



Record Requests in the SIJS/AOS Context - Resources

Guidance for Practitioners

General – CILA technical assistance

- [Web Request Form](#)
- Email cila@abacila.org

FOIA

- American Immigration Council, "[FOIA for Immigration Lawyers](#)," May 2021
- Immigrant Legal Resource Center, "[A Step by Step Guide to Completing FOIA Requests With DHS](#)," December 2021

ORR

- Immigrant Legal Resource Center, "[Obtaining Office of Refugee Resettlement Records for Clients Who Were Detained as Children](#)," November 2019

Juvenile Records

- Sarah J. Diaz & Lisa Jacobs, "[The Inappropriate Use of Juvenile Records In Immigration Discretion](#)," July 2022

Resources for Purchase

- Immigrant Legal Resource Center, [FOIA Requests and Other Background Checks](#), 2020
- Electronic Privacy Information Center, [Litigation Under the Federal Open Government Laws](#), 2010
- American Immigration Lawyers Association, [FOIA Toolbox](#), 2022

Government Websites

ORR

- ORR Unaccompanied Children Policy Guide
 - [Section 5.6](#), "Reporting and Recordkeeping"
 - [Section 5.8.2](#), "Significant Incidents"
- [Authorization for Release of Records](#) (Form A-5) – Revised 6/27/2022
 - **Note:** open in Firefox or Internet Explorer
- [Notice of Attorney Representation](#) (Form L-3) – 06/27/2022
 - **Note:** open in Firefox or Internet Explorer

DOJ/EOIR

- Department of Justice [Freedom of Information Act Reference Guide](#)
- [EOIR FOIA Contact Information](#)
- Online requests – [Public Access Link](#)

DHS

- [DHS FOIA Contact Information](#)



- o [FOIA Policy and Compliance](#) – Statutes, Regulations, & Resources

OBIM

- o Online FOIA request – [DHS Public Access Link \(PAL\)](#)

CBP

- o CBP website: [Request Records Through the Freedom of Information Act](#)
- o Online FOIA request – [FOIAOnline](#)

USCIS

- o USCIS portal for online FOIA requests – [FIRST](#)

Change is Underway at DHS Freedom of Information Act (FOIA)

DHS FOIA is moving to a NEW system which will allow us to process records faster. We expect to begin moving to the system on July 11, 2022. There may be a temporary delay in response to your request while launching the new system.

The move will be staggered across DHS FOIA processing centers to minimize disruptions. We will provide dates for impacts at each DHS FOIA processing center as soon as they are available. We are giving you advance notice so that you can plan accordingly. We appreciate your patience as we move forward with this new technology.

PLEASE NOTE: This change event will NOT affect requests sent to the U.S. Citizenship and Immigration Services (USCIS) and the United States Secret Service.

If you have a Public Access Link (PAL) account at <https://foiarequest.dhs.gov>, you will need to create a new account after the move. Documents in your PAL account will remain available until the move to the new system is complete. Please download any content from your PAL account you may need later!

