

UNCLASSIFIED

Description of Request

Describe the records you are seeking as clearly and precisely as you can. If your request is vague or too broad, we may ask you to be more specific, and this can delay the processing of your request. If you are requesting a copy of a Department of State contract, please provide the contract number.

The Department of State maintains records dealing with:

- a. The formulation and execution of U.S. **Foreign** policy
- b. The administration and operations of the Department of State and U.S. missions abroad
- c. Applications from U.S. citizens for U.S. passports
- d. Visa requests from non-citizens to enter the U.S.
- e. Consular assistance given to U.S. citizens abroad
- f. Current and former employees of the Department

The following information will assist us in conducting a search:

- Type of record;
- Timeframe of record;
- Specific subject matter, country, person and/or organization;
- Offices, bureaus, embassies, or consulates originating or receiving the record;
- Particular event, policy or circumstance that led to the creation of the record;
- Reason why you believe the record exists;
- If requesting information involving a contract with the Department of State, the contract number, approximate date, type of contract, and name of contractor.

Please note: if you are requesting personal information on yourself on behalf of someone else, you will not be able to electronically submit your request. A request for passport or visa records requires an original, notarized signature or a dated signature under penalty of perjury and therefore cannot be sent electronically. Please see instructions provided in the **Department of State Information Access Guide/Manual** for more information.

It is helpful if you provide the names of the offices or bureaus within the Department that are believed to have created the requested information. Please see the **Organizational List of Bureaus and Offices** and the **Embassy Listing** to help you to determine where the records were created.

You may wish to view the Department of State's Domestic and Foreign Records Disposition Schedules to examine the types of records maintained by the offices and bureaus within the Department and the guidelines concerning the retention of those records. The Records Disposition Schedules can be accessed from the FOIA/Privacy Act Reference Guide.