

PASSPORT AND PASSPORT AGENT SERVICES
OMB CONTROL NUMBER: 0702-XXXX
SUPPORTING STATEMENT - PART A

A. JUSTIFICATION

1. Need for Information Collection

The purpose of this regulatory action and associated collection is to describe the procedures for providing DoD personnel and eligible family members, at no expense, an official U.S. passport when traveling on official travel to a country requiring a passport, to include visas when required. The Department attains its authority to collect this information through “Government Organization and Employees, Oath; Authority to Administer” (5 U.S.C. 2903); “Authority to Administer Oaths and To Act As Notary” (10 U.S.C. 936); “Passports and Visas” (18 U.S.C. Chapter 75); “Forgery or False Use of Passport” (18 U.S.C. 1543); and, “Misuse of Passport” (18 U.S.C. 1544).

2. Use of the information.

The information gathered on the following forms is used in support of the Passport and Passport Agent Services:

DD Form 1056, “Authorization to Apply for a ‘No-Fee’ Passport and/or Visa – Serves as authorization to apply for a no-fee passport and/or visa.

DS-10A, “Birth Affidavit” (OMB Control Number 1405-0132) – Used in lieu of an acceptable birth certificate, or may be provided in conjunction with other birth records that accompany a passport application.

DS-11, “Application for a U.S. Passport” (OMB Control Number 1405-0004) – To determine your eligibility to be issued a U.S. passport.

DS-60, “Affidavit Regarding a Change of Name” (OMB Control Number 1405-0133) – Completed when applying for a passport when the name which is used by the applicant is (1) substantially different from that shown on the evidence of citizenship and/or (2) has been adopted without formal court proceedings and was not acquired by a marriage or under operation of state law.

DS-64, “Statement Regarding Lost or Stolen Passport” (OMB Control Number 1405-0014) – The primary purpose for requesting this information is to ensure that no person shall bear more than one valid or potentially valid United States passport book and one valid passport card at any one time, except as authorized by the U.S. Department of State, and to combat passport fraud and misuse.

DS-82, “U.S. Passport Renewal Application for eligible Individuals” (OMB Control Number 1405-0020) – The purpose of this form is to determine eligibility to be issued a U.S. passport.

DS-3053, “Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor Under Age 16” (OMB Control Number 1405-0129) – The primary purpose for soliciting the information is to establish two parent consent for a minor’s passport application, as required by Public Law 106-113, Section 236.

DS-5525, “Statement of Exigent/Special Family Circumstances for Issuance of a U.S. Passport to a Minor” (OMB Control Number 1405-0216) – The primary purpose for soliciting this information is to establish a possible exigent/special family circumstance exception to Public Law 106-113, Section 236, requiring two parent consent for a minor's passport application.

DS-4085, “Application for Additional Visa Pages or Miscellaneous Passport Services” (OMB Control Number 1405-0159) – To determine entitlement to receive the passport service applied for (i.e. extra visa pages, Status of Forces Agreement (SOFA) endorsement for U.S. government travel).

3. Use of Information Technology

The Department utilizes information technology to the fullest extent possible. The DD Form 1056 is available online (fillable, printable). However, the Department of State forms require endorsement or

notary certification which does not allow for electronic submission.

4. Non-duplication

The Department of Defense does not have other means of collecting and reconciling this data in one place.

5. Burden on Small Business

None of the respondents are small businesses or other small entities.

6. Less Frequent Collection

The collection of information is only conducted on an as needed basis for new or renewing no-fee passports and/or visas. It is not possible to collect on a less frequent basis.

7. Paperwork Reduction Act Guideline

There is no requirement to collect the information that is inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

A notice of proposed collection was published in the "Federal Register on February 27 2015. 80 FRN 10669. No comments were received.

9. Gifts or Payments.

None.

10. Confidentiality

All forms completed are protected to the extent permitted by law via the Privacy Act Statement. A draft copy of the pending SORN is provided with this package.

11. Sensitive Questions

This collection does collect the Social Security Number. Justification for the Department's use of the SSN is provided.

12. Respondent Burden, and its Labor Costs

a. Estimate of Respondent Burden

DD Form 1056, Authorization to Apply for a No-Fee" Passport and/or Visa
Number of Respondents: 175,000
Responses per Respondent: 1
Annual Response: 175,000
Average Burden Per Response: 60 minutes
Annual Burden Hours: 175,000

b. Labor Cost of Respondent Burden

Using OPM Pay & Leave web site¹, a GS-9 Step 5 (\$47,575) as an average salary for the Government worker (\$22.87) the total cost for their time to review and process these requests would be: 175,000 hrs x \$22.80 per hr = \$3,999,000.

13. Respondents Cost Other Than Burden Hour Costs

There are no additional costs to the Respondent other than the labor costs indicated above.

14. Cost to the Federal Government

a. DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Visa & Package creation.

Number of Respondents: 175,000

Review and Process per package: 60 Minutes

Total Review Time: 175,000 man-hour's

Using OPM Pay & Leave web site, a GS-9 Step 5 (\$47,575) as an average salary for the Government worker (\$22.87) the total cost for their time to review and process these requests would be: 175,000 hrs x \$22.80 per hr = \$3,999,000.

15. Reasons for Change in Burden

This is an existing collection in use without an OMB Control Number.

16. Publication of Results

Not applicable or required.

17. Non-Display of OMB Expiration Date

DoD is not requesting approval to omit display of the expiration date of OMB approval on the instrument of collection.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

There are no exceptions.

¹ https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/GS_h.pdf

