	ICE - TUCSON AIRG	CWN	ICE OI - WENATCHEE WA
CUB	ICE - BALTIMORE AIRG	CWO	WESTERN OPERATIONS
CUC	ICE - DENVER AIRG	CWP	ICE OI - WEST PALM BEACH FL
CUD	ICE - DETROIT AIRG	CWQ	ICE OI HQ - DETENTION & REMOVAL
CUE	ICE - EL PASO AIRG	CWR	FAM - MINNEAPOLIS
CUF	ICE - SAN FRANCISCO AIRG	CWS	ICE OI - WINSTON/SALEM NC
CUG	ICE - BOSTON AIRG	CWT	FAM - OMAHA
CUH	ICE - HOUSTON AIRG	CWU	FAM - BALTIMORE
CUI	ICE - CHICAGO AIRG	CWV	ICE OI - CHARLESTON WV
CUJ	ICE - ATLANTA AIRG	CWW	FAM - WASHINGTON
CW2	BORDER PATROL - PASCO, WA	CWX	FOD PHOENIX
CW3	BORDER PATROL - OROVILLE, WA	CWY	FAM - RICHMOND
CW4	BORDER PATROL - WENATCHEE, WA	CWZ	FAM - NORFOLK

CW5	BORDER PATROL - COLVILLE, WA	CW0	BORDER PATROL - SPOKANE SECTOR
CW6	BORDER PATROL - BONNERS FERRY, ID	CW1	BORDER PATROL - SPOKANE, WA
CW7	BORDER PATROL - WHITE FISH, MT	CZB	ICE OI AIR - HOMESTEAD AFB
CW8	BORDER PATROL - EUREKA, MT	CZC	ICE OI AIR - TUCSON AZ
CXA	FOD SAN ANTONIO	CZD	ICE OI AIR - SAN DIEGO CA
CXB	BRUNSWICK MARINE - HISTORICAL	CZE	ICE OI AIR - EL PASO TX
CXC	CENTRAL OPERATIONS	CZF	ICE OI AIR - SAN ANGELO
CXD	FOD DALLAS	CZG	ICE OI AIR - CINCINNATI OH
CXE	FOD EL PASO	CZH	ICE OI AIR - HOUSTON TX
CXF	USCS OI FJTF - FT MEYERS FL ** HISTORICAL **	CZI	ICE OI AIR - KANSAS CITY KS
CXG	FOD DETROIT	CZJ	ICE OI AIR - JACKSONVILLE FL
CXH	USCS OI FJTF - HOMESTEAD FL ** HISTORICAL **	CZK	ICE OI AIR - CORPUS CHRISTI TX
CXI	FOD CHICAGO	CZL	PLATTSBURG AIR AND MARINE BRANCH, NEW YORK
CXJ	USCS OI FJTF - JACKSONVILLE FL ** HISTORICAL **	CZM	ICE OI AIR - AIR OPS EAST (MIAMI)
CXK	FAM - CHICAGO	CZN	ICE OI AIR - NEW ORLEANS AIR/MARINE BRANCH
CXM	ICE OI FJTF - MIAMI FL	CZO	ICE OI AIR - SAN ANTONIO TX
CXN	FOD NEW ORLEANS	CZP	ICE OI AIR - PENSACOLA FL
CXO	FOD HOUSTON	CZQ	ICE OI AIR - HQ AIR/MARINE DIV
CXP	FOD ST PAUL	CZR	ICE OI AIR - RIVERSIDE CA (MARCH AFB)
CXQ	ICE OI HQ - AIR MARINE, DETENTION REMOVAL	CZS	ICE OI AIR - MEMPHIS TN (BELLINGHAM)
CXR	ICE OI - RIVERSIDE MARINE SUPRT CNTR (WEST)	CZT	ICE OI AIR - TAMPA FL
CXS	ICE OI - ST. AUGUSTINE MARINE SUPRT BRANCH	CZU	ICE OI AIR - SACRAMENTO CA
CXT	USCS OI FJTF - TAMPA FL ** HISTORICAL **	CZV	ICE OI AIR - NASHVILLE TN
CXU	FAM - MILWAUKEE	CZW	ICE OI AIR - AIR OPS WEST (RIVERSIDE)
CXV	FAM - SPRINGFIELD	CZX	ICE OI AIR - PHOENIX AZ
CXW	JOINT INTERAGENCY TASK FORCE	CZY	ICE OI AIR - NEW YORK NY
CXX	ICE OI - BLUE LIGHTNING	CZZ	ICE OI AIR - PUERTO RICO
CXZ	FAM - ST. LOUIS	CZ0	BORDER PATROL - TUCSON SECTOR

CX0	BORDER PATROL - MCALLEN SECTOR	CZ1	BORDER PATROL - TUCSON, AZ
CX1	BORDER PATROL - MCALLEN, TX	CZ2	BORDER PATROL - CASA GRANDE, AZ
CX2	BORDER PATROL - MERCEDES, TX	CZ3	BORDER PATROL - NOGALES, AZ
CX3	BORDER PATROL - FALFURRIAS, TX	CZ4	BORDER PATROL - WILLCOX, AZ
CX4	BORDER PATROL - RIO GRANDE CITY, TX	CZ5	BORDER PATROL - DOUGLAS, AZ
CX5	BORDER PATROL - BROWNSVILLE, TX	CZ6	BORDER PATROL - AJO, AZ
CX6	BORDER PATROL - HARLINGEN, TX	CZ7	BORDER PATROL - NACO, AZ
CX7	BORDER PATROL - KINGSVILLE, TX	CZ8	BORDER PATROL - SONOITA, AZ
CX8	BORDER PATROL - FORT BROWN, TX	C0B	COMMERCIAL OPS - NORTHEAST REGION
CX9	BORDER PATROL - CORPUS CHRISTI, TX	C0C	COMMERCIAL OPS - NORTH CENTRAL REGION
CYA	ICE OI - YAKIMA WA	C0H	COMMERCIAL OPS - HEADQUARTERS
CYB	BFU - VERMONT (RAC YB)	C0M	COMMERCIAL OPS - SOUTHEAST (MIAMI) REGION
CYC	ICE OI - RAPID CITY SD	C0N	COMMERCIAL OPS - NEW YORK REGION
CYD	BFU - DALLAS (RAC YD)	C0O	COMMERCIAL OPS - SOUTH CENTRAL (NEW ORLEANS)
CYE	FAM - LOS ANGELES	C0P	COMMERCIAL OPS - PACIFIC (LOS ANGELES) REGION
CYF	FAM - SAN DIEGO	C0T	COMMERCIAL OPS - SOUTHWEST (HOUSTON) REGION
CYG	FAM - SACRAMENTO	C00	CBP HQ MIS LEVEL
CYH	FAM - SAN FRANCISCO	C01	CBP FIELD OPS - PORTLAND ME
CYI	FAM - HONOLULU	C02	CBP FIELD OPS - ALBANS VT
CYJ	ICE OI AIR - JACKSONVILLE P3 UNIT	C04	CBP FIELD OPS - BOSTON MA
CYL	BFU - CALIFORNIA (RAC YL)	C05	CBP FIELD OPS - PROVIDENCE RI
CYM	FAM - PHILADELPHIA	C06	CBP FIELD OPS - BRIDGEPORT CT
CYN	BFU - NEBRASKA (RAC YN)	C07	CBP FIELD OPS - CHAMPLAIN/OGDENSBURG NY
CYO	FAM - ATLANTA	C09	CBP FIELD OPS - BUFFALO NY
CYP	FAM - KNOXVILLE	C1A	COMMERCIAL OPS - BALTIMORE, MD.
CYQ	ICE OI HQ - CHIEF, IDENTITY & BENEFIT FRAUD	C1B	COMMERCIAL OPS - BOSTON, MA
CYR	ICE OI - SYRACUSE NY	C1F	COMMERCIAL OPS - BUFFALO, NY

CYS	FAM - SEATTLE	C1H	COMMERCIAL OPS - PHILADELPHIA
CYT	FAM - PORTLAND	C1O	COMMERCIAL OPS - OGDENSBURG, NY
CYU	USCS OI - YUMA AZ ** HISTORICAL **	C1P	COMMERCIAL OPS - PORTLAND, ME
CYV	FAM - ANCHORAGE	C1S	COMMERCIAL OPS - ST. ALBANS, VT
CYW	ICE OI AIR - DAICC (E) AIR OPS	C1T	COMMERCIAL OPS - BRIDGEPORT, CT.
CYX	ICE OI AIR - NTL AIR OPS CNTR (OKLAHOMA CITY)	C1V	COMMERCIAL OPS - PROVIDENCE, RI.
CYY	ICE OI AIR - DAICC, RIVERSIDE CA	C10	CBP FIELD OPS - NEW YORK NY
CYZ	ICE OI AIR - C3I MIAMI FL	C11	CBP FIELD OPS - PHILADELPHIA PA
CY0	BORDER PATROL - YUMA SECTOR	C13	CBP FIELD OPS - BALTIMORE MD
CY1	BORDER PATROL - YUMA, AZ	C14	CBP FIELD OPS - NORFOLK VA
CY2	BORDER PATROL - BLYTHE, AZ	C15	CBP FIELD OPS - WILMINGTON NC
CY3	BORDER PATROL - WELLTON, AZ	C16	CBP FIELD OPS - CHARLESTON SC
CZA	ICE OI AIR - ALBUQUERQUE NM	C17	CBP FIELD OPS - SAVANNAH GA
C21	CBP FIELD OPS - PORT ARTHUR TX	C18	CBP FIELD OPS - TAMPA FL
C23	CBP FIELD OPS - LAREDO TX	C19	CBP FIELD OPS - MOBILE AL
C24	CBP FIELD OPS - EL PASO TX	C2J	COMMERCIAL OPS - NEW YORK (JFK)
C25	CBP FIELD OPS - SAN DIEGO CA	C2N	COMMERCIAL OPS - NEW YORK, NY
C26	CBP FIELD OPS - NOGALES AZ	C2W	COMMERCIAL OPS - NEWARK, NJ
C27	CBP FIELD OPS - LOS ANGELES CA	C20	CBP FIELD OPS - NEW ORLEANS LA
C28	CBP FIELD OPS - SAN FRANCISCO CA	C86	CONVERTED TECS 1 RECORD
C29	CBP FIELD OPS - COLUMBIA-SNAKE OR	C87	OLD ASA - INVALID
C3C	COMMERCIAL OPS - CHICAGO, IL	C9I	DHS - OFFICE OF SECURITY
C3D	COMMERCIAL OPS - DULUTH, MN	C9M	MASTER CREW LIST
C3G	COMMERCIAL OPS - GREAT FALLS, MT	C9N	NEXUS-AIR PERSON ENROLLMENT
C3K	COMMERCIAL OPS - MILWAUKEE, WI	C9S	NATIONAL SECURITY CONCERN
C3L	COMMERCIAL OPS - CLEVELAND, OH	C9V	USCS OFO, PLEASURE BOAT / PRIVATE VESSEL OPS
C3M	COMMERCIAL OPS - MINNEAPOLIS, MN	C9X	INCIDENT VIOLATOR RECORD
C3P	COMMERCIAL OPS - PEMBINA, ND	C9Z	CBP/TSA Lookout
C3S	COMMERCIAL OPS - ST. LOUIS, MO	C90	CBP FIELD OPS - HQ, PRIVATE AIRCRAFT OPS
C3T	COMMERCIAL OPS - DETROIT, MI	C91	TRAFFIC ANALYSIS PROGRAM (TAP)

C30	CBP FIELD OPS - SEATTLE WA	C92	COMPEX REFERRAL
C31	CBP FIELD OPS - ANCHORAGE AK	C93	CONCORDANCE
C32	CBP FIELD OPS - HONOLULU HI	C94	PROJECT COOK - VESSEL TRACKING
C33	CBP FIELD OPS - GREAT FALLS MT	C95	CROSSING RECORDS
C34	CBP FIELD OPS - PEMBINA ND	C96	CUSTOMS ONE DAY LOOKOUT
C35	CBP FIELD OPS - MINNEAPOLIS MN	C97	OUTBOUND TARGETING AND TRACKING
C36	CBP FIELD OPS - DULUTH MN	C98	CBP - SAN DIEGO DATA ENTRY
C37	CBP FIELD OPS - MILWAUKEE WI	C99	CBP - DATA SYSTEMS, LESD
C38	CBP FIELD OPS - DETROIT MI	C7L	COMMERCIAL OPS - LOS ANGELES, CA.
C39	CBP FIELD OPS - CHICAGO IL	C7S	COMMERCIAL OPS - SAN DIEGO, CA
C4C	COMMERCIAL OPS - CHARLSTON, SC	C7W	COMMERCIAL OPS - SEATTLE, WA
C4D	COMMERCIAL OPS - WASHINGTON, D.C. (DISTRICT)	C70	CBP FIELD OPS HEADQUARTERS
C4J	COMMERCIAL OPS - SAN JUAN, PR	C71	CBP FIELD OPS REGION N-E
C4M	COMMERCIAL OPS - MIAMI, FL	C72	CBP FIELD OPS REGION N-Y
C4N	COMMERCIAL OPS - NORFOLK, VA.	C73	CBP FIELD OPS REGION N-C
C4S	COMMERCIAL OPS - SAVANNAH, GA	C74	CBP FIELD OPS REGION S-E
C4T	COMMERCIAL OPS - TAMPA, FL	C75	CBP FIELD OPS REGION S-C
C4V	COMMERCIAL OPS - U.S. VIRGIN ISLANDS	C76	CBP FIELD OPS REGION S-W
C4W	COMMERCIAL OPS - CHARLOTTE, NC	C77	CBP FIELD OPS REGION PAC
C41	CBP FIELD OPS - CLEVELAND OH	C79	CBP FIELD OPS - CANADA PRECLEARANCE
C45	CBP FIELD OPS - ST. LOUIS MO	C80	OLD ASA - INVALID
C46	CBP FIELD OPS - NEWARK NJ	C81	OLD ASA - INVALID
C47	CBP FIELD OPS - NY (JFK)	C85	OLD ASA - INVALID
C49	CBP FIELD OPS - SAN JUAN PR	C6P	COMMERCIAL OPS - PORT ARTHUR, TX
C5M	COMMERCIAL OPS - MOBILE, AL	C60	USCS - COMMERCIAL OPS.
C5N	COMMERCIAL OPS - NEW ORLEANS, LA	C61	NAILS TO TECS MIGRATION 2004 - NAILS SUBJECTS
C51	CBP FIELD OPS - US VIRGIN ISLANDS	C7A	COMMERCIAL OPS - ANCHORAGE, AK
C52	CBP FIELD OPS - MIAMI FL	C7C	COMMERCIAL OPS - COLUMBIA/SNAKE RIVER, OR.
C53	CBP FIELD OPS - HOUSTON TX	C7F	COMMERCIAL OPS - SAN FRANCISCO, CA
C54	CBP FIELD OPS - WASHINGTON DC	C7H	COMMERCIAL OPS - HONOLULU, HI

C55	CBP FIELD OPS - DALLAS-FW TX	C6L	COMMERCIAL OPS - LAREDO, TX.
C6D	COMMERCIAL OPS - DALLAS/FT WORTH, TX	C6N	COMMERCIAL OPS - NOGALES, AZ
C6E	COMMERCIAL OPS - EL PASO, TX.	C6H	COMMERCIAL OPS - HOUSTON, TX.
C1C	CGIS NORTHEAST REGION (GNE) BOSTON MA	C1D	DHAHRAN - SIR
C1E	CGIS RAO NEW LONDON CT	C1G	AMMAN JORDAN
C1I	CGIS RAO PORTLAND ME	C1J	HUNTSVILLE INSTITUTIONAL REMOVAL GROUP
C1K	GUAYAQUIL ECUADOR	C1L	COLORADO SPRINGS – RAC
C1M	ICE KABUL AFGHANISTAN ATTACHE	C1N	PACIFIC ATTACHE
C1Q	SAIPAN – RAC	C1U	HONOLULU ASSET IDENTIFICATION/REMOVAL GROUP
C1W	ICE LIAISON AIR & MARINE OPS CENTER	CTY	FIELD OFFICER DIRECTOR SALT LAKE CITY
COZ	HSI Tip-Line		
D			
DS0	TREASURY - OFC OF SECURITY	D01	NNBIS
E			
E01	SECRET SERVICE ISD DESK		
F			
F01	FAA-ACFT REGISTRATION	F02	FAA-PILOT DIRECTORY
G			
G01	COAST GUARD		
H			
H01	IRS-ISD	H02	IRS-EXAMINATION
I			
I01	IRS-CID		
J			
J01	DEA-NADDIS	J03	DEA-CHEMICAL INSPECTION (ODC)
J02	DEA, EPIC	J04	DEPARTMENT OF JUSTICE, CRIMINAL DIV
K			
K01	ATF-ALCOHOL TOBACCO & FIREARMS		
L			
L01	TREASURY - OFFICE OF FINANCIAL ENFORCEMENT	L02	DOL-OFC OF LABOR MANAGEMENT STANDARDS
M			
M01	MARSHALS SERVICE	M02	COURT SYSTEM - PROBATION DEPT
N			

N45	NATIONAL GUARD - ST. LOUIS MO	N10	NATIONAL GUARD - NEW YORK NY
N46	NATIONAL GUARD - NEWARK NJ	N11	NATIONAL GUARD - PHILADELPHIA PA
N47	NATIONAL GUARD - NY (JFK)	N13	NATIONAL GUARD - BALTIMORE MD
N49	NATIONAL GUARD - SAN JUAN PR	N14	NATIONAL GUARD - NORFOLK VA
N51	NATIONAL GUARD - US VIRGIN ISLANDS	N15	NATIONAL GUARD - WILMINGTON NC
N52	NATIONAL GUARD - MIAMI FL	N16	NATIONAL GUARD - CHARLESTON SC
N53	NATIONAL GUARD - HOUSTON TX	N17	NATIONAL GUARD - SAVANNAH GA
N54	NATIONAL GUARD - WASHINGTON DC	N18	NATIONAL GUARD - TAMPA FL
N55	NATIONAL GUARD - DALLAS-FW TX	N19	NATIONAL GUARD - MOBILE AL
N70	NATIONAL GUARD - HEADQUARTERS	N20	NATIONAL GUARD - NEW ORLEANS LA
N71	NATIONAL GUARD - REGION N-E	N21	NATIONAL GUARD - PORT ARTHUR TX
N72	NATIONAL GUARD - REGION N-Y	N23	NATIONAL GUARD - LAREDO TX
N73	NATIONAL GUARD - REGION N-C	N24	NATIONAL GUARD - EL PASO TX
N74	NATIONAL GUARD - REGION S-E	N25	NATIONAL GUARD - SAN DIEGO CA
N75	NATIONAL GUARD - REGION S-C	N26	NATIONAL GUARD - NOGALES AZ
N76	NATIONAL GUARD - REGION S-W	N27	NATIONAL GUARD - LOS ANGELES CA
N77	NATIONAL GUARD - REGION PAC	N28	NATIONAL GUARD - SAN FRANCISCO CA
N79	NATIONAL GUARD - EAST CANADA PRECLEARANCE	N29	NATIONAL GUARD - COLUMBIA-SNAKE OR
N88	FLETC - GLYNCO, GA	N30	NATIONAL GUARD - SEATTLE WA
N90	NATIONAL GUARD - HQ, PRIVATE AIRCRAFT OPS	N31	NATIONAL GUARD - ANCHORAGE AK
N91	NATIONAL GUARD - HQ, PRIVATE VESSEL OPS	N32	NATIONAL GUARD - HONOLULU HI
N	NATIONAL GUARD	N33	NATIONAL GUARD - GREAT FALLS MT
NBL	NATIONAL GUARD - BLAINE, WASHINGTON	N34	NATIONAL GUARD - PEMBINA ND
N01	NATIONAL GUARD - PORTLAND ME	N35	NATIONAL GUARD - MINNEAPOLIS MN
N02	NATIONAL GUARD - ALBANS VT	N36	NATIONAL GUARD - DULUTH MN
N04	NATIONAL GUARD - BOSTON MA	N37	NATIONAL GUARD - MILWAUKEE WI

N05	NATIONAL GUARD - PROVIDENCE RI	N38	NATIONAL GUARD - DETROIT MI
N06	NATIONAL GUARD - BRIDGEPORT CT	N39	NATIONAL GUARD - CHICAGO IL
N07	NATIONAL GUARD - OGDENSBURG NY	N41	NATIONAL GUARD - CLEVELAND OH
N09	NATIONAL GUARD - BUFFALO NY		
O			
O01	TREASURY - OFFICE OF INSPECTOR GENERAL		
P			
P01	PLANT PROTECTION AND QUARANTINE		
Q			
Q01	DOD (I&C) - PORTLAND ME	Q33	DOD (I&C) - GREAT FALLS MT
Q02	DOD (I&C) - ALBANS VT	Q34	DOD (I&C) - PEMBINA ND
Q04	DOD (I&C) - BOSTON MA	Q35	DOD (I&C) - MINNEAPOLIS MN
Q05	DOD (I&C) - PROVIDENCE RI	Q36	DOD (I&C) - DULUTH MN
Q06	DOD (I&C) - BRIDGEPORT CT	Q37	DOD (I&C) - MILWAUKEE WI
Q07	DOD (I&C) - OGDENSBURG NY	Q38	DOD (I&C) - DETROIT MI
Q09	DOD (I&C) - BUFFALO NY	Q39	DOD (I&C) - CHICAGO IL
Q10	DOD (I&C) - NEW YORK NY	Q41	DOD (I&C) - CLEVELAND OH
Q11	DOD (I&C) - PHILADELPHIA PA	Q45	DOD (I&C) - ST. LOUIS MO
Q13	DOD (I&C) - BALTIMORE MD	Q46	DOD (I&C) - NEWARK NJ
Q14	DOD (I&C) - NORFOLK VA	Q47	DOD (I&C) - NY (JFK)
Q15	DOD (I&C) - WILMINGTON NC	Q49	DOD (I&C) - SAN JUAN PR
Q16	DOD (I&C) - CHARLESTON SC	Q51	DOD (I&C) - US VIRGIN ISLANDS
Q17	DOD (I&C) - SAVANNAH GA	Q52	DOD (I&C) - MIAMI FL
Q18	DOD (I&C) - TAMPA FL	Q53	DOD (I&C) - HOUSTON TX
Q19	DOD (I&C) - MOBILE AL	Q54	DOD (I&C) - WASHINGTON DC
Q20	DOD (I&C) - NEW ORLEANS LA	Q55	DOD (I&C) - DALLAS-FW TX
Q21	DOD (I&C) - PORT ARTHUR TX	Q70	DOD (I&C) - HEADQUARTERS
Q23	DOD (I&C) - LAREDO TX	Q71	DOD (I&C) - REGION N-E
Q24	DOD (I&C) - EL PASO TX	Q72	DOD (I&C) - REGION N-Y
Q25	DOD (I&C) - SAN DIEGO CA	Q73	DOD (I&C) - REGION N-C
Q26	DOD (I&C) - NOGALES AZ	Q74	DOD (I&C) - REGION S-E
Q27	DOD (I&C) - LOS ANGELES CA	Q75	DOD (I&C) - REGION S-C
Q28	DOD (I&C) - SAN FRANCISCO CA	Q76	DOD (I&C) - REGION S-W
Q29	DOD (I&C) - COLUMBIA-SNAKE OR	Q77	DOD (I&C) - REGION PAC
Q30	DOD (I&C) - SEATTLE WA	Q90	DOD (I&C) - HQ, PRIVATE AIRCRAFT OPS

Q31	DOD (I&C) - ANCHORAGE AK	Q91	DOD (I&C) - HQ, PRIVATE VESSELS OPS
Q32	DOD (I&C) - HONOLULU HI	Q95	DOD-INSPECTOR GENERAL
Q79	DOD (I&C) - EAST CANADA PRECLEARANCE		
R			
RCM	RCMP - TAPE DATA	REX	COMMERCE EXPORT ENFORCEMENT
S			
S01	STATE DEPT, DIPLOMATIC SECURITY (DS)	S07	STATE DEPT, CLASS SYSTEM
S02	STATE DEPT, DIPLOMATIC PLATES	S08	STATE DEPT, OFFICE OF DEFENSE TRADE CONTROLS
S03	STATE DEPT, CONSULAR AFFAIRS (CA)	S09	STATE DEPT, NON IMMIGRANT VISA
S04	STATE DEPT, AVLOS	S10	STATE DEPT, OFFICE OF THE INSPECTOR GENERAL
S05	STATE DEPT, OFFICE OF FOREIGN MISSIONS (OFM)	S11	STATE DEPT, DIPLOMATIC PERSONS
S06	STATE DEPT, INTELLIGENCE AND RESEARCH (INR)	S12	STATE DEPT, PASSPORT SERVICES
T			
T01	INTERPOL (aka INTER)		
V			
V01	FDA		
W			
W01	INTERIOR - NAT'L PARK SERVICE		
X			
X01	TREASURY		
Y			
YOD	FLETC FOR NON-CUSTOM USER	Y96	CCRA - CANADIAN LOOKOUTS
Y01	DOJ-USA EDNY		
Z			
ZC0	CHIEF COUNSEL	ZFN	FINCEN
ZDO	DEPARTMENT OF DEFENSE	ZF0	TREASURY - EOAF
ZE0	TREASURY - PROPERTY CONTRACTOR (EG&G)	ZNA	NATIONAL GUARD
ZE1	TREASURY - PERSONAL PROPERTY CONTRACTOR		
OTHERS			
0HS	a) DHS-INSPECTOR GENERAL	401	FEDERAL RESERVE BOARD

0HS	b) DHS FOIA/ The PRIVACY OFFICE* *This only applies if the CONTACT is: May Bunla, OPS Lawrence W. Barry, OPS Kirk T. Thompson, OPS Ben Jacob, OPS Robert S. Shaw, OPS Nicole Enke, OPS Brandy Urbine, OPS Michael S. Tromblee, OPS	601	BUREAU OF ENGRAVING AND PRINTING
801	U.S. POSTAL SERVICE, OFFICE OF INSPECTOR GENERAL	701	DEPT OF LABOR
901	TREASURY - OFFICE OF FOREIGN ASSET CONTROL		

FOIA E-mail Addresses

Department/Section	Purpose	E-mail Address
Media	Media found in file	
Information Management	Misfiled documents	
Liaison Section	Return of original documents	
Policy and Training	Policy questions	
FIRST Program Managers	FIRST operating issues Referrals- Agency Not Listed Re-print of CDs	
FOIA Safe	Classified documents LHM Responsive records pending FOIA Safe	
Appeals	Appeals	
Congressionals	Congressional requests	
Case Create	Case create helpdesk	
Genealogy	Genealogy inquiries	
FOIA OA Room	Supplemental release mailings	
FOIA Support Team	File staffing questions	
Significant Interest Group	Significant interest items	
Information Management Liaison Section	Deconsolidation of A-numbers	

CPMS, IDENT, and US-VISIT Codes to Review for Redaction

SOURCE (OUS) CODES			
Organization	Unit	Subunit	Description
DHS	ICE	DNR (ERO)	U.S. Immigration and Customs Enforcement (ICE) Detention and Removal (DNR), Office of Enforcement and Removal Operations (ERO) Enforcing immigration and removal activities.
DHS	ICE	INV	Homeland Security Investigations (HSI) Enforcement activities, which are non-immigration related.
DHS	ICE	OIA	Office of International Affairs (OIA) Designated persons-of-interest transiting through special-interest countries (may have a suspected connection to terrorism).
DHS	OBIM	FBICMF	DHS OBIM Federal Bureau of Investigation Criminal Master File. These encounters are created as a result of a fingerprint searches from CBP Primary where the traveler has an FBI criminal history record.
DHS	OBIM	LEI	DHS OBIM Law Enforcement & Intelligence. These encounters are OBIM Law Enforcement & Intelligence persons of interest.
DHS	US-VISIT	FBICMF	U.S. Federal Bureau of Investigation (FBI), Criminal Master File (CMF).
DHS	US-VISIT	LEI	Designated Person-of-Interest requests from Law Enforcement and Intelligence (LEI) community. Enrolled through OBIM administrators.
DHS	US-VISIT	OM	US-VISIT Operations and Maintenance. US-VISIT data management.
DHS	US-VISIT	PMO	US-VISIT Program Management Office DHS persons of interest enrollments. US-VISIT-designated "Person of Interest".
DHS	APPREHEND		Legacy interface for immigration enforcement users of ENFORCE: CBP/BP, ICE/INV, ICE/DNR, and CBP/OFO at Secondary Inspection
DHS	CBP	BP	Border patrol apprehensions. Border Patrol enforcement records.
DHS	ICE	HFE	ICE Historical Fingerprint Enrollments. ICE enrollments of fingerprints enforcement prints previously not digital.
DHS	USCG	SSJ	USCG biometrics at sea operations – Sector San Juan. Interdictions at sea in the Mona Passage/Puerto Rico.

DHS	USCG	D07	USCG biometrics at sea operations – District 7. Interdictions at sea in South Florida.
DHS	USCG	PSO	USCG biometrics at sea operations – Port Security Operations. Identity verification of crew members arriving in or with access to U.S. ports.
DHS	USCG	AMIO	Alien Migrant Interdiction Operations. US Coast Guard Biometrics at Sea Interdictions.
DHS	CBP	OFO	CBP Office of Field Operations. OFO Administrative/management OUS.
DHS	CBP	CSIS	Consolidated Secondary Inspection System. CBP Entry Secondary Inspections and Adjudication.
DHS	CBP	ADIS	CBP Arrival Departure Information System. Limited system-to-system sharing between ADIS and IDENT.
DHS	US-VISIT	EXIT	US-VISIT Exit 2-p client. 2-print POE Exit processing.
DHS	US-VISIT	AIREXIT	US-VISIT airport Exit client. Airport POE Exit processing.
DHS	US-VISIT	LANDEXIT	US-VISIT land Exit client. Land POE Exit processing.
DHS	US-VISIT	SEAEXIT	US-VISIT seaport Exit client. Seaport POE Exit processing.
DHS	TSA	EXIT	TSA airport exit pilot. Exit pilot records collected by TSA.
DHS	CBP	EXIT	CBP airport exit pilot--Currently ATSM. Exit pilot records collected by CBP-- Currently Automated Targeting System Mobile Exit records.
DHS	CBP	H2	CBP temporary worker H-2 visa exit pilot. H-2 Exit kiosk records.
DHS	CBP	ENTRY	CBP entry 2-p client. Legacy CBP screening at land/air/sea POEs.
DHS	CBP	AIRENTRY2P	Traveler Primary Arrival Client 2print. TPAC 2p IXM transactions.
DHS	CBP	AIRENTRY	CBP airport entry client. CBP primary screening at air POEs.
DHS	CBP	LANDENTRY	CBP US-Arrival client. CBP primary screening at land POEs.
DHS	CBP	SEAENTRY2P	Traveler Primary Arrival Client 2print. TPAC 2p IXM transactions.
DHS	CBP	SEAENTRY	CBP seaport client. CBP primary screening at sea POEs.
DHS	CBP	PEDENTRY	CBP Pedestrian entry client. CBP primary screening of pedestrians at land POEs.
DHS	CBP	PEDENTRY10	CBP Pedestrian entry client 10p transactions. CBP primary screening of pedestrians at land POEs.

DHS	CBP	TWP	CBP Trusted Worker Program. Enrollment of credential holders with access to POE secure areas under CBP control.
DHS	CBP	GES	CBP Global Enrollment System. Trusted Traveler Program (TTP) enrollment.
DHS	CBP	GE	CBP TTP - Global Entry. Entry of Trusted Traveler Program participants to U.S.
DHS	CBP	IRT	CBP TTP – IRT. International Registered Traveler system.
DHS	CBP	NEXUS	CBP TTP – NEXUS. Canadian border commuter lane system.
DHS	CBP	SENTRI	CBP TTP – SENTRI, Secure Electronic Network for Travelers' Rapid Inspection commuter lane system.
DHS	CBP	FASTNORTH	CBP TTP – FAST. Free and Secure Trade - Canadian border truck driver screening.
DHS	CBP	FASTSOUTH	CBP TTP – FAST. Free and Secure Trade - Mexican border truck driver screening.
DHS	US-VISIT	FBICMF	IAFIS encounters for US-VISIT searches. Indication of FBI criminal history record.
DHS	US-VISIT	BSC	Biometric Support Center enrollments. US-VISIT-designated "Person of Interest".
DHS	CIS	ADMIN	USCIS administrative OUS
DHS	CIS	ASC	USCIS Application Support Center. Immigration benefit applications.
DHS	CIS	ASY	USCIS Asylum. Asylum applications.
DHS	CIS	ADOPTION	USCIS Adoption. Background investigations of resident U.S. citizens applying to adopt foreign children.
DHS	CIS	FOV	USCIS Field Office Verification. Biometric verification of applicants at USCIS field offices.
DHS	CIS	BVS	USCIS Background Vetting Service. Background investigations of non-resident U.S. citizens applying to adopt foreign children.
DHS	CIS	PCQS	USCIS Person Centric Query Service. System-to-system query to retrieve previously enrolled immigration benefit application data.
DHS	CIS	REFUGEE	USCIS Refugee. USCIS refugee applications.
DHS	TSA	TWIC	Transportation Worker Identification Credentialing. TSA and U.S. Coast Guard initiative providing credentials to maritime workers.
DHS	TSA	AFSP	Alien Flight School Program. Screening for participation in TSA Alien Flight School Program.

DHS	TSA	AVW	Aviation worker screening pilot. Screening for employment as an aviation worker by TSA.
DHS	FEMA		Federal Emergency Management Agency
DHS	CBP	SAR	CBP NSEERS Special Alien Registration. Registration of specified aliens upon entry to and exit from the U.S.
DHS	ICE	OIA	ICE Office of International Affairs. ICE "Person of Interest" transiting through a special interest country.
DHS	OCSO		Office of the Chief Security Officer/Identity Management Division. Employment background investigation searches for DHS.
DHS	USSS		U.S. Secret Service
DHS	VERIFY		SIT generic 1:1 verifications. Biometric verification of previously enrolled identity.
TSA/CA	DOJ	LA	LA County alien criminal pilot. Legacy data load provided by Los Angeles County Sheriff's Office.
TSA/CA	DOJ		California DOJ alien criminal pilot. Legacy data load of records provided by California DOJ.
DoS	CON-AFF	BCC	DoS Border Crossing Card applications
DoS	CON-AFF	DV	DoS Diversity visa applications
DoS	CON-AFF	IV	DoS Immigrant visa applications
DoS	CON-AFF	NIV	DoS Non-Immigrant visa applications
DoS	CON-AFF	DATASHARE	System-to-system data sharing
DoS	CON-AFF	NFUE	DoS expedited FBI criminal history searches
DoS	CON-AFF	NFUF	DoS FBI criminal history searches
DoS	OPSS		DoS Office of Personnel Security and Suitability. DoS employment background investigations.
DOD			U.S. Department of Defense (DoD) Manual enrollment of DOD Biometrically Enabled Watchlist (BEWL) record.
DOD	BEWL		DOD Biometric Enabled Watchlist.
DOD	SOCOM		Special Operations Command. SOCOM military operations and force protection searches.
DOJ	FBI	SA	Special Agent. Criminal and investigative searches, primarily from mobile devices.
DOJ	FBI	BRAG	Bioterrorism Risk Assessment Group. Determination of access to biological agents and toxins.
DOJ	FBI		State/local LEA criminal and OPM civil searches. Criminal and civil searches, primarily for state/local LEAs and OPM.
DOJ	FBI	SIU	FBI Special Identities Unit

DOJ	FBI	SLLEA	State and Local Law Enforcement Agencies. Searches for State/local LEAs.
DOJ	FBI	FDLE	Florida Department of Law Enforcement. Search only Identification.
DOJ	BoP		Bureau of Prisons. DOJ/BoP records of gang members provided through CBP.
DOJ	TSC		Terrorist Screening Center (TSC). Biometric data on Known or Suspected Terrorist (KST).
DOJ	TSC	INAX	Immigration and Naturalization Act Exception. Known or Suspected Terrorist (KST) associates.
DOJ	US MARSHALS		Department of Justice U.S. Marshals. These are Wants and Warrants records provided by the U.S. Marshals Service.
UK	UKvisas		United Kingdom Border Agency (UKBA) visa application processing. Searches of IDENT by UKBA to assist in determining eligibility for U.K. visas.
OPM	FIS		Federal Investigative Services. Employment background investigation searches for OPM.
INTERPOL (aka INTER)	USNCB		U.S. Central Bureau of INTERPOL (aka INTER) – International Criminal Police Organization (INTERPOL aka INTER). International criminals, missing persons, and unknown deceased.
INTL	AU	DIAC	International: Migration Five Group (M5) sharing with the Australia Department of Home Affairs, previously Department of Immigration and Citizenship. Identities exchanged under the Secure Real Time Platform (SRTP) exchange where derogatory or other valuable information exists.
INTL	CA	CIC	Immigration, Refugees and Citizenship Canada, previously Citizenship and Immigration Canada. Identities exchanged under the Secure Real Time Platform (SRTP) exchange.
INTL	DE	PCSC	Germany – Preventing and Combating Serious Crimes. Limited searches by German Law Enforcement Agencies.
INTL	NZ	DOL	Immigration New Zealand within Ministry of Business, Innovation and Employment; previously Department of Labor. Identities exchanged under the SRTP exchange.
INTL	UK	UKBA	M5 sharing with the United Kingdom Home Office (UKHO), previously UK Border Agency (UKBA).

INTL	AU	IMMI	Five Country Conference sharing with the Australia Department of Immigration and Citizenship. Identities exchanged under the FCC Secure Real Time Platform exchange where derogatory or other valuable information exists.
TYPE CODES			
Code		Description	
DHS-BSCLO		DHS - Lookout Qualified Person of Interest. Biometric Support Center Lookout. Requested by an external agency to be promoted to the Watch List by US-VISIT Biometric Support Center.	
DoS-CAT1		U.S. Department of State – Category 1 Refusal. Records for visa applicants that the Department of State has denied due to the determination that the individual is a substantial risk to enter the country.	
VRVK		Visa revocation lookouts	
FBI-CMF		U.S. Federal Bureau of Investigation – Criminal Master File. Records received from the FBI as a legacy load prior to the deployment of the first phase of IDENT-IAFIS Interoperability (iDSM), including individuals from certain high-risk countries and inactive wants and warrants.	
FBI-FNU		FBI - Criminal Master File Hit. FBI Criminal Master File: indicator of criminal history for this individual.	
FBI-FSI		FBI - Foreign Special Interest. Foreign Special Interest: individuals with unvetted KST nominations, foreign criminal history, or prints obtained by or in conjunction with a foreign government; considered to be of national security concern.	
INTERPOL (aka INTER)		International Police - Person of Interest. Records of international fugitives and criminals, and missing persons.	
INTL-CR		International Organization/Unit/Subunit (OUS) - Criminal Removal. Persons who have been deported from Five Country Conference member nations where a criminal conviction was central to the deportation.	
KST		Known or Suspected Terrorist. "Federal Bureau of Investigations-Known or Suspected Terrorist: Individuals "known or reasonably suspected to be or have been engaged in conduct constituting, in preparation for, in aid of, or related to terrorism." Also, individuals with foreign criminal history considered by the FBI to be of national security concern. "	
SIA		ICE Bitmap Special Interest Alien. Records with this type are received from ICE International Affairs using a secure file server pathway. These are individuals that have been encountered in a foreign country.	
TIER5		DOD Teir 5. Individuals encountered in military theaters of operation vetted by DOD as having less derogatory, or possibly non-derogatory, data.	

TSC-KST-A	U.S. Department of Justice (DOJ), Terrorist Screening Center (TSC) Known or Suspected Terrorist (KST) associated.
TSC-KST	DOJ, TSC Known or Suspected Terrorist (KST). Terrorist Screening Center-Known or Suspected Terrorist: Individuals vetted by NCTC or TSC as “known or reasonably suspected to be or have been engaged in conduct constituting, in preparation for, in aid of, or related to terrorism.”
WW	US Marshalls Wants/Warrants
FBI-IFFS	Identification For Firearm Sales. Identification for Firearms Sales: individuals whose criminal records prohibit the possession of a firearm under the Brady Act.
FBI-SOR	Sex Offender Registry. Sexual Offender Registry: individuals who have been convicted of sexual offenses and are registered as such.
DHS-DFD	ICE Deported Felon. Previously deported felons who were convicted and deported for drug trafficking, firearms trafficking, or serious violent crimes.
GANG	ICE Identified Gang. Records from individuals identified by ICE as known or suspected gang members, not resulting from a specific charge or arrest event.
BoP-GANG	Bureau of Police identified Gang. Records of individuals the Bureau of Prisons has designated as being gang members.
DOD-LO	DOD Lookout. Individuals encountered in military theaters of operations vetted by DoD as being persons of interest due to derogatory data.
DOD-GITMO	Guantanamo Bay Detainee. Individuals currently or previously detained by DoD at Guantanamo Bay, Cuba.
DOD-DET	DOD Detainee. Individuals currently or previously detained during DoD military operations, but not vetted to determine derogatory status.
CA-DOJ	California State Alien Criminal Record. Historical load of criminal records from the State of California.
CA-LA	Los Angeles County Alien Criminal Recors. Historical load of criminal records from the County of Los Angeles
DHS-ABS	Absconder. Records of individuals with an outstanding administrative warrant of removal from the United States who have unlawfully remained in the United States.
INTL-CR	5 Country Conference Criminal Removal. Persons who have been deported form Five Country Conference member nations where a criminal conviction was central to the deportation.
FRAUD-ID	Suspected Identity Fraud. Individuals denied entry or benefit for presenting as a false or assumed identity, or reasonably suspected of using an assumed identity.

FRAUD-COM	Suspected Commercial Fraud. Individuals denied entry or benefit for being involved in committing commercial fraud, or reasonably suspected of committing commercial fraud.
DHS-BSC	Biometric Support Center Flagged
BNFT-DNL	Immigration Benefit Denial. Applications for Refugee benefit that have been denied.
USV-OVR	Visa Overstay. Subject appears, through manual vetting, to have overstayed the terms of their visit to the U.S.
INTL-POI	International Person of Interest. Records of individuals received under data sharing agreements with foreign governments, who are determined to be persons of interest.
INTERNATIONAL DEROGATORY	Positive Derogatory Responses from FCC partners
USV-PMO	US-V PMO Lookout. Identities that have been flagged through US-VISIT research, or due to customer request, as significant security risks; also admitted alien travelers who overstayed their terms of admittance (Overstays).
BORDER PATROL TARGET	Individuals Identified by the BP Consequence Delivery System as having more than 6 apprehensions in a year. These individuals have mandatory prosecution.
RECID	DHS Apprehend Recidivist. Records enrolled as part of CBP and ICE immigration enforcement processes, generally for foreign nationals who are apprehended for illegal entry.
C1-T1	Armed & Dangerous. Individuals identified by immigration law enforcement as being armed and dangerous.
C1-T2	Violent Tendencies. Individuals flagged by immigration law enforcement as being potentially violent.
C1-T3	Health Concerns. Individuals, at time of encounter, identified by immigration law enforcement as posing a health risk.
C1-T4	Other Alert. Individuals identified by immigration law enforcement as being a potential risk to officer safety.
C2-T1	Drug Smuggler. Individual identified as a narcotics smuggler.
C2-T2	Alien Smuggler. Individual identified as a smuggler of persons.
C2-T3	Suspected Smuggler - user entered. An individual flagged by an officer based on reasonable suspicion of being a smuggler.
C2-T4	Suspected Smuggler - system entered
C3-T1	Final Order. An individual for whom a final order of removal has been issued.
C3-T2	ER-Aggravated. An individual for whom an order of aggravated expedited removal has been issued.
C3-T3	ER-Routine. An individual for whom an order of routine expedited removal has been issued.

C3-T4	Pending Removal. An individual who is in proceedings for removal from the United States.
C4-T1	Federal Alert. Individuals who have been flagged by federal law enforcement.
C4-T2	State Alert. Individuals who have been flagged by state law enforcement.
C4-T3	Local Alert. Individuals who have been flagged by local law enforcement.
PROSECUTORIAL DISCRETION	Prosecution deferred by ICE for this encounter.
ENF-AA	Adverse Action. Certain enforcement actions taken at Ports of Entry Secondary Inspection result in automatic “Lookout” promotion, for “adverse actions” including but not limited to; Notice to Appear, Withdrawal and Visa Waiver Program Removal and Refusal.

CBP Protection 10 Codes

10-1 Receiving poorly	10-41 Unit on duty, in service
10-2 Receiving well	10-42 Unit off duty
10-3 Disregard last information	10-43 Switching channels
10-4 Acknowledged; Received	10-45 Apprehended smuggling case
10-5 Lookout	10-46 Apprehended narcotics case
10-6 Temporarily busy	10-50 Immigration check
10-7 Out of service – no calls	10-51 Wants/warrants on person
10-8 In service at	10-52 Criminal history check
10-9 Repeat last transmission	10-53 Firearms check
10-10 ALL AVAILABLE OFFICERS FURNISH EMERGENCY ASSISTANCE TO / AT	10-54 Vital statistics check
10-11 Investigate subject	10-57 Drivers license check
10-12 Visitors / Officials present	10-58 Cross index check
10-13 Unit enroute to	10-72 TECS lane check
10-14 Establish traffic checkpoint	10-79 No unit available
10-15 We have aliens in custody	10-81 Assigned unit
10-16 Pick up aliens in custody	10-82 Assigned unit arrived time
10-17 Inspection party will arrive	10-83 Completes unit assignment
10-18 Anything for unit/officer?	10-84 Meet at location
10-19 No traffic / security check reply	10-85 Create incident ticket
10-20 What is your location?	10-86 Vehicle change
10-21 Advise officer to telephone	10-87 Change work area
10-22 Advise officer to report to	10-88 Operate in coded mode
10-23 Restrict normal communications 10-24 Resume normal communications 10-25 THIS CODE INDICATES SERIOUS DIFFICULTIES BEING EXPERIENCED BY SENDER	10-89 Operate in clear mode
AND IMMEDIATE ASSISTANCE	10-91 Out of radio contact
IS REQUIRED.	10-92 Back in radio contact
10-26 Vehicle stop by single agent	10-95 Log information
10-27 Check with civil authorities	10-97 Begin escort, odometer
10-28 Vehicle registration check	10-98 End escort, odometer
10-29 Check stolen/wanted vehicle	10-99 OFFICER DOWN- ALL UNITS RESPOND
10-30 Person in custody speaks English 10-31 Engaging in pursuit	10-100 PLACE CBP EMERGENCY PLAN INTO EFFECT CALL ERT PERSONEL
10-32 Vehicle stop – more that 1 agent 10-33 ALERT - DANGEROUS PERSON 10-34 I-213 check / immigration check	10-101 Bomb threat
(local)	CODE 2 Urgent

10-36 Smuggler check - OASIS	CODE 3 Emergency
10-37 Observing traffic at	CODE 4 Situation under control
10-38 Checkpoint closed temporarily 10-39 Your record check positive	CODE 5 Stakeout / Surveillance
10-40 No record on your subject	

Glossary

Admission Stamp

The CBP admission stamp is issued at ports of entry upon arrival. The stamp is placed on a passport or travel document and notes the date of admission, class of admission and admitted until date.

Asylum

Asylum status can be granted to someone who has fled to the United States and submitted an application (I-589) asserting they fear persecution if forced to return to their home country.

- An asylee is a person who meets the definition of a refugee but who is already in the United States.

Asylees get their status (AS1-AS5) after arriving in the U.S and can apply for permanent residence (AS6-AS9) one year after their asylum approval.

Consequence Delivery System (CDS)

CDS is a CBP tool used to evaluate and identify the most effective and efficient consequences to deliver in order to impede and deter further illegal activity. Examples of CDS consequences include expedited removal, lateral repatriation through the Alien Transfer Exit Program, and immigration-related criminal charges, Operation names, among others.

Cyber Background Information System (CYBIS)

A user interface for TECS used by adjudicators and BCU officers. CYBIS queries primary names and aliases within TECS/IBIS system, returns check results and facilitates electronic resolutions of hits.

Family Petitions

Family Based Petitions allow for individuals in the United States to sponsor their family to immigrate to the United States. The Immigration and Nationality Act allows for the immigration of foreigners to the United States based on a relationship to a U.S. citizen or legal permanent resident. E.g. I-130 and I-129F.

Homeland Secure Data Network (HSDN): is a classified network used for storing, sending, and retrieving classified data or material. When a classified LHM is stored on the HSDN the National Benefits Center (NBC), FBI Name Check Team (FBINCT) will prepare a memorandum. The NBC memorandum may reference the classified LHM on the HSDN or in a file (or other file). The NBC will also enter a “comment” in NFTS/RAILS referencing a LHM on the HSDN (but only if they have the file at the time that the LHM is uploaded to the HSDN)

Joint Automated Booking System (JABS)

JABS is owned by the United States Marshals Service (USMS), yet many Federal, State and local agencies input information in the system.

- Look for the JABS numbers, e.g. INS-C-005256-INS, which will let you know who the information belongs to.
- Process accordingly.

L-1 blanket visa petition

An L-1 blanket visa petition is a single petition through which certain foreign companies may pre-qualify to transfer their eligible employees into the United States on L-1 visas in groups, thereby eliminating the need to file separate individual visa petitions for each employee. The I-129 and I-129S forms are used.

Legalization Adjustment Processing System (LAPS)

Is a now obsolete USCIS system that manages the legalization application process by tracking the progress of an application, querying other USCIS databases for possible information on the applicant, providing a means for requesting A-Files, and updating other USCIS systems on the final disposition of an application. LAPS screenprints can be identified with LAP, LAPs, LAX in the top left-hand corner.

LeadTrac

A database owned by the U.S. Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Counterterrorism and Criminal Exploitation Unit (CTCEU). The function of LeadTrac is to vet and manage leads pertaining to visitors in the United States who are suspected of overstaying their period of admission or otherwise violating the terms of their admission, as well as organizations suspected of immigration violations.

Mariel Cuban Files

By 1979, Cuba's economy worsened and the Soviet Union did not send foreign aid due to involvement in Afghanistan. People crashed through the gates at the Peruvian embassy and requested asylum.

By April 6, 1980 more than 10,000 Cubans were on the grounds of the Peruvian Embassy requesting asylum. The Cuban government issued Safe-Conduct certificates allowing exit from Cuba through the Embassy of Peru, or from any country that would offer a visa.

- Castro issued an edict that anybody who wanted to leave Cuba could leave from the port of Mariel.
- Between April 21 & September 30, 1980, more than 125,000 Cubans without papers entered the United States.
- Castro gave people in prison and insane asylums the opportunity of a commuted sentence and a fresh start if they agreed to go to the United States.
- An estimated 2,746 accepted the invitation and left from the port of Mariel.

** Cuban natives and citizens are treated differently than most arrivals at U.S. ports-of-entry.*

The Immigration and Nationality Act (INA) provides that Cubans arriving by aircraft are exempt from expedited removal proceedings. INS, and later DHS, extended that protection to include land and sea arrivals. (Although now they have to have their feet on land or we return them to Cuba.)

Privacy Act System of Records

A grouping of records the government stores and retrieves by a personal identifier.

Privacy Act Record

Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history

and that contains his name, or the identifying number.

Refugee Asylum Processing System (RAPS)

Is a now obsolete USCIS system that supported the tracking and processing of asylum applications. Data contained in RAPS is derived from the record of the subject and is also provided by Federal, state, local, and foreign government agencies and other entities. RAPS screenprints can be identified with RAP, RAPS or RAX in the top left-hand corner.

Record

Information that is inscribed on a tangible medium, or that, having been stored in an electronic or other medium, is retrievable by the identifier assigned to a person.

STACKS

STACKS is the new digital file viewing and content management system for official immigration records as part of the Content Management Service (CMS) directly supporting eProcessing. These are digitized specifically in the STACKS system and consists of A-files and receipt files.

Unified Secondary (USEC)

CBP officers have used a TECS subsystem called the Consolidated Secondary Inspection Service (CSIS) to manage referrals of travelers for secondary inspection. CSIS was responsible for transmitting relevant inspection and traveler information it captured to the Secure Integrated Government Mainframe Access (SIGMA), a secondary inspection immigration event management tool and a module of ATS. USEC is replacing and combining functionality of CSIS and SIGMA into one comprehensive secondary inspection tool. USEC is housed within the ATS information security boundary.