

**SUPPORTING STATEMENT**

**Monthly Report Naturalization Papers**

**(Form N-4)**

**OMB No. 1615-0051**

**A. Justification.**

1. Section 339 of the Immigration and Nationality Act (Act) requires that the clerk of each court that administers the oath of allegiance notify U.S. Citizenship and Immigration Services (USCIS) of all persons to whom the oath of allegiance for naturalization is administered, within 30 days after the close of the month in which the oath was administered. This form provides a format for submitting a list of those persons to USCIS and provides accountability for the delivery of the certificates of naturalization as required under that section of law.

In addition, section 344 of the Act requires that USCIS reimburse the courts for their share of the expenses in connection with the naturalization process. Therefore, to properly administer the reimbursements to the courts, USCIS must have available, in a central repository, the total number of persons naturalized in the courts and the court where they were naturalized.

2. The data collected on this form is used by USCIS to update its alien files and records to indicate that the aliens are now citizens; develop an audit trail on the certificates of naturalization; and to determine the payments to be made to the

- courts for reimbursements of their expenses in connection with the naturalization process.
3. The use of this form provides the most efficient means for collecting and processing the required data. This form has been designated for E-filing under the Business Transformation Project.
  4. A search of USCIS automated forms tracking was accomplished and revealed no duplication. There is no similar data collected
  5. This collection of information does not have an impact on small businesses or other small entities.
  6. If the information is not collected, USCIS will not be able to reimburse the courts for their expenses in connection with the naturalization process.
  7. The respondents are required to submit the Form N-4 within 30-days after the close of the month. This is necessary to provide accountability for the delivery of the certificates of naturalization, and to properly administer the reimbursements to the courts.
  8. On February 5, 2007, USCIS published a 60 Day Notice at 72 FR 5299 allowing for public comments. No comments were received for this information collection.

9. USCIS does not provide payments or gifts to respondents in exchange for a benefit sought.
10. There is no assurance of confidentiality.
11. There are no questions of a sensitive nature.
12. Annual Reporting Burden:
 

a.	Number of Respondents	160
b.	Number of Responses	12
c.	Total Annual Responses	1,920
d.	Hours per Response	.50
e.	Total Annual Reporting Burden	960

**Annual Burden Hours**

Total Burden Hours are **960**. This number is calculated by multiplying the number of respondents (160) x 12 number of responses x 30 minutes (.50) per response.

13. There are no capital or start-up costs associated with this information collection. Any cost burdens to respondents as a result of this collection are identified in Item14.

14. Annualized Cost Analysis:

Printing Cost	\$	345
Collecting and Processing	\$	76,800
Total Cost to Program	\$	77,145
Fee Charge	\$	0
Total Annual Cost to Government	\$	77,145

**Government Cost**

**The estimated cost of the program to the Government is \$77,145.** This figure is calculated by using the estimated number of respondents (160) x frequency of response (12) x 1 hour per response (1.0) (time required to collect and process information) x \$40 (suggested average hourly rate for clerical, officer, and managerial time with benefits). In addition, this figure includes the estimated overhead cost of \$345 for printing, stocking, distributing and processing of this form.

**Annual Public Cost**

**The estimated annual public cost is \$24,000.** This estimation is based on the number of respondents (160) x number of responses (12) x 30 minutes (.50 hours) per response x \$25 (average hourly rate for court personnel).

15. There has been no increase or decrease in the burden hours previously reported for this information collection.

16. USCIS does not intend to employ the use of statistics or the publication thereof for this information collection.
17. USCIS will display the expiration date for OMB approval of this information collection.
18. USCIS does not request an exception to the certification of this information collection.

**B. Collection of Information Employing Statistical Methods.**

**C. Certification and Signature.**

## PAPERWORK CERTIFICATION

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards or directives, and any other information policy directives promulgated under 5 CFR 1320.

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**Richard A. Sloan,**

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**Date**

Chief,

Regulatory Management Division,

U.S. Citizenship and Immigration Services,

Department of Homeland Security.