



Privacy Impact Assessment

for the

Fugitives and Absconders Search Report (FASR)

DHS Reference No. DHS/USCIS/PIA-088

May 22, 2023



**Homeland
Security**



Abstract

The U.S. Department of Homeland Security (DHS) U.S. Citizenship and Immigration Services (USCIS) developed the Fugitives and Absconders Search Report (FASR) to support the reporting of absconders.¹ As part of the background check process conducted when an applicant files an immigration request, USCIS identifies absconders and reports that information to U.S. Immigration and Customs Enforcement (ICE). USCIS is conducting this Privacy Impact Assessment (PIA) to evaluate and mitigate the privacy risks associated with the Fugitives and Absconders Search Report's collection, use, and maintenance of personally identifiable information (PII).

Overview

The background check process is a critical element in USCIS's mission to ensure the integrity of the U.S. immigration system. USCIS conducts additional system checks to determine if the individual is an active absconder—someone who is, in fact, still in the United States under an order of exclusion, deportation, or removal. USCIS then refers active absconder cases to ICE Enforcement and Removal Operations (ICE ERO).² Upon receiving absconder information from USCIS, ICE ERO locates, transports, and manages the individual, in custody or in an alternative detention program, and, ultimately, removes the individual from the United States, as appropriate.

Historically, USCIS used locally developed applications (LDA)³ to support the reporting of subjects under an order of removal from the United States who absconded from their removal orders. USCIS methods for reporting absconding subjects varied by locality and office. This led to duplicated data, gaps and/or overlaps in reporting dates, inconsistent reports, and inefficient reporting methods. These locally developed applications also proved to be burdensome and difficult to update. To resolve these issues, USCIS centralized the identification and reporting of absconder cases into the National Benefits Center (NBC) Background Check Unit (BCU). The Background Check Unit is responsible for examining various cases, including absconder cases. Accordingly, the National Benefits Center developed the Fugitives and Absconders Search Report. The Fugitives and Absconders Search Report enables the Background Check Unit to:

1. Search for and update an existing Fugitives and Absconders Search Report record;

¹ Absconders are noncitizens who have been ordered to be excluded, deported, or removed by an Immigration Judge, but failed to leave as instructed. The subject may also have departed voluntarily without notifying the requisite authorities.

² The term "fugitive" is often used outside of USCIS to describe what USCIS defines as an absconder. Law enforcement agencies refer to individuals who have absconded from their removal orders as fugitives. This document will refer to these individuals universally as "absconders" for the remainder of this document.

³ A Locally Developed Application is an application that stores, processes, or transmits USCIS data, but is not currently recognized as an official USCIS system within the USCIS IT inventory, and has not been brought into Federal Information Security Management Act (FISMA) compliance to meet DHS IT security policies.



2. Create a new record if the subject record does not exist in the Fugitives and Absconders Search Report; and
3. Generate a weekly summary report of absconder information that is sent to ICE.

Fugitives and Absconders Search Report

The Fugitives and Absconders Search Report is a secure, web-based system created to capture absconders' data securely and efficiently and provide USCIS a secure method to forward to ICE on a weekly basis a summary report of individuals believed to be active absconders. Once a Background Check Unit Officer identifies an active absconder as part of the background check process, the Background Check Unit Officer will log into the Fugitives and Absconders Search Report and manually enter the biographic and associated biometric absconder information into the Fugitives and Absconders Search Report. The Fugitives and Absconders Search Report also allows Background Check Unit Officers to view, search, and edit absconder records.

Specifically, at the time of resolution and after determining the subject of the record is an active absconder, the Background Check Unit Officer captures the form type, form date,⁴ receipt number,⁵ (A-Number), last name, first name, date of birth, country of birth, and the most recent mailing address in the Fugitives and Absconders Search Report. The Fugitives and Absconders Search Report exports a summary spreadsheet of identified absconders into a comma-separated values (CSV) file,⁶ which is then encrypted and forwarded by e-mail to ICE by a designated Background Check Unit officer on a weekly basis.

Access Controls and User Access

There are several permission levels within the Fugitives and Absconders Search Report to ensure that only certain Background Check Unit officers are able to view, create, and update absconder records. The export functionality within the Fugitives and Absconders Search Report is restricted to users with elevated permission levels. USCIS also provides certain authorized ICE personnel direct access to the Fugitives and Absconders Search Report for the purpose of viewing

⁴ USCIS processes several different form types for five types of benefits requested (e.g., Family-based, Employment-based, Humanitarian-based, Adoption-based, and Citizenship and Naturalization-based) during the intake process. See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CITIZENSHIP AND IMMIGRATION SERVICES, PRIVACY IMPACT ASSESSMENT FOR THE BENEFIT REQUEST INTAKE, DHS/USCIS/PIA-061 (2016), available at <https://www.dhs.gov/uscis-pias-and-sorns>. See Appendix A of that PIA for specific forms and associated OMB Control Numbers.

⁵ The receipt number is a unique 13-character identifier that USCIS provides for each application or petition it receives. The agency uses it to identify and track its cases. The receipt number consists of three letters of the USCIS service centers, for example, NBC (*National Benefit Center*), VSC (*Vermont Service Center*), WAC (*California Service Center*), TSC (*Texas Service Center*), or YSC (*Potomac Service Center*) and 10 numbers.

⁶ A comma-separated values file is a simple file format used to store tabular data, such as a spreadsheet or database. Files in this format can be imported to and exported from programs that store data in tables, such as Microsoft Excel.



current absconder data on an ad-hoc basis, as there may be a need for ICE to search the Fugitives and Absconders Search Report for an individual that they encounter.

The Fugitives and Absconders Search Report uses MyAccess to facilitate system user permission levels and application access requests. The MyAccess application provides support for access to USCIS systems by allowing users to request access to USCIS systems, approve access requests, and review users for each system.

The Fugitives and Absconders Search Report maintains a historic record of information related to individuals under an order of removal from the United States who absconded from their removal orders⁷ and supports revision review that is secured at a higher permission level. This portion of the Fugitives and Absconders Search Report's interface allows higher-level users the ability to perform reviews and quality checks on the data entered or updated in the system to validate case information, enhance the reliability of information, and further mitigate privacy risks inherent to manual data entry.

Section 1.0 Authorities and Other Requirements

1.1 What specific legal authorities and/or agreements permit and define the collection of information by the project in question?

Immigration and Nationality Act §§ 101(a)(43),⁸ 103(a),⁹ 208,¹⁰ 212,¹¹ 216,¹² 216A,¹³ 237,¹⁴ 239,¹⁵ 240,¹⁶ 242,¹⁷ 244,¹⁸ and 318,¹⁹; Homeland Security Act of 2002 § 402(5)²⁰; Title 8, Code of Federal Regulations (8 CFR) §§ 2.1, 103, 207.9, 208, 216.3(a), 216.6(a)(5), 236.14(c), 239 and 244 authorize the collection, use, and dissemination of the information contained in the Fugitives and Absconders Search Report.

⁷ The Fugitives and Absconder Search Report enables officers to update an existing record from historical data previously obtained, create a new record, and generate a weekly summary report of absconder information to send to Immigration and Customs Enforcement (ICE).

⁸ 8 U.S.C. § 1101(a)(43).

⁹ 8 U.S.C. § 1103(a).

¹⁰ 8 U.S.C. § 1158.

¹¹ 8 U.S.C. § 1182.

¹² 8 U.S.C. § 1186a.

¹³ 8 U.S.C. § 1186b.

¹⁴ 8 U.S.C. § 1227.

¹⁵ 8 U.S.C. § 1229.

¹⁶ 8 U.S.C. §§1229a.

¹⁷ 8 U.S.C. § 1252.

¹⁸ 8 U.S.C. § 1254a.

¹⁹ 8 U.S.C. § 1429.

²⁰ 6 U.S.C. § 202(5).



1.2 What Privacy Act System of Records Notice(s) (SORN(s)) apply to the information?

The information collected, used, maintained, and stored in the Fugitives and Absconders Search Report is covered under:

- DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records,²¹ which accounts for capturing biographic and biometric data from individuals who apply for an immigration benefit in order to conduct a background check; and
- DHS/ALL-004 General Information Technology Access Account Records System (GITAARS), which covers information related to the collection, use, and maintenance of USCIS employee and contractor data for access to IT systems.²²

1.3 Has a system security plan been completed for the information system(s) supporting the project?

Yes. The Fugitives and Absconders Search Report is a minor application under Digital Innovation and Development-Information Technology (DID-IT). USCIS completed the Digital Innovation and Development-Information Technology security assessment and authorization documentation on April 30, 2014 and was subsequently enrolled in the USCIS Ongoing Authorization Program. Ongoing Authorization requires DID-IT, including the Fugitives and Absconders Search Report, to be reviewed on an annual basis to maintain its security posture and maintain its Authority to Operate (ATO).

1.4 Does a records retention schedule approved by the National Archives and Records Administration (NARA) exist?

Yes. The National Archives and Records Administration (NARA) approved the Absconders Data Collection System's Schedule, DAA-0566-2020-0001, on August 20, 2020. These records are temporary and will be destroyed 4 year(s) after the subject's data is entered into the system.

1.5 If the information is covered by the Paperwork Reduction Act (PRA), provide the OMB Control number and the agency number for the collection. If there are multiple forms, include a list in an appendix.

²¹ See DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records, 83 FR 36950 (July 31, 2018), available at <https://www.dhs.gov/system-records-notices-sorns>.

²² See DHS/ALL-004 General Information Technology Access Account Records System (GITAARS), 77 FR 70792 (Nov. 27, 2012), available at <https://www.dhs.gov/system-records-notices-sorns>.



Not applicable. The Fugitives and Absconders Search Report is not subject to the Paperwork Reduction Act (PRA) requirements because the Fugitives and Absconders Search Report does not collect information directly from an individual. However, the information within Fugitives and Absconders Search Report may originally be derived from USCIS applications that are covered by the Paperwork Reduction Act. The Benefit Request Intake Process Privacy Impact Assessment discusses information about the various forms that cover the initial collection of information from the individual.²³

Section 2.0 Characterization of the Information

2.1 Identify the information the project collects, uses, disseminates, or maintains.

The Fugitives and Absconders Search Report collects information provided by the applicant as part of a request for an immigration benefit, as well as biometric data submitted by the applicant, pursuant to DHS/USCIS background check policies. The Fugitives and Absconders Search Report stores case data, which includes associated biometric and biographic information on absconders to include but not limited to:

- A-Number;
- Receipt number;²⁴
- Receipt date;
- Full name
- Date of birth;
- Gender;
- Country of birth;
- In care of address;
- Addresses (street, city, state, Zip Code);
- Universal Control Number (UCN);

²³ See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CITIZENSHIP AND IMMIGRATION SERVICES, PRIVACY IMPACT ASSESSMENT FOR THE BENEFIT REQUEST INTAKE, DHS/USCIS/PIA-061 (2016), available at <https://www.dhs.gov/uscis-pias-and-sorns>. See Appendix A of that PIA for specific forms and associated OMB Control Numbers.

²⁴ The receipt number is a unique 13-character identifier that USCIS provides for each application or petition it receives. The agency uses it to identify and track its cases. The receipt number consists of three letters of the USCIS service centers, for example, NBC (*National Benefit Center*), VSC (*Vermont Service Center*), WAC (*California Service Center*), TSC (*Texas Service Center*), or YSC (*Potomac Service Center*) and 10 numbers.



- Fingerprint Identification Number (FIN);
- TECS ID;²⁵
- National Crime Information Center (NCIC) ID; and
- Pertinent case notes detailing court proceedings and previous removal orders (including removal proceeding information).

The Fugitives and Absconders Search Report stores the following information on DHS system users who have access to the system:

- Last name;
- First name;
- E-mail address;
- Electronic Data Interchange Personal Identifier (EDIPI);²⁶ and
- Security Account Manager (SAM) account name.²⁷

2.2 What are the sources of the information and how is the information collected for the project?

The Fugitives and Absconders Search Report maintains and stores information that is manually entered from systems that are accessed as part of the USCIS background check process. Please refer to the source system Privacy Impact Assessments listed in Appendix A for the original source.

2.3 Does the project use information from commercial sources or publicly available data? If so, explain why and how this information is used.

No. The Fugitives and Absconder Search Report does not utilize commercial sources or publicly available data.

²⁵ The TECS Platform facilitates information sharing among federal, state, local, and tribal government agencies, as well as with international governments and commercial organizations. CBP's mission includes the enforcement of the customs, immigration, and agriculture laws and regulations of the United States and the enforcement at the border of hundreds of laws on behalf of numerous federal agencies. See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CUSTOMS AND BORDER PROTECTION, PRIVACY IMPACT ASSESSMENT FOR THE TECS SYSTEM: PLATFORM, DHS/CBP/PIA-021 (2016), available at <https://www.dhs.gov/privacy-documents-us-customs-and-border-protection>.

²⁶ The Electronic Data Interchange Personal Identifier is a unique number assigned to the Personal Identity Verification (PIV) card that uniquely identifies each user.

²⁷ This is the Active Directory Identifier, which is usually a six-character ID comprised of the first initial, middle initial, and first four letters of the last name.



2.4 Discuss how accuracy of the data is ensured.

The Background Check Unit will conduct a thorough, manual review of available records prior to making a determination that the noncitizen is an active absconder. There are multiple Background Check Unit employees involved in the manual review of available records to ensure the data is accurate. Once a Background Check Unit officer has entered the absconder's pertinent information into the Fugitives and Absconders Search Report a supervisory and quality assurance review is conducted to ensure the accuracy of the data that has been entered into the Fugitives and Absconders Search Report. Once all reviews are completed, a designated Background Check Unit officer is responsible for exporting and sending the reports to ICE.

2.5 Privacy Impact Analysis: Related to Characterization of the Information

Privacy Risk: There is a risk that the information in the Fugitives and Absconders Search Report may be inaccurate because it relies on data that is manually entered into the system.

Mitigation: This risk is partially mitigated. USCIS has developed separate, detailed Standard Operating Procedures for handling information collected in each of the USCIS forms completed by individuals requesting immigration benefits. These Standard Operating Procedures include detailed quality control reviews that help to ensure that the information contained in source systems has been accurately transferred from the forms submitted by individuals into the associated case management systems. These procedures also instruct data entry personnel how to handle inconsistencies during data entry. The Standard Operating Procedures cover every stage of data entry from the time the case was first created or received until the time the data is entered and saved into the associated case management systems. USCIS also requires a second level of review and quality assurance be performed to verify the information in USCIS source systems accurately reflects the information on the form.

Data entry personnel may review and edit information before and after submission. USCIS personnel may also manually correct identified errors as well as update current information. As mentioned above, the designated Background Check Unit officer, as well as Supervisory Immigration Services Officers and quality assurance personnel, conduct a review of the information that the officer has entered for quality control purposes.

Privacy Risk: There is a risk of over-collection of information or collection of irrelevant information.

Mitigation: This risk is fully mitigated. USCIS maintains only the minimal information that is necessary to determine if the noncitizen is an absconder. Only the relevant information from source systems is manually entered into the Fugitives and Absconders Search Report. Data is not



automatically entered into the Fugitives and Absconders Search Report or pre-populated, thus ensuring that only the relevant data is entered into the Fugitives and Absconders Search Report.

Privacy Risk: There is a risk that an individual may be incorrectly categorized as an active absconder and referred to ICE.

Mitigation: This risk is partially mitigated. USCIS has Standard Operating Procedures, quality checks, and supervisory reviews in place to prevent an incorrect categorization from happening. Furthermore, USCIS has issued a guidance memorandum “Guidelines for the Enforcement of Civil Immigration Law” to identify instances when USCIS is required to refer cases to ICE.

Section 3.0 Uses of the Information

3.1 Describe how and why the project uses the information.

The Background Check Unit will use the Fugitives and Absconders Search Report to identify, record, track, and report securely and efficiently on active absconders encountered during routine background check investigations. These records were historically recorded and reported via multiple locally developed applications at multiple field offices. USCIS developed the Fugitives and Absconders Search Report as a secure, web-based system to allow for USCIS-wide coordination and need-to-know visibility on the applicable absconder records by centralizing reporting. This eliminates duplicated and inefficient reports being sent to ICE for processing.

3.2 Does the project use technology to conduct electronic searches, queries, or analyses in an electronic database to discover or locate a predictive pattern or an anomaly? If so, state how DHS plans to use such results.

No.

3.3 Are there other components with assigned roles and responsibilities within the system?

Yes. In addition to e-mailing active absconder reports to ICE personnel, USCIS provides certain authorized ICE personnel direct access to the Fugitives and Absconders Search Report for the purpose of viewing current absconder data. ICE may have the need to perform an ad-hoc search of the Fugitives and Absconders Search Report for an individual that they have encountered.

3.4 Privacy Impact Analysis: Related to the Uses of Information

Privacy Risk: There is a risk of unauthorized access to the Fugitives and Absconders



Search Report.

Mitigation: This risk is mitigated. USCIS protects the Fugitives and Absconders Search Report from unauthorized access through administrative, physical, and technical safeguards that include restricting access to authorized personnel who have a valid need-to-know to access the information. Access to the Fugitives and Absconders Search Report is granted to pertinent USCIS background check offices that require the Fugitives and Absconders Search Report for routine operational purposes, as well as pertinent ICE personnel with a need-to-know to view current active absconder data. MyAccess is used for user authentication and access management. MyAccess controls and monitors system access to limit external access to those with a need-to-know. Roles are granted based on the user's business functions and are limited. For example, ICE personnel with a need-to-know will be granted read-only permissions.

Privacy Risk: There is a risk that information may not be used for its intended purpose.

Mitigation: This risk is fully mitigated. USCIS protects the Fugitives and Absconders Search Report's information from unintended uses by mandating the offices' responsibility for ensuring that data is used appropriately. This is done by the establishment of Standard Operating Procedures that stipulate prescribed and permitted activities, uses, auditing requirements, and integrity controls.

Section 4.0 Notice

4.1 How does the project provide individuals notice prior to the collection of information? If notice is not provided, explain why not.

The instructions for each immigration request contain a Privacy Notice and instructions on how to file, where to send, and how to contact USCIS if there is a problem. Each Privacy Notice informs individuals about USCIS's legal authority to collect information, the purposes of the data collection, whom outside of DHS may receive the information and for what purposes (also known as routine uses as listed in the applicable System of Records Notice (SORN), listed in Section 1.2), and the consequences of declining to provide the requested information to USCIS. Individuals are also provided general notice through the publication of this Privacy Impact Assessment and the associated System of Records Notices identified in the appendix of this Privacy Impact Assessment. Additional information, including Frequently Asked Questions (FAQ) about certain benefit types, is available on the USCIS webpage or individuals may contact the National Customer Service Center (NCSC).²⁸

²⁸ The National Customer Service Center serves as the primary method for customers to telephonically request assistance with applications and petitions, regulatory information, and up-to-date status information on benefit applications and petitions. See DHS/USCIS/PIA-054 NATIONAL CUSTOMER SERVICE CENTER, *available at*



4.2 What opportunities are available for individuals to consent to uses, decline to provide information, or opt out of the project?

The Fugitives and Absconders Search Report does not collect information directly from individuals, so individuals are unable to consent, decline, or opt out of their information being maintained in the Fugitives and Absconders Search Report. However, most of the information contained in the Fugitives and Absconders Search Report was originally collected directly from an immigration requestor. The submission of an immigration request is voluntary. Individuals who apply for USCIS immigration benefits are presented with a Privacy Notice. By signing the immigration request, the immigration requestor authorizes USCIS to release the information contained within the form and supporting documentation, when necessary, for the administration and enforcement of the U.S. immigration laws. The Privacy Notice details the authority to collect the information requested.

4.3 Privacy Impact Analysis: Related to Notice

Privacy Risk: Because the Fugitives and Absconders Search Report is not the source system of collection, there is a risk that individuals may not fully understand that the information collected as part of the benefit adjudication process will be used to conduct background checks and that their information may be referred to ICE.

Mitigation: This risk is fully mitigated. USCIS provides notice to individuals through a Privacy Notice explaining the purpose of collection on all immigration benefit request forms at the original point of collection. Although these notices do not provide specific notification of the Fugitives and Absconders Search Report, the notices provide a general announcement of the processes USCIS uses for data collected. In addition, notice of source system interactions with the Fugitives and Absconders Search Report are provided through the publication of this Privacy Impact Assessment, the applicable source system Privacy Impact Assessments, and the applicable System of Records Notice(s).

Section 5.0 Data Retention by the project

5.1 Explain how long and for what reason the information is retained.

The National Archives and Records Administration (NARA) approved the Absconders Data Collection System's Schedule, DAA-0566-2020-0001²⁹, on August 20, 2020. These records are temporary and will be destroyed 4 year(s) after the subject's data is entered into the system.

<https://www.dhs.gov/uscis-pias-and-sorns>.

²⁹ For additional information; see the following NARA retention schedule [Absconders Data Collection Systems \(archives.gov\)](#)



5.2 Privacy Impact Analysis: Related to Retention

There is no risk associated with the retention schedule.

Section 6.0 Information Sharing

6.1 Is information shared outside of DHS as part of the normal agency operations? If so, identify the organization(s) and how the information is accessed and how it is to be used.

No. The information in the Fugitives and Absconders Search Report is not shared outside of DHS as part of the normal agency operations.

6.2 Describe how the external sharing noted in 6.1 is compatible with the SORN noted in 1.2.

Information in the Fugitives and Absconders Search Report is not shared outside of DHS.

6.3 Does the project place limitations on re-dissemination?

The Fugitives and Absconders Search Report does not support users outside of DHS. Data maintained in the Fugitives and Absconders Search Report is shared with ICE because they have established a need for the information in the performance of their duties. USCIS has not established a re-dissemination limitation with ICE.

6.4 Describe how the project maintains a record of any disclosures outside of the Department.

USCIS does not share information maintained in the Fugitives and Absconders Search Report with external entities.

6.5 Privacy Impact Analysis: Related to Information Sharing

There is no privacy impact related to information sharing because information from the Fugitives and Absconders Search Report is not shared outside of DHS. Sharing within DHS is for purposes consistent with DHS enforcement efforts related to fugitives and absconders.

Section 7.0 Redress

7.1 What are the procedures that allow individuals to access their information?

To the greatest extent possible, USCIS provides individuals with opportunities to refute derogatory information throughout the adjudicative process, including the background check process. USCIS provides an applicant or petitioner an opportunity to review and rebut (e.g., via an



interview or in response to a request for evidence or notice of intent to deny) derogatory information of which the applicant or petitioner may have been unaware before a final decision based on such derogatory information is made, provided an exemption does not apply (e.g., the information is classified). The applicant will have an opportunity to file motions or appeals if the application or petition is denied. Subject to the restrictions under 8 CFR § 103.2(b)(16), USCIS will provide the applicant or petitioner an opportunity to address any adverse or derogatory information that may result from a USCIS compliance review, verification, or site visit after a formal decision is made on the case or after the agency has initiated an adverse action that may result in rescission or termination of the individual's status, including lawful permanent resident status.

USCIS continues to provide individuals with access to their information through a Privacy Act or Freedom of Information Act (FOIA) request. Only U.S. citizens and lawful permanent residents may file a Privacy Act request. Individuals not covered by the Privacy Act or Judicial Redress Act (JRA) still may obtain access to records consistent with the Freedom of Information Act unless disclosure is prohibited by law or if the agency reasonably foresees that disclosure would harm an interest protected by an exemption. If an individual would like to file a Privacy Act or Freedom of Information Act request to view their USCIS record, they may mail the request to the following address:

National Records Center
Freedom of Information Act (FOIA)/Privacy Act Program
P. O. Box 648010
Lee's Summit, MO 64064-8010

Some information requested may be law enforcement sensitive information and therefore exempt from disclosure under the Privacy Act, or the Freedom of Information Act, if its disclosure could possibly compromise ongoing criminal investigations. Further information about Privacy Act and Freedom of Information Act requests for USCIS records is available at <https://www.uscis.gov/about-us/freedom-information-and-privacy-act-foia>.

7.2 What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?

U.S. citizens and lawful permanent residents, as well as other persons with records covered by the Judicial Redress Act, are afforded the ability to correct information by filing a Privacy Act Amendment request under the Privacy Act. U.S. citizens, lawful permanent residents, and persons covered by the Judicial Redress Act should submit requests to contest or amend information contained in USCIS systems. Individuals may direct all requests to contest or amend information to the USCIS Freedom of Information Act/Privacy Act Office. Individuals must state clearly and concisely in the redress request the information being contested, the reason for contesting it, the



proposed amendment, and clearly mark the envelope “Privacy Act Amendment.” This would only apply to amendment of USCIS-held information. Persons not covered by the Privacy Act are not able to amend their records through the Freedom of Information Act. If an individual is not a U.S. citizen or legal permanent resident and finds inaccurate information in their record received through the Freedom of Information Act, they may contact the National Customer Service Center to request an appointment to visit a local USCIS Field Office to identify and amend inaccurate records with evidence.

7.3 How does the project notify individuals about the procedures for correcting their information?

USCIS notifies individuals of the procedures for correcting their information in this Privacy Impact Assessment, Privacy Notices, and through the USCIS website.³⁰ Moreover, the System of Records Notice set forth in Section 1.2 provides individuals with guidance regarding the procedures for correcting their information. This Privacy Impact Assessment provides similar notice. The Privacy Notices, including notice of an individual’s right to correct their information, are also contained on the instructions to immigration forms published by USCIS.

7.4 Privacy Impact Analysis: Related to Redress

There is no risk associated with redress. USCIS provides individuals with access to their records that are not subject to exemptions when requested through a Freedom of Information Act or Privacy Act request. Individuals who are U.S. citizens or lawful permanent residents may submit a Privacy Act amendment request to contest or amend information. Any person, regardless of immigration status, can request an appointment at a USCIS Field Office to update their records.

Section 8.0 Auditing and Accountability

8.1 How does the project ensure that the information is used in accordance with stated practices in this PIA?

In accordance with DHS security guidelines, the Fugitives and Absconders Search Report has auditing capabilities that log user activities. The Fugitives and Absconders Search Report tracks all user actions via domain security audit logs to identify audit information by user identification, network terminal identification, date, time, and data accessed. The Fugitives and Absconders Search Report employs auditing measures and technical safeguards to prevent the misuse of data. Many users have legitimate job duties that require them to design, develop, and optimize the system. These users perform this work under supervisory oversight. USCIS requires each employee to undergo an annual security awareness training that addresses their duties and

³⁰ For more information, See <https://www.uscis.gov>.



responsibilities to protect the integrity of the information. In addition, the Fugitives and Absconders Search Report has internal audits separate from the domain security audits.

Furthermore, the Fugitives and Absconders Search Report is housed in the FedRAMP-approved Amazon Web Services (AWS) cloud environment, at a moderate confidentiality that allows USCIS to host personally identifiable information.³¹ Amazon Web Services U.S. East/West is a multi-tenant public cloud designed to meet a wide range of regulatory requirements, including government compliance and security requirements.³² FedRAMP is a U.S. government-wide program that delivers a standard approach to the security assessment, authorization, and continuous monitoring for cloud services.

8.2 Describe what privacy training is provided to users either generally or specifically relevant to the project.

All USCIS employees and contractors are required to complete annual privacy and computer security awareness training to ensure their understanding of proper handling and securing of PII. Privacy training addresses appropriate privacy concerns, including Privacy Act obligations (e.g., System of Records Notices, Privacy Act Statements/Notices). The computer security awareness training examines appropriate technical, physical, and administrative control measures to safeguard information.

8.3 What procedures are in place to determine which users may access the information and how does the project determine who has access?

USCIS uses role-based access controls and enforces a separation of duties to limit access to only those individuals who have a need-to-know in order to perform their duties. Each operational role is mapped to the set of system authorizations required to support the intended duties of the role (e.g., adjudicators have read-only access while administrators have the ability to configure rules). The mapping of roles to associated authorizations enhances adherence to the principle of least user privileges. Authorized users are divided into specific classes with specific access rights. This need-to-know is determined by the employee's respective responsibilities. These are enforced through DHS and USCIS access request forms and procedures.

ICE personnel with a valid need-to-know will be granted access to the Fugitives and Absconders Search Report via the USCIS MyAccess online portal. The MyAccess application provides support for access to USCIS systems. MyAccess allows users to request access to USCIS systems, approve access requests, and review users for each system.

³¹ See <https://marketplace.fedramp.gov/#/product/aws-us-eastwest?status=Compliant&sort=productName>.

³² Public clouds are owned and operated by third-party service providers whereas private clouds are those that are built exclusively for an individual enterprise.



8.4 How does the project review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within DHS and outside?

USCIS has a formal review and approval process in place for new sharing agreements. Any new use of information and/or new access requests for the system must go through the USCIS change control process and must be approved by the proper authorities of this process, such as DHS Headquarters (including Office of the General Counsel (OGC), Office for Civil Rights and Civil Liberties (CRCL), Office of Intelligence and Analysis (I&A), and the Privacy Office (PRIV), USCIS Privacy Office, Chief Information Security Officer (CISO), Office of Chief Counsel (OCC), and the respective program office.

Responsible Official

Angela Washington
Privacy Officer
U.S. Citizenship and Immigration Services
(202) 272-8030

Approval Signature

Original, signed copy on file at the DHS Privacy Office.

Mason C. Clutter
Chief Privacy Officer
U.S. Department of Homeland Security
(202) 343-1717



Appendix A

Source Systems

The below data elements are entered from the following systems that are accessed as part of the USCIS background check process:

Computer-Linked Application Information Management System 3 (CLAIMS 3):

Data Elements: Full name, date of birth, gender, country of birth, in care of, street, city, state, Zip Code, receipt Number, receipt date, and A-Number.

PIA: DHS/USCIS/PIA-016 CLAIMS 3 and Associated Systems.³³

SORNs: DHS/USCIS-007 Benefits Information System³⁴ and DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records.³⁵

STACKS:

CLAIMS 3 uses STACKS to retrieve case-specific immigration-related content maintained in the Content Management System.³⁶

PIA: DHS/USCIS/PIA-079 Content Management Services

SORNs: DHS/USCIS-007 Benefits Information System;³⁷ DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records;³⁸ and DHS/USCIS-018 Immigration Biometric and Background Check (IBBC).³⁹

USCIS Electronic Immigration System (USCIS ELIS):

Data Elements: Full name, date of birth, gender, country of birth, in care of, street, city, state, Zip Code, receipt number, receipt date, A-Number, Universal Control Number (UCN),

³³ See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CITIZENSHIP AND IMMIGRATION SERVICES, PRIVACY IMPACT ASSESSMENT FOR CLAIMS 3 AND ASSOCIATED SYSTEMS, DHS/USCIS/PIA-016(a) (2016), available at <https://www.dhs.gov/uscis-pias-and-sorns>.

³⁴ See DHS/USCIS-007 Benefits Information System, 81 FR 72069 (Oct. 19, 2016), available <https://www.dhs.gov/system-records-notices-sorns>.

³⁵ See DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records, 82 FR 43556 (Sept. 18, 2017), available at <https://www.dhs.gov/system-records-notices-sorns>.

³⁶ See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CITIZENSHIP AND IMMIGRATION SERVICES, PRIVACY IMPACT ASSESSMENT FOR CONTENT MANAGEMENT SERVICES (CMS) AND ASSOCIATED SYSTEMS, DHS/USCIS/PIA-079, available at <https://www.dhs.gov/uscis-pias-and-sorns>.

³⁷ See DHS/USCIS-007 Benefits Information System, 81 FR 72069 (Oct. 19, 2016), available <https://www.dhs.gov/system-records-notices-sorns>.

³⁸ See DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records, 82 FR 43556 (Sept. 18, 2017), available at <https://www.dhs.gov/system-records-notices-sorns>.

³⁹ See DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records, 83 FR 36950.



Fingerprint Identification Number (FIN), TECS ID, and National Crime Information Center (NCIC) ID.

PIA: DHS/USCIS/PIA-056 USCIS Electronic Immigration System (USCIS ELIS)⁴⁰

SORNS: DHS/USCIS-007 Benefits Information System,⁴¹ DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records,⁴² and DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records.⁴³

Customer Profile Management System (CPMS):

Data Elements: Full name, date of birth, gender, country of birth, receipt number, A-Number, Universal Control Number, and Fingerprint Identification Number.

PIA: DHS/USCIS/PIA-060 Customer Profile Management Service (CPMS).⁴⁴

SORN: Immigration Biometric and Background Check (IBBC) System of Records.⁴⁵

Customs and Border Protection (CBP) TECS:

Data Elements: Full name, Date of birth, gender, country of birth, receipt number, A-Number, Universal Control Number, Fingerprint Identification Number, TECS ID, and National Crime Information Center ID.

PIA: DHS/CBP/PIA-021 TECS System: Platform⁴⁶

SORN: DHS/CBP-011 U.S. Customs and Border Protection TECS.⁴⁷

⁴⁰ See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CITIZENSHIP AND IMMIGRATION SERVICES, PRIVACY IMPACT ASSESSMENT FOR THE ELECTRONIC IMMIGRATION SYSTEM, DHS/USCIS/PIA-056 (2020), available at <https://www.dhs.gov/uscis-pias-and-sorns>.

⁴¹ See DHS/USCIS-007 Benefits Information System, 81 FR 72069 (Oct. 19, 2016), available at <https://www.dhs.gov/system-records-notices-sorns>.

⁴² See DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records, 82 FR 43556 (Sept. 18, 2017), available at <https://www.dhs.gov/system-records-notices-sorns>.

⁴³ See DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records, 83 FR 36950 (July 31, 2018), available at <https://www.dhs.gov/system-records-notices-sorns>.

⁴⁴ See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CITIZENSHIP AND IMMIGRATION SERVICES, PRIVACY IMPACT ASSESSMENT FOR THE CUSTOMER PROFILE MANAGEMENT SYSTEM, DHS/USCIS/PIA-060 (2018), available at <https://www.dhs.gov/uscis-pias-and-sorns>.

⁴⁵ See DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records, 83 FR 36950 (July 31, 2018), available at <https://www.dhs.gov/system-records-notices-sorns>.

⁴⁶ See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. CUSTOMS AND BORDER PROTECTION, PRIVACY IMPACT ASSESSMENT FOR THE TECS SYSTEM: PLATFORM, DHS/CBP/PIA-021 (2016), available at <https://www.dhs.gov/privacy-documents-us-customs-and-border-protection>.

⁴⁷ See DHS/CBP-011 U.S. Customs and Border Protection TECS, 73 FR 77778 (Dec. 19, 2008), available at <https://www.dhs.gov/privacy-documents-us-customs-and-border-protection>.



ICE Enforcement Integration Database (ENFORCE):

Data Elements: Full name, date of birth, gender, country of birth, A-Number, Universal Control Number, Fingerprint Identification Number, and Removal Proceeding Information.

PIA: DHS/ICE/PIA-015 Enforcement Integrated Database (EID)⁴⁸

SORN: DHS/ICE-011 Criminal Arrest Records and Immigration Enforcement Records (CARIER).⁴⁹

Person Centric Query System (PCQS):

Background Check Unit officers, reviewing supervisors, and quality assurance personnel use the Person Centric Query System to search and retrieve records that are stored within the Executive Office for Immigration Review (EOIR).

Executive Office for Immigration Review:

Data Elements: Full name, date of birth, A-Number, and Removal Proceeding Information.

PIA: Case Access System for Executive Office for Immigration Review (CASE)⁵⁰

SORN: EOIR-001 Records and Management Information System.⁵¹

⁴⁸ See U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT, PRIVACY IMPACT ASSESSMENT FOR THE ENFORCEMENT INTEGRATED DATABASE, DHS/ICE/PIA-015 (2016), available at <https://www.dhs.gov/privacy-documents-ice>.

⁴⁹ See DHS/ICE-011 Criminal Arrest Records and Immigration Enforcement Records (CARIER), 81 FR 72080 (Oct. 19, 2016), available at <https://www.dhs.gov/system-records-notices-sorns>.

⁵⁰ See Case Access System for EOIR (CASE), available at <https://www.justice.gov/opcl/doj-privacy-impact-assessments>.

⁵¹ See EOIR-001 Records and Management Information System, 82 FR 24147 (May 25, 2017), available at <https://www.justice.gov/opcl/doj-systems-records>.