


MEMORANDUM TO: Melody Braswell
Department Clearance Officer
United States Department of Justice

FROM: Scott A. Rago 
Section Chief
Biometric Services Section
Federal Bureau of Investigation

SUBJECT: Revision of an existing approved collection (OMB 1110-0046)

Attached is the Friction Ridge Card information collection request (ICR), FD-249 Arrest and Institution Fingerprint Card (Criminal), FD-258 Applicant Fingerprint Card, FD-1164 Identity History Summary Request; also incorporating the FD-884 FBI Standard Palm Print Card, and the FD-884a Standard Supplemental Finger and Palm Print Card, for approval and submission to the Office of Management and Budget (OMB). The requirements of this collection are proscribed by Title 28, U.S. Code, Section 534. These forms are the means by which federal, state, and local agencies, as well as individuals, submit friction ridge identification information.

The following documents are contained in this ICR package:

1. Supporting Statement for Paperwork Reduction Act Submission with burden statement
2. Law or authority mandating the information collection
3. Certification Statement
4. OMB form 83-I Paperwork Reduction Act Submission
5. Forms used to collect the information
6. 60-day ICR notice that will be published in the Federal Register
7. 30-day ICR notice that will be published in the Federal Register

If there are any questions concerning this ICR, please contact Ms. Gerry Lynn Brovey, Federal Bureau of Investigation, Criminal Justice Information Services Division, Resources Management Section, Records Management Group, Module C-2, 1000 Custer Hollow Road, Clarksburg, West Virginia, 26306; or by telephone (304) 625-4320, facsimile (304) 625-5093, or e-mail <Gerry.brovey@fbi.gov>.

Supporting Statement for Paperwork Reduction Act Submissions
Revision of a currently approved collection

FD-249 Arrest and Institution Fingerprint Card (Criminal), FD-258 Applicant Fingerprint Card, FD-1164 Identity History Summary Request Fingerprint Card, also incorporating the FD-884 FBI Standard Palm Print Card, and the FD-884a Standard Supplemental Finger and Palm Print Card.

Please retire FD-353 Personal Identification Fingerprint Card in its current state and introduce the new FD-1164 Identity History Summary Request Fingerprint Card.

OMB # 1110-0046

Part A. Justification

1. Necessity of Information:

Title 28, United States Code, Section 534, allows the Federal Bureau of Investigation (FBI) to acquire, collect, classify, and preserve identification/information, 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 that standard friction ridge cards be utilized in order for the FBI, Criminal Justice Information Services (CJIS) Division to provide maximum service to all law enforcement and governmental agencies.

The FBI CJIS Division provides a centralized repository of biometrics and identity history records- to include criminal 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 biometrics and identity history record information- to include fingerprints and other biometrics. 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 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. 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 Next Generation Identification System (NGI), 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 NGI System which includes the name of the agency or institution that submitted the fingerprints 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).

The FD-258 Applicant Fingerprint Card is not criminal by nature and is instead utilized to complete fingerprint-based background checks for employment, licensing, and permits.

The FD-353 Personal Identification Fingerprint Card in its current state can be retired as it is no longer used by the CJIS Division. Please note the introduction of the new FD-1164 Identity History Summary Request Fingerprint Card. This card is not criminal in nature and is used for individuals to obtain copies of 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-1164 Identity History Summary Request Fingerprint 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.

3. Use of Technology:

Currently 99.96 percent of participating agencies submit fingerprint card information data electronically, accounting for 99.96 percent of the total annual friction ridge submissions of 69,153,149. Electronic submissions are received via the CJIS Wide Area Network (WAN) for processing by the NGI System. The actual hard copy friction ridge cards are utilized only by the remaining 0.04 percent of agencies, upon rare occasions accounting for only 25,542 responses.

4. Efforts to Identify Duplication:

The FBI is the only federal repository 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 criminal history record 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 friction ridge cards is vital to ensuring the most efficient timely services to all authorized entities.

7. Special Circumstances Influencing Collection:

All friction ridge submissions, whether electronic or hard-copy, are collected and processed from participating agencies, as necessary. There are currently no requirements stipulated by the CJIS Division regarding the collection of friction ridge information. All stored criminal history record 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 60 and 30 day Notices of Information Collection for Renewal was published and no comments were 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. The data obtained from the collection is housed within the NGI System, the fingerprint identification system covered by the system of records notice, *Fingerprint Identification Records Systems (FIRS)*, JUSTICE/FBI-009. Any disclosure of information from the system is made only to authorized recipients upon authentication and verification of the right to access the system by such persons and agencies. The physical security and maintenance of information within the system is provided by FBI rules, regulations and procedures. Its release is governed by law, regulations, and agency procedures.

The NGI System has been exempted from subsections (d) and (e)(4)(H) pursuant to subsections (j)(2), (k)(2), and (k)(5) of the Privacy Act. However, procedures are set forth at 28 CFR 16.30-34 and 20.24 for an individual to obtain a copy of his identification record maintained in the IAFIS to review, or to obtain a change, correction, or updating of the record.

11. Justification for Sensitive Questions:

This collection does not include questions of a sensitive nature.

12. Estimate of Hour Burden:

Respondents report on the friction ridge cards. A respondent may submit multiple fingerprint cards.

Number of respondents: 399, 813
Frequency of responses: as needed
Total annual responses: 69.2 million
Minutes per response: 10 minutes
Annual hour burden: 11.5 million 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:

Personnel Salaries: \$14,732,694.50
Conversion to electronic format: \$ 3,440,643

Total Cost: \$18,173,338.00

The increase in cost is accounted for as the Departmental Order Analysis Teams were included into the "CONVERSION" portion. These groups process and convert hard copy fingerprint submissions into electronic format for ingestion into the NGI System.

Three Teams work on "CONVERSION" of the submissions to an electronic transaction (Automated Processing, Departmental Order Analysis Teams, & Special Processing). Figures: $(546,047.74 + 1,381,399.19 + 1,495,196.56$ to determine Ave Yearly Comp & Benefits (45 total employees) = \$3,440,643.49

Three units "PROCESS & ANALYZE" the submissions (Biometric Identification and Analysis Unit, Quality and Analysis Support Unit, and the Criminal History Information and Policy Unit. Figures: $(11,940,342.10 + 2,073,211.28 + 719,141.10$ to determine Ave Yearly Comp & Benefits (191 total employees) = 14,732,694.50

15. Reason for change in burden: The increase of 6.9 million annual hour burden can be attributed to a previous error in calculation.

Reason for change in Number of respondents: The increase reflects the addition of the Departmental Order "Identity History Summary Request" requestors. They were not previously included, but should be, as individuals use the fingerprint cards to request their information.

Reason for decrease in Total annual responses: The total quoted in the previous package is not consistent with the figures quoted by the Statistical Trending Analysis and Reporting Team. The figure has been verified.

Reason for decrease in hard copy responses: The CJIS Division has been working diligently to reduce the number of hard copy fingerprint cards that require additional resources to process. Agencies are continuously encouraged to submit by electronic methods only. Without special circumstances, the cards are rejected back to the contributor to submit electronically. This number should be expected to continually decrease.

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.

28 USCS § 534 (2005)

§ 534. Acquisition, preservation, and exchange of identification records and information; appointment of officials

(a) The Attorney General shall_

(1) acquire, collect, classify, and preserve identification, criminal identification, crime, and other records;

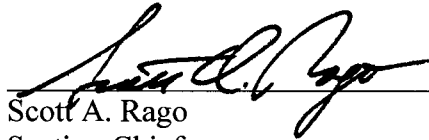
(2) acquire, collect, classify, and preserve any information which would assist in the identification of any deceased individual who has not been identified after the discovery of such deceased individual;

(3) acquire, collect, classify, and preserve any information which would assist in the location of any missing person (including an unemancipated person as defined by the laws of the place of residence of such person) and provide confirmation as to any entry for such a person to the parent, legal guardian, or next of kin of that person (and the Attorney General may acquire, collect, classify, and preserve such information from such parent, guardian, or next of kin); and

(4) exchange such records and information with, and for the official use of, authorized officials of the Federal Government, including the United States Sentencing Commission, the States, cities, and penal and other institutions.

Paperwork Certification

In submitting this request for OMB approval, I certify the Friction Ridge Collection submitted for approval is necessary for the proper performance of our agency and the proposed data collection represents no burden on respondents consistent with the need for information. The requirements of the Privacy Act and OMB Directives have been complied with including the paperwork reduction regulations, statistical standards or directives, and any other information policy directives, and other informational policy directives promulgated under the Paperwork Reduction Act of 1995.



Scott A. Rago
Section Chief
Biometric Services Section
Criminal Justice Information Services Division

11/08/2020

Date

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

| | |
|--|--|
| 1. Agency/Subagency originating request FBI/Criminal Justice Information Services Division | 2. OMB control number b. <input type="checkbox"/> None a. <u>1110</u> - <u>0046</u> |
| 3. Type of information collection (<i>check one</i>) a. <input type="checkbox"/> New Collection b. <input checked="" type="checkbox"/> Revision of a currently approved collection c. Extension of a currently approved collection d. Reinstatement, without change , of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change , of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number <i>For b-f, note Item A2 of Supporting Statement instructions</i> | 4. Type of review requested (<i>check one</i>) a. <input checked="" type="checkbox"/> Regular b. <input type="checkbox"/> Emergency - Approval requested by: ___/___/___ c. <input type="checkbox"/> Delegated 5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? Yes No <input checked="" type="checkbox"/> 6. Requested expiration date a. <input checked="" type="checkbox"/> Three years from the approval date b. <input type="checkbox"/> ___/___/___ |
| 7. Title Arrest and Institution; Applicant; Identity History Summary Request; Standard Palm Print; Supplemental Finger and Palm Print | |
| 8. Agency form number(s) (<i>if applicable</i>) FD-249, FD-258, FD-1164, FD-884, FD-884a | |
| 9. Keywords Friction ridge/Fingerprint/Palm Print/Biometric Identification | |
| 10. Abstract These forms are the means by which federal, state, and local agencies, as well as individuals submit friction ridge/biometric identification. | |
| 11. Affected public (<i>Mark primary with "P" and all others with "X"</i>) a. <input checked="" type="checkbox"/> Individuals or households d. <input type="checkbox"/> Farms b. <input type="checkbox"/> Business or other for-profit e. <input checked="" type="checkbox"/> Federal Government c. <input type="checkbox"/> Not-for-profit institutions f. <input checked="" type="checkbox"/> State, Local, or Tribal Government | 12. Obligation to respond (<i>Mark primary with "P" and all others that apply with "X"</i>) a. <input checked="" type="checkbox"/> Voluntary b. <input checked="" type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory |
| 13. Annual reporting and recordkeeping hour burden a. Number of respondents <u>399,813</u> b. Total annual responses <u>69.2 million</u> 1. Percentage of these responses collected electronically <u>99.96</u> % c. Total annual hours requested <u>11.5 million</u> d. Current OMB inventory <u>10.5 million</u> e. Difference <u>1 million</u> f. Explanation of difference 1. Program change _____ 2. Adjustment <u>1 million</u> | 14. Annual reporting and recordkeeping cost burden (<i>in thousands of dollars</i>) a. Total annualized capital/startup costs <u>0</u> b. Total annual costs (O&M) <u>0</u> c. Total annualized cost requested <u>0</u> d. Current OMB inventory <u>0</u> e. Difference <u>0</u> f. Explanation of difference 1. Program change <u>0</u> 2. Adjustment <u>0</u> |
| 15. Purpose of information collection (<i>Mark primary with "P" and all others that apply with "X"</i>) a. <input checked="" type="checkbox"/> Application for benefits e. <input type="checkbox"/> Program planning or management b. <input type="checkbox"/> Program evaluation f. <input type="checkbox"/> Research c. <input type="checkbox"/> General purpose statistics g. <input checked="" type="checkbox"/> Regulatory or compliance d. <input type="checkbox"/> Audit | 16. Frequency of recordkeeping or reporting (<i>check all that apply</i>) a. <input checked="" type="checkbox"/> Recordkeeping b. <input checked="" type="checkbox"/> Third party disclosure c. <input checked="" type="checkbox"/> Reporting: 1. <input checked="" type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. Quarterly 5. Semi-annually 6. <input type="checkbox"/> Annually 7. Biennially 8. Other (describe) _____ |
| 17. Statistical methods Does this information collection employ statistical methods? Yes No <input checked="" type="checkbox"/> | 18. Agency contact (<i>person who can best answer questions regarding the content of this submission</i>) Name: <u>Gerry Lynn Brovey, Sup. Info. Liaison Spec.</u> Phone: <u>(304) 625-4320</u> |

19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

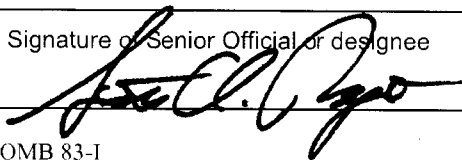
Note: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (i) Why the information is being collected;
 - (ii) Use of information;
 - (iii) Burden estimate;
 - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
 - (v) Nature and extent of confidentiality; and
 - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee



Date

11/09/2020

IDENTITY HISTORY SUMMARY REQUEST

1164 (Rev. 11-1-20)

LAST NAME NAM FIRST NAME MIDDLE NAME

DATE OF BIRTH DOB YYYY/MM/DD

NATURE OF REQUESTOR

ADDRESS

DATE FINGERPRINTED

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

SOCIAL SECURITY NO.

LEAVE BLANK

CLASS

REF.

FINGERPRINTED BY

| | | | | |
|---------------------------------------|-------------|--------------|------------|--|
| | | | | |
| 1. R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | 5. R. LITTLE |
| 6. L. THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE |
| LEFT FOUR FINGERSTAKEN SIMULTANEOUSLY | | L. THUMB | R. THUMB | RIGHT FOUR FINGERSTAKEN SIMULTANEOUSLY |

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306**

US Department of Justice Order 556-73

To assist with obtaining legible fingerprints:

1. Wash and dry fingers thoroughly.
2. Roll fingers from nail to nail, and avoid allowing fingers to slip.
3. Be sure impressions are recorded in correct sequential order.
4. Indicate in the appropriate fingerprint blocks if fingers are missing/amputated.
5. If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained.
6. Examine the completed prints for image quality.

Privacy Act Statement:

Authority: The collection of your fingerprints and associated personal information is authorized by 5 U.S.C. 552a and 28 C.F.R. 16.30-16.34.

Purpose: The FBI will use your information to search the Next Generation Identification (NGI), its biometric and identity history system, to locate your FBI Identification record (or lack thereof).

Routine Uses: The information you provide will be protected and the FBI may only share this information in accordance with the Privacy Act.

Disclosure: Provision of your fingerprints and associated personal information, including your Social Security number, is voluntary; however, without the information the FBI will be unable to process your request and search the NGI System for your FBI Identification record.

Paperwork Reduction Act Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0046. The time required to complete this information collected is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department of Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

STATE USAGE
 NFF SECOND
 SUBMISSION APPROXIMATE CLASS AMPUTATION SCAR

E USAGE LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX

ATURE OF PERSON FINGERPRINTED SOCIAL SECURITY NO. LEAVE BLANK

ES/MAIDEN NAME, FIRST NAME, MIDDLE NAME, SUFFIX

| ERSAL CONTROL NO. | STATE IDENTIFICATION NO. | DATE OF BIRTH MM DD YY | SEX | RACE | HEIGHT | WEIGHT | EYES | HAIR |
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| HUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | | 10. L. LITTLE | | | |
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FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306

FD-249 is to be used for criminal justice purposes, such as incident to arrests and incarcerations.

Applicant form (FD-258) contains applicable Paperwork Reduction Act and Privacy Act notices and should be used for noncriminal justice purposes.

| | | | |
|---|--|--|--|
| ENILE FINGERPRINT MISSION YES <input type="checkbox"/> AT AS ADULT YES <input type="checkbox"/> | DATE OF ARREST MM DD YY | ORI CONTRIBUTOR ADDRESS REPLY YES <input type="checkbox"/> DESIRED? | |
| D COPY TO: (PER ORI) | DATE OF OFFENSE MM DD YY | PLACE OF BIRTH (STATE OR COUNTRY) | COUNTRY OF CITIZENSHIP |
| CELLANEOUS NUMBERS | SCARS, MARKS, TATTOOS, AND AMPUTATIONS | | |
| | RESIDENCE/COMPLETE ADDRESS | CITY | STATE |
| ICIAL TAKING FINGERPRINTS (NAME OR NUMBER) | LOCAL IDENTIFICATION/REFERENCE | | PHOTO AVAILABLE? YES <input type="checkbox"/> PALM PRINTS TAKEN? YES <input type="checkbox"/> |
| EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO. | | OCCUPATION | |
| CHARGE/CITATION | | DISPOSITION 1. | |
| | | 2. | |
| | | 3. | |
| ADDITIONAL | | ADDITIONAL | |
| ADDITIONAL INFORMATION/BASIS FOR CAUTION | | STATE BUREAU STAMP | |

STATE USAGE
 OFF SECOND
 SUBMISSION APPROXIMATE CLASS AMPUTATION SCAR

E USAGE LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX

ATURE OF PERSON FINGERPRINTED SOCIAL SECURITY NO. LEAVE BLANK

ES/MAIDEN NAME, FIRST NAME, MIDDLE NAME, SUFFIX

| ERSAL CONTROL NO. | STATE IDENTIFICATION NO. | DATE OF BIRTH MM DD YY | SEX | RACE | HEIGHT | WEIGHT | EYES | HAIR |
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| THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE |
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FOUR FINGERS TAKEN SIMULTANEOUSLY L. THUMB R. THUMB RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306

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| | | | |
|---|--|---|--|
| ENILE FINGERPRINT MISSION YES <input type="checkbox"/> AT AS ADULT YES <input type="checkbox"/> | DATE OF ARREST MM DD YY | ORI CONTRIBUTOR ADDRESS REPLY YES <input type="checkbox"/> DESIRED? | |
| D COPY TO: (PER ORI) | DATE OF OFFENSE MM DD YY | PLACE OF BIRTH (STATE OR COUNTRY) | COUNTRY OF CITIZENSHIP |
| CELLANEOUS NUMBERS | SCARS, MARKS, TATTOOS, AND AMPUTATIONS | | |
| | RESIDENCE/COMPLETE ADDRESS | CITY | STATE |
| ICIAL TAKING FINGERPRINTS (VE OR NUMBER) | LOCAL IDENTIFICATION/REFERENCE | | PHOTO AVAILABLE? YES <input type="checkbox"/> PALM PRINTS TAKEN? YES <input type="checkbox"/> |
| OYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO. | | OCCUPATION | |
| URGE/CITATION | | DISPOSITION 1. | |
| | | 2. | |
| | | 3. | |
| ITIONAL | | ADDITIONAL | |
| ITIONAL INFORMATION/BASIS FOR CAUTION | | STATE BUREAU STAMP | |

STATE USAGE

OFF SECOND

SUBMISSION

APPROXIMATE CLASS

AMPUTATION

SCAR

E USAGE

LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX

NATURE OF PERSON FINGERPRINTED

SOCIAL SECURITY NO.

LEAVE BLANK

SEX/MAIDEN
NAME, FIRST NAME, MIDDLE NAME, SUFFIX

| PERSONAL CONTROL NO. | STATE IDENTIFICATION NO. | DATE OF BIRTH | MM | DD | YY | SEX | RACE | HEIGHT | WEIGHT | EYES | HAIR |
|----------------------|--------------------------|---------------|----|----|----|-----|------|--------|--------|------|------|
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| THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | | | | 5. R. LITTLE | | | | |
| HUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | | | | 10. L. LITTLE | | | | |

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

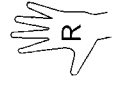
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| | | | |
|--|--|--|------------------------|
| MENILE FINGERPRINT MISSION YES <input type="checkbox"/> AT AS ADULT YES <input type="checkbox"/> | DATE OF ARREST MM DD YY | ORI CONTRIBUTOR ADDRESS REPLY YES <input type="checkbox"/> DESIRED? | |
| D COPY TO: (FOR ORI) | DATE OF OFFENSE MM DD YY | PLACE OF BIRTH (STATE OR COUNTRY) | COUNTRY OF CITIZENSHIP |
| CELLANEOUS NUMBERS | SCARS, MARKS, TATTOOS, AND AMPUTATIONS | | |
| | RESIDENCE/COMPLETE ADDRESS | CITY | STATE |
| ICIAL TAKING FINGERPRINTS (NAME OR NUMBER) | LOCAL IDENTIFICATION/REFERENCE | PHOTO AVAILABLE? YES <input type="checkbox"/> PALM PRINTS TAKEN? YES <input type="checkbox"/> | |
| EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO. | OCCUPATION | | |
| AGENCY/CITATION | DISPOSITION 1. | | |
| | 2. | | |
| | 3. | | |
| ADDITIONAL | ADDITIONAL | | |
| ADDITIONAL INFORMATION/BASIS FOR CAUTION | STATE BUREAU STAMP | | |

| | | | | | |
|--------------------|--------------|-------------------------------------|-----------|-------------------|--------------------------|
| IDENTIFICATION NO. | DATE PRINTED | SIGNATURE OF OFFICIAL TAKING PRINTS | ID NUMBER | CONTRIBUTOR (ORI) | OFFICIAL CONTROL NO. |
| | | | | | |
| | | | | | WRITER'S PALM IMPRESSION |
| | | | | | INDEX FINGER |



FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
1000 CUSTER HOLLOW ROAD, CLARKSBURG, WEST VIRGINIA 26306

| THUMB | INDEX | MIDDLE | RING | LITTLE |
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IDENTIFICATION NO.

LAST NAME

FIRST NAME

MIDDLE NAME

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UNIVERSAL CONTROL NO.

DATE PRINTED

SIGNATURE OF OFFICIAL TAKING PRINTS

ID NUMBER

CONTRIBUTOR (ORI)

LEFT

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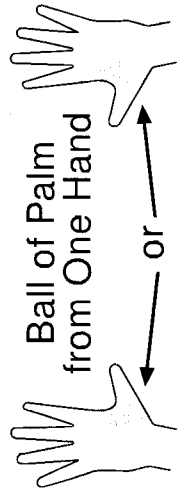
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FEDERAL BUREAU OF INVESTIGATION,
UNITED STATES
DEPARTMENT OF JUSTICE, 26306

MIDDLE TIP

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DEPARTMENT OF JUSTICE

Federal Bureau of Investigation

OMB Number 1110-0046

Agency Information Collection Activities;

Proposed eCollection eComments Requested;

Revision of a currently approved collection

Friction Ridge Cards: Arrest and Institution FD-249; Applicant FD-258; Identity History Summary Request FD-1164; FBI Standard Palm Print FD-884; Supplemental Finger and Palm Print FD-884a

AGENCY: Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division

ACTION: 60-day notice.

SUMMARY: Department of Justice (DOJ), Federal Bureau of Investigation, Criminal Justice Information Services Division will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

DATES: Comments are encouraged and will be accepted for 60 days until **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

FOR FURTHER INFORMATION CONTACT:

If you have additional comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument

with instructions or additional information, please contact Gerry Lynn Brovey, Supervisory Information Liaison Specialist, FBI, CJIS, Resources Management Section, Administrative Unit, Module C-2, 1000 Custer Hollow Road, Clarksburg, West Virginia, 26306 (telephone: 304-625-5093) or email glbrovey@fbi.gov. Written comments and/or suggestions can also be sent to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention Department of Justice Desk Officer, Washington, DC 20503. Additionally, comments may be submitted via e-mail to OIRA_submission@omb.eop.gov.

SUPPLEMENTARY INFORMATION: Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Bureau of Justice Statistics, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how quality, utility, and clarity of the information to be collected and be enhanced;
- Minimize the burden of the collection of information on those who are to respond,

including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of this information collection:

- 1 *Type of Information Collection:* Revision of a currently approved collection.
- 2 *The Title of the Form/Collection:* Friction Ridge Cards: Arrest and Institution; Applicant; Identity History Summary Request; FBI Standard Palm Print; Supplemental Finger and Palm Print.
- 3 *The agency form number, if any, and the applicable component of the Department sponsoring the collection:* Agency form number: Forms FD-249 (Arrest and Institution), FD-258 (Applicant), and FD-1164 (Identity History Summary Request Identification); FD-884 (FBI Standard Palm Print); FD-884a (Supplemental Finger and Palm Print) encompassed under OMB 1110-0046; CJIS Division, FBI, DOJ.
- 4 *Affected public who will be asked or required to respond, as well as a brief abstract:* Primary: City, county, state, federal and tribal law enforcement agencies; civil entities requesting security clearance and background checks. This collection is needed to collect information on individuals requesting background checks, security clearance, or those individuals who have been arrested for or accused of criminal activities.

Acceptable data is stored as part of the Next Generation Identification System (NGI) of the FBI.

- 5 *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* It is estimated that 399, 813 respondents will complete each form within approximately 10 minutes.

- 6 *An estimate of the total public burden (in hours) associated with the collection:* There are an estimated 11.5 million total annual burden hours associated with this collection.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N street NE, 3E.405B, Washington, DC 20530.

Dated: August 20, 2020.

Melody Braswell,

Department Clearance Officer for PRA,

U.S. Department of Justice.

Billing Code: 4410-02

DEPARTMENT OF JUSTICE

Federal Bureau of Investigation

OMB Number 1110-0046

Agency Information Collection Activities; Proposed eCollection eComments Requested;

Revision of a currently approved collection

Friction Ridge Cards: Arrest and Institution FD-249; Applicant FD-258; Identity History Summary Request FD-1164; FBI Standard Palm Print FD-884; Supplemental Finger and Palm Print FD-884a

AGENCY: Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division

ACTION: 30-day notice.

SUMMARY: Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Criminal Justice Information Services (CJIS) Division will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. This proposed information collection was previously published in the Federal Register Volume xx, Number xxx, pages xx-xx, on Month xx, 2020, allowing for a 60 day comment period.

DATES: Comments are encouraged and will be accepted for an additional 30 days until

[INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

FOR FURTHER INFORMATION CONTACT:

Written comments and/or suggestions regarding the items contained in this notice, especially the estimated public burden and associated response time, should be directed to Gerry Lynn Brovey, Supervisory Information Liaison Specialist, Federal Bureau of Investigation, Criminal Justice Information Services Division, 1000 Custer Hollow Road; Clarksburg, WV 26306; phone: 304-625-4320 or email glbrovey@fbi.gov. Written comments and/or suggestions can also be sent to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention Department of Justice Desk Officer, Washington, DC 20503 or sent to OIRA_submissions@omb.eop.gov.

SUPPLEMENTARY INFORMATION:

Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and

- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Overview of this Information Collection:

- (1) Type of Information Collection: Revision of a currently approved collection

- (2) Title of the Form/Collection: Friction Ridge Cards: Arrest and Institution; Applicant; Identity History Summary Request; FBI Standard Palm Print; Supplemental Finger and Palm Print.

- (3) Agency form number, if any, and the applicable component of the Department sponsoring the collection: Agency form number: Forms FD-249 (Arrest and Institution), FD-258 (Applicant), and FD-1164 (Identity History Summary Request); FD-884 (FBI Standard Palm Print); FD-884a (Supplemental Finger and Palm Print) encompassed under OMB 1110-0046; CJIS Division, FBI, DOJ.

- (4) Affected public who will be asked or required to respond, as well as a brief abstract: Primary: City, county, state, federal and tribal law enforcement agencies; civil entities requesting security clearance and background checks. This collection is needed to collect information on individuals requesting background checks, security clearance, or those individuals who have been arrested for or accused of criminal activities. Acceptable data is stored as part of the Next Generation Identification System (NGI) of the FBI.

- (5) An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond/reply: It is estimated that 399, 813 respondents will complete each form within approximately 10 minutes.

- (6) An estimate of the total public burden (in hours) associated with the collection: There are an estimated 11.5 million total annual burden hours associated with this collection.

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street, NE, Suite 3E.405B, Washington, DC 20530.

Dated: August 20, 2020.

Melody Braswell,

Department Clearance Officer for PRA.

U.S. Department of Justice.

Billing Code: 4410-02