

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1506-0062)**

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**TITLE OF INFORMATION COLLECTION:**

FinCEN Annual Certification Requirement & Requests Case Summaries

**PURPOSE:**

1. To support law enforcement agencies in the investigation and prosecution of financial crimes which is at the core of the mission of the Financial Crimes Enforcement Network (FinCEN).
2. In order to help manage and maintain the program, we are implementing an Annual Head of Agency Certification requirement, in conjunction with other efforts, to help us more systemically document the usage by, and value of FinCEN data to law enforcement.
3. To request brief summaries of law enforcement use of FinCEN data in support of their investigations.

**DESCRIPTION OF RESPONDENTS:**

State, and Local Law Enforcement. State and local law enforcement is subject the PRA.

**TYPE OF COLLECTION:** (Check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form         | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                  | <input type="checkbox"/> Other: _____                            |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: James Murphy, Assistant Director, Office of Liaison Services

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

| Category of Respondent          | No. of Respondents | Participation Time | Burden     |
|---------------------------------|--------------------|--------------------|------------|
| State and Local Law Enforcement | 140                | 3.0 hours          | 420        |
| <b>Totals</b>                   | <b>140</b>         | <b>3.0</b>         | <b>420</b> |

**FEDERAL COST:** The estimated annual cost to the Federal government is: \$0.00\_

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them? State and local law enforcement based on their access to the FinCEN database.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
 Web-based or other forms of Social Media  
 Telephone  
 In-person  
 Mail  
 Other, Explain: e-mail
2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**