

# **EXHIBIT 1**



[Freedom of Information Act Request](#)

[Personal Records Request](#)

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[Mandatory Declassification Review Request](#)

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## Requesting Department of State Information

### Updated Notice to FOIA Requesters

**Date: August 10th, 2020**

Due to the COVID-19 pandemic and pursuant to guidance received from the Office of Management and Budget, the Department's Office of Information Programs and Services has implemented maximum telework flexibilities to protect its employees and their communities. To the extent possible, our teleworking employees are processing a limited number of FOIA cases remotely.

During this time, our FOIA employees will not have regular daily access to paper mail and facsimile (faxes) and there will be a delay in responses to such correspondence as well as the processing of requests and appeals. We encourage you to file your new requests or appeals using our electronic submission form at <https://foia.state.gov/Request/Submit.aspx>, which is our preferred means of receiving FOIA requests. You can also submit by email to [FOIARequest@state.gov](mailto:FOIARequest@state.gov). To confirm receipt of a previously filed request, appeal, or for status inquiries, please contact us via telephone at (202) 261-8484 or by email at [FOIAStatus@state.gov](mailto:FOIAStatus@state.gov).

You can access previously released records on this site by visiting: <https://foia.state.gov/Search/Search.aspx>. We have posted thousands of new records each month since March 2020, and continue to post online records released via FOIA at the end of each month.

We apologize for the inconvenience and appreciate your understanding and patience. Read more on how the U.S. Department of State is addressing COVID-19 at <https://www.state.gov/coronavirus/>.

If you are unable to find the information you are looking for online, you may wish to file a request for Department of State records.

You may request information through the Freedom of Information Act (FOIA) or the Privacy Act. You may also request Mandatory Declassification Review (MDR). You are encouraged to learn more about these programs prior to making a request.

Please review all information for accuracy prior to submitting your request. Duplicate requests for the same information may delay our response to you. If you have already submitted your request and wish to correct it, please note that you are amending your request when providing additional information.

If you would like to make a FOIA request for records maintained by the Office of the Inspector General (OIG), please go to [Office of the Inspector General Freedom of Information Act](#).

If you would like a copy of your Passport Records directly from the Office of Passport Services without having to file a FOIA request, please go to: [Obtain Copies of Passport Records](#).

To help you to identify the correct agency to contact for the records you are seeking, you may wish to visit [USA.gov](#) for a breakdown of federal agencies by topic.

## Helpful Information for Making a Proper Request

[Certification of Identity](#)

[Checklist for Immigrant Visa Records](#)

[Checklist for Non-Immigrant Visa Records](#)

[Checklist for Personal Records](#)

## More Information

[Information Access Guide](#)

[Visa Records Contact Information](#)

[What Happens After You Make a Request](#)