

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
National Records Center  
P.O. Box 648010  
Lee's Summit, MO 64064-8010



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

**COW2018000844  
PIN: 782745**

April 4, 2023

Matthew Hoppock  
MuckRock News  
DEPT MR 57750  
411A Highland Ave.  
Somerville, MA 02144-2516

Dear Matthew Hoppock:

**Important: If You Normally Request by Fax or Email Notification**

To respond to all Freedom of Information Act (FOIA) or Privacy Act (PA) requests as quickly as possible, we will soon stop accepting requests by email and fax. We strongly encourage you to begin using our online FOIA service at [uscis.gov/foia](https://uscis.gov/foia).

**How to Select Online Delivery**

1. Visit [uscis.gov/foia](https://uscis.gov/foia) to login to your USCIS online account or create one;
2. Once logged-in, select "FIRST," then click on "My Requests;"
3. Use your case control number **COW2018000844** and PIN **782745** to "Register Case by PIN;"
4. Click the "Register Case" button; and
5. Login to your account to check the status of your request and download your records.

**DO NOT MAIL DO NOT MAIL DO NOT MAIL**

Your request was received in this office on July 11, 2018. We may need to contact you at a later date to discuss the scope of your request.

Your request is being handled under the provisions of the Freedom of Information Act (5 U.S.C. § 552). It has been assigned the following control number: COW2018000844. Please cite this number in all future correspondence about your request.

We respond to requests on a first-in, first-out basis and on a multi-track system. Your request has been placed in the complex track (Track 2).

Your request for a fee waiver has been granted.

Consistent with 6 C.F.R. § 5.5(a) of the Department of Homeland Security (DHS) FOIA regulations, USCIS processes FOIA requests according to their order of receipt. Although USCIS' goal is to respond within 20 business days of receipt of your request, FOIA does permit a 10-day extension of this time period in certain circumstances. Due to the increasing number of FOIA requests received by this office, we may encounter some delay in processing your request. Additionally, due to the scope and nature of your request, USCIS will need to locate, compile, and review responsive records from multiple offices, both at headquarters and in the field. USCIS may also need to consult with another agency or other component of the Department of Homeland Security that have a substantial interest in the responsive information. Due to these unusual circumstances, USCIS will invoke a 10-day extension for your request pursuant to 5 U.S.C. § 552(a)(6)(B). Please contact our office if you would like to limit the scope of your request or to agree on a different timetable for the processing of your request. We will make every effort to comply with your request in a timely manner.

This office now offers an online delivery option. Visit [first.uscis.gov](https://first.uscis.gov) to register this request. You will

need to create a MyUSCIS account if you do not already have one. Once logged on, click the "Register Request" link where you will be prompted to enter your control number, COW2018000844, and PIN, 782745. A Compact Disc (CD) for use on your personal computer will be mailed if you do not wish to take advantage of digital delivery. To request your responsive records on paper, please include your control number and write to the above address, Attention: FOIA/PA Officer, or fax them to (802) 860-6908.

The National Records Center (NRC) has the responsibility to ensure that personally identifiable information (PII) pertaining to U.S. Citizenship and Immigration Services (USCIS) clients is protected. In our efforts to safeguard this information, we may request that additional information be provided to facilitate and correctly identify records responsive to your request. Though submission of this information is voluntary, without this information, your request may be delayed while additional steps are taken to ensure the correct responsive records are located and processed. Further, if we are unable to positively identify the subject of the record we may be unable to provide records responsive to your FOIA request.

How to Check the Status of Your Request

You may check the status of your FOIA request online at [first.uscis.gov/#/check-status](http://first.uscis.gov/#/check-status). If you have any questions concerning your pending FOIA/PA request, or to check the status of a pending application or petition, please call the USCIS Contact Center at 800-375-5283 (TTY 800-767-1833).

How to Submit Questions or Changes

Questions concerning this FOIA/PA request may be mailed to U.S. Citizenship and Immigration Services, National Records Center, FOIA/PA Office, P.O. Box 648010, Lee's Summit, MO 64064-8010 or emailed to [FOIAPAQuestions@uscis.dhs.gov](mailto:FOIAPAQuestions@uscis.dhs.gov). All FOIA/PA related requests, including address changes must be submitted in writing, and signed by the requester. Please include the control number listed above on all correspondence. For more information regarding the USCIS FOIA Program, please visit the USCIS website at [www.uscis.gov/FOIA](http://www.uscis.gov/FOIA).

Sincerely,



Cynthia Munita  
Director, FOIA Operations



## U.S. Citizenship and Immigration Services

*USCIS FOIA Program*

### **You Can Receive the Records You Requested Faster Online**

Although you made your initial request by paper, you can still select online delivery to receive your records faster, online.

#### **If You Don't Select Online Delivery**

You will need to wait for the records you requested to arrive by U.S. mail, requiring additional time for transit and receiving. These records will be on a CD-ROM, so you will need to use a computer with an optical drive to view them, instead of accessing them online as soon as they are available.

#### **How to Select Online Delivery**

1. Find your case number and PIN printed on your request acknowledgment letter;
2. Visit [uscis.gov/foia](http://uscis.gov/foia) to login to your USCIS online account or create one;
3. Once logged-in, select "FIRST", then click on "My Requests";
4. Complete the "Register Case by PIN" screen and click the "Register Case" button; and
5. Login to your account to check the status of your request and receive your records.

#### **Benefits of Selecting Online Delivery**

- Access your records faster than by mail;
- Respond faster if we ask you to give more information;
- Get an update by email when your request moves forward;
- Work with your representative through their USCIS online account;
- View your records online from a smartphone, tablet, or computer; and,
- Keep access to your records online and print them whenever you need.

#### **Make Your Next Request Faster, Easier Online**

Whether you are a U.S. citizen, an applicant, or an immigration attorney, our online Freedom of Information Act (FOIA) and Privacy Act (PA) services are a far more efficient way for you to receive records. Making your future FOIA and PA requests online, delivers your records faster and helps us improve our operations to better serve you, the immigration community, and the American people.

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**U.S. Citizenship  
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US OFFICIAL MAIL PENALTY FOR PRIVATE USE \$300



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RETURN TO SENDER  
INSUFFICIENT ADDRESS  
UNABLE TO FORWARD

BC: 64064801010 \*1328-62286-06-36

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