

Submitting cbp foia's online

Rev 03.2016

Confirm that you have completed the entire G-28 correctly. The address should be **our** address. We don't typically provide the clients address on FOIA requests. It is ready to send once you have all signatures and "special wording" in the G-28 additional info portion along with any AKA's used by the client.

"FOIA Request – All apprehensions and encounters with CBP"

3.a. Page Number	3.b. Part Number	3.c. Item Number
1	3	1
3.d. FOIA Request		
All Apprehensions and encounters with		
CBP		
AKA. Martin Mendoza		

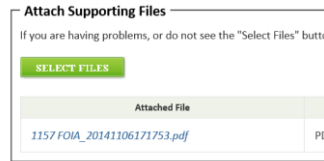
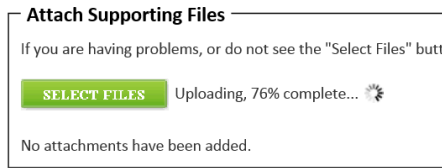
1. Scan your G28. You do not need the G-639 to send a CBP foia request. Including a G-639 will automatically have your CBP request sent to USCIS. We don't want that, it will create a duplicate uscis request since you've already mailed one out.
2. Log onto <https://foiaonline.regulations.gov/foia/action/public/request/publicPreCreate>
3. Sign in: user is maria@bay.... Pword is in Time matters (if you change it, make sure to update Time Matters ALWAYS
4. Select an agency **CBP ONLY** (choosing USCIS will automatically generate an email that the request has been CLOSED)
5. Complete the fields, you will need the parents' names. Please check your spelling.

Additional Information	
* Type of Records Requested :	Border Apprehension/Encounters
On Behalf Of (First) :	Benito
On Behalf Of (Middle) :	
On Behalf Of (Last) :	Gonzalez Segundo
Date of Birth :	3/21/1972
Alias/(es) :	
Alien Number :	095 784 551
Parents' Names :	

Processing Fees	
* Will Pay Up To : \$	25.00 Why are fees required?

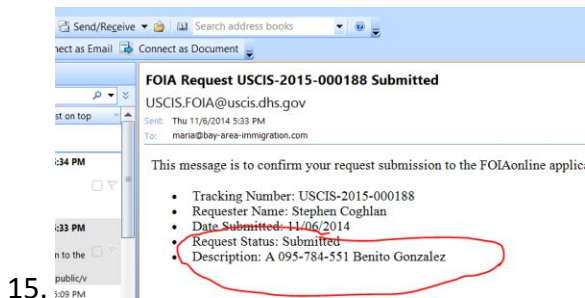
* Description :
095 784 551, Benito Gonzalez Segundo, Country of birth: Mexico

6. Processing fees: we will pay up to \$25.
7. In the DESCRIPTION – MUST BE FULL NAME OR A# - CANNOT BE BLANK!!!!!!
8. CANNOT BE OUR INTERNAL MATTER NO!!!!!!
9. Attach your scanned g-28



10. Once file is confirmed uploaded, preview, correct deficiencies and preview again if needed.
11. Accept the privacy act statement and affirmation.
12. Submit the request
13. A “tracking #” will be automatically generated & Maria will receive an email confirmation. Maria will not put your note for you.
14. Copy the tracking #, and put your note in TM.

Here is why the A# or name is important in the description. The email will reflect only what you write in the Description box. Writing “all immigration documents” or “entire file” won’t help us connect the tracking # with the client.



15.

If you don’t have an A#, make sure to include the name and Country of Birth.

16. Checking the status of your request:

<https://foiaonline.regulations.gov/foia/action/public/search>

17. A good “trigger” to follow up on the status of your pending CBP is when you receive the FBI report. Both reports generally take about 90 days.