Immigration Case Assistance (USCIS, Department of State)

Senator Brown's office assists with immigration-related case inquiries involving USCIS and/or the US Department of State. In order for our office to look into the issue on your behalf, we must receive a completed Request for Assistance (RFA) form. This form allows our office to contact the respective federal agency on your behalf, and get started on your case. The form is three pages long. All pages of the form must be completed in their entirety. If a question does not apply to your specific case, please put "n/a" on that line.

Please be aware that the agency only allows for one signature per each individual RFA. Additionally, if you wish to inquire about multiple pending cases, we will need one privacy release form per petition receipt number.

If You Are the Petitioner of a Pending Immigration Benefit:

The petitioner may complete the RFA *by hand* if the beneficiary of the application is overseas. If you are the petitioner, you may sign the separate privacy release form designated specifically for the petitioner.

- If you filed a Form I-730, Follow-to-Join Refugee/Asylee application on behalf of a family member, the beneficiary's signature may be required. If possible, please have your family member fill out the RFA designated for the beneficiary. Please contact your respective caseworker if you are unable to receive their signature.

If You Are the Beneficiary of a Pending Immigration Benefit:

The beneficiary may complete the RFA *by hand* if they have a pending adjustment of status case, i.e. I-465, N-400, I-90, N-565, etc. If you are the beneficiary, you may sign the separate privacy release form designated specifically for the beneficiary.

- If your pending petition is employment-based, your employer must complete the privacy release form as the petitioner and include your information as the beneficiary.

- If you are the primary petitioner, but have derivative beneficiaries who are linked to your pending petition who would like to inquire about the status of their case, the derivative beneficiary must complete the RFA.

Electronic signatures may lead to rejection of your RFA by the reviewing agency

Request for Assistance

SENATOR SHERROD BROWN

NAME_____ HOME PHONE (_____)_____

ADDRESS_____ CELL PHONE (_____)_____

CITY_____ WORK PHONE (_____)_____

STATE_____ ZIP_____ COUNTY_____ EMAIL_____

Date of Birth _____/_____/_____ Receipt / Alien#_____
(Provide these numbers only if necessary to investigate your case.)

Dear Senator Brown:

I am seeking your assistance in a personal matter involving the federal government. I hereby authorize your office to request, on my behalf, that the appropriate federal agency or agencies investigate the following: (Use reverse side or additional paper, as needed.)

_____

_____

_____

_____

_____

_____

_____

_____

I further authorize, under the provisions of the Privacy Act of 1974, and under penalty of perjury, that the agency or agencies involved have my permission to disclose information from their records about my case or claim to the office of Senator Sherrod Brown.

SIGNATURE_____ DATE_____

Please return this completed form and any other relevant information to:

Senator Sherrod Brown, 801 West Superior Avenue, Suite 1400, Cleveland, Ohio 44113-1829
Fax: 216-522-2239 **Email: casework@brown.senate.gov**

If you have questions call: **Phone: 216-522-7272** **Toll-Free: 888-896-6446 (Press 1)**

Office of U.S. Senator Sherrod Brown
Request for Assistance – Page Two

In addition to the Request for Assistance form, please complete this form. If possible, please type or print your responses. Please be sure to sign both forms and, if possible, provide a beneficiary written signature. Your completed forms, along with copies of any recent correspondence from the National Visa Center, USCIS or the Consular Office, should be returned to Senator Brown's Cleveland office by mail, fax or email: **casework@brown.senate.gov.**

If you are requesting assistance with a non-immigrant visa, please include the applicant's name, passport number, birthdate and a letter of introduction with a detailed explanation of the invited guest's return to country of origin and any other supporting documentation or evidence.

If you are a legal representative, you must attach a copy of Form G-28.

Name of the Petitioner: _____

Name of Beneficiary: _____

Current Address of Petitioner: _____

Date of Birth (MM/DD/YY):_____

Place of Birth of Petitioner (City, Country): _____

Alien Registration number (if applicable): A# _____

Form Type (I-485, I-130, etc.): _____

Petition Receipt Number (usually begin with WAC, IOE, EAC, SRC, PSC, LIN, ETC, etc.):

_____

Passport Number: _____

Administrative processing* _____

Previous Denials: _____

I further authorize, under the provisions of the Privacy Act of 1974, and under penalty of perjury, that the agency or agencies involved have my permission to disclose information from their records about my case or claim to the office of Senator Sherrod Brown.

SIGNATURE(S) (Must be handwritten in ink – Digital Signatures are not accepted)

Petitioner's Signature: _____ Date_____

**From the U.S. Department of State website: Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a consular officer. Applicants are advised of this requirement when they apply. When administrative processing is required, the timing will vary based on individual circumstances of each case. Visa applicants are reminded to apply early for their visa, well in advance of the anticipated travel date.*

Office of U.S. Senator Sherrod Brown
Request for Assistance – Page Three

In addition to the Request for Assistance form, please complete this form. If possible, please type or print your responses. Please be sure to sign both forms and, if possible, provide a beneficiary written signature. Your completed forms, along with copies of any recent correspondence from the National Visa Center, USCIS or the Consular Office, should be returned to Senator Brown's Cleveland office by mail, fax or email: **casework@brown.senate.gov.**

If you are requesting assistance with a non-immigrant visa, please include the applicant's name, passport number, birthdate and a letter of introduction with a detailed explanation of the invited guest's return to country of origin and any other supporting documentation or evidence.

If you are a legal representative, you must attach a copy of Form G-28.

Name of the Petitioner: _____

Name of Beneficiary: _____

Current Address of Beneficiary: _____

Date of Birth (MM/DD/YY):_____

Place of Birth of Beneficiary (City, Country): _____

Alien Registration number: A# _____

Form Type (I-485, I-130, etc.): _____

Petition Receipt Number (usually begin with WAC, IOE, EAC, SRC, PSC, LIN, ETC, etc.):

_____

Passport Number: _____

Administrative processing* _____

Previous Denials: _____

I further authorize, under the provisions of the Privacy Act of 1974, and under penalty of perjury, that the agency or agencies involved have my permission to disclose information from their records about my case or claim to the office of Senator Sherrod Brown.

SIGNATURE(S) (Must be handwritten in ink – Digital Signatures are not accepted)

Beneficiary's Signature: _____ Date _____

**From the U.S. Department of State website: Some visa applications require further administrative processing, which takes additional time after the visa applicant's interview by a consular officer. Applicants are advised of this requirement when they apply. When administrative processing is required, the timing will vary based on individual circumstances of each case. Visa applicants are reminded to apply early for their visa, well in advance of the anticipated travel date.*