

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

Statement Regarding a Lost or Stolen Passport OMB Number 1405-0014 DS-0064

A. JUSTIFICATION

1. A passport applicant must submit a Statement Regarding a Lost or Stolen Passport, form DS-0064, with an application for a new passport when a previously issued valid or potentially valid passport cannot be presented. In order to assist in protect against identity theft, a passport bearer shall also submit a Statement Regarding a Lost or Stolen Passport, form DS-0064, after a loss or theft has taken place even if the bearer does not apply for a new passport. The statement must detail the circumstances of the loss or theft, as required in regulation 22 C.F.R. § 51.8(b), and any efforts made to recover it.

Entering a report of a loss or theft of a U.S. passport in the interoperable data system, as mandated by 8 U.S.C. § 1737, requires accurate verification of the reported passport. Collection of the social security number on form DS-0064 is included to assist in correctly identifying the passport that needs invalidation.

The legal authorities under which the information is requested include, but are not limited to the following:

22 U.S.C. § 211a et seq.;

Executive Order 11295;

22 C.F.R. Part 51, including 22 C.F.R. 51.8 & 51.2;

8 U.S.C. § 1737;

18 U.S.C. § 1028; and

18 U.S.C. § 1544.

2. The information is used by the Department of State to ensure that no person shall bear more than one fully valid or potentially valid U.S. passport book and/or passport card at any one time, except as authorized by the Department. The information is also used to combat passport fraud and misuse. The form is used prior to passport issuance and solicits information relating to the loss or theft of a valid United States passport book and/or passport card.

3. Due to issues with electronic signatures and needed system upgrades, a complete end-to-end electronic submission for this form is currently not possible. The Department has a DS-64 online tool under development and is working with software developers as well as law enforcement and legal departments to resolve the electronic signature concern and deploy the needed upgrades. A business requirements specification (BRS) for the DS-64 Online Tool was created and delivered to developers on 10/21/2010. Sometime after the date of delivery it was decided to incorporate the DS-64 Online Tool into the new Global Citizens System (GCS), the system under development to replace the current software used to issue passports. This decision was based on a number of factors. One such factor is the limited resources that are currently at the disposal to our technical department. Additionally, the major focus for systems development are the Privacy Initiatives derived from the Office of the Inspector General (OIG) recommendations, which have a firm deadline of June 2011. The DS-64 Online Tool is still in discussion; however, GCS is tentatively scheduled to be released two to three years from now. In the meantime, in an effort to provide customers with an electronic option to this paper-based form, it is posted on the Department's website, <http://www.travel.state.gov/>, where it can be filled out on-line and printed for signature and submission. Efforts will also continue to investigate, test, and deploy more complete electronic options while continuing to meet legal requirements.
4. The DS-64 is the sole Department of State form used for the purpose outlined in item 2. The information collected does not duplicate information collected elsewhere.
5. The collection of information does not involve small businesses or other small entities.
6. If the information were not collected, the Department would have difficulty determining whether to issue a new passport to persons whose passports have been lost or stolen, and would also have difficulty in combating passport fraud. Elimination of the form would significantly increase the Department's costs by necessitating more labor-intensive methods of collecting the information, and could have serious or even grave consequences for national security and law enforcement.
7. No such special circumstances exist.
8. The Department of State received one comment from the 60-day notice in the *Federal Register*. The commenter noted that an improvement could be made to the sentence "I understand that my passport(s) will be invalidated and cannot be used." The Department has since changed that sentence to read "I understand that the passport(s) I report as missing will be invalidated and cannot be used."

Estimates on the time and cost burden associated with this form were acquired through consultations with a small group of actual respondents. Respondents gave feedback on the time required to search existing data sources, gather the necessary information, provide the

information required, review the final collection, and submit the collection to Passport Services for processing.

9. This information collection does not provide any payment or gift to respondents.
10. The form includes a Privacy Act Statement explaining the routine use exceptions to the Act. (5 U.S.C. § 552a)
11. The collection of information does not ask questions of a sensitive nature.
12. The estimated burden of five minutes required per response is based on a sampling of time required to complete this form. The number of respondents is estimated at 122,500 per year. The annual burden is estimated to be 10,208 hours. (122,500 x 5 minutes)
13. There is no cost to the respondent associated with this form.
14. This collection does not add additional expense to the Federal government.
15. There have been no program or adjustment changes.
16. This collection of information will not be published for statistical use.
17. The expiration date for OMB approval will be displayed.
18. No exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," are being requested.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.