

SUPPORTING STATEMENT

Request for the Return of Original Document(s)

Form G-884

(OMB No. 1615-0100)

A. Justification.

1. The authority for requesting the information on this form is contained in section 103 of the Immigration and Nationality Act (INA). The U.S. Citizenship and Immigration Services (USCIS) developed this form to standardize its procedures for accepting requests for the return of original documents contained in Alien Files. This form will allow USCIS to authenticate the return of original documents contained in Alien Files to their rightful recipients. Parties requesting the return of an original document(s) are required to prove entitlement to the document(s) by furnishing the supporting documentation that establishes a relationship between themselves and the original documentation contained in the Alien File. Supporting documentation may consist of an Alien Registration Receipt Card, baptismal certificate, birth certificate, driver's license, marriage certificate, naturalization certificate, or U.S. or foreign passport. When an individual requests an original document (s) that is not contained in his or her Alien File, the requester shall provide evidence that he or she is the parent or guardian of the subject, the executor of the subject's estate, or has been granted power of attorney for matters pertaining to the individual.

2. The information provided by this form will be used by the USCIS to determine whether a person is eligible to obtain original document(s) contained in an Alien File. In conjunction with this form, USCIS will notify the requester, if they have not provided the necessary proof of identification to obtain the document(s) requested; what additional proof of identification is required; whether the documents requested have been previously returned to another individual; or whether the document(s) requested do not exist in the subject's Alien File.
3. The use of this form provides the most efficient means for collecting the required data. This form has been designated for e-filing under the Business Transformation project.
4. A search of the USCIS automated forms tracking system 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. Without the use of this information, the USCIS has no way of validating the authenticity of a person's claim of ownership and request of original documents contained in his or her own Alien File.
7. There are no special circumstances associated with this information collection.

8. On March 4, 2008, USCIS published a 60-day notice in the Federal Register at 73 FR 11654. USCIS did not receive any comments for this information collection.
9. The USCIS does not provide payment 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 7,500
 - b. Number of Responses per Respondent 1
 - c. Total Annual Responses 7,500
 - d. Hours per Response .50
 - e. Total Annual Reporting Burden 3,750

Annual Reporting Burden

The annual reporting burden is 3,750. This figure was derived by multiplying the number of respondents (7,500) x frequency of response (1) 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 information collection are identified in Item 14. There is no fee charge associated with the collection of this information.

14. Annualized Cost Analysis:

a.	Printing Cost	\$ 1,350
b.	Collection and Processing Cost	\$150,000
c.	Total Cost to Program	\$151,350
d.	Fee Charge	\$ 0
e.	Total Cost to Government	\$151,350

Government Cost

The estimated cost to the Government is \$151,350. This figure is calculated by using the estimated number of respondents 7,500 x 30 minutes (.50) (USCIS time required to collect and process information) x \$40 (Suggested average hourly rate for clerical, officer, and supervisory time with benefits). In addition, this figure includes the estimated overhead cost for printing, stocking, and distributing the form, which is \$1,350.

Public Cost

The estimated annual public cost is \$37,500. This is based on the number of respondents (7,500) x 30 minutes (.50) per response x \$10 (average hourly rate).

15. There has been an increase of 1,875 in the annual burden hours previously reported for this information collection. Upon further review by USCIS, it was determined that it would take 30 minutes rather than 15 minutes to complete this information collection.
16. USCIS does not intend to employ the use of statistics or the publication thereof for this information collection.
17. The USCIS will display the expiration date of this information collection.
18. The USCIS does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods.

Not Applicable.

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.

Stephen Tarragon,
Acting Chief,
Regulatory Management Division,
U.S. Citizenship and Immigration Services,
Department of Homeland Security.

Date