

**DEPARTMENT OF HOMELAND SECURITY  
U.S. Citizenship and Immigration Services**

***NOTE: The Department's Public Counter is closed; no walk-ins are available.***

Please note that the Los Angeles Police Department (LAPD) will **not** release an arrest report to an arrestee and/or authorized representative, such as an attorney. If a subpoena is being submitted, the request will need to go directly to LAPD Public Records and Subpoena Response Section at: <https://www.lapdonline.org/risk-management-and-legal-affairs-division/>

The following information are provided to assist in obtaining report(s) **for United States Citizenship and Immigration Services (USCIS)** if the applicant is on an immigration case and has been:

- previously arrested by the LAPD only
- was a victim of a crime and reported to LAPD only

Records and Identification (R&I) Division only provides copies of LAPD related arrest and crime reports and does not provide reports from other law enforcement agencies. Applicant and/or authorized representative would need to contact the other agencies for their directions in reference to obtaining reports for USCIS.

The applicant/representative will receive the following type of letters from USCIS (the letter form will also have a barcode on the first page):

- Request for Evidence
- Notice of Continuance
- Intent to Deny

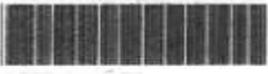
**EXEMPLAR OF USCIS LETTER (WITH BARCODE)**

March 16, 2022

JOHN DOE  
123 Mainstreet  
Los Angeles, CA 90012

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
19809 Prairie St., Ste 120  
Chesworth, CA 91311

**U.S. Citizenship  
and Immigration  
Services**



A123-456-789

**REQUEST FOR EVIDENCE**

Dear JOHN DOE

**Why We Are Writing You**

On October 12, 2021, you filed Form I-485, Application to Register Permanent Residence or Adjust Status, with U.S. Citizenship and Immigration Services (USCIS). We are writing to inform you that we need more information from you to make a decision on your case. Please read this letter carefully and follow all of the instructions below.

**What You Need to Do**

You must provide the following information in order for us to make a final decision on your case.



R&I Division requires that the applicant/representative send all pages of the original USCIS form (with barcode) by U.S. Mail only. Also include a letter to explain what is being requested for the USCIS form and provide a telephone number in case there are questions. There is no payment fee required. A form of valid/unexpired identification must be included, such as:

- U.S. government Driver License/Identification card (clear copy of front and back side)
- Passport
- Permanent Residency Card (clear copy of front and back side)
- **IMPORTANT REMINDER:** R&I Division does not release copies of reports to arrestee/suspect and/or their authorized representatives. For USCIS, the report is sent directly to USCIS, and the victim of crime will not receive a copy of the report. If the applicant/representative or victim needs a report for immigration purposes, then the USCIS letter (with barcode) must be included along with a letter. If only a letter without the USCIS form (with barcode) is mailed in, the letter will be returned to the sender.

Mail the documents by U.S Mail to the following address:

Los Angeles Police Department  
Records & Identification Division  
Report Services Section – Outside Agencies  
**Attention: USCIS**  
100 West 1st Street, Room P-137  
Los Angeles, CA 90012

**R&I Division processes USCIS forms (with barcode) without delay.** If the letter is mailed in a timely manner, the report will be mailed to USCIS before the due date. R&I Division will provide a certified copy of report (if available) directly to USCIS. In addition, R&I Division will provide USCIS applicant or authorized representative a letter of completed request. If no report is available, a letter of this finding will be sent to USCIS and applicant/representative. This completes the process with report for USCIS.

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**The following information is for an applicant who was a victim of a crime and wishes to obtain a copy of report for themselves so that they may mail it directly to USCIS.**

**SPECIAL NOTE:**

If an applicant was a victim of a crime and wishes to obtain a copy of a crime report for themselves so that they can mail it directly to USCIS, then a written request to R&I Division (see below for mailing address) must be mailed in along with appropriate payment. The report will be released in accordance with Section 7920.000 – 7931.000 of the Government Code. **Please be advised that going through this route may cause a delay with an immigration case.**

To request a copy of a crime report, the applicant/representative must provide:

1. A check or money order payable to the LAPD in the amount of \$29.00 (do not send cash). This fee may be refunded if it is determined that no report exists. If you receive

notification that no report exists, please complete a City of Los Angeles Claim for Refund form and return it to the City Clerk's Office.

2. The name(s) and address(es) of the victim(s).
3. A signed release from the victim if the request is from an attorney.
4. The type of report – robbery, assault, etc.
5. The date and location of occurrence.
6. A report (DR) number and/or Incident Number, if known.
7. The reason for the crime report

**NOTE: EXCEPTIONS (FEE WAIVER) FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, HUMAN TRAFFICKING, OR ABUSE OF AN ELDER OR A DEPENDENT ADULT**

Recent California legislation provides that victims of domestic violence are entitled to one free copy of their incident reports made within five years from the date of completion of the incident report. Victims of Sexual Assault, Stalking, Human Trafficking, or Abuse of an Elder or a Dependent Adult are entitled to one free copy of their incident reports made within two years from the date of completions of the incident report. Additionally, victims of identity theft are entitled to a free copy of their incident reports.

Due to the severe time constraints imposed upon local law enforcement agencies for providing a copy of the report, victims of domestic violence should apply directly to the concerned Area of occurrence for a copy of their report provided that the incident was reported within the last two years. R&I Division will continue to process requests received by mail from victims of domestic violence as expeditiously as possible. There will be no fee for this type of report charged to the victim.

Mail to:

Los Angeles Police Department  
Records and Identification Division  
Document Processing Unit  
P.O. Box 30158  
Los Angeles, CA 90030