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INSTRUCTIONS FOR USCIS PRIVACY RELEASE

The Privacy Act of 1974 requires that Members of Congress and their staff have written authorization before they can obtain information on an individual's case. This law was enacted to protect individuals from unauthorized disclosure of personal information without their consent. Therefore, a consent form must be completed before we proceed with your issue.

If you have questions about these instructions or the release form, please call our office at 360-459-8514.

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

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

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

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

The Privacy Release must include the following information:

- The name, current address, date of birth, and place of birth of the individual whose information is being requested (the subject of records).
 - Address includes the street number and name, city, state, and zip code.
 - A business is exempt from the date of birth and place of birth requirement.
- Do not grant permission for anyone to access the information released to our office.
 - Attorneys, Accredited Representatives, family members or friends may not be named as authorized recipients.
- The subject matter to which the requested information relates.
 - USCIS receipt number or tracking number.
 - USCIS form type or benefit requested. Provide copies of relevant documentation that supports your inquiry, such as I-797C's.
 - A brief description of the information or action needed.
- The signature of the individual whose information is being requested (the subject of records).
 - Only one handwritten signature for each privacy release. USCIS will not accept a digital signature created by a typewriter, word processor, stamp, auto-pen, or similar device.

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

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

Important: Please do not include your Social Security Number on the Privacy Release Form, as USCIS will reject our case submission if it contains this information.