

Supporting Statement
InfoPass System
OMB Control No. 1615-NEW

A. Justification:

1. Explain the circumstances that make the collection of information necessary. Include identification of any legal or administrative requirements that necessitate the collection. Attach a copy of appropriate section of each statute and/or regulation mandating or authorizing the collection of information.

The information is used by USCIS to identify and communicate with applicants during the immigration benefits process and to provide a scheduling system directly accessible by the public to facilitate the convenient scheduling of required personal appointments.

Authority: Section 103(a) of the Immigration and Nationality Act (Act).

2. Explain how, by whom, and for what purpose the information is to be used. For revised or extended collections, explain how USCIS has used the information on the current collection.

USCIS applicants can use a personal computer with Internet capability or they can use a USCIS supported kiosk to enter the information into InfoPass. The information is collected directly from the applicant when requesting an appointment via a variety of input screens accessible online over the Internet at www.uscis.gov. The data collected by the InfoPass system is used by USCIS to confirm the identity of the applicant when he or she arrives at the office for his or her appointment. (See screen shots).

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, eg. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce the burden on the public.

The InfoPass system provides an electronic interface for all applicants to enter the required information as they make an appointment to be seen at their local office. Information is collected electronically.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in question 2 above.

The use of this system provides the most efficient means for collecting and processing the required data.

5. If the information collection impacts small businesses or other small entities, describe any methods used to minimize the burden.

This collection of information does not have an impact on small businesses or other small entities.

6. Describe the consequences to the Federal program or policy activities if the collection of information is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing the burden to the public.

The volume of cases processed in a year by USCIS is in the millions. Of those cases received and processed, a percentage requires a personal appointment. If the InfoPass system were not available to the public, the consequences entail significant hardship for USCIS customers. To make an appointment they would have to visit the office to make an appointment besides the separate visit for the actual appointment.

7. Explain any of the 7 special circumstances that would cause an information collection to be conducted in a manner:

The special circumstances contained in item 7 of the supporting statement are not applicable to this information collection.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice required by 5 CFR 1320.8(d) soliciting comments on the information collection prior to submission to OMB.

USCIS published a 60-day notice in the Federal Register on July 28, 2009 at 74 FR 37234. USCIS published a 30-day notice in the Federal Register on October 19, 2009 at 74 FR 53510. USCIS did not receive any comments for this information collection.

9. Explain any decision to provide any payments or gift to respondents, other than remuneration of contractors or grantees.

USCIS does not provide payments or gifts to respondents in exchange for a benefit sought.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

There is no assurance of confidentiality.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior, religious beliefs, and other matters that are commonly considered private..

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of collection of information.

Annual Reporting Burden:

a.	Number of Respondents	1,043,319
b.	Number of Responses per each Respondent	1
c.	Total Annual Responses	1,043,319
d.	Hours per Response	.10
e.	Total Annual Reporting Burden	104,332

Total annual reporting burden hours is 104,332. This figure was derived by multiplying number of respondents (1,043,319) x frequency of response (1) x .10 hours (6 minutes) per response.

13. This question is directly related to question 14 which involves the requirement of a respondent to expend monies for a capitalized item to support recordkeeping requirements necessitated by the collection of information.

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 question 14.

14. Provide estimates of annualized cost to the Federal government and to the public.

Annualized Cost Analysis:

a.	Printing Cost	\$ 5,000
b.	Collecting and Processing	\$ 111,927
c.	Total Cost to Program	\$ 116,927
d.	Fee Charge, if any	\$ 0
e.	Total Annual Cost to Government	\$ 116,927

Government Cost

The estimated cost of the program to the Government is \$116,927. This figure is calculated as follows:

- Annual maintenance costs \$ 30,000 (including cost for printing).
- One FTE, GS-13 at a cost of \$ 86,927.

Public Cost

The estimated annual public burden hour cost is \$1,043,319. This is based on the number of respondents 1,043,319 x number of responses (1) x .10 hours (6 minutes) per response x \$10 (average hourly rate).

15. Provide the reasons for any changes in the burden hours (increase or decrease) and whether it is a result of an (adjustment or program change). If the form is being revised then mention that here as well.

Since this is a new information there is an increase of 104,332 in the annual burden hours.

16. For collections of information whose results will be published, outline plans for tabulation, and publication.

USCIS does not intend to employ the use of statistics for this collection of information.

17. If seeking to not display the expiration date for OMB approval of the information collection, explain the reasons that the display would be inappropriate.

USCIS is seeking permission to not display the expiration date for OMB approval of this information collection. Since this is an automated system, it will be confusing to the public to provide an expiration date.

18. Explain each exception to the certification statement.

USCIS does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods.

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results.

Not Applicable.

C. Certification and Signatures

PAPERWORK CERTIFICATIONS

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,
Chief,
Regulatory Products Division,
U.S. Citizenship and Immigration Services.

Date