



**Homeland
Security**

The Privacy Office
U.S. Department of Homeland Security
Washington, DC 20528
703-235-0780, pia@dhs.gov
www.dhs.gov/privacy

Privacy Threshold Analysis
Version date: June 10, 2010
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PRIVACY THRESHOLD ANALYSIS (PTA)

**This form is used to determine whether
a Privacy Impact Assessment is required.**

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) is required under the E-Government Act of 2002 and the Homeland Security Act of 2002.

Please complete this form and send it to your component Privacy Office. If you do not have a component Privacy Office, please send the PTA to the DHS Privacy Office:

Rebecca J. Richards
Director of Privacy Compliance
The Privacy Office
U.S. Department of Homeland Security
Washington, DC 20528
Tel: 703-235-0780

PIA@dhs.gov

Upon receipt from the component Privacy Office, the DHS Privacy Office will review this form. If a PIA is required, the DHS Privacy Office will send you a copy of the Official Privacy Impact Assessment Guide and accompanying Template to complete and return.

A copy of the Guide and Template is available on the DHS Privacy Office website, www.dhs.gov/privacy, on DHSConnect and directly from the DHS Privacy Office via email: pia@dhs.gov, phone: 703-235-0780.



PRIVACY THRESHOLD ANALYSIS (PTA)

SUMMARY INFORMATION

Date Submitted for Review: January 31, 2012

Name of Project: Form N-25, Request for Verification of Naturalization

System Name in TAFISMA: <Please enter the name.>

Name of Component: U.S. Citizenship and Immigration Services

Name of Project Manager: Gina Short

Email for Project Manager: gina.short@dhs.gov

Phone Number for Project Manager: 202-272-8996

Type of Project:

- Information Technology and/or System.***
- A Notice of Proposed Rule Making or a Final Rule.**
- Form or other Information Collection.**
- Other: <Please describe the type of project including paper based Privacy Act system of records.>**

* The E-Government Act of 2002 defines these terms by reference to the definition sections of Titles 40 and 44 of the United States Code. The following is a summary of those definitions:

- “Information Technology” means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. See 40 U.S.C. § 11101(6).

- “Information System” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. See: 44. U.S.C. § 3502(8).

Note: for purposes of this form, there is no distinction made between national security systems or technologies/systems managed by contractors. All technologies/systems should be initially reviewed for potential privacy impact.



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SPECIFIC QUESTIONS

1. Describe the project and its purpose: The form is used by USCIS to request verification of an individual's naturalization from the court where the oath of naturalization was administered. It is completed by the clerk of the court where the oath was administered.

History:

Form N-25 has been used by the naturalization service since the 1930's (and an unnumbered version of the same form before that) to verify information from court records of naturalization. The original and primary purpose was to document naturalization verifications from court naturalization records dated prior to September 27, 1906 (*records the service did not have*). The service performed all naturalization verifications for naturalizations after that date from its own records.

- The form is common in OL series C-Files, where persons naturalized prior to Sept 27, 1906 later applied to the INS for a replacement certificate for one lost, mutilated, or destroyed. Today, any such applicant would have to be more than 126 years old.
- The form could also be used in N-600 cases, where the child claimed to have derived citizenship through a parent who naturalized prior to 1906. Today, any such applicant would have to be more than 105 years old.

2. **Status of Project:**

This is a new development effort.

This is an existing project.

Date first developed:

Date last updated: 04/30/09

<Please provide a general description of the update.> This is the initial PTA for the N-25 but an extension to the form N-25.

3. **From whom do you collect, process, or retain information on: (Please check all that apply)**

DHS Employees.

Contractors working on behalf of DHS.

The Public.

The System does not contain any such information.

4. **Do you use or collect Social Security Numbers (SSNs)? (This includes truncated SSNs)**



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No.

Yes. Why does the program collect SSNs? Provide the function of the SSN and the legal authority to do so:

<Please provide the function of the SSN and the legal authority to do so.>

5. What information about individuals could be collected, generated or retained?

Name, address, date of birth, place of birth, application number, certificate number, former allegiance, occupation and date of naturalization.

6. If this project is a technology/system, does it relate solely to infrastructure? [For example, is the system a Local Area Network (LAN) or Wide Area Network (WAN)]?

No. Please continue to the next question.

Yes. Is there a log kept of communication traffic?

No. Please continue to the next question.

Yes. What type of data is recorded in the log? (Please choose all that apply.)

Header.

Payload Please describe the data that is logged.

<Please list the data elements in the log.>

7. Does the system connect, receive, or share Personally Identifiable Information with any other DHS systems¹?

No.

Yes.

Please list:

8. Is there a Certification & Accreditation record within OCIO's FISMA tracking system?

Unknown.

¹ PII may be shared, received, or connected to other DHS systems directly, automatically, or by manual processes. Often, these systems are listed as "interconnected systems" in TAFISMA.



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No.

Yes. Please indicate the determinations for each of the following:

Confidentiality: Low Moderate High Undefined

Integrity: Low Moderate High Undefined

Availability: Low Moderate High Undefined



PRIVACY THRESHOLD REVIEW

(TO BE COMPLETED BY THE DHS PRIVACY OFFICE)

Date reviewed by the DHS Privacy Office: February 15, 2012
Name of the DHS Privacy Office Reviewer: Catherine Bauer

DESIGNATION

This is NOT a Privacy Sensitive System – the system contains no Personally Identifiable Information.

This IS a Privacy Sensitive System

Category of System

- IT System.
- National Security System.
- Legacy System.
- HR System.
- Rule.
- Other: Form

Determination

- PTA sufficient at this time.
- Privacy compliance documentation determination in progress.
- PIA is not required at this time.
- PIA is required.
 - System covered by existing PIA: DHS/USCIS/PIA-003 IDDMMP
 - New PIA is required.
 - PIA update is required.
- SORN not required at this time.
- SORN is required.
 - System covered by existing SORN: DHS/USCIS-001 Alien File, Index, and national File Tracking
 - New SORN is required.

DHS PRIVACY OFFICE COMMENTS