Tips and Tricks when Searching for Immigration and Emigration Cases in ATS

To search for immigration and/or emigration cases assigned to your ASP, complete the following actions:

1. Log into ATS

Navigate to the Search Immigration Cases or Search Emigration Cases page by either:
   1. Clicking the “Search Immigration Cases” or “Search Emigration Cases” hyperlink on the ASP Main Page; or
   2. Clicking on the “Search Immigration Cases” or “Search Emigration Cases” tab in the top right corner

Both the Search Immigration Cases and Search Emigration Cases pages allow you to search on all cases assigned to your ASP, as well as on a subset of cases assigned to your ASP depending on criteria you enter.

TIP 1

To view all immigration / emigration cases assigned to your ASP, leave all fields blank and click the “Search” button.

To search a subset of cases assigned to your ASP, enter at least one of the:
1. Case ID
2. PAP Surname
3. Child Surname
4. Child Date of Birth (this can be a range; e.g. you can search for all intercountry adoptions in which your ASP was the placing agency for child born during the range selected)
5. USCIS # (for immigration cases only)
6. Alien # (for immigration cases only)

TIP 2

A best practice when searching for a specific case is to search on at most two fields.

TIP 3

You can use the wildcard character (*) when searching on CASE ID, PAP Surname, or Child Surname by typing * after a string in which you would like to return anything that begins with that string (e.g. WILL* returns Willy and William).

TIP 4

A Case ID is unique. A quick way to check if you are using the correct Case ID is to check if it follows this format: [Post Code][4-Digit Year the Adoption Case was Created][6-Digits].
   • A post code is a three letter code that represents the city where the U.S. embassy is located (see Post Code Section of the ATS Online training for the complete list of post codes)
   • Note: An ID that beings with SIM or LIN is not a valid case ID

Additional Information

• Email the CA-ATS-Help@state.gov mailbox if you require additional assistance
• Click here to access the Adoption Tracking Service (ATS) website