

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

U.S. Immigration and Customs Enforcement

Phoenix Field Office

[2035 N Central Avenue](#)

[Phoenix, AZ 85004](#)

Subject: Request for Custody and Removal Records – [Full Name of Individual], A# [Alien Number]

Dear Officer,

I am writing to request records pertaining to the immigration custody and removal of [Full Name of Individual], A# [Alien Number], who was taken into ICE custody following release from the Maricopa County Sheriff's Office in [Month, Year].

This request is made in support of a bail refund petition. The individual posted bail through Maricopa County but was subsequently transferred to ICE custody and removed from the United States. To demonstrate that the individual was no longer under the jurisdiction of the local court, I respectfully request the following documentation:

- Confirmation of ICE custody, including date and location of apprehension
- Transfer records from Maricopa County to ICE
- Charging documents (e.g., Notice to Appear)
- Removal or voluntary departure records, including date and method of removal
- Any other documentation confirming the individual's removal from the United States

If these records are not available through the Phoenix Field Office, I would appreciate guidance on where to direct this request. I am willing to provide a signed privacy waiver or additional identifying information if needed.

Thank you for your assistance in this matter.

Sincerely,

[Your Full Name]

[Your Signature, if mailing a hard copy]