



REQUEST FOR APPROVAL UNDER THE "GENERIC CLEARANCE FOR THE COLLECTION OF ROUTINE CUSTOMER FEEDBACK" OMB CONTROL NUMBER: 1405-0193

Title of Information Collection PPT Online Feedback Survey

Purpose Consular Affairs, Passport Services is looking revamp and streamline our online feedback process. Attached is a template that is we hope to use to replace our current open-ended process which we have found to be too vague for our action. We are adding in a few questions in order to try to pinpoint which part of the process the customer is specifically referring to. This will be housed similarly to where it is now, under the "Contact Us" section on our website, and will be completely on the customer's own volition to find it and use it.

Description of Respondents Prospective, current, or former passport applicants who would like to provide feedback on the passport application process and/or passport information dissemination.

Type of Collection: (Check one) [ ] Customer Comment Card/Complaint Form [ ] Usability Testing (e.g., Web site or Software) [ ] Focus Group [x] Customer Satisfaction Survey [ ] Small Discussion Group [ ] Other

Certification I certify the following to be true: 1. The collection is voluntary. 2. The collection is low-burden for respondents and low-cost for the Federal government. 3. The collection is non-controversial and does not raise issues of concern to other Federal agencies. 4. The results are not intended to be disseminated to the public. 5. Information gathered will not be used for the purpose of substantially informing influential policy decisions. 6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name (Last, First, MI) Garcia Alexys A Title Forms Program Manager

Signature Garcia, Alexys A Date (mm-dd-yyyy) 02-19-2015

**TO ASSIST REVIEW, PLEASE PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS.**

**Personally Identifiable Information**

1. Is personally identifiable information (PII) collected?  Yes  No  
 a. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No  
 2. If Applicable, has a System of Records Notice been published?  Yes  No

**Gifts or Payments**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

Category of Respondent	Number of Respondents	Participation Time (Minutes)	Burden Hours
Individuals or Households	3,650	3	182.50
Totals	3,650	3	182.50

**FEDERAL COST**

The estimated annual cost to the Federal government is \$14,600.00

**IF YOU ARE CONDUCTING A FOCUS GROUP, SURVEY, OR PLAN TO EMPLOY STATISTICAL METHODS, PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan). If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.

The survey will be made available to all past, current, and potential customers who want to contact us via telephone and online. It will be completely on the customer's own volition to find it and use it. Online, it will be housed similarly to where it is now, under the "Contact Us" section on our website.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain

2. Will interviewers or facilitators be used?  Yes  No

**PLEASE MAKE SURE THAT ALL INSTRUMENTS, INSTRUCTIONS, AND SCRIPTS ARE SUBMITTED WITH THE REQUEST.**

U.S. Department of State

**REQUEST FOR APPROVAL UNDER THE "GENERIC CLEARANCE  
FOR THE COLLECTION OF ROUTINE CUSTOMER FEEDBACK"  
OMB CONTROL NUMBER: 1405-0193  
INSTRUCTIONS**

**Title of Information Collection:** Provide the name of the collection that is the subject of the request. (e.g., *Comment card for soliciting feedback on xxxx.*)

**Purpose:** Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

**Description of Respondents:** Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

**Type of Collection:** Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

**Certification:** Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

**Personally Identifiable Information:** Provide answers to the questions.

**Gifts or Payments:** If you answer yes to the question, please describe the incentive and provide a justification for the amount.

**Burden Hours:**

**Category of Respondents:** Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected.

**Number of Respondents:** Provide an estimate of the number of respondents.

**Participation Time:** Provide an estimate of the amount of time required for a respondent to participate (e.g., *fill out a survey or participate in a focus group*)

**Burden:** Provide the Annual burden hours: Multiply the Number of responses by the participation time, and then divide by 60.

**Federal Cost:** Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

**The selection of your targeted respondents:** Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

**Administration of the Instrument:** Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g., for surveys) or facilitators (e.g., for focus groups) used.

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**