

Get a Year's Worth of AES Records for Free

U.S. exporters can request 12 months of AES filing records from the Census Bureau for free each year (every 365 days). Submitting the request is easy and recommended for companies that rely on a freight forwarder to file their Electronic Export Information (EEI) in AES. By obtaining these records directly from Census, exporters have the advantage of seeing exactly what Census sees, including inaccuracies. Requests are typically processed within 3-4 weeks. However, requests that contain 25 or more EINs may take 4 weeks or longer to process. Companies may request additional months of data for \$125 per month.

How to request your AES data

1. Submit your request on company letterhead.
2. Begin your letter by identifying yourself, the exporter, as the U.S. Principal Party in Interest (USPPI). Include the following information in your letter.
 - reason for request (i.e. internal company audit)
 - specific time frame for request (e.g. January 2014 through December 2014)
 - names and Employer Identification Numbers (EINs) of the requesting company and its subsidiaries, affiliates, and business units
 - your contact information: name, company name, address, phone number, and email address
 - signature of an empowered official (this person must be a company officer)
3. Enclose a copy of the Census Bureau's Certificate of Authority form, which must be completed and signed by an empowered official (this person must be a company officer). Download the pdf form here: <http://goo.gl/0xKKSG>.
4. Mail the request letter to:

Ms. Wendy Peebles
Chief, Trade Outreach Branch
U.S. Census Bureau
4600 Silver Hill Road - Room 6K121
Suitland, MD 20746 *(if sent by Fedex)*
Washington DC 20233 *(if sent by regular mail)*

Due to security measures, requests sent via regular mail can take up to 2 additional weeks to receive.

Sample Request



« on letterhead

February 1, 2015

Ms. Wendy Peebles
Chief, Trade Outreach Branch
U.S. Census Bureau
4600 Silver Hill Road - Room 6K121
Suitland, MD 20746

Dear Ms. Peebles:

We are a U.S. Principal Party in Interest submitting a data request for internal audit purposes for Wild Wild Widgets, Inc. and all of its subsidiaries, affiliates, and business units. We are requesting export data from January 2014 through December 2014. We have included a signed certificate of authority. « USPPI, reason, specific time frame

Company Name	EIN
Wild Wild Widgets, Inc.	99-9999999
W2 Widget Works, Inc.	88-8888888
Widgets & Trinkets, Inc.	77-7777777

« all EINs & associated company names

Please send the response letter to:

Ms. Jessica Johnson
Wild Wild Widgets, Inc. « contact information
111 Hall Street
Statesville, WA 98999

Sincerely,

Jessica Johnson « signature of empowered official

Ms. Jessica Johnson
Chief Executive Officer
T: (555) 555-5555
jjohnson@wildwildwidgets.com

Enclosure: Certificate of Authority « signed certificate enclosed

111 HALL STREET, STATESVILLE, WA 98999