

Exhibit 41

Freedom of Information Act and Privacy Act Case Processing Guide

NRC FOIA Operations Support Division (OSD)
5/16/2025

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considered third parties that fall under this guidance. See below for changes regarding USCIS, DOS, CBP, and ICE employees).

Third party personal information/PII will be withheld (b)(6) on all non-law enforcement documents in both FOIA and PA case. You will use (b)(6)/(b)(7)(C), add (k)(2) if a PA, on all law enforcement documents. If WIFing the documents, add any additional exemptions that may apply.

Specific Document Guidance (not an all inclusive list):

Document	Examples	Guidance
Petitions/Applications	I-130, I-485	Redact
Joint Documents (even though your subject is a party to)	Tax Returns Utility Bills Bank Statements Marriage/Divorce Certificate Children's Birth Certificate Family Registry I-864/I-134	WIF
USCIS Correspondence Addressed to the Subject	RFE NOID Decision Letter I-797	Redact
USCIS Correspondence Addressed to a Third Party	RFE NOID Decision Letter I-797	WIF
Subject's Individual Documents	Birth Certificate Death Certificate Employment Documents Driver's License Passport Individual Tax Return	Redact

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	Local law enforcement G-28 G-325 School Documents Medical Documents Photographs	
Publicly Available Documents	Country Conditions Cited Court Case News Articles	Release
Joint EOIR /BIA and State/Local Court	Motions Correspondence/Notices	WIF

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Addressed to a Third Party	NOID Decision Letter I-797	
Subject's Individual Documents	Birth Certificate Death Certificate Employment Documents Driver's License Passport Individual Tax Return	Redact

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	Local law enforcement G-28 G-325 School Documents Medical Documents Photographs	
Publicly Available Documents	Country Conditions Cited Court Case News Articles	Release
Joint EOIR /BIA and State/Local Court	Motions Correspondence/Notices Orders Transcripts	WIF
Subject's Individual EOIR /BIA and State/Local Court	Motions Correspondence/Notices Orders Transcripts	Redact
Third Party Documents	G-325 G-28 Character Letters Birth/Marriage/Divorce/Death Certificates Driver's License Passport Tax Returns Bank Statements Utility Bills School Documents Medical Documents Photographs	WIF

Withhold in Full Law Enforcement Checks, Screenprints and Investigations Interim Guidance

Medical Documents
Photographs

Withhold in Full Law Enforcement Checks, Screenprints and Investigations Interim Guidance

Processing of Responsive Records

Ascertaining how to process documents within the responsive records will be done by segregating Record of Proceedings (ROP) material from non-ROP material.

An ROP is an organization of certain immigration records that were considered, or referenced, during an administrative immigration proceeding that resulted in a final administrative decision or action. An ROP is typically contained within a physical A-File, Receipt File, or Electronic File (ELIS or STACKS), or a hybrid paper and electronic file.

An ROP can contain a wide variety of records, including:

- Immigration benefit applications/petitions and supporting/related documents
- Removal action notices and orders

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- Immigration court benefit determinations and orders
- Hearing or interview transcripts, sworn statements, recordings, and exhibits
- Any other evidence relied upon to reach a determination in an enforcement action, legal proceeding, or adjudication process

The ROP is critical for many functions, such as efficiently and accurately adjudicating benefit applications; administrative and judicial review of decisions; responding to Freedom of Information Act (FOIA) requests; supporting law enforcement actions, investigations, and litigation.

For every ROP, there must be an initiating document. The initiating document sets in motion the benefit adjudication, enforcement action, or proceeding that is the subject of the ROP. Initiating ROP documents can include but are not limited to:

- Applications and petitions for immigration benefits
- Removal notices such as the I-862 (Notice to Appear), I-863 (Notice of Referral to an Immigration Judge), or I-213 (Record of Deportable/Inadmissible Alien)
- I-290B (Notice of Appeal or Motion)

Responsive records can have multiple initiating documents. For each initiating document, there will be a separate set of ROP and non-ROP records.

Non-ROP material is used to help the adjudicator decide whether to request the applicant or petitioner submit

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- I-290B (Notice of Appeal or Motion)

Responsive records can have multiple initiating documents. For each initiating document, there will be a separate set of ROP and non-ROP records.

Non-ROP material is used to help the adjudicator decide whether to request the applicant or petitioner submit additional evidence. Non-ROP documents created in association with an initiating document include those that are not received from, or provided to, the individual. They include, but not limited to:

- Worksheets, Checklists, Routing Slips
- System Screenprint (ATS, TECS, CIS, NFTS, PCQS, CPMS, rap sheets, DACS, Enforce, EARM, etc.)
- FDNS Material
- Security Check Forms

In general, ROP materials are subject to Privacy Act and FOIA requests without significant redactions. Non-ROP materials, by contrast, can be protected in whole or in part against FOIA and Privacy Act disclosure.

Confusing the two can lead to the unintentional release of information.

Non-ROP Material

All non-ROP material is WIF'd (b)(7)(E), add (k)(2) if a PA case. You will need to review each document to determine if additional exemptions apply. This is not an all inclusive list.

Form Number	Title
Screenprint	Board of Immigration Appeals Inquiry System
Screenprint	ISRS Screenprints
Screenprint	Criminal Repository Inquiry
Screenprint	Encounter History Screenprints
Screenprint	ABIS Print Hit
Screenprint	ABIS Candidate
Screenprint	Case History (CHIS)
Screenprint	Case Status (CSTA)

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Screenprint	Case Status Report
Screenprint	Accurant/AutoTrackXP/Choicepoint/CLEAR/Discovery Plus/LexisNexis/National Comprehensive Report Person Searches

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Investigative Material	Refugee Case History Form
Investigative Material	Resettlement Support Center - Case Log/File Notes
Investigative Material	File Summary
STACKS	FOIA Response Copy (Table of Contents)
ELIS I-821/I-821D	Non-ROP in ELIS File • FOIA Response • Table of Contents • Supervisor Review Worksheet • Risk and Fraud

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	• Case Flags
ELIS I-130	Non-ROP in ELIS File • FOIA Response • Table of Contents • Risk and Fraud • Case Flags
ELIS I-485	Non-ROP in ELIS File • FOIA Response • Table of Contents • Risk and Fraud • Case Flags
ELIS N400	Non-ROP in ELIS File • FOIA Response • Table of Contents • NPQ Worksheet • Risk and Fraud • Case Flags
ELIS I-765	Non-ROP in ELIS File • FOIA Response • Table of Contents • Supervisor Review Worksheet • Risk and Fraud • Case Flags
G-658	Record of Information Disclosure (Privacy Act)
Routings Sheet	California Service Center Routing Slip <i>*LHM section is standardized and does not require a bookmark unless there is an LHM indicator.</i>
Routings Sheet	Naturalization Applications Routing Slip <i>*LHM section is standardized and does not require a bookmark unless there is an LHM indicator.</i>

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While the USCIS FOIA/PA PPM is your primary reference, it 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 IBS stamp or handwritten note. The inclusion of additional information may trigger the need to use other exemptions in addition to those already applied to a given form. Each case is unique; therefore, review each page for content and consider disclosure on a case-by-case basis.

ROP Material

All ROP material that is not law enforcement belonging to a third party is WIF'd (b)(6). All ROP material that is law enforcement belonging to a third party is WIF'd (b)(6)/(b)(7)(C), add (k)(2) and/or (j)(2) if a PA case.

Form Number	Title	Processing Guidance	FOIA	PA
I-352	<u>Immigration Bond</u>	If the Bond Obligor is the Subject: • Withhold Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-323	<u>Immigration Bond Breached</u>	If the Bond Obligor is a Company: • Withhold Officer PII • Withhold company employee PII		
I-391	<u>Notice – Immigration Bond Cancelled</u>	If the Bond Obligor is a Third Party: • Withhold Officer PII • Withhold third party PII • Withhold the Bond Receipt Number		
I-305	<u>Receipt of Immigration Officer – United States Bonds or Notes, or Cash. Accepted as Security on Immigration Bond</u>	If the Bond Obligor is the Subject: • Withhold Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
	<u>Bond Worksheet</u>	If the Bond Obligor is a Company: • Withhold Officer PII • Withhold company employee PII		
		If the Bond Obligor is a Third Party: • Withhold Officer PII • Withhold third party PII • Withhold the Bond Receipt Number • Withhold any check or money order numbers		
	<u>Bond Cashier's Checks/Money Orders</u>	If the Bond Obligor is the Subject: • Release in Full		
		If the Bond Obligor is a Company: • Withhold company employee PII	(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
		If the Bond Obligor is a Third Party: • WIF		
	<u>Bond Obligor ID documents</u>	If the Bond Obligor is a Company: • Withhold company employee PII	(b)(6)	(b)(6)
	<u>Surety Company Power of Attorney</u>	If the Bond Obligor is a Third Party: • WIF		
I-170	<u>Deportation Case Check Sheet</u>	WIF	(b)(7)(E)	(k)(2)/(b)(7)(E)

Form Number	Title	Processing Guidance	FOIA	PA
I-20	<u>Certificate of Eligibility for Nonimmigrant Student Status</u>	Withhold third party PII	Add (b)(6)/(b)(7)(C) if officer PII	(k)(2)/(b)(6)/(b)(7)(C)
I-703	<u>Record of Action</u>	WIF	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
FD-936	<u>Request for National DNA Database Entry</u>	Withhold Officer PII Withhold Agency Sample or Transaction Ref #	(b)(7)(E) Add (b)(5) if deliberative information present	(k)(2)/(b)(7)(E) (k)(2)/(b)(6)/(b)(7)(C)
I-216	<u>Record of Persons and Property Transferred</u>	Withhold the barcode	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
		Withhold	(b)(7)(E)	(k)(2)/(b)(7)(E)
		• Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
		• Third party PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
		Withhold	(b)(7)(E)	(k)(2)/(b)(7)(E)
		• Manifest number	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
		• Gang membership	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-877	<u>Record of Sworn Statement in Administrative Proceedings</u>	Withhold	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-867A	<u>Record of Sworn Statement in Proceeding Under Section 235(b)(1) of the Act</u>	• Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-265	<u>Notice to Appear, Bond, and Custody Processing Sheet</u>	• Third party PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
		Withhold	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
		• Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
		• Third party PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-203	<u>Order to Detain or Release Alien</u>	Withhold officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-247	<u>Immigration Detainer – Notice of Action</u>	Withhold	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-870	<u>Record of Determination/Credible Fear Worksheet</u>	Withhold	(b)(6)	(b)(6)
FD 258	<u>Applicant Fingerprint Card</u>	• Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
FD 249	<u>Arrest and Institution Fingerprint Form</u>	• Third party PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
R-84	<u>Final Disposition Report</u>	Withhold Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)

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Form Number	Title	Processing Guidance	FOIA	PA
I-217	<u>Information for Travel Document or Passport</u>	Withhold	(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-831	<u>Continuation Page for Form</u>	- Officer PII - Third party PII Process same as the document it is continuing		
I-779	<u>Border Patrol Medical Screening</u> <u>ICE Health Service Corps In-Processing Health Screening</u> <u>Juvenile Medical Screening</u> Covid-19 Checklist Alien Initial Health Interview Questionnaire <u>Initial Phone Call Form</u>	Withhold Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-830 / I-830E	<u>Notice to EOIR: Alien Address</u>	Withhold - Officer PII - Third party PII Withhold - Officer PII - Suite/Floor/Officer/Room of any government address	(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-259	<u>Notice to Detain, Remove, or Present Alien</u>	Withhold - Officer PII - Third party PII If Served: Withhold Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-205	<u>Warrant for Deportation</u>		(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-860	<u>Notice and Order of Expedited Removal</u>		(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-862	<u>Notice to Appear</u>		(b)(6)/(b)(7)(C)	(k)(2)/ (b)(6)/(b)(7)(C)
I-166	Bag and Baggage			(d)(5)/(b)(5)
I-851A	Final Administrative Removal Order			(k)(2)/ (b)(6)/(b)(7)(C)
I-274	Notice and Request for Disposition		(b)(5)	(d)(5)/(b)(5)
			Add (b)(6)/(b)(7)(C) if officer PII present	(k)(2)/ (b)(6)/(b)(7)(C)

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Form Number	Title	Processing Guidance	FOIA	PA
I-210	Notice of Action – Voluntary Departure			
I-286	<u>Notice of Custody Determination</u>			
I-851	Notice of Intent to Issue a Final Administrative Removal Order			
I-871	Notice of Intent/Decision to Reinstate Prior Order			
I-826	<u>Notice of Rights and Request for Disposition</u>			
I-220A	<u>Order of Release on Recognizance</u>			
I-220B	<u>Order of Supervision</u>			
I-221	<u>Order to Show Cause and Notice of Hearing</u>			
I-229	Warning for Failure to Depart			
I-229(a)	<u>Warning for Failure to Depart</u>			
I-294	<u>Warning to Alien Ordered Removed or Deported</u>			
I-200	<u>Warrant for Arrest of Alien</u>			
I-296	Notice to Alien Ordered Removed/Departure Verification			
I-213	<u>Record of Deportable/Inadmissible Alien</u>	Withhold • Officer PII • Third party PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-275	<u>Withdrawal of Application for Admission/Consular Notification</u>	Withhold • Entire Narrative • SIGMA Event • GPS coordinates, latitude/longitudes, zones, grids and specific locations • Operation names • System names/results • Assisting assets	(b)(7)(E)	(k)(2)/(b)(7)(E)
	List of Pro Bono Legal Service Providers	Release in Full		
I-831	<u>New Court Location</u>	Withhold officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)

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Form Number	Title	Processing Guidance	FOIA	PA
	ORR Verification of Release	Withhold third party PII	(b)(6)	(b)(6)
I-443	ORR Initial Medical Form Multiple Inspection Referral	Withhold - Officer PII - Third Party PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-94	Departure Record Card	Withhold officer PII if present	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-94	Departure Record Screenprint	Withhold URL	(b)(7)(E)	(k)(2)/(b)(7)(E)
	Affidavit to Withdraw Visa Application	WIF	(b)(6)/(b)(7)(C)/(b)(7)(E)	(k)(2)/(b)(6)/(b)(7)(C)
		Add (b)(7)(F) if could reasonably be expected to endanger the life or physical safety of any individual		(k)(2)/(b)(7)(E)
		Add (b)(7)(D) if explicitly named as confidential source		(k)(2)/(b)(7)(F)
I-181	Memorandum of Creation of Record of Lawful Permanent Residence	If adjudicated: Withhold - Third party PII - USCIS employee PII If unadjudicated: WIF	(b)(6)	(b)(6)
I-130	Petition for Alien Relative	Withhold - USCIS Employee PII - Third Party PII	(b)(5)	(d)(5)/(b)(5)
I-129F	Petition for Alien Fiancé(e) Application to Register Permanent Residence or Adjust Status		Add (b)(6) if USCIS employee PII or third party PII present	(b)(6)
I-485	Application to Register Permanent Residence or Adjust Status		(b)(6)	(b)(6)
I-751	Petition to Remove Conditions on Residence		(b)(6)	(b)(6)
N-400	Application for Naturalization			
I-90	Application to Replace Permanent Resident Card (Green Card)			
I-765	Application for Employment Authorization			

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Form Number	Title	Processing Guidance	FOIA	PA
I-590	Registration for Classification as Refugee			
I-730	Refugee/Asylee Relative Petition			
I-360	<u>Petition for Amerasian, Widow(er), or Special Immigrant</u>			
I-918	<u>Petition for U Nonimmigrant Status</u>			
I-918 Supplemental A	<u>Application for T Nonimmigrant Status</u>			
I-914	Petition for Qualifying Family Member of U-1 Recipient			
I-914 Supplemental A	Application for Derivative T Nonimmigrant Status			
I-817	Application for Family Unity Benefits			
I-698	Application to Adjust Status from Temporary to Permanent Resident			
N-600	<u>Application for Certificate of Citizenship</u>			
I-929	Petition for Qualifying Family Member of U-1 Nonimmigrant			
I-192	<u>Application for Advance Permission to Enter as a Nonimmigrant</u>			
N-565	Application for Replacement Naturalization/Citizenship Document			
I-881	<u>Application for Suspension of Deportation or Special Rule Cancellation of Removal</u>			
I-601	<u>Application for Waiver of Ground of Inadmissibility</u>			
I-601A	<u>Application for Provisional Unlawful Presence Waiver</u>			
DS 160	Online Non-Immigrant Visa Application			
DS-260	DoS Online Immigrant and Alien Registration Application			
FS-551	<u>Immigrant Visa and Alien Registration</u>			

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Form Number	Title	Processing Guidance	FOIA	PA
21	Application for Temporary Protected Status			
221D	Consideration of Deferred Action for Childhood Arrivals			
OIR -42B	Application for Cancellation of Removal and Adjustment of Status for Certain Nonpermanent Residents			
OIR-42A	Application for Cancellation of Removal for Certain Permanent Residents			
-131	Application for a Travel Document			
-765	Application for Employment Authorization			
I-551 or I-586	Card Data Collection Form			
DS-230	Application for Immigrant Visa and Alien Registration			
DS-156	Nonimmigrant Visa Application			
	Personal Joint and Third Party Documents Marriage Certificate Divorce Decrees IDs Birth Certificate Death Certificates Bank Statements Utility Bills Tax Returns School Records Medical Documents Credit Card Bills Passports Photographs Household Registries SS Cards Rental Agreements Drivers License Paystubs Affidavits of Support/Character Interpreter Affidavits Withdrawal Letters/Affidavits for petitions	WIF	(b)(6)	(b)(6)

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additional information on a form, such as an I-589 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.

Form Number	Title	Processing Guidance	FOIA	PA
	Subject's Personal Documents Employment Verification Letters	Withhold third party PII If authored by a Business: Withhold third party PII If authored by an individual: WIF Withhold third party PII	(b)(6) (b)(6) (b)(6)	(b)(6) (b)(6)
I-693	<u>Medical Examination of Aliens Seeking Adjustment of Status</u>		(b)(6)	(b)(6)
I-693 Supplemental	<u>Adjustment of Status Applicant's Documentation of Immunization to be Completed by a Civil Surgeon</u>			
I-589	<u>Application for Asylum and for Withholding of Removal</u>	If the subject is the principal: Withhold • Third party PII • USCIS Employee PII If the subject is a Rider: WIF the I-589 form and supporting documents submitted with the I-589, unless they are documents issued or belong to the subject (rider). For example: Alien Cards (LPR, EAD), Passports, Birth Certificate, Social Security Card, Driver's license, etc.	(b)(6)	(b)(6)
	<u>Asylum Interview / Notes</u> Refugee Interview / Notes	Withhold • Third party PII • USCIS Employee PII Withhold deliberative material	(b)(6) (b)(5)	(b)(6) (d)(5)/(b)(5)
G-1059	<u>Record of Applicant's Oath During an Interview</u> <u>Decision Regarding Your Application for Asylum</u> <u>Waiver of Presence of Representative</u> <u>Record of Interpreter's Oath During an Interview</u>	Withhold • Third party PII • USCIS Employee PII	(b)(6)	(b)(6)
I-864 / I-134 G-325A G-28	<u>Affidavit of Support</u> <u>Biographic Information</u> Notice of Entry of Appearance as Attorney or Accredited Representative	WIF If the subject is the sponsor/principal: Withhold third party PII * If you make any (b)(6) redactions on a page that contains the barcode, redact the barcode on that page (b)(6).	(b)(6) (b)(6)	(b)(6) (b)(6)

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While the USCIS FOIA/PA PPM is your primary reference, it 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 use of 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.

Form Number	Title	Processing Guidance	FOIA	PA
EOIR 28	Notice of Entry of Appearance as Attorney or Representative Before the Immigration Court	If the sponsor/principal is a third party: WIF		
EOIR 27	Notice of Entry of Appearance as Attorney or Representative Before the Board of Immigration Appeals			
I-912	Request for Fee Waiver			
I-290B	Notice of Appeal or Motion Marriage Fraud Interviews/Stokes Interviews	Subject's Q & A: Withhold third party PII Spouse's Q & A: WIF	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-918 Supplemental B	U Nonimmigrant Status Certification	Withhold • Third party PII • Officer PII	(b)(6)/(b)(7)(C)	(k)(2)/(b)(6)/(b)(7)(C)
I-131F	Parole/Re-Parole Application	Withhold • Third party PII • USCIS employee PII	(b)(6)	(b)(6)
I-129	Petition for a Nonimmigrant Worker	Withhold any decision, decision letter, comments, or references to a decision	(b)(5)	(d)(5)/(b)(5)
I-129S	Nonimmigrant Petition Based on Blanket L Petition	Withhold • IRS Employer Identification Number (EIN)/Federal Employer Identification Number (FEIN) if a sole proprietorship or an SSN	(b)(6)	(b)(6)
I-140	Immigrant Petition for Alien Worker Petition for Alien Relative	• Third party PII • USCIS Employee PII		
ETA 9089	Application for Permanent Employment Certification	Withhold Systems Checked/Results	(b)(7)(E)	(k)(2)/(b)(7)(E)
ETA 9035 and ETA 9035E	Labor Condition Application for H-1B, H-1B1 and E-3 Nonimmigrant Workers	Withhold • IRS Employer Identification Number (EIN)/Federal Employer Identification Number (FEIN) if a sole proprietorship or an SSN • Third party PII	(b)(6)	(b)(6)

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page for content and consider disclosure on a case-by-case basis.

Form Number	Title	Processing Guidance	FOIA	PA
	Corporate Tax Returns	Withhold third party PII to include: Shareholder information, including personal earnings, compensation of officers and stock holdings, preparer's SSN, preparer's TIN/EIN if an individual and preparer's PTIN if it is an SSN (SSN = 9 digits, PTIN = P+8 digits)	(b)(6)	(b)(6)
IAP-66	Certificate of Eligibility for Exchange Visitor, (J-1) Status	Withhold third party PII	(b)(6)	(b)(6)
DS-2019	<u>Certificate of Eligibility for Exchange Visitor, (J-1) Status</u> (Formerly IAP-66)			
	Non-Immigrant Fiancé (E) Visa Application			
	Supplement to Non-Immigrant Visa Application			
DS-3024	<u>Chest X-Ray and Classification Worksheet</u>			
DS-3025	<u>Vaccination Document Worksheet</u>			
DS-3026	<u>Medical History and Physical Examination Worksheet</u>			
Optional Form 157	<u>Medical Examination of Applicants for United States Visas</u>			
DS-2053 / DS-2054	<u>Medical Examination for Immigrant or Refugee Applicant</u>			
	Health Assessment Informed Consent Form			
	Immigrant Data Summary			
	Profile of Asylum Claims and Country Conditions			
	<u>Human Rights Report Executive Summary</u>			
	<u>CIA World Fact Book</u>			
	<u>US Refugee Admission Program</u>			
		Release in Full		

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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 certain 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.

Form Number	Title	Processing Guidance	FOIA	PA
Form I	Bio Information	Withhold third party PII	(b)(6)	(b)(6)
Form II	Additional Resettlement Information			
Form III	<u>Family Tree for Each Member of Case</u>			
	<u>Travel Authorization Letter</u>			
	<u>Sworn Statement</u>	Withhold USCIS employee PII	(b)(6)	(b)(6)
	<u>Release of Information Consent Form</u>			
	<u>Two Way Visa Action Request and Response</u>	WIF	(b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
	<u>National Visa Center Affidavit of Support Information</u>			
I-566	<u>Interagency Record of Request</u>	Withhold third party PII	(b)(6)	(b)(6)
		Withhold Part 7 if one of the boxes is checked, and/or a recommendation is listed	(b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
		If not completed:	(b)(5)	(d)(5)/(b)(5)
		WIF		
		If completed:	(b)(6)	(b)(6)
		Withhold third party PII		
		RIF to DoS		
	<u>UNHCR Resettlement Submission for Protracted Refugee Population</u>			
	<u>UNHCR Resettlement Registration Form</u>	Withhold third party PII	(b)(6)	(b)(6)
	<u>Fee Payment Receipt</u>	Withhold URL	(b)(7)(E)	(k)(2)/(b)(7)(E)
	<u>CEAC DS-160 Report</u>	Withhold • Top portion with DoS Remarks • Data Checks • Previous Submissions	(b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
		Withhold adjudicative marks	(b)(7)(E)	(k)(2)/(b)(7)(E)
		Withhold third party PII	(b)(6)	(b)(6)
		Withhold entire block "Do Not Write in this Space" if completed	(b)(3), 8 U.S.C. 1202(f)	(b)(3), 8 U.S.C. 1202(f)
DS-156	Nonimmigrant Visa Application			

Additional Interim Guidance

1367 Information Provisions

You will now utilize (b)(6) for information withheld for 1367 Information Provisions for both FOIA and PA cases. You will no longer use (b)(7)(C).

U.S. Department of State (DOS)

All third party personal information/PII will be withheld in a PA case with exemption (b)(6).

All DOS employees and employees of JVAs will be withheld with exemption (b)(6) in both a FOIA and PA case. This includes, but not limited to:

- Documents signed by the subject.
- Documents served to the subject.

DOS and refugee documents will follow the same ROP and Non-ROP rules as listed above. Some sample ROP documents, and guidance are:

Document	Examples	Guidance
Subject's Individual Documents	DS-156 DS-160 Immigrant Visa and Alien Registration Medical Examination for Immigrant or Refugee Applicant DS-3025 DS-156K Supplement to Nonimmigrant Visa Application DS-2019 The Transportation Company and Transportation Security Administration I-590 Correspondence to subject Family Trees	Redact
Subject is a Rider	I-590 Family Trees The Transportation Company and Transportation Security Administration Correspondence to the Applicant	WIF
UNHCR		RIF

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**Add any additional applicable exemptions. Exemption (b)(3), 8 U.S.C. 1202(f) should only be used if the information pertains to the issuance or refusal of a visa or permit to enter the United States.*

Examples of non-ROP documents that you will WIF are:

- File Summary
- Refugee Application Assessment
- Worksheets, Checklists, Routing Slips
- System Screenprint
- Security Check Forms (SAO)
- Internal correspondence
- Report 24 and 71
- Refusal Worksheet and Advisory Opinions

**Add any additional applicable exemptions. Exemption (b)(3), 8 U.S.C. 1202(f) should only be used if the information pertains to the issuance or refusal of a visa or permit to enter the United States.*

Executive Office for Immigration Review (EOIR)

Documents served to EOIR are no longer fully releasable. You will process documents served to EOIR based on current guidance.

You will now use (b)(6)/(b)(7)(C), add (k)(2) if a PA case, for documents authored by EOIR.

USCIS Employees

For USCIS employee PII in a PA case, you will now use (b)(6). The Partial OOS will no longer be used.

CBP and ICE Employees

CBP and ICE employee PII will be withheld using (b)(6)/(b)(7)(C), add (k)(2) if a PA case, except for public facing officials (SAC, Port Director, FOD, CC, SIO, etc.)

CBP and ICE employee PII includes, but not limited to:

- Names
- Signatures
- Initials
- Direct phone lines
- E-mail addresses
- User IDs

CBP and ICE PII except for Directors' names (District, Field, Center, etc.), will be withheld on all documents.

This includes, but not limited to:

- Documents signed by the subject.
- Documents served to the subject.
- Documents served in EOIR.
- Documents referred to another agency.

Local Law Enforcement

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- To compare possible duplicates, click on the Compare icon. This will provide a side-by-side view of the two cases.
- If a more in-depth information review is needed, click on the View Case icon. This will open a second FIRST window of the possible duplicate case. Here a complete view of the entire request, including case notes, can be seen.
- To exit this window, click the Close Case View "X" at the top left corner.

ertification of Agreement (Consent)

l third party requests must have consent. This includes media requests. If no consent is provided, the case ill be closed as a Total Denial with the appropriate insert.

pecific requests for I-94, arrival/departure or entry/exit documents

ny request that is specifically for an I-94, arrival/departure or entry/exit document only will be closed No ecord with the I-94 insert included. This no longer applies to only subjects born in Cuba.