

SUPPORTING STATEMENT

Request for the Return of Original Documents

Form G-884

(OMB No. 1615-0100)

A. Justification.

1. The authority for requesting the information on this form is contained in section 103 of the Immigration and Nationality Act (INA). U.S. Citizenship and Immigration Services (USCIS) developed this form to standardize its procedures for accepting requests for the return of original documents contained in Alien Files. This form will allow USCIS to authenticate the return of original documents contained in Alien Files to their rightful recipients. Parties requesting the return of an original document(s) are required to prove entitlement to the documents by furnishing the supporting documentation that establishes a relationship between themselves and the original documentation contained in the Alien File. Supporting documentation may consist of a Permanent Resident Card, baptismal certificate, birth certificate, driver's license, marriage certificate, naturalization certificate, or U.S. or foreign passport. When an individual requests an original document that is not contained in his or her Alien File, the requester must provide evidence that he or she is the parent or guardian of the subject, the executor of the subject's estate, or has been granted power of attorney for matters pertaining to the individual.

2. The information provided by this form will be used by USCIS to determine whether a person is eligible to obtain original document(s) contained in an Alien File. In conjunction with this form, USCIS will notify the requester, if they have not provided the necessary proof of identification to obtain the document(s) requested; what additional proof of identification is required; whether the documents requested have been previously returned to another individual; or whether the document(s) requested do not exist in the subject's Alien File.
3. The use of this form provides the most efficient means for collecting the required data. This form resides on the USCIS Web site and can be completed electronically but cannot be submitted electronically.
4. A search of the USCIS automated forms tracking system was accomplished and revealed no duplication. There is no similar data collected.
5. This collection of information does not have an impact on small businesses or other small entities.
6. Without the use of this information, USCIS has no way of validating the authenticity of a person's claim of ownership and request of original documents contained in his or her own Alien File.
7. There are no special circumstances associated with this information collection.
8. By notice in the Federal Register on March 17, 2011, at 76 FR 28444, USCIS notified the public that it was extending this information collection. The notice allowed for a 60-day public comment period, and USCIS did not receive any comments. USCIS published a 30-day notice in the Federal Register on August 9, 2011, at 76 FR 48874, and USCIS has not received any comments to date.

9. USCIS does not provide payments or gifts to respondents in exchange for a benefit sought.
10. There is no assurance of confidentiality. The system of record notice associated with this information collection is United States Citizenship and Immigration Services Benefits Information System, which was published in the Federal Register on September 29, 2008 at 73 FR 56596. The privacy impact assessment associated with this information collection 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:

a.	Number of Respondents	7,500
b.	Number of Responses per Respondent	1
c.	Total Annual Responses	7,500
d.	Hours per Response	0.50
e.	Total Annual Reporting Burden	3,750

Annual Reporting Burden

The annual reporting burden is 3,750. This figure was derived by multiplying the number of respondents (7,500) x (1) frequency of response x (0.50 hours) 30 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. There is no fee charge associated with the collection of this information.

14. Annualized Cost Analysis:

a.	Printing Cost	\$ 1,350
b.	Collection and Processing Cost	\$150,000
c.	Total Cost to Program	\$151,350
d.	Fee Charge	\$ 0
e.	Total Cost to Government	\$151,350

Government Cost

The estimated cost to the Government is \$151,350. This figure is calculated by multiplying the estimated number of respondents 7,500 x (1) frequency of response x (0.50 hours) 30 minutes per response 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 \$1,350.

Public Cost

The estimated annual burden public cost is \$112,088. This figure is calculated by multiplying the number of respondents (7,500) x (1) frequency of response x (0.50 hours) 30 minutes per response x \$29.89 (average hourly rate).

15. There has been no increase or decrease in the annual burden hours previously reported for this information collection. There has been no change in the data 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 of this information collection.

18. 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