

## Attachments

### Attachment A

#### **Model Language -- Information Sharing Request from Participating Parties**

[Requesting Party] hereby requests information necessary to carry out the terms of the referenced Memorandum of Understanding (MOU) entered among the U.S. Department of Homeland Security (DHS), U.S. Customs and Border Protection; DHS, U.S. Immigration and Customs Enforcement, Homeland Security Investigations; and the U.S. Department of Health and Human Services, U.S. Food and Drug Administration, for the purpose of coordinating activities to respond to illegal controlled substances and drug imports at International Mail Facilities. The information requested may contain privileged and/or confidential information exempt from public disclosure and we understand it would only be shared under the terms of Section 6 of the MOU. [Requesting Party] agrees not to disclose any shared information in any manner without [Sharing Party]'s written permission or as required by law with advance notice to the [Sharing Party], as described in, and to the extent required under, the MOU. In the event that disclosure is required by law and it is not practicable to get written permission in advance of the sharing, the MOU constitutes such written permission, with the understanding that the Requesting Party will promptly notify the Sharing Party to whom the information is being shared, for what purposes, and a description of the information being shared to the extent allowed by law.

[Requesting Party] is requesting the following information from [sharing Party]:

<<describe the information requested.>>

[Requesting Party] agrees that further dissemination of the information received in response to this request will be limited to employees or officials of [requesting Party] who require access to perform their official duties in accordance with the uses of the information as authorized in this MOU, unless disclosure is otherwise authorized under the MOU. By signing this request letter below, I understand that I am responsible for ensuring that the information received in response to this request will be handled in accordance with the terms of the MOU.

Printed name of responsible requesting Party official

Title of responsible requesting Party official

Signature

**Attachment B**

**Model Language for Response to Information Sharing Request/Transmittal Letter from Sharing Party**

This letter accompanies agency records [sharing Party] is sharing with [requesting Party] in response to [requesting Party's] request, dated \_\_\_\_\_. These agency records contain one or more of the following categories of nonpublic information:

- \_\_\_\_\_ Confidential commercial or financial information
- \_\_\_\_\_ Personal Privacy Information
- \_\_\_\_\_ Information subject to the Privacy Act
- \_\_\_\_\_ Intra-agency records
- \_\_\_\_\_ Records or information compiled for law enforcement purposes
- \_\_\_\_\_ Information protected for national security reasons; or
- \_\_\_\_\_ Other \_\_\_\_\_

This response includes non-public information that is being shared under the terms of the MOU referenced above, which obligates [Requesting Party] to prevent onward disclosure or sharing of the information in any manner without the written permission of [Sharing Party], as described under the terms of the MOU. In the event that disclosure is required by law and it is not practicable to get written permission in advance of the sharing, the MOU constitutes such written permission, with the understanding that the Requesting Party will promptly notify the Sharing Party to whom the information is being shared, for what purposes, and a description of the information being shared to the extent allowed by law.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date