

SUPPORTING STATEMENT
Historical Records Services Request
Form G-1041 and Form G-1041A
(OMB No. 1615-0096)

A. JUSTIFICATION.

1. Section 112 of Public Law 106-553 (Making Appropriations for the Government of the District of Columbia and Other Activities Chargeable in Whole or in Part Against the Revenues of Said District of Columbia for the Fiscal Year Ending September 30, 2001 and for Other Purposes), established a Genealogy Fee for providing genealogy research and information services under section 286(t) of the Immigration and Nationality Act (Act). The Genealogy Program is necessary to provide a more timely response to requests for genealogical and historical records. Currently U.S. Citizenship and Immigration Services (USCIS) processes such requests under the Freedom of Information Act (FOIA) thereby adding to the current FOIA backlog.

2. Under Public Law 106-553, USCIS will charge one fee to recover the cost of searching for and identifying the presence or absence of an historical record. USCIS will charge a second set of fees to retrieve, copy, review, and mail historical records to requesters. There will be a fee for a copy of a microfilmed record and a separate fee for a copy of a textual record. The data collected on these forms is used by USCIS to determine eligibility for the requested service. The forms serve the purpose of standardizing requests for the benefit, and ensuring that basic information is required to assess eligibility provided by applicants.

Form G-1041 is provided as a convenient means for persons to provide data necessary to perform a search of historical agency indices. Form G-1041A provides a convenient means for persons to

identify a particular record desired under the Genealogy Program. The forms provide rapid identification of such requests and ensures expeditious handling.

Persons such as researchers, historians, and social scientists seeking ancestry information for genealogical, family history and heir location purposes will use Forms G-1041 and G-1041A. The forms may also be used by United States citizens seeking historical records to support a foreign application for dual citizenship.

3. The use of these forms provides the most efficient means for collecting and processing the required data. USCIS also allows for electronic submission of historical record service requests through its website at <https://genealogy.uscis.dhs.gov/>.
4. A review of USCIS' Forms Inventory Report revealed no duplication of effort, and there is no other similar information currently available that can be used for this purpose.
5. This collection of information does not have an impact on small businesses or other small entities.
6. This form was created to facilitate an accurate and timely response to genealogy requests. If the information is not collected, a response to a Genealogy requests may be impossible or unduly delayed.
7. The special circumstances contained in Item 7 of the Supporting Statement are not applicable to this information collection.

8. On November 14, 2008, USCIS published a 60-day notice in the Federal Register at 73 FR 67537. USCIS did not receive any comments.

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.	<u>Annual Reporting Burden:</u>	Form G-1041	Form G-1041A
a.	Number of Respondents	15,250	11,347
b.	Number of Responses per Respondent	1	1
c.	Total Annual Responses	15,250	11,347
d.	Hours per Response	.50	.50
e.	Total Annual Reporting Burden	7,625	5,674

Annual Reporting Burden

The annual reporting burden is 13,299. This number is based on the estimated number of G-1041 respondents (15,250) multiplied by the frequency of response (1) at 30 minutes (.50 hours) per response. Additionally, this number includes the number of G-1041A respondents (11,347) multiplied by the frequency of response (1) at 30 minutes (.50 hours) per response.

13. There are no capital or start-up costs associated with this information collection. Any cost burden to respondents as a result of this information collection is identified in Item 14. There is a standard fee associated with the fee-for-service processing of both the Genealogy Search Request and the Genealogy Record Request.

14. <u>Annualized Cost Analysis:</u>	G-1041	G-1041A
a. Printing Cost	\$ 1,800	\$ 1,080
b. Collection and Processing Cost	\$ 303,200	\$ 296,780
c. Total Cost to Program	\$ 305,000	\$ 297,860
d. Fee Charge	\$ 305,000	\$ 297,860
e. Total Cost to Government	\$ 0	\$ 0

Government Cost

The estimated cost of the program to the Government is calculated by:

- Multiplying the estimated number of G-1041 respondents (15,250) multiplied (x) by the suggested \$20 fee charge;
- Multiplying the estimated number of G-1041A respondents (6,619 requests for microfilmed records) multiplied (x) by the suggested \$20 fee charge; and
- Multiplying the estimated number G-1041A respondents (4,728 requests for textual records) multiplied (x) by the suggested \$35 fee charge (which includes the suggested average hourly rate for clerical, officer, and managerial time with benefits, plus the cost of printing, stocking, distributing and processing this form).

Public Cost

The estimated annual public cost is \$735,845. This estimate is based on:

- The number of G-1041 respondents (15,250) x 30 minutes (.50 hours) per response x \$10 (average hourly rate), plus

- The number of G-1041A respondents (11,347) x 30 minutes (.50 hours) per response x \$10 (average hourly rate), plus
- The number of G-1041 respondents (15,250) multiplied (x) by the suggested \$20 fee charge, plus
- The number of G-1041A respondents (6,619 requests for microfilmed records) multiplied (x) by the suggested \$20 fee charge, plus
- The number of G-1041A respondents (4,728 requests for textual records) multiplied (x) by the suggested \$35 fee charge.

15. There has been an increase of 5,299 burden hours associated with this information collection. This is related to an increase in the estimated number of respondents that will avail themselves to requesting historical records. There is also an increase of \$88,860 for this information collection. This is attributable to the increase in the number of respondents multiplied by the fee charge.

16. USCIS does not intend to employ the use of statistics or the publication thereof for this information collection.

17. USCIS is not seeking approval to waive the display of the expiration date of 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.

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.

Sunday Aigbe,

Date

Chief,

Regulatory Management Division,

U.S. Citizenship and Immigration Services.