

U.S. Customs and Border Protection  
Office of Strategic Trade  
Analytical Development Division  
ATTN: FOIA Officer/ITRAC  
1400 L St., N.W. 11<sup>th</sup> Floor  
Washington, DC 20005

Date: \_\_\_\_\_

## Freedom of Information Act (FOIA) Request for ITRAC, i.e., Importer Trade Activity.

Importer of Record: \_\_\_\_\_

Importer Identification Number: \_\_\_\_\_

This request is submitted on behalf of \_\_\_\_\_ pursuant to the Freedom of Information Act, as amended (5 U.S.C. § 552), and in accordance with 19 C.F.R. §103.5.

We request a listing of all import transactions entered by \_\_\_\_\_, under the importer of record number referenced below, in an electronic format, **for the past 5 years to present date**. I believe your office refers to this information collectively as ITRAC, i.e., Importer Trade Activity.

### Description:

We request that the U.S. Customs Service provide \_\_\_\_\_ with **5 years** of ITRAC data to **present date**.

### ITRAC Data Requested:

We believe ITRAC includes the following information fields:

- Entry number
- Entry Date
- Filer Code
- Entry Type
- Ultimate Consignee Number
- Port of Entry
- Entry Line Number
- Entered Value
- Mode of Transportation
- Special Program Indicator (SPI)
- HTSUS Number
- HTSUS Description
- Duty Rate
- Quantity
- Unit of Measure
- Manufacturer
- Estimated Duty
- Duty Paid
- Import Date
- Export Date
- HMF
- Country of Origin
- Country of Export
- Liquidation Status/Date
- Related Party Status
- MPF

We understand ITRAC is provided in electronic format (e.g., Microsoft Excel or Microsoft Access) on computer disk, CD-ROM, or electronic mail, whichever is most convenient.



Requestor's Mailing Address:

The ITRAC should be mailed to:

Waiver of Right to Review Documents

We do not wish to inspect the requested documents before they are mailed to the referenced address.

Payment

\_\_\_\_\_ agrees to pay Customs all reasonable costs in connection with this request, up to a limit of \$500.

Conclusion

Thank you in advance for your attention to this matter. Furthermore, should you have any questions concerning this request, please do not hesitate to call or e-mail.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title/Dept.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

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