

**SUPPORTING STATEMENT FOR
PAPERWORK REDUCTION ACT SUBMISSION
OMB # 1405-0152, American Citizen Services Internet Based
Registration System (IBRS), DS-4024, DS-4024e**

A. JUSTIFICATION

1. The information solicited on this form is requested in connection with the provisions of 22 U.S.C. 2715, 22 U.S.C. 4802(b) and 22 CFR 71.1.

The Department of State provides consular assistance and protection to United States nationals abroad. U.S. nationals may register with U.S. embassies and consulates abroad. In the event of a family emergency, natural disaster or international crisis, U.S. embassies and consulates rely on this registration information to provide critical information and assistance to them.

22 USC 2715 provides, *inter alia*, that in the case of a major disaster or incident abroad which affects the health and safety of nationals of the United States residing or traveling abroad, the Secretary of State shall provide prompt and thorough notification of all appropriate information concerning such disaster or incident and its effect on U.S. nationals to the next-of-kin of such individuals.

22 USC 4802(b) provides that the Secretary of State shall develop and implement policies and programs to provide for the safe and efficient evacuation of private U.S. nationals when their lives are endangered and develop a mechanism whereby United States nationals can voluntarily request to be placed on a list in order to be contacted in the event of an evacuation, or which, in the event of an evacuation, can maintain information on the location of U.S. nationals in high risk areas submitted by their relatives.

22 CFR 71.1 provides for protection of Americans abroad. The Department of State has developed an Internet Based Registration Service (IBRS) that makes it possible for U.S. nationals to register on line from anywhere in the world. The site uses secure encryption. The IBRS system enables the Department and its embassies and consulates abroad to better assist U.S. nationals in the event of a crisis, disaster or other emergency, by providing information about which nationals are present in country.

2. The primary purpose for soliciting the information is to enable U.S. citizens who wish to participate to have the ability to register their whereabouts abroad, so that they may be contacted in the event of an evacuation or other emergency, in furtherance of the Secretary's responsibility for the protection of U.S. citizens abroad.

The IBRS is intended for use by U.S. citizens residing or traveling abroad. U.S. citizens may register from their home or business in the United States prior to their overseas travel, or from anywhere in the world using the Internet. The service is available on the Department of State, Bureau of Consular Affairs web site <http://travel.state.gov> at <https://travelregistration.state.gov/ibrs/>. The information received is used to facilitate locating and contacting U.S. citizens in the event of a major disaster or incident abroad, and evacuation, or a family emergency.

3. This collection of information is totally electronic, but a paper version of the information collection has been developed to assist individuals who do not have access to the Internet. U.S. embassies and consulates can enter the data from the paper version received by mail or fax into the IBRS system. The paper version provides a convenient mechanism to supplement existing electronic registration services. While proof of citizenship is needed to register through the IBRS (registrants must enter their U.S. passport number), IBRS registration is not a nationality adjudication and does not constitute proof of U.S. nationality.

By registering over the Internet, U.S. citizens do not have to go to a U.S. embassy or consulate thereby reducing the burden on the public. Increased security threats against U.S. embassies abroad were also a factor in the decision to use electronic registration in lieu of requiring individuals to go to a U.S. embassy or consulate. Traditional on site registration will still be available.

4. The information in the IBRS is not duplicative of information maintained elsewhere or otherwise available. Since U.S. adult passports are issued for a period of 10 years, the information on the passport application regarding intended places to visit and contacts in the event of an emergency is often not current. The IBRS enables the public to register this information quickly and easily for each trip abroad.

5. The information collection does not involve small businesses or other small entities.

6. Protection of U.S. citizens, particularly in times of crisis or disaster, is a core function of the Department of State. It is essential that the Department have a reliable mechanism to facilitate communication with citizens in time of emergency. If the collection was not conducted, the consequences to U.S. nationals abroad during these times would be considerable.

7. Not applicable. No such circumstances exist.

8. A 60-day notice was published in the *Federal Register* in volume 71, page 45,891-45,892, to solicit comments from the public. No comments were received.

9. Not Applicable. No payment or gift is provided to respondents.

10. Respondents are informed that release of information obtained in this collection is subject to the restrictions on dissemination contained in the Privacy Act (5 USC 552a). Disclosure is authorized by the Act if, for example, it is made in conjunction with a “routine use.”

The On Line Registration form includes a Privacy Act Statement that is hyperlinked to the text of the Privacy Act (<http://foia.state.gov/privacy.asp>); the Department of State’s Prefatory Statement of Routine Uses (<http://foia.state.gov/issuances/PrefStatement.pdf>).

The IBRS also states on the screen that “while the Internet site uses secure encryption to safeguard privacy and therefore any unauthorized interception by third parties via the Internet is unlikely, the Department of State is not responsible for any such interception.”

IBRS permits registrants to provide information about other members of their traveling party. Information about U.S. nationals will not be revealed by the Department of State unless permitted by the Privacy Act.

11. Not applicable. No questions of a sensitive nature are asked.

12. The Department estimates that 500,000 respondents will file a registration request annually. The DS-4024 takes 10 minutes to complete. Therefore the annual burden is calculated at 83,333 hours (500,000 respondents x 10 minutes/60minutes=83,333 hours).

13. The cost to U.S. citizens associated with the completion of the form is de minimis. If access to the Internet is not available, the form can be completed at a public library or other location providing Internet access. The paper version of the form can be faxed or mailed to the Department of State or U.S. embassy or consulate for entry into IBRS.

14. There was a one-time set up cost of \$202,000. This included 3 servers at \$33,000 each for a total of \$99,000, 2 Compaq and 1 Dell computer costing a total of \$43,000, an Oracle database software license at a cost of \$50,000, and other miscellaneous software licenses costing approximately \$10,000.

Estimated recurring costs include annual IRM Bureau labor to operate and support servers. IRM costs are based on an average of 2 hours per week at \$75/hour, the estimated contract labor rate. At \$150/week, the total yearly IRM costs are \$7,800. In addition, the Bureau of Consular Affairs (CA) will incur labor costs to ensure that copies of Travel Warning and Public Announcement updates are recorded in IBRS at the same time they appear on travel.state.gov. The CA time commitment is estimated at 1 hour per week. At an average cost of \$75/hour contactor rate, this translates to \$3,900 per year (52 weeks x \$75).

15. Burden hour figures were lowered. This is a program adjustment reflecting a more accurate account of the number of respondents.

16. Not applicable. The information collected will not be published.

17. Not applicable. The OMB approval information and expiration date for this collection will be displayed.

18. Not applicable. No exceptions are being requested.

B. STATISTICAL METHODS

This collection does not employ statistical methods.