



## **Requesting Immigration and Criminal Records**

### **A Guide for Immigrants with Removal Orders**

Some immigrants may be eligible to file a “motion to reopen” their removal case. If your motion to reopen is granted, then you no longer have a removal order. This is a complicated legal process and it is best to work with a trusted immigration lawyer. A lawyer will need to review your immigration and criminal records to give you accurate advice on whether it is possible to reopen your case. The first step you can take, even if you do not have a lawyer yet, is to request your immigration and criminal records.

#### **1. Request your immigration records.**

You can request your records from immigration agencies using the “Freedom of Information Act” (FOIA). FOIA is a law that says you have a right to get copies of government records about you. There are two letters attached to this guide. Fill them out and mail each letter to the address at the top of the page. Within a few months, you will receive your immigration records on CDs. It is safe and free to request your immigration records. This will not make you more of a priority for deportation.

#### **2. Request your criminal records.**

You can request your criminal records from the court where you were convicted. If you have convictions from more than one county or court, you will need to contact each court. Visit the court’s website or call the court clerk for specific instructions. The clerk can search for your cases using your name and date of birth. You should request a copy of the entire case file for each case. If the case file is very large and too expensive to request, ask the clerk for the “charging document” and the “disposition,” which shows what you were convicted of and sentenced to. You do not need a “certified” copy.

Office of the General Counsel – FOIA Service Center  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 1903  
Falls Church, VA 22041

**Re: FOIA/PA Request of** \_\_\_\_\_, **A#** \_\_\_\_\_  
(name) (8 or 9 digit A number)

Dear FOIA Officer:

I am writing to request that you send me a complete copy of my record of proceeding, including any audio recording. My A-number is above. I was previously in removal

proceedings in \_\_\_\_\_ in the year \_\_\_\_\_.  
(city, state)

Please send the copy of my file to me at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your time.

I declare under penalty of perjury that I am the individual named above and that the foregoing is true and correct.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

U.S. Citizenship and Immigration Services  
National Records Center (FOIA/PA Office)  
P.O. Box 648010  
Lee's Summit, MO 64064-8010

**Re: FOIA/PA Request of** \_\_\_\_\_, **A#** \_\_\_\_\_  
(name) (8 or 9 digit A number)

Dear FOIA Officer:

I am writing to request that you send me any and all records relating to me. My biographical information is below.

Full Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Place of Birth: \_\_\_\_\_

A Number: \_\_\_\_\_

Please send the records to the above address. Thank you for your time.

I declare under penalty of perjury that I am the individual named in the above-identified record, and that the foregoing is true and correct.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_