

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

**REQUEST FOR CERTIFICATION OF ALIEN CUSTODY, REMOVAL,
OR DEPARTURE FOR USE IN CRIMINAL LEGAL PROCEEDINGS**

Part 1. Requestor

Full Name and Title:	
Employer:	Phone:
Employer Address:	Fax:
Bar Number/State (if applicable):	Email:

Category of requestor (check only one):

- ☐ Attorney representing alien in a criminal legal proceeding
- ☐ Prosecutor
- ☐ Criminal Investigator
- ☐ Probation/Parole Officer
- ☐ Employee of a federal, state, local, tribal, or territorial court within the United States
- ☐ Employee of, or represents as legal counsel, a federal, state, local, tribal, or territorial governmental agency other than a court or prosecutor's office, within the United States

Part 2. Information about Alien

Name: (Family Name in CAPS) (First) (Middle)

Gender: ☐ Male ☐ Female

Country of Birth:

Other Names Used: (Include Maiden Name)

Date of Birth (mm/dd/yyyy): _____

Alien Registration (A-number) or,
I-94 Number (if any): _____

NOTE: Your inquiry can only be processed if the alien's name and EITHER country of birth OR alien registration number are provided. Providing additional information, as requested above, will assist processing of your request.

Part 3. Information Being Requested (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Applicable time period(s) in ICE custody | <input type="checkbox"/> Location(s) of detention |
| <input type="checkbox"/> Removal or departure from the United States | <input type="checkbox"/> Released from ICE custody |
| <input type="checkbox"/> on/about _____ (date, if known) | <input type="checkbox"/> on/about _____ (date, if known) |

Part 4. Information on Criminal Proceeding for which Information is Requested

Court Where Matter is Pending (if multiple dockets, provide earliest filed):	Date of Missed or Pending Court Appearance (if applicable):
Case Caption:	Docket Number:
Name of Assigned Judge (part, division, etc.):	Court Clerk's Telephone Number:

Part 5. Additional Remarks

Provide any additional information that you believe will assist ICE in processing and responding to your request for information. You may include the date(s) which you believe the alien was removed or deported, departed the United States, or was released from ICE. Further, you may include here other relevant missed or pending appointments, such as, a required meeting with a probation or parole officer.

Part 6. Disclaimer

This Request for Certification Form does not, and may not be relied upon, to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter and is provided solely for the benefit of the Requestor.

ICE reserves the right to seek documentation of the requestor's relationship to a criminal-justice entity prior to supplying a response. To ensure prompt processing of your request, you are encouraged to attach a copy of documentation such as a retainer, order appointing counsel, agency credential, or badge.

Part 7. Affirmation

I certify, under penalty of perjury:

1. That the information above is true and correct to the best of my knowledge and belief;
2. That any information provided to me by ICE in response to my request will only be used for a criminal legal proceeding in which the alien has been or may be charged with an offense (including prosecution, pre-trial, sentencing, parole, probation, bail bond issuance or collection); and
3. That I am seeking this information to assist in determining the alien's whereabouts or custodial status on a specific date(s) when the alien was absent from a required appearance related to a **criminal legal proceeding**.

I understand that information provided herein shall not be taken as an admission of any fact by the subject alien in any subsequent immigration proceeding.

Date

Signature

Instructions

Read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet of paper.

1. What is the purpose of this form?

This form may be used to request from U.S. Immigration and Customs Enforcement (ICE) information to assist in determining the alien's location or custodial status on a specific date(s) when the alien was absent from a required appearance related to a domestic criminal legal proceeding or mandatory appointment with a criminal justice official (e.g. an appointment with a probation officer). This information can include the time period an alien was detained, the place of detention, or the date an alien was removed from (or departed) the United States.

2. Who may use this form?

This form may be used by (1) attorneys representing aliens in criminal matters, (2) government agencies, or (3) authorized court personnel. **Note:** If you are an alien requesting ICE to share information about yourself with a third party please complete ICE Form 60-001 – Privacy Waiver Authorizing Disclosure to a Third Party <http://www.ice.gov/doclib/news/library/forms/pdf/60-001.pdf>.

3. When should I use this form?

This form may be used to obtain information from ICE at any stage in a domestic criminal legal proceeding in which the alien has been or may be charged with an offense (including prosecution, pre-trial, sentencing, parole, probation, bail bond issuance or collection).

4. What evidence or documentation should I submit with this request?

ICE reserves the right to seek documentation of the requestor's relationship to a criminal-justice entity prior to supplying a response. To ensure prompt processing of your request, you are encouraged to attach a copy of documentation such as a retainer, order appointing counsel, agency credential, or badge.

5. What fees should I submit with this request?

There is no fee requirement.

6. Why could my request be rejected or denied?

- No official relationship with alien
- Multiple aliens listed on same request
- Failure to sign the request
- Failure to provide accurate information
- Wrong physical or mailing address
- Form was incomplete
- Discretion of the ICE Management

7. What will happen when I submit this application?

ICE will conduct a review of all pertinent records systems and provide you a certification of applicable information, if approved.

8. What if this request is approved?

ICE will provide you of the results of its query on a separate form as soon as feasible.

9. Disclaimer

This Request for Certification Form does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.