

Explain that

- INS charges a fee for providing information
- The claimant is responsible for paying the fee.

IF claimant or WE is a naturalized citizen

Request the servicing FO to examine district court records for the information.

IF no district court record is found

- Furnish a partially completed Form G-639 to the claimant, either directly or through an FSP
- Show "Social Security Administration, P.O. Box 1756, Baltimore, Md. 21203" in the return address space of the Form G-639
- Diary for 90 days.

IF claimant returns Form G-639 and fee to INTPSC

- Walk case to deposit clerk in the Sensitive Case Staff
- Deposit clerk will forward form and fee to INS with a covering letter to go into the claims folder)
- Cancel original diary
- Rediary case for 90 days.

IF no reply in 90 days

- Send a followup letter reminding claimant that —additional evidence is needed, **and** —if not received in 30 days a decision will be made on evidence in file
- Diary for 30 days.

IF no reply in 30 days or claimant indicates he/she will not request information from INS

Depending on the facts in the case **either**

- Prepare a determination, holding that the DB or relationship cannot be established if there is insufficient evidence in file, **or**
- Request the information from INS.