



**Embassy of the United States of America  
Public Affairs Section  
Interview Request Form**

Telephone: 8531-3000 (ext. 4339)  
Fax: 8531-4040

**Date of request:**

**Person/Organization requesting interview**

Name:

Organization:

Brief description of your publication/program (audience reached, editorial focus):

Your contact information (phone number/email address):

**What is the estimated circulation of your publication? Target audience?**

**When do you need to do the interview?**

**Embassy officer you wish to interview:**

**Topic of interview:**

**Desired ground rules:**

*\*Please see descriptions on following page and check one.*

- On the Record**
- On Background**
- On Deep Background**
- Off the Record**

**Will you conduct the interview in English or Chinese?**

**Please attach a list of potential questions on a separate page. Thank you.**

## **\*Ground Rules for Interviewing Officials at U.S. Embassy Beijing**

Ground rules must be agreed upon at the beginning of a conversation or an interview with Embassy officials. The discussion should proceed only after you and the officials are clear on exactly how the information can be used or attributed.

### **On the Record**

Information may be quoted directly and attributed to the official by name and title.

### **On Background**

The official's remarks may be quoted directly or paraphrased and are attributed to a "State Department official" or "Administration official," as determined by the official.

### **On Deep Background**

The source cannot be quoted or identified in any manner, not even as "an unnamed source." The information is usually couched in such phrases as "it is understood that" or "it has been learned." The information may be used to help present the story or to gain a better understanding of the subject, but the knowledge is that of the reporter, not the source. No information provided may be used in the story. The information is only for the reporter's background knowledge.

### **Off the Record**

Nothing of what the journalist is told may be used in the story. The information is meant only for the education of the reporter.

<http://www.state.gov/r/pa/prs/17191.htm>