

FOIA/Privacy Act Request

Army and Air Force Exchange Service
Office of the General Counsel
Compliance Division - FOIA
3911 S. Walton Walker Blvd.
Dallas, TX 75236-1598
schreurste@aafes.com
Fax 214-4652912

Date: _____

Dear FOIA Manager:

This is a request under the Freedom of Information Act (5 U.S.C. § 552) and/or the Privacy Act of 1974, as Amended (5 U.S.C. § 552a) for documents and or records maintained and controlled by the Army and Air Force Exchange Service (Exchange).

I prefer to have documents disclosed by the following method:

- e-mail Correspondence First-Class Mail Fax: _____
- Overnight Delivery (*This option is only available to a U.S. physical address and cannot be chosen for delivery to a P.O. Box or APO address. I acknowledge that I will be invoiced for the cost to cover this shipment.*)

Please choose one option

Documents requested are **not** part of a System of Records obtainable by my personal identifier and will be processed under the **Freedom of Information Act**.

Documents requested are stored in an Exchange System of Records obtainable by my personal identifier. I request those under my rights afforded by the **Privacy Act of 1974**, as amended.

Attached is an original, notarized affidavit of identification.

I choose to have the requested documents stored in an Exchange System of Records obtainable by my personal identifier be disclosed to a **third party**.

Attached is an original, notarized affidavit of identity and release authorization for this disclosure.

Please identify the documents/records requested as specifically as possible. Add more pages if more room is required.

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In order to help you determine my status for the purpose of assessing fees, you should know that I am (Please select one of the following)

___ a representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

___ affiliated with an educational or noncommercial scientific institution and this request is made for a scholarly or scientific purpose and not for a commercial use.

___ affiliated with a private business and am seeking information for use in the company's business.

___ an individual seeking information for personal use and not for a commercial use.

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first.

Please include your contact information below. Your request cannot begin without this information. Thank you.

Name: _____

Address: _____ City _____

State: _____ ZIP _____

Telephone: _____ E-Mail _____

The above form can be returned to the Exchange FOIA office either by mail, fax or e-mail. Should you have any questions, please direct those to the FOIA office at 214-312-6103 or 800-967-6067.