

U.S. Department of Justice
Immigration and Naturalization Service

OMB NO. 1115-0162

Request for the Return of Original Document(s)

Your assistance in furnishing the following identifying information is requested so that we may respond to your request. Please fill in the necessary information and return this form and any additional material to your local Immigration and Naturalization Service office.

FOR INS USE ONLY

File No. _____ Date _____

1. Name of requester:	2. Telephone No. (Include area code)	3. Alien registration number:
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4. Complete mailing address:

5. Specific information, document(s), or record(s) desired (Examples include Marriage License, Birth Certificate, or Death Certificate, etc.)

6. Data for identification of Personal Record (Records may not be located unless the following information is provided). Leave blank if not applicable.

Family Name	First Name	Middle Name	Alien registration number (if known)
Other names used (If any)	Date of birth	Place of birth	
Date of entry	Port of entry	Type of entry (i.e. temporary visitor, student, etc.)	
Name on Certificate of Naturalization	Certificate of Naturalization number	Naturalization certificate date	
Name on Certificate of Citizenship	Certificate of Citizenship number	Citizenship certificate date	
Naturalization Court and location			

7. Verification of identity

In person with ID Notarized affidavit of identity Other (Specify)

Instructions: Before consideration can be given to your request, two forms of identification must be submitted. Examples of acceptable forms of identification are alien registration cards, baptismal certificates, birth certificates, driver's licenses, employment work identification cards, marriage certificates, certificates of naturalization, or United States or foreign passports. To minimize the retention of original documents it is preferred that you provide a copy of your supporting documentation. If a copy is submitted, it must bear a certification by an immigration officer, attorney, notary public or consular officer that the copy was compared with the original and found to be identical.

If you are requesting an original document(s) from a file other than your own, you must submit proof of relationship between you and the subject. In cases where the subject is either deceased or incapacitated, you must provide evidence of power of attorney or that you are executor of the subject's estate.

Identification documents in a foreign language must be accompanied by a complete translation in English. The translator must certify that he or she is competent to translate and the translation is accurate.

Signature of requester	Date
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