

## Request for Records Disposition Authority

Records Schedule Number      DAA-0566-2017-0020  
Schedule Status                Approved  
  
Agency or Establishment        Citizenship and Immigration Services  
Record Group / Scheduling Group   Records of U.S. Citizenship and Immigration Services  
Records Schedule applies to    Agency-wide  
Schedule Subject                Renunciation Packets  
Internal agency concurrences will be provided      No

**Background Information**

The U.S. Citizenship and Immigration Services (USCIS) processes applications for immigration benefits and issues documentation to applicants that reflects their immigration status and eligibility to travel, work, and live in the United States, as well as their status as derivative or naturalized United States citizens. Some individuals, even after obtaining U.S. citizenship, elect to return to their home country and formally renounce their U.S. citizenship. Section 349(a) (5) of the Immigration and Nationality Act (INA) (8 U.S.C. 1481(a) (5)) is the section of law governing the right of a United States citizen to renounce abroad his or her U.S. citizenship. That section of law provides for the loss of nationality by voluntarily and with the intention of relinquishing nationality.

Upon establishing that an individual voluntarily seeks to renounce citizenship, the consular officer issues a Certificate of Loss of Nationality (CLN). The Department of State (DOS) creates a packet of documentation to support this action. The packet is returned to USCIS to update our system of record. Upon receipt, USCIS updates the Central Index System (CIS) with the subject's new immigration status (COA) and the date the CLN was signed. (This process is subject to revision at any time.) The schedule covers the packets (paper and/or electronic) returned or forwarded to USCIS by the overseas consular office (or other DOS office).

These DOS packets may contain, but are not limited to:

- The Subject's voided original Naturalization Certificate, stamped with CLN approval on the back.
- An approved copy of the CLN (Form DS-4083)
- A copy of the Oath/Affirmation of Renunciation of Nationality of United States ( Form DS-4080)
- A copy of the subject's U.S. passport

- Copies of documents and affidavits to establish the subject's identity, and English translations, where applicable
- A copy of the DOS Memorandum determining that the subject understood and voluntarily submitted the request to renounce, attested by the consular officer.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0566-2017-0020

Sequence Number	
1	Renunciation of Nationality Packets Returned to USCIS from the Department of State Disposition Authority Number: DAA-0566-2017-0020-0001

### Records Schedule Items

Sequence Number	
1	<b>Renunciation of Nationality Packets Returned to USCIS from the Department of State</b>
	Disposition Authority Number      DAA-0566-2017-0020-0001
	Final Disposition                      Temporary
	Item Status                              Active
	Is this item media neutral?          Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes
	Do any of the records covered by this item exist as structured electronic data?                      No
	<b>Disposition Instruction</b>
	Retention Period                      Destroy after the relevant data has been transferred into the electronic record and verified.
	<b>Additional Information</b>
	GAO Approval                          Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
02/28/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/07/2017	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/08/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist