

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

2 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

3 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 begins 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