



U.S. Department of Justice

Executive Office for United States Trustees

Office of the General Counsel

Washington, DC 20530

MEMORANDUM

TO: Lyn Murray
Department Clearance Officer, PRA
Policy and Planning Staff/OCIO/JMD

FROM: Larry Wahlquist
Trial Attorney

SUBJECT: Non-substantive Modifications to two United States Trustee Program Information Collections: Credit Counseling and Debtor Education Applications and Instructions

The United States Trustee Program (“USTP”) would like to make non-substantive modifications to two collections of information. Specifically, the USTP seeks to modify the credit counseling application and accompanying instructions, OMB #1105-0084 (“CC Application”), and the debtor education provider application and accompanying instructions, OMB #1105-0085 (“DE Application”). The three changes are: (1) to allow applicants to submit applications by email; (2) enable applicants seeking to renew their approval status to complete applications more quickly by creating a “no-change” box that applicants can check when their answers remain identical to the previous year’s application; and (3) amend the DE Application in accordance with the Privacy Act to include a greater explanation of the routine uses for which the USTP utilizes the information it collects about individuals.

These changes are non-substantive changes that will permit applicants to submit applications by electronic means, rather than in paper form to a physical address. However, credit counseling agencies and debtor education providers may still mail the applications if they so choose. Additionally, applicants who are submitting renewal applications for re-approval may rely on responses set forth in previously approved applications to the extent those responses have not changed. Both the USTP and approved credit counseling agencies and debtor education providers should incur substantial reductions in the time and resources needed to complete these applications due to this modification. Finally, the Privacy Act requires agencies to inform individuals of the primary uses of the collected information along with the routine uses which may be made of the information. Because some of the DE applicants are individuals, the DE Application Privacy Act Statement in the instructions has been revised to provide more information concerning the routine uses for which the USTP may use the collected information.

In order to assist you in reviewing the changes, we have provided redlined versions of the applications and instructions showing the changes, along with clean versions. If you have any questions regarding this request, please contact me on (202) 353-0253.

Attachments