

Supporting Statement for Paperwork Reduction Act Submissions
Approval of existing collection in use without an OMB control number for
Three Fingerprint Cards: Arrest and Institution; Applicant; Personal Identification
OMB Control # 1110-xxxx

Part A. Justification

1. Necessity of Information:

Title 28, United States Code, Section 534, allows the FBI to acquire, collect, classify, and preserve identification/information, criminal identification, crime, and other records. The FBI permits such exchange of records and information with, and for the official use of, authorized officials of the Federal Government, including the United States Sentencing Commission, the States, cities, and penal and other institutions. It is essential that standard fingerprint cards be utilized in order for the FBI CJIS Division to provide maximum service to all law enforcement and governmental agencies.

The Federal Bureau of Investigation (FBI), Criminal Justice Information Services Division (CJIS), provides a centralized pooling of all fingerprint cards and all arrest records. Through this centralization of records, it's possible to have available a positive source of information relative to: past activities of an individual in custody or an individual applying for employment, emergency cases, identification of deceased individuals, identification of missing persons or provide confirmation as to any entry for such a person to the parent, legal guardian, or next of kin, fugitives, etc. NOTE: This documentation does not reflect statistical data from electronic receipts.

Three fingerprint cards: Arrest and Institution (FD-249); Applicant (FD-258); and Personal Identification (FD-353) were chosen to be part of a publication by another section within the CJIS Division. During the approval process for this publication, it was noted the fingerprint cards did not contain the required Office of Management and Budget (OMB) approval via an OMB control number. Through managerial discussions, it was determined the OMB approval was necessary.

2. Needs and Uses:

The CJIS Division serves the nation as a repository for fingerprints and criminal history record information. The Privacy Act of 1974 requires each agency that maintains a system of records to maintain the records with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual. Case law stipulates that the CJIS Division has a duty to take reasonable measures to maintain accurate records. The fingerprint cards provide a consistent format for agencies to submit the necessary information.

A statement is currently contained on the FD-249 Criminal Fingerprint Card and FD-258

Applicant Fingerprint Card in support of the Privacy Act of 1974. Efforts are underway to modify this statement to provide a more comprehensive summarization.

3. Use of Technology:

Currently, 92 percent of participating agencies submit fingerprint card information data electronically. Electronic submissions are received via the Criminal Justice Information Services (CJIS) Wide Area Network (WAN) for processing by the Integrated Automated Fingerprint Identification System (IAFIS). The fingerprint cards are utilized by the remaining 8 percent of agencies.

4. Efforts to Identify Duplication:

The FBI is the only federal repository for the data from this information collection.

5. Methods to Minimize Burden on Small Businesses:

This information will have no significant impact on small entities. Small businesses will not be affected by this collection.

6. Consequences of Less Frequent Collection:

If the collection is not conducted or conducted less frequently, the criminal history record information provided for use by all contributing agencies would be incomplete and inaccurate. The law enforcement community has an ever-increasing need for timely and accurate data. Obtaining the fingerprint cards is vital to ensuring the most efficient services to all authorized entities in a timely manner.

7. Special Circumstances Influencing Collection:

All fingerprint cards are collected and processed from participating agencies. All stored criminal history record information is inclusive of only that information which has been provided.

8. Public Comments and Consultations:

FBI sponsors and participates in training seminars, industry meetings, and conferences with the user community. These meetings are held regularly and provide an open forum to discuss matters of mutual concern, including reporting procedures. FBI consults with users on an individual basis as needed.

9. Payment of Gift to Claimants:

The FBI does not provide any payment or gift to respondents.

10. Assurance of Confidentiality:

Information requested in this collection may be considered confidential business information. Its release is governed by law, regulations, and agency procedures.

11. Justification for Sensitive Questions:

This collection does not include questions of a sensitive nature.

12. Estimate of Hour Burden:

Respondents report on the fingerprint cards. A respondent may submit multiple fingerprint cards.

Number of respondents	81,100
Frequency of response	as needed
Total annual responses	2,920,346
Minutes per response	10 minutes
Annual hour burden	486,724 hours

13. Estimate of Cost Burden:

Respondents will not incur any costs other than their time to respond. Respondents will not incur any capital, start up, or system maintenance costs associated with this information collection.

14. Estimated Annualized Costs to Federal Government:

Personnel Salaries:	\$ 210,000
Analysis of incoming information:	\$1,229,000
Conversion to electronic format:	\$4,482,000
Total Cost:	\$5,921,000

15. Reasons for Change in Burden:

There is no increase in burden to the individual respondents.

16. Plans for Publication:

There are no plans to publish the information collected.

17. Expiration Date Approval:

Due to the administrative burdens related to replacing expired forms when no information on those forms has been changed, the FBI is requesting approval to not display the expiration date for OMB approval of the information collected.

18. Exceptions to the Certification Statement:

There are no exceptions to the certification statement.

Part B. Statistical Methods

The Federal Bureau of Investigation does not employ statistical methods in this information collection.