

Supporting Statement for Paperwork Reduction Act Submissions
Renewal of existing collection in use with an OMB control number for Three Fingerprint Cards:
Arrest and Institution; Applicant; Personal Identification
OMB Control # 1110-0046

Part A. Justification

1. Necessity of Information:

Title 28, United States Code, Section 534, allows the FBI to acquire, collect, classify, and preserve identification/information, criminal identification, crime, and other records. The FBI permits such exchange of records and information with, and for the official use of, authorized officials of the Federal Government, including the United States Sentencing Commission; the States and cities; and penal and other institutions. It is essential that standard fingerprint cards be utilized in order for the Federal Bureau of Investigation (FBI), Criminal Justice Information Services (CJIS) Division to provide maximum service to all law enforcement and governmental agencies.

The FBI CJIS Division provides a centralized repository of all fingerprint cards and all arrest records. Through this centralization of records, it is possible to have available a positive source of information relative to: past activities of an individual in custody or an individual applying for employment, emergency cases, identification of deceased individuals, identification of missing persons or provide confirmation as to any entry for such a person to the parent, legal guardian, or next of kin, to identify fugitives, etc.

2. Needs and Uses:

The CJIS Division serves the nation as a repository for fingerprints and criminal history record information. The Privacy Act of 1974 requires each agency that maintains a system of records to maintain the records with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual. Case law stipulates that the CJIS Division has a duty to take reasonable measures to maintain accurate records. The fingerprint cards provide a consistent format for agencies to submit the necessary information.

A statement is currently contained on the FD-249 Criminal Fingerprint Card and FD-258 Applicant Fingerprint Card in support of the Privacy Act of 1974.

3. Use of Technology:

Currently, 95 percent of participating agencies submit fingerprint card information data electronically, accounting for 98.03 percent of the total annual fingerprint submissions of 52,693,225. Electronic submissions are received via the CJIS Wide Area Network (WAN) for processing by the Integrated Automated Fingerprint Identification System (IAFIS). The actual fingerprint cards are utilized only by the remaining 5 percent of agencies, accounting for only 665,817 responses.

4. Efforts to Identify Duplication:

The FBI is the only federal repository for the data from this information collection.

5. Methods to Minimize Burden on Small Businesses:

This information will have no significant impact on small entities. Small businesses will not be affected by this collection.

6. Consequences of Less Frequent Collection:

If the collection is not conducted or conducted less frequently, the criminal history record information provided for use by all contributing agencies would be incomplete and inaccurate. The law enforcement community has an ever-increasing need for timely and accurate data. Obtaining the fingerprint cards is vital to ensuring the most efficient timely services to all authorized entities.

7. Special Circumstances Influencing Collection:

All fingerprint submissions, whether electronic or hard-copy, are collected and processed from participating agencies, as necessary. There are currently no requirements stipulated by the CJIS Division regarding the collection of fingerprint information. All stored criminal history record information is inclusive of only that information which has been provided.

8. Public Comments and Consultations:

The FBI sponsors and participates in training seminars, industry meetings, and conferences with the user community. These meetings are held regularly and provide an open forum to discuss matters of mutual concern, including reporting procedures. The FBI consults with users on an individual basis as needed. Additionally, the 30 and 60 day Notices of Information Collection for Renewal were published and no comments were received.

9. Payment of Gift to Claimants:

The FBI does not provide any payment or gift to respondents.

10. Assurance of Confidentiality:

Information requested in this collection may be considered confidential business information. Its release is governed by law, regulations, and agency procedures.

11. Justification for Sensitive Questions:

This collection does not include questions of a sensitive nature.

12. Estimate of Hour Burden:

Respondents report on the fingerprint cards. A respondent may submit multiple fingerprint cards.

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|------------------------|-------------------|
| Number of respondents | 88,979 |
| Frequency of response | as needed |
| Total annual responses | 52.7 million |
| Minutes per response | 10 minutes |
| Annual hour burden | 8.7 million hours |

13. Estimate of Cost Burden:

Respondents will not incur any costs other than their time to respond. Respondents will not incur any capital, start up, or system maintenance costs associated with this information collection.

14. Estimated Annualized Costs to Federal Government:

Note: Calculated ONLY for the hard-card submissions/responses

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|-----------------------------------|-------------|
| Personnel Salaries: | \$ 78,000 |
| Analysis of incoming information: | \$ 172,800 |
| Conversion to electronic format: | \$3,795,000 |
| Total Cost: | \$4,045,800 |

15. Reasons for Change in Burden:

Until recent years the three Fingerprint Cards: Arrest and Institution, Applicant, and Personal Identification were used without OMB approval which accounts for the increase in the number of responses. Due to technology, over 98.03 percent of fingerprint submissions are no longer sent as hard-copy cards, but instead a digital image of the fingerprints is captured upon a scanning device and the biographical and other pertinent information is data-entered. The responses are also returned electronically providing the results of the search. Past Paperwork Reduction Act Submissions accounted only for the hard-copy card submissions and responses. This submission includes all activity to include the electronic fingerprint submissions and responses, in which paper is not a required element.

16. Plans for Publication:

There are no plans to publish the information collected.

17. Expiration Date Approval:

Due to the administrative burdens related to replacing expired forms when no information on those forms has been changed, the FBI is requesting approval to not display the expiration date for OMB approval of the information collected.

18. Exceptions to the Certification Statement:

There are no exceptions to the certification statement.

Part B. Statistical Methods

The Federal Bureau of Investigation does not employ statistical methods in this information collection.