

WHAT TO KNOW BEFORE YOU SUBMIT YOUR CASEWORK REQUEST: FAQs

Congresswoman Sarah Elfreth's Columbia office is proud to serve the Third District of Maryland. Our office serves as a direct link between constituents and the federal government. While we do not have the authority to override federal agency decisions or influence legal outcomes, we advocate for constituents by helping them navigate federal services and resolve issues with federal agencies.

WHAT CAN OUR OFFICE HELP YOU WITH?



- Social Security and Medicare
- Veterans Affairs (VA)
- Immigration and Citizenship (USCIS)
- Internal Revenue Service (IRS)
- Passport Services

HOW CAN OUR OFFICE START WORKING ON YOUR BEHALF?



- To open a case with our office, you must complete and sign a Privacy Release Form, which grants our office permission to contact the relevant federal agency on your behalf.
- Additional documentation may be required depending on the agency involved.

GO TO [ELFRETH.HOUSE.GOV/CASEWORK-ASSISTANCE](https://elfreth.house.gov/casework-assistance) TO FILL OUT THE FORM!

WHAT IS REQUIRED TO SUBMIT A PRIVACY RELEASE FORM?



- Completed and signed Privacy Release form (digital or hard copy)
- Many agencies require an SSN
- Clear explanation of your issue
- Relevant documents (e.g. correspondence from the agency, receipts, case numbers)

WHAT IS REQUIRED FOR SOCIAL SECURITY & MEDICARE REQUESTS?



Social Security:

- Please include the name, date of birth and SSN in the text box on the website if applying for benefits (e.g. spousal, widow/widower, dependents) on a family member's record
- Privacy release form must be signed by an individual's representative payee if applicable
 - The payee should include the beneficiary's name, date of birth and SSN in the text box provided on the website
 - **Note: Social Security does not recognize power of attorney for managing benefits**



Medicare:

- Medicare Number/Medicare Beneficiary Identifier (if applicable)
- Date(s) of service, copies of Medicare Summary Notices (MSN) or medical bills (if applicable)



WHAT IS REQUIRED FOR IMMIGRATION (USCIS) REQUESTS?



- USCIS receipt number (e.g. EAC1234567890)
- Copy of your latest I-797C, Notice of Action
- The release form **must be signed by the petitioner** of the USCIS application, **NOT** the beneficiary.
 - **I-130/I-140/I-730:** The petitioner and beneficiary are different. Please list each person's name under the appropriate section.
 - **I-485/I-765/I-131/I-751/N-400:** The petitioner and beneficiary are the same person. Please list the same name under each section.
 - **(Note: your receipt notice should list both the petitioner and beneficiary if you are unsure)**



WHAT IS REQUIRED FOR INTERNAL REVENUE SERVICE (IRS) REQUESTS?



- Tax year and tax form
- Copy of tax return or IRS notice (if available)
- If you filed jointly with a spouse, your spouse must also fill out a separate privacy release form.
- If you are the executor of an estate, you must fill out a release form with the property owner's information, not your own.

