

Supporting Statement for Paperwork Reduction Act Submissions

Nonsubstantive change:

FD-249 Arrest and Institution Fingerprint Card (Criminal), FD-258 Applicant Fingerprint Card, FD-353 Personal Identification Fingerprint Card, FD-884 FBI Standard Palm Print Card, and the FD-884a Standard Supplemental Finger and Palm Print Card

OMB Control # 1110-0046

Part A. Justification

2. Needs and Uses:

The CJIS Division serves the nation as a repository for fingerprints and criminal history record information. The recent advancements for the collection and electronic submission of additional biometrics, such as palmprints, have expanded the repository to accept a variety of friction ridge types. 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 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. These friction ridge cards provide a consistent format for agencies to submit the necessary information.

The FD-249 Criminal Fingerprint Card, the FD-884 FBI Standard Palm Print Card, and the FD-884a Standard Supplemental Finger and Palm Print Card forms are utilized by a variety of law enforcement agencies to collect friction ridge data for submission into the Integrated Automated Fingerprint Identification System (IAFIS), a biometric database utilized for person-centric identification to criminal history record data. Upon identification, the data from these three cards is utilized to populate an individual's identification record within the IAFIS which includes the name of the agency or institution that submitted the fingerprint to the FBI as well as the date of arrest or the date the individual was received by the agency submitting the fingerprints. An individual's criminal history record includes arrest charge(s) and the arrest disposition(s).

Some agencies maintain older, previously collected information on FD-249 Criminal Fingerprint Cards, FD-884 Standard Palm Print Cards, and the FD-884a Standard Supplemental Finger and Palm Print Cards that have not been digitized and electronically entered into its system of records or submitted to the FBI. To optimize information already collected, the CJIS Division may assist agencies in the conversion of older cards' information to improve the timeliness, completeness and accuracy of the records available in the state and federal databases.

The FD-258 Applicant Fingerprint Card and the FD-353 Personal Identification Card are not criminal by nature and are instead utilized to complete fingerprint-based background checks for employment, licensing, permits, and for an individual to obtain their own Identification Record in accordance with the U.S. Department of Justice Order 556-73.

A privacy statement is currently contained on the FD-249 Criminal Fingerprint Card, the FD-258 Applicant Fingerprint Card and the FD-353 Personal Identification Card in support of the Privacy Act of 1974. The statements are not incorporated on the FD-884 FBI Standard Palm

Print Card, nor the FD-884a Standard Supplemental Finger and Palm Print cards because they are collected concurrently with the FD-249 or the FD-258.

12. Estimate of Hour Burden:

Number of respondents	74,793
Frequency of response	as needed
Total annual responses	60.4 million
Minutes per response	10 minutes
Annual hour burden	10.1 million hours ¹

15. Reasons for Change in Burden:

The increase of 1.4 million burden hours is can be accredited to the increase of friction ridge submissions by respondents during the past 3 years, to include the submissions of palmprints. The increases can be attributed to new federal and state legislation requiring fingerprint based background checks for employment such as Section 6201 of the Affordable Care Act, as well as authorized agencies implementing requirements for the Adam Walsh Act, the Serve America Act, and Sexual Offender Registry requirements for palmprint submissions. **The increase is also related to the CJIS Division's communication with the criminal justice community to provide contributors with additional electronic means to submit older, previously collected records.**

¹ No reportable change in respondents' annual hour burden. The time to request whether an agency is interested in the CJIS Division converting older, previously collected information on paper cards (FD-249, FD-884, and/or FD-884a) to electronic data is miniscule to the estimated 10.1 million annual hour burden and does not warrant change. *50 states + 6 territories= 56 agencies multiplied by one ~20-minute phone conversation is ~1,120 minutes or 18.67 annual hours*