

SUPPORTING STATEMENT
VA FORM 29-0563
VETERANS MORTGAGE LIFE INSURANCE
CHANGE OF ADDRESS STATEMENT
2900-0503

A. JUSTIFICATION

1. The form is used by the Department of Veterans Affairs (VA) to inquire about a veteran's continued ownership of the property issued under Veterans Mortgage Life Insurance when an address change for the veteran is received. The information obtained is used in determining whether continued Veterans Mortgage Life Insurance coverage is applicable since the law granting this insurance provides that coverage terminates if the veteran no longer owns the property. The information requested is required by law, 38 USC Section 2106. The expiration date is being added to the form.
2. The data collected is used by insurance personnel to determine continuing eligibility for Veterans Mortgage Life Insurance.
3. VA Form 29-0563 is available on the One-VA web site in a fillable electronic format. VBA is currently hosting this form on a secure server and does not currently have the technology in place to allow for the complete submission of the form. Validation edits are performed to assure data integrity. Efforts within VA are underway to provide a mechanism to allow the information to be submitted electronically with a recognized signature technology. There currently is no utility process in place that will allow the data submitted on the form to be incorporated with an existing centralized legacy database.
4. The information is not contained in any other VA records. Similar information is not available elsewhere.
5. The information does not involve any small businesses.
6. The form is designed for use by VA to establish continued entitlement to Veterans Mortgage Life Insurance.
7. There are no special circumstances requiring that the collection of information be conducted in a manner inconsistent with the guidelines in 5 CFR Section 1320.6.
8. The Department notice was published in the Federal Register on January 15, 2014, Volume 79, Number 10, pages 2753-2754. Outside consultations were not solicited as no major changes are being made to this form. Field stations have not reported any difficulty on the part of respondents in using VA Form 29-0563. No comments were received in response to this notice.
9. The information collected is supplied by the respondent. No remuneration is made.

10. The information collection conforms with the Privacy Act of 1974 and is subject to the conditions of disclosure contained therein. The records are maintained in the system identified as 36VA00, "Veterans and Armed Forces Personnel United States Government Life Insurance Records - VA" as contained in the Privacy Act Issuances, 1993 Compilation.

11. There are no questions of a sensitive nature.

12. Estimate of Information Collection Burden

- a. Number of Respondents - We estimate that approximately 240 forms a year will be received.
- b. Frequency of Response – On occasion
- c. Annual Burden Hours - 20 annual burden hours.
- d. Estimated Completion Time – We estimate that it will take approximately 5 minutes to complete this form. We arrived at this estimate by initiating a trial with a VA staff member unfamiliar with the forms.
- e. According to the U.S. Bureau of Labor Statistics Average Hourly Earnings, the cost to the respondent is \$24, making the total cost to the respondents an estimated \$480. (20 burden hours X \$24 per hour)

13. This submission does not involve any record keeping costs.

14. Cost to Government:

\$216.00	Estimated mailing cost (240 X 2 minutes per form X \$15.51/hour (average salary for station mail personnel) plus 240 X 38.2 cents each (presort discount)).
\$112.00	Estimated cost for collections (240 X 2 minutes per X \$13.98/hour (average salary of station collections personnel)).
\$793.00	Estimated cost for processing (240 forms X 10 minutes per form X \$19.83/hour (average salary for reviewers)).
\$30.00	Estimated printing costs (1,000 X \$30/1,000 forms).
\$1,151.00	Total cost to the Government.

15. There is no change in respondent burden. The expiration date is being added to the form.

16. The information is collected for insurance purposes only and there are no plans for publication.

17. We are not seeking approval to omit the expiration date for OMB approval.

18. This submission does not contain any exceptions to the certification statement.

B. Collection of Information Employing Statistical Methods

The Veterans Benefits Administration does not collect information employing statistical methods.