

If you would like to file a formal Freedom of Information Act request for U.S. Department of State records, please submit your request to:

Department of State  
Office of Information Programs and Services  
A/GIS/IPS/RL  
U. S. Department of State  
Washington, D. C. 20522-8100  
Facsimile (202) 261-8579

Please write "Freedom of Information Act" on the envelope or the subject line of your fax.

If you are not seeking personal information about yourself or personal information on behalf of someone else, you may file a request by Electronic Submission.

Please note: Requests for personal records cannot be accepted online.

Your request should contain the following information:

- Your name, address, and daytime telephone number.
- As much information as you can provide so that the Department can locate the requested material, including the subject, timeframe, any individuals involved, and reasons why the Department is believed to have records on the subject. It may be helpful to view the Department's Records Disposition Schedules.

Complete instructions can be found by visiting <https://foia.state.gov/Request/FOIA.aspx>.