## Tuesday, September 3, 10 A.M.–4 P.M. (EDT)

<table>
<thead>
<tr>
<th>TIME</th>
<th>#</th>
<th>LECTURE TITLE</th>
<th>PRESENTER</th>
</tr>
</thead>
</table>
| 10 A.M.| 1 | Introduction to Military Records at the National Archives | John Deeben  
                                                      National Archives at Washington, DC |
| 11 A.M. | 2 | Introduction to Genealogy: Civilian                     | Rebecca K. Sharp  
                                                      National Archives at Washington, DC |
| NOON  | 3 | Alien Files (A-Files)                                   | Elizabeth Burnes  
                                                      National Archives at Kansas City, MO |
| 1 P.M. | 4 | Native American Records                                 | Michael Wright  
                                                      National Archives at Fort Worth, TX |
| 2 P.M. | 5 | National Archives Online Resources for Genealogy         | Nancy Wing  
                                                      National Archives at Washington, DC |
| 3 P.M. | 6 | Citizenship Matters: Bureau of Naturalization Files at the National Archives | Zack Wilske  
                                                      U.S. Immigration & Citizenship Services, Washington, DC |
Learn about the Alien Files (A-Files), a rich source of biographical information for family research, and how to complete a successful request. The A-Files contain United States immigration documents generated and collected since the mid-20th century with a wealth of data, including visas, photographs, applications, affidavits, correspondence, and more.
Elizabeth Burnes is an Archivist for the National Archives at Kansas City who serves as the lead archivist for Alien Files (A-Files) reference. Prior to joining the National Archives staff she held positions at Harry S Truman National Historic Site, Missouri History Museum, Herman T. Pott National Inland Waterways Library, and Harry S. Truman Presidential Library and Museum. She received a Bachelor’s degree in History at Truman State University, and a Master’s degree in History and Museum Studies at the University of Missouri-St. Louis.
ALIEN FILES (A-FILES)
National Archives as Kansas City
Elizabeth Burnes, Archivist
Overview

• Background Information
• Examples of Basic Content
• Interesting Items
• Record Requests
BACKGROUND INFORMATION
What is an A-File?

• The Immigration and Naturalization Service (INS) began issuing each alien 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 all records of any case of an alien not yet naturalized as they passed through the United States immigration and inspection process.
Why else were A-Files Created?

- An A-File might be created without any action taken by the alien, for example if INS initiated a law enforcement action against or involving an alien.

- In a few instances there are also files on aliens who registered between 1940 and 1944. These files document aliens who received an Alien Registration number and form prior to 1944, and had an A-File created due to the re-opening of the case after 1944.

- Files from other series, such as visa or registry files, were withdrawn and placed in the A-Files when cases were reopened in instances such as the filing of applications to replace a document, obtain a border crossing card, or petition for an immigrant relative.
What is the research value of A-Files?

• A-Files are a rich source of biographical information in that they contain relatively modern immigration documents, all in one file. 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.

• Although the files were created beginning in 1944, documents and information included may be much older than that, and could date to the birth of the person. Documents may also be included that date up to the time of any final action related to the alien which could be deportation, permanent resident status, or citizenship.
<table>
<thead>
<tr>
<th>The immigrant….</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Died before August 1, 1940</td>
<td>Will not have an A-File or an Alien Registration Number. Research other National Archives resources of genealogical interest, such as ship passenger manifest lists, for information about this individual.</td>
</tr>
<tr>
<td>Became a naturalized citizen between September 27, 1906 and August 1, 1940</td>
<td>Will not have an A-File or an Alien Registration Number. Inquire with the USCIS Genealogy Program regarding a possible Certificate File (C-File).</td>
</tr>
<tr>
<td>Became a naturalized citizen between August 1, 1940 and March 31, 1956</td>
<td>Will not have an A-File or an Alien Registration Number. Inquire with the USCIS Genealogy Program regarding a possible Certificate File (C-File) or 1940 Alien Registration Form.</td>
</tr>
<tr>
<td>Immigrated to the United States after April 1, 1944</td>
<td>Will have an A-File. Check National Archives holdings if born in 1910 or prior. Otherwise, inquire with the USCIS Genealogy Program.</td>
</tr>
<tr>
<td>Naturalized on or after March 31, 1956</td>
<td>Will have an A-File. Check National Archives holdings if born in 1910 or prior. Otherwise, inquire with the USCIS Genealogy Program.</td>
</tr>
<tr>
<td>Registered in the United States as an alien in 1940 but never came back to the Immigration and Naturalization Service for any reason</td>
<td>Was likely assigned an Alien Registration Number but will not have an A-File. You can obtain a copy of their 1940 Alien Registration Form from the USCIS Genealogy Program.</td>
</tr>
<tr>
<td>Registered in the United States as an alien in 1940 and came back to the Immigration and Naturalization Service for any reason (other than naturalization) after 1944</td>
<td>Will have an A-File. Check National Archives holdings if born in 1910 or prior. Otherwise, inquire with the USCIS Genealogy Program.</td>
</tr>
</tbody>
</table>
Which A-Files are presently available for research through the National Archives?

• The National Archives at Kansas City presently holds over 450,000 A-File records for individuals who were born 1910 and prior.

• Additional records will be accessioned to our holdings. Each accession will continue to increase the number of records available in the earlier date ranges, while also extending date coverage forward.
BASIC CONTENT
Most A-Files Could Contain:

• Alien Registration Form and Receipt Card (AR-2 and AR-3)
• Agency Name Check (G-135a)
• Application for Immigrant Visa and Alien Registration
• Address Report Card
ALIEN REGISTRATION FORM

1. (a) My name is Maria Teresa Barkano.
   - Gender: Female.
2. (b) I entered the United States under the name Maria Barcano.
3. (a) I live at 615 Hill Avenue, Radcliff, Hopkins, New York.
4. (b) My post-office address is Same.
5. (a) I was born on May 1, 1900.
   - Place of Birth: Naples, Italy.
6. (b) I was born in Naples, Italy.
7. (a) I am a citizen or subject of Italy.
8. (b) My marital status is Single.
9. (a) My race is White.
   - Color: Light.
10. (b) My height is 5 feet, 4 inches.
11. My military or naval service has been None.
12. (a) I have not applied for naturalization papers in the United States.
13. (b) I have lived for 10 years in Italy.
14. (a) I have not been arrested for, or convicted of any offense.
   - Nature of Offense: None.
15. Within the past 1 years, I have not been affiliated with or active in any political party.

AFFIDAVIT FOR PERSONS 14 YEARS OF AGE AND OLDER

I have read or have had read to me the above statements, and do hereby swear (or affirm) that these statements are true and complete to the best of my knowledge and belief.

Maria Teresa Barkano

AFFIDAVIT FOR PARENT OR GUARDIAN ONLY

I am the parent or guardian of the above-named alien, who is

Subscribed and sworn to (or affirmed) before me at the place and on the date here designated by the official post-office stamp at the right.

Maria Teresa Barkano

Subscribed and sworn to (or affirmed) before me at the place and on the date here designated by the official post-office stamp at the right.

Maria Teresa Barkano
Agency Name Check (G-135a)
Immigration Visa and Alien Registration
Address Report Card

**INSTRUCTIONS (READ CAREFULLY)**

- All persons residing in the United States on January 1 shall, within ten days following such date, report their address to the Commissioner, Immigration and Naturalization Service. All persons temporarily admitted to the United States, whose period of admission has not yet expired and who have not violated the conditions of their admission, are not considered, for the purposes of this report, to be residing in the United States and need not make this report. If you have any doubt as to whether you should make a report, be on the safe side and submit one.

Use this form for reporting your address. All entries on this form except your signature must be PRINTED clearly in ink or with a dark or indelible pencil. WHEN YOU HAVE COMPLETED THIS FORM TAKE IT TO ANY POST OFFICE AND HAND IT TO THE POSTAL CLERK. DO NOT MAIL IT.

The following instructions must be followed for Items 2, 3, and 6. ITEM 2: Be sure to indicate your registration number. This is very important. Your registration number appears on the official alien registration recall card issued to you. ITEM 3: Print the name used at time of entry. ITEM 6: Print the name of the country of which you are a citizen or which you own permanent allegiance.

**4212197**

**ADDRESS REPORT CARD**

- **MY NAME IS**
  - **Maria**

- **LAST NAME**
  - **Ferraro**

- **FULL NAME**
  - **Maria Ferraro**

- ** REGISTRATION NUMBER IS**
  - **4212197**

- **PRESENT ADDRESS IS**
  - **315 Hill Avenue, Endicott, NY**

- **DATE THIS CARD IS SIGNED**
  - **Jan 8, 1951**

- **SIGNATURE OF ALIEN**
  - **Maria Ferraro**

- **I WAS BORN ON**
  - **May 22, 1892**

- **CITY**
  - **Broome**

- **STATE**
  - **NY**

- **COUNTRY**
  - **Italy**

- **I AM A NATIONAL OF**
  - **Italy**

- **I CERTIFY THAT ALL STATEMENTS ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**
INTERESTING ITEMS
In Some Cases You May Find:

• Birth & Marriage Certificates
• Chinese Exclusion Act files
• Permit to Reenter the United States
• Report of Deportation Proceedings
• Certificate of Exemption from Military Service
• Etc, etc, etc.
Birth & Marriage Certificate

### Certified Copy of an Entry of Birth

**Register District:** Holborn

**Sub-district of:** St. George the Martyr

**County of London:** Metropolitan Borough

<table>
<thead>
<tr>
<th>Name of child</th>
<th>Sex</th>
<th>Name, surname, and number of mother</th>
<th>Name, surname, and number of father</th>
<th>Occupation of father</th>
<th>Name, surname, and number of mother</th>
<th>Name, surname, and number of father</th>
<th>Occupation of father</th>
<th>When registered</th>
<th>Signature of informant</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULIA</td>
<td>Girl</td>
<td>ROSSI</td>
<td>ROSSI</td>
<td>Pianoforte Maker</td>
<td>Journeyman</td>
<td>Journeyman</td>
<td>Pianoforte Maker</td>
<td>Sixth</td>
<td>Julia Rowel, Mother</td>
</tr>
<tr>
<td>ADA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>July</td>
<td>1891</td>
</tr>
</tbody>
</table>

Signature of registrar: Arthur W. Hill

### Marriage Certificate

**Name of bride:** Horst, Adaline

**Name of groom:** Gregoire, Leo Joseph

**Place of birth:** Thetford Mines, Quebec

**Date of marriage:** December 2nd, 1944

**Place of marriage:** Toronto, York County

**Date of registration:** December 11th, 1944

[Signature]

Registration Number: 1944-01-058632

Issued at Toronto, Ontario, the 14th day of May, 1944.
Application/Permit to Reenter
Selected Miscellaneous

NOTICE! NOTICE!

THIS FILE IS NOT CONSOLIDATED

I. When this file becomes active and subsidiary files are needed from the Central Office to complete the file consolidation, Form G-180 shall be executed, giving data necessary to make complete search of indexes and to prepare decentralization records.

II. The following information must be shown when appropriate:

A. Entry subsequent to July 1, 1924, where the documents are in the Central Office and a search of indexes is required:
   1. VISA.—The name used at time of arrival, if different from present name.
   2. REENTRY PERMIT.—The name used at the time the last permit was issued and year of issuance.
   3. SUSPENSION OF DEPORTATION.—The name under which the record of entry was created and when possible, the Central Office immigration file number.

B. Entry prior to July 1, 1924, where the record of entry is at the port of arrival:
   1. The entry shall be verified and the G-180 stamped to show “Entry as immigrant verified,” unless record was created through registry.
   2. REENTRY.—The name under which the record of entry was created and when available, number shall be given.

III. CREATION OF RECORDS.—Where record of entry is created under sections 244, 245, or private law, the G-180 shall show “Record created under . . .”

IV. Any Central Office file number, other than above, which may be known, shall be quoted.

V. All requests for records and files for consolidation from Central Office shall be made on Form G-180.
Naturalization Paperwork

• Additionally, within an A-File you may find:
  – Declaration of Intention
  – Petition for Naturalization (and all related forms)
  – Certificate of Naturalization
RECORD REQUESTS
How can I request copies of A-Files?

• Send us an e-mail or letter to request records

• We receive requests either by e-mail, postal mail, or fax only.
How to Request A-Files for On-site Use

• Appointments are required.

• Because these records are housed off-site and are subject to review for privacy concerns under the Freedom of Information Act, researchers must submit a written request at least 3 business days in advance.

• Our staff is here and ready to assist you, and in order to insure an excellent research experience we need time to prepare for your visit!
A-Files Fee Schedule

- We are completing a Pilot Fee Schedule program that utilizes the standard NARA fee schedule.

## Research and Reproduction Fees

### Mail Order Services

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Reproductions Mail Order (up to 25 pages)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Paper to paper (up to and including 11 in. by 17 in.) made by NARA</td>
<td>$0.80 per copy</td>
</tr>
</tbody>
</table>

### On-Site Service

<table>
<thead>
<tr>
<th>Self-service Product/Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-service paper to paper copy</td>
<td>$0.25 per copy</td>
</tr>
</tbody>
</table>

Note: The National Archives at Kansas City accepts credit cards, checks, or money order as payment for services rendered.
What information do I need to make a record request?

• To make a Record Request you must provide (at minimum):
  – the individual’s complete name
  – National Archives Identifier number
  – Alien Registration number

• Also helpful to include to aid in locating the file:
  – Accession Number
  – Box Number
Record Request (cont.)

• To confirm that we have referenced the correct file, it is also helpful to provide other biographical information you may have (i.e. the individual’s date and place of birth and date of entry into the United States; names of spouses and/or parents).
A-Files OPA Search Result

Individual’s Name

National Archives Identifier

Alien Registration Number & Accession/Box Info

Note: Always read the “Scope and Content” note to learn more about the subject of the file.

Location of Record
What A-File information can I expect to find in the Online Catalog (OPA)?

- Alien Registration number
- Last Name
- First Name
- Alias
- Date of Birth
- Sex
- Date of Entry
- Country of Birth
- Father’s Name
- Mother’s Name
- Naturalization Date
- Naturalization Court
- Naturalization Location
www.archives.gov
www.archives.gov/research
www.archives.gov/research/search
Name Search – Results List (cont)
Description Only
Narrowing the Search

Online Public Access

Search the online catalog and other National Archives resources at once for information about our records.

Search Online Public Access

"Alien Case Files"

Search

We would like to hear your comments about Online Public Access. Contact us at search@nara.gov and let us know.

News and Notices

- Online Public Access is experiencing problems displaying some of its digitized records. If you receive a message that "This image is currently not available online," please click "Download this image" at the bottom left of the image screen to view the image. Tags and saved search sets added to Online Public Access since January are not available at this time. We are working to correct these issues as soon as possible. We apologize for any inconvenience this may cause.

Most Requested

- The Constitution
- Declaration of Independance
- Bill of Rights
- 1940 Census Enumeration District Maps
“Alien Case Files” – Results List

500197 results for "Alien Case Files" | Refine search

500177 Description Only

Alien Case Files, 1944 - 2003
National Archives Identifier: 4488912
Creator(s): Department of Justice, Immigration and Naturalization Service. (06/14/1940 - 03/01/2003)
This series consists of individual alien case files, commonly referred to as A-Files, for individuals born 1909 and prior.
http://research.archives.gov/description/4488912

Alien Case Files, 1944 - 2009
National Archives Identifier: 6105565
This series consists of individual alien case files, commonly referred to as A-Files, for individuals born 1910 and prior.
http://research.archives.gov/description/6105565

Index to Alien Case Files at the National Archives at Kansas City, ca. 1975 - 2012
National Archives Identifier: 5821936
It references the series "Alien Case Files, 1944-2003" (ARC Identifier 4488912) that started in this series as an index to the series "Alien Case Files, 1944-2003" (ARC Identifier 4488912).
http://research.archives.gov/description/5821936

20 Archives.gov

NARAInfo at The National Archives at Kansas City Opens over 300,000 Alien Case Files for...
http://blogs.archives.gov/online-public-access/?p=2824

Press Release

National Archives February 2012 Genealogy Workshops
Alien Case Files, 1944 - 2003

This Series describes records, some of which may not be available online.

To obtain a copy or view the records, please contact or visit the National Archives and Records Administration location(s) listed in the Contact information below.

National Archives Identifier: 448912
Creator(s): Department of Justice. Immigration and Naturalization Service. (06/14/1940 - 03/01/2003) (Most Recent)
From: Record Group 566: Records of U.S. Citizenship and Immigration Services, 2003 - 2004

Details

Level of Description: Series
Type(s) of Archival Materials: Textual Records

Date Note: Although this series was created in 1944, the documents may be present. The majority of the files were created prior to 1959.

Includes: 450,334 file(s) described in the catalog.

Access Restriction(s):
Restricted - Possibly
Specific Access Restriction: FOIA (t)(6) Personal Information
Note: In accordance with the Freedom of Information Act, 5 USC 552 exemption (B)(6), this series must first be screened by National Archives and Records Administration personnel prior to its release to the general public.
Search Within
Antonio Grande [A1604868]
Antonio Grande [A1604868] (cont)

Other Title(s): A-File for Antonio Grande

General Note(s): Requests for this file should include the alien name, Alien Registration number (e.g., A12345678), ARC Identifier, box number, and accession number.

Access Restriction(s): Restricted - Possibly
Specific Access Restriction: FOIA (b)(6) Personal Information
Note: Some of the records may require screening for personal privacy concerns.

Use Restriction(s): Restricted - Possibly
Specific Use Restriction: Copyright
Note: Some of the records may be subject to copyright restrictions. Researchers should contact the publisher for further information.

Accession Number(s): 086-09-4368

Subjects Represented in the Archival Material(s): Emigration and immigration

Scope & Content

This file consists of an alien case file for Antonio Grande. Date of birth is listed as 02/04/1895. Country is listed as Italy.

Variant Control Numbers

ARC Identifier: 5197159
Agency-Assigned Identifier: A1604868
This is the assigned Alien Registration Number.
Search Identifier: siAFile Grande, Antonio

Archived Copies

Copy 1: Preservation-Reduction Reference

Contact(s): National Archives at Kansas City (RM-KC[A]), 400 West Pershing Road
Kansas City, MO 64108
Phone: 816-268-8000
Fax: 816-268-8039
Email: Atiles.kansascity@nara.gov

Copy 1 Media Information: Specific Media Type: Paper
Container Id: 118
Physical Restriction Note: Because these records are stored offsite, researchers must request the records 48 hours in advance.
Why can’t I find my ancestor in the Online Catalog (OPA)?

• If you cannot find your individual in OPA, it is because the National Archives does not currently maintain the record you are seeking.

• To continue your search contact the United States Citizenship and Immigration Service (USCIS) through their Genealogy Program: www.uscis.gov/genealogy. The USCIS continues to maintain all active and inactive A-Files that have not yet been transferred into the holdings of the National Archives.

• The National Archives will accession new A-Files, so you can also continue to check back in the online catalog to see if your individual has been added to our holdings.
Learn More Online!

Alien Files Website: http://www.archives.gov/research/immigration/aliens/a-files-kansas-city.html

Facebook: http://www.facebook.com/nationalarchiveskansascity

Twitter: http://twitter.com/#!/KCArchives
How do I contact A-Files staff in Kansas City?

E-mail: Afiles.KansasCity@nara.gov

Postal mail:

National Archives at Kansas City
Attn: A-Files Request
400 W. Pershing Rd.
Kansas City, MO 64108

Fax: (816) 268-8038