

Supporting Statement for Paperwork Reduction Act Submissions
Extension of a currently approved collection for the Applicant Information Form (1-783)
OMB Control # 1110-0052

The most recent version of this form is dated April 2, 2014.

Part A. Justification

1. Necessity of Information:

The regulations under 28 United States Code (U.S.C.) 534, which authorizes the FBI's acquisition, retention, and sharing of information, does not prohibit the subjects of arrest and conviction records from having access to those records. Therefore, Title 28 Code of Federal Regulation (CFR) Part 16 was amended to include §16.30-16.34, which contains the regulations of the FBI concerning procedures to be followed when the subject of an identification record requests production of that record to review it or to obtain a change, correction, or update to that record. The collection of information on this form is necessary to conduct an accurate and timely search of an individual's identity history information or to prove that such a record does not exist.

2. Needs and Uses:

The Applicant Information Form (1-783) is utilized to collect information necessary to process an individual's request for their identity history information. The form is used to collect the individual's name and date of birth (DOB), both of which are required for a fingerprint search. Although the name and DOB are collected on the fingerprint card, it is essential to have the name and date of birth on the 1-783 form to ensure accuracy and/or resolve any discrepancies associated with the name and DOB. The form is used to collect the mailing address of an individual to ensure the fingerprint search results are mailed to the correct address to avoid potential occurrences of Personally Identifiable Information (PII) breaches. Contact information, such as telephone number and/or e-mail address, is requested in case additional information or clarification is required for processing. The number of copies requested is collected on the form to ensure the customer receives the appropriate number of fingerprint search results. The form requires the individual's signature for validation purposes and for cases where the results are to be mailed to a different address other than the address of the customer.

3. Use of Technology:

There are no plans to automate the 1-783 due to future development of the Electronic Departmental Order (eDO). The eDO will provide the opportunity for individuals to enter their descriptive data into fillable forms, submit payment for the Departmental Order process via a secure payment vehicle, and retrieve fingerprint search results from a secure website.

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:

Small businesses will not be affected by this collection.

6. Consequences of Less Frequent Collection:

The 1-783 is necessary with every identity history summary request from an individual in order to ensure accurate and timely processing. The form is utilized to collect information, such as name, DOB, mailing address, contact information, number of copies needed, and individual's signature, which are all pertinent in either the fingerprint search process or the process of mailing the results to the customer. Failure to collect information on the form would result in the inability to complete the request.

7. Special Circumstances Influencing Collection:

Title 28 CFR Part 16, Subpart C regulates the production of FBI Identification Records in response to written requests by subjects thereof. By order dated September 24, 1973, the Attorney General of the United States directed the FBI publish rules for the dissemination of arrest and conviction records to the subjects of such records upon request. This order resulted from a determination that 28 U.S.C. 534 does not prohibit the subjects of arrest and conviction records from having access to those records. In accordance with the Attorney General's order, the FBI will release to the subjects of identification records copies of such records upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested, and a processing fee.

8. Public Comments and Consultations:

The FBI website, <www.fbi.gov> provides thorough information relating to the regulations and the process for which an individual may obtain their own identification record. Additionally, the 30 and 60-day Notices of Information Collection was published in the Federal Register and no comments was received.

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	275,000
Frequency of response	as needed
Total annual responses	275,000
Minutes per response	3 minutes
Annual hour burden	13,750 hours

Note: The time required to process these requests decreased from five minutes to three minutes from previous OMB approval. The Processing/analyzing of the form and converting the form into electronic format are now the same process which decreased the overall processing time. The estimated of hour burden is calculated by taking the 275,000 annual responses X 3 minutes divided by 60 = 13,750 hours. There was a decrease of 34,345 respondents from the previous OMB approval. Furthermore, there were system enhancements that enabled the processing of the forms to decrease from five minutes to three minutes thus decreasing the annual burden hours.

13. Estimate of Cost Burden:

Respondents must include an \$18 fee for each copy requested of their personal identity history summary as indicated on the 1-783. 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 annualized costs provided below for the Analysis and Conversion incorporates personnel salaries involved with those specific processes.

Personnel Salaries:	\$ 53,317.00
Analysis of incoming information:	\$ 513,448.00
Conversion to electronic format:	\$ 513,448.00
Total Cost:	\$ 566,765.00

The CJIS Division has multiple cross-trained personnel who receive the incoming 1-783 forms. An averages of 22 full-time employees at the GS-8 level perform the duty of processing the incoming requests. Using the Activity Based Management (ABM) costing model, the CJIS Division was able to calculate the actual Salaries plus benefits of the 22 full-time employees performing this function. The same amounts are shown for the Analysis and Conversion to Electronic Format due to it being the same process. The total estimated annual cost to the government for personnel salaries and for the process/analyze of the forms is \$566,765.00 (\$53,317.00 + 513, 448.00). There was a decrease of 34,345 respondents from the previous

OMB approval. There were system enhancements that enabled the processing of the forms to decrease from five minutes to three minutes thus decreasing the annual burden hours. Furthermore, the program office has decreased staffing by approximately twelve employees. The decrease in staffing, decrease in number of forms received, and the decrease in processing time resulted in an overall decrease in personnel salaries and total cost.

15. Reasons for Change in Burden:

No change in burden from previous OMB approval.

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.