

## **SUPPORTING STATEMENT**

### **Biographic Information**

**(Forms G-325, G-325A, G-325B, and G-325C)**

**OMB No. 1615-0008**

#### **A. JUSTIFICATION:**

1. This collection is required from applicants seeking various benefits granted by the U.S. Citizenship and Immigration Services (USCIS), such as adjustment of nonimmigrant status to that of person admitted for permanent residence. Security requirements dictate that certain biographic information be obtained from persons seeking certain immigration benefits for submission to other agencies (Federal Bureau of Investigation, Central Intelligence Agency, Department of State or Department of Defense) to ensure that USCIS action is in the best interest of the United States.

Authority: 8 CFR 207.2, 8 CFR 245.2(a)(3)(i), 8 CFR 328.4.

2. These forms are used when it is necessary to check other agency records on applications or petitions submitted by applicants for certain benefits under the Immigration and Nationality Act (Act).
  - Form G-325 is submitted along with Form N-400, Application for Naturalization, for applicants who served or are serving in the military.
  - Form G-325B is submitted along with Form N-400 for applicants who have not served or who are not serving in the military.

- Form G-325A is submitted along with Form I-485, Register to Adjust Status to Permanent Resident.
  - Form G-325B is submitted along with Form I-590, Registration for Classification as a Refugee.
3. The use of these forms provides the most efficient means for collecting and processing the required data. In this case the USCIS does not employ the use of information technology in collecting and processing information. These forms can be completed electronically but cannot be submitted electronically. These forms have been scheduled for e-filing under the Business Transformation Project.
  4. A review of the USCIS Forms Inventory Report revealed no duplication of efforts. There is no 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. The use of these forms provides the most expedient means to support the mission of the USCIS as it relates to the grant of specific immigration benefits. These forms also assist other federal agencies in the search of relevant information pertaining to applicants for immigration benefits.
  7. There are no special circumstances applicable to this information collection.
  8. On February 7, 2011, USCIS published a 60-day notice in the Federal Register at 76 FR 6629. USCIS did not receive any comments on the 60-day notice. On

May 3, 2011, USCIS published a 30-day notice in the Federal Register at 76 FR 24910. USCIS did not receive any comments on the 30-day notice.

9. The USCIS does not provide payments or gifts to respondents in exchange for a benefit sought.
10. There is no assurance of confidentiality. The associated system of records notice for this information collection is United States Citizenship and Immigration Services Benefits Information System. Published in the Federal Register on September 29, 2008 at 73 FR 56596. The related privacy impact assessment is USCIS Benefits Processing of Applicants other than Petitions for Naturalization, Refugee Status, and Asylum.
11. There are no questions of a sensitive nature.
12. **Annual Reporting Burden:**

	G-325	G-325A	G-325B	G-325C
Number of Respondents	200,000	583,921	500,000	140,000
Number of Responses per Respondent	1	1	1	1
Total Annual Responses	200,000	583,921	500,000	140,000
Hours Per Response	.25	.25	.416	.25
Total Annual Reporting Burden	50,000	145,980	208,000	35,000

### **Annual Reporting Burden**

The total annual number of respondents is 1,423,921. This figure was derived by adding the number of respondents for:

- Form G-325 -- 200,000 respondents
- Form G-325A -- 583,921 respondents
- Form G-325B -- 500,000 respondents
- Form G-325C -- 140,000 respondents

The total annual reporting burden hours are 438,980. This figure was derived by:

- Form G-325 -- Multiplying the number of respondents (200,000) x (1) frequency of response x (.25) 15 minutes per response.
- Form G-325A -- Multiplying the number of respondents (583,921) x (1) frequency of response x (.25) 15 minutes per response.
- Form G-325B -- Multiplying the number of respondents (500,000) x (1) frequency of response x (.416) 25 minutes per response.
- Form G-325C -- Multiplying the number of respondents (140,000) x (1) frequency of response x (.25) 15 minutes per response.

13. There are no capital or start-up costs associated with this information collection. Any cost burdens to respondents as a result of this information collection are identified in Item 14. Additionally, there is no fee charge associated with the collection of this information.

14. **Annualized Cost Analysis:**

a.	Printing Cost	\$ 206,099
b.	Collection and Processing Cost	\$ 14,033,111
c.	Total Cost to Program	\$14,239,210
d.	Fee Charge	\$ 0
e.	Total Cost to Government	\$ 14,239,210

**Government Cost**

The estimated cost to the Government is \$14,239,210. This figure is calculated by using the estimated number of respondents 1,423,921 x (1) number of responses x (0.25) 15 minutes (time required to collect and process information) x \$40 (suggested average hourly rate for clerical, officer, and supervisory time with benefits). In addition, this figure includes the estimated overhead cost for printing, stocking, and distributing the form which is \$206,099.

**Public Cost**

The estimated annual public cost is \$13,121,119. This figure is based on:

- Form G-325 -- Multiplying the number of respondents (200,000) x (1) number of response x (.25) 15 minutes per response x \$(29.89) average hourly rate.
- Form G-325A -- Multiplying the number of respondents (583,921) x (1) number of response x (.25) 15 minutes per response x \$(29.89) average hourly rate.

- Form G-325B -- Multiplying the number of respondents (500,000) x (1) number of response x (.416) 25 minutes per response x \$(29.89) average hourly rate.
  - Form G-325C -- Multiplying the number of respondents (140,000) x (1) number of response x (.25) 15 minutes x \$(29.89) average hourly rate.
15. There has been no increase or decrease in the estimated burden hours previously reported for this information collection. There is no change in the information being collected.
  16. USCIS does not intend to employ the use of statistics or the publication thereof for this information collection.
  17. USCIS will display the expiration date for this information collection.
  18. The 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,**  
Chief,  
Regulatory Products Division,  
Office of the Executive Secretariat,  
U.S. Citizenship and Immigration Services,  
Department of Homeland Security.

---

**Date**