

Supporting Statement for Paperwork Reduction Act Submissions

Approval of an existing collection currently in use without an OMB control number for the Request for III/NGI Base Identifier(s) Form (1-542)

OMB Control # 1110-xxxx

The most recent version of this form is dated March 28, 2014. In preparation for the new Next Generation Identification (NGI) system, terminology changes were made to the form. For example, the 1-542 was historically called the “Request for III/IAFIS Base Identifiers.” The Integrated Automated Fingerprint Identification System (IAFIS) is being replaced by the NGI system in June of 2014. Therefore, the title of the form has changed, along with the Federal Bureau of Investigation (FBI) Number now being referred to as the FBI Universal Control Number (UCN).

Part A. Justification

1. Necessity of Information:

Title 28, United States Code, Section 534, allows the FBI to acquire, collect, classify, and preserve identification, criminal identification, crime, and other records. The FBI permits such exchange of records and information with, and for the official use of, authorized officials of the Federal Government, including the United States Sentencing Commission; the States and cities; and penal and other institutions. It is essential the Request to Change III/NGI Base Identifier(s) Form (1-542) be utilized in order for the FBI, Criminal Justice Information Services (CJIS) Division, to assure identity history information is collected, stored, and disseminated in a manner to ensure accuracy, completeness, currency, integrity, and security of such information in an effort to protect individual privacy and provide maximum service to all law enforcement and governmental agencies. All of which is imposed on the FBI, CJIS Division, by Title 28 Code of Federal Regulations (CFR) 20.1.

The FBI CJIS Division provides a centralized repository of all fingerprint cards and all arrest records. Through this centralization of records, it is possible to have available a positive source of information relative to: past activities of an individual in custody or an individual applying for employment, emergency cases, identification of deceased individuals, identification of missing persons or provide confirmation as to any entry for such a person to the parent, legal guardian, or next of kin, to identify fugitives, etc.

2. Needs and Uses:

The CJIS Division serves the nation as a repository for fingerprints and identity history information. The Privacy Act of 1974 requires each agency that maintains a system of records to maintain the records with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual. Case law stipulates that the CJIS Division has a duty to take reasonable measures to maintain accurate records. The 1-542 provides a consistent format for agencies to submit necessary identity history information.

3. Use of Technology:

Currently, the CJIS Division will manually enter the data submitted on the 1-542 form.

4. Efforts to Identify Duplication:

The FBI is the only federal agency authorized to conduct the identity history summary request for the data from this information collection.

5. Methods to Minimize Burden on Small Businesses:

This information will have no significant impact on small entities. Small businesses will not be affected by this collection.

6. Consequences of Less Frequent Collection:

If the collection is not conducted or conducted less frequently, the identity history information provided for use by all contributing agencies would be incomplete and inaccurate. The law enforcement community has an ever-increasing need for timely and accurate data. Obtaining the 1-542 is vital to ensuring the most accurate data is provided to all authorized entities accessing the NGI system to conduct background checks for employment and licensing, as well as those agencies accessing the NGI system for criminal investigations and court sentencing decisions.

7. Special Circumstances Influencing Collection:

All 1-542 forms are collected and processed from participating agencies, as necessary. In accordance with Title 28 CFR 20.37, agencies are required to submit 1-542 forms to the FBI CJIS Division. All stored identity history information is inclusive of only that information which has been provided.

8. Public Comments and Consultations:

The FBI sponsors and participates in training seminars, industry meetings, and conferences with the user community. These meetings are held regularly and provide an open forum to discuss matters of mutual concern, including reporting procedures. The FBI consults with users on an individual basis as needed. Additionally, the 30 and 60-day Notices of Information Collection will be published in the Federal Register.

9. Payment of Gift to Claimants:

The FBI does not provide any payment or gift to respondents.

10. Assurance of Confidentiality:

Information requested in this collection may be considered confidential business information. Its release is governed by law, regulations, and agency procedures.

11. Justification for Sensitive Questions:

This collection does not include questions of a sensitive nature.

12. Estimate of Hour Burden:

Number of respondents	75,605
Frequency of response	as needed
Total annual responses	7,500 approximately
Minutes per response	15 minutes
Annual hour burden	1,875 hours

13. Estimate of Cost Burden:

Respondents will not incur any costs other than their time to respond. Respondents will not incur any capital, start up, or system maintenance costs associated with this information collection.

14. Estimated Annualized Costs to Federal Government:

Note: The Request to Change III/NGI Base Identifier(s) forms are received and processed by the same personnel. Therefore, the associated costs were added together on one line.

Personnel Salaries:	\$ 87,344.78
Analysis of incoming information:	\$ 0
Conversion to electronic format:	\$ 0
Total Cost:	\$ 87,344.78

15. Reasons for Change in Burden:

Until recent years, the 1-542 was used without OMB approval which accounts for the increase in the number of responses.

16. Plans for Publication:

There are no plans to publish the information collected.

17. Expiration Date Approval:

Due to the administrative burdens related to replacing expired forms when no information on those forms has been changed, the FBI is requesting approval to not display the expiration date for OMB approval of the information collected.

18. Exceptions to the Certification Statement:

There are no exceptions to the certification statement
Part B. Statistical Methods

The FBI does not employ statistical methods in this information collection.