

August 22, 2018

U.S. Customs & Border Protection
Office of Trade
Trade Analytics and Innovation Division
1331 Pennsylvania Avenue, NW. 9th Floor
Washington, DC 20229-1142
ATTN: FOIA Officer/ITRAC

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

Dear Sir:

This request is submitted on behalf of **Blank Corporation** 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 **Blank Corporation** under the importer of record number referenced below, in an electronic format, for the last five (5) years. I believe your office refers to this information collectively as ITRAC, i.e., Importer Trade Activity.

Description

We request that the U.S. Custom and Border Protection provide Blank Corporation with 5 years of ITRAC data.

Importer Identification Numbers: **12-3456789aa,**

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
- ITRAC Data Requested (continued from previous page):
- 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:

John Jones

Corporate Manager

Blank Corporation

Address

Waiver of Right to Review Documents

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

Payment

Blank Corporation agrees to pay U.S. Customs and Border Protection all reasonable costs in connection with this request, up to a limit of \$500.

Our email address is j.jones@blank.com

Conclusion

Thank you in advance for your attention to this matter. Furthermore, should you have any questions concerning this request, please call me at the above-referenced number.

Sincerely,

Mr. X

Corporate Manager

Corporation address