

DEPARTMENT OF JUSTICE
Justice Management Division

Supporting Statement – Information Collection Request
Certification of Identity
OMB # 1103-0016

A. Justification

1. The collection is necessary to identify individuals requesting information under the Freedom of Information Act (FOIA). This certification is required under 5 U.S.C. Section 552a (2006 & Supp. IV 2010).
2. The information is used by the FOIA office that the request is forwarded to. The purpose of the form is to help identify first-party requesters when information on themselves is requested.
3. Use of an electronic signature is acceptable. This form may be filled out and filed electronically.
4. The files are checked to ensure that a Certificate of Identity is on file.
5. This collection of information has no significant impact on small businesses.
6. Less frequent is not an option to protect personal information and to meet the requirements of 5 U.S.C. Section 552a (2006 & Supp. IV 2010).
7. There are no special circumstances associated with this collection.
8. A 60-day and 30-day notice was published in the Federal Register in order to solicit comments from the public. No comments were received.
9. No payment or gift is associated with this information collection.
10. The certifications are maintained by the FOIA offices that provide the individual with the requested information pursuant to 5 U.S.C. Section 552. While no particular statements offering assurances of confidentiality are provided to the individual on the certification form, the FOIA office does comply with PII procedures.
11. No records of a sensitive nature are maintained.
12. It is estimated that 69,000 individuals will submit the form and the form takes about half an hour to complete and submit, totaling 34,500 hours.
13. There is no new cost or annual cost associated with this collection.

14. There is no cost to the Government.
15. The result of this information collection will not be published.
16. The Department does not request approval to not display the expiration date of OMB approval for this collection.
17. There are no exceptions to the certification statement.