

NATIONAL ARCHIVES ORDER FOR COPIES OF ALIEN CASE FILES (A-FILES)

If you wish to order by mail, please read these ordering instructions and the general information about the records that can be ordered with this form. Mail order reproduction service using this form is available **ONLY** from:

National Archives at Kansas City
400 W. Pershing Rd.
Kansas City, MO 64108

OR

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San Bruno, CA 94066

To determine whether a file is located in Kansas City or San Francisco you **must** complete a search in the National Archives Online Catalog (www.archives.gov/research/catalog). The catalog contains the names of every individual presently contained in our A-Files holdings. The location of each file can be found by completing a name search, selecting the matching file (*must* be titled "Alien Case File for [name]") from the result list, and noting the *Contact* listed within the Online Catalog entry. See below example for assistance:

A-Files Online Catalog Search Result

Individual's Name	National Archives Identifier	Alien Registration Number & Accession/Box Info
Alien Case File for Regina Pilus This file consists of an alien case file for Regina Pilus. Date of birth is listed as 01/01/1955. Country is listed as Russia. Alias name is listed as Regina Petraszka. National Archives Identifier: 5325346 Local Identifier: A5272291/095-10-0128/Box 44 Container Identifier: 44 Creator: Department of Justice, Immigration and Naturalization Service. 6/14/1940-3/1/2003		

Note: Always read the "Scope & Content" note to learn more about the subject of the file.

Scope & Content
This file consists of an alien case file for Regina Pilus. Date of birth is listed as 01/01/1955. Country is listed as Russia. Alias name is listed as Regina Petraszka.
Variant Control Numbers
ARC Identifier: 5325346
Agency-Assigned Identifier: A5272291 This is the assigned Alien Registration Number.
Search Identifier: SAFile Pilus, Regina
Archived Copies
Copy 1: Preservation-Reproduction-Reference
Contact(s): National Archives at Kansas City (RBA-KCQAG), 400 West Pershing Road Kansas City, MO 64108 Phone: 816-268-8000 Fax: 816-268-8038 Email: Atleskansascity@nara.gov
Copy 1 Media Information: Specific Media Type: Paper Container ID: 44 Physical Restriction Note: Because these records are stored offsite, researchers must request the records 48 hours in advance.

Location of Record →

IMPORTANT INFORMATION ABOUT YOUR ORDER

You may use this form to order copies of Alien Case Files (A-Files). **You may request only one A-File per form.**

The Immigration and Naturalization Service (INS) began issuing aliens an Alien Registration number in 1940, and on April 1, 1944, began using this number to create individual case files, called Alien Files or A-Files.

A-Files contain the records of any active case of an alien not yet naturalized as they passed through the United States immigration and inspection process. Since the early 20th century, the United States collected increasing amounts of information from immigrants, and A-Files from mid-century hold a wealth of data, including visas, photographs, applications, affidavits, correspondence, and more.

The success of our search depends on the completeness and accuracy of the information you provide in blocks 1-4 on this form. Before submitting a request, you **must** search for the individual in the National Archives Online Catalog (www.archives.gov/research/catalog). The catalog contains the names of every individual presently contained in our A-Files holdings. Information for blocks 1-3 can be found within the initial results list that populates (*Title, National Archives Identifier and Local Identifier*), while the *Scope & Content Note* within each catalog entry provides information for block 4.

If the name of the individual you are researching does not appear within the Online Catalog, we ask that you refrain from submitting a record request as we will be unable to provide reference service. Please see our Kansas City and San Francisco A-Files websites for additional information: <http://www.archives.gov/research/immigration/aliens/a-files-kansas-city.html> and <http://www.archives.gov/research/immigration/aliens/a-files-san-francisco.html>.

PRIVACY ACT STATEMENT

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