



**U.S. Customs and
Border Protection**

MAY 06 2016

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations
(b) (6), (b) (7)(C)

FROM: Todd A. Hoffman **(b) (6), (b) (7)(C)**
Executive Director **(b) (6), (b) (7)(C)**
Admissibility and Passenger Programs

SUBJECT: Updated Guidance on Port Copies of A-Files

This memorandum serves to reconcile guidance and supersedes the memorandum dated October 20, 2011 titled "Port Copies of A-Files"

Alien Files (A-Files) are the official record of an individuals' encounters with DHS. U.S. Citizenship and Immigration Services (USCIS) is the ultimate custodian of all A-Files. **(b) (7)(E)**

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(b) (7)(E). Electronic information contained in the **(b) (7)(E)**
(b) (7)(E) should suffice any internal reference needs. If additional information or original forms within an Alien's file are needed, CBP Officers may request the original A-File from USCIS through proper channels (i.e. **(b) (7)(E)**).

Please ensure that this memorandum and attached muster are disseminated to all affected ports of entry within your jurisdiction. Should you have any questions or require additional information, please contact **(b) (6), (b) (7)(C)**, (A) Director, Enforcement Programs Division at **(b) (6), (b) (7)(C)** or **(b) (6), (b) (7)(C)**, Program Manager at **(b) (6), (b) (7)(C)**

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Date: May 6, 2016

Action: Immediate

Topic: Updated Guidance on Port Copies of A-Files

HQ POC/Office: (b) (6), (b) (7)(C), Enforcement Programs Division, (b) (6), (b) (7)(C)

- U.S. Citizenship and Immigration Services is the custodian of A-files.
- (b) (7)(E)
- Electronic information contained in the (b) (7)(E) (b) (7)(E) event should suffice any internal reference needs.
- If additional information or original forms within an Alien's file are needed, CBP Officers may request the original A-File from USCIS through proper channels (i.e. (b) (7)(E) (b) (7)(E)).

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