

INSTRUCTIONS ON HOW TO DISPLAY REQUIRED INFORMATION ON FORMS/
INSTRUMENTS AND INSTRUMENT INSTRUCTIONS:

The regulations at 1320.8(b)(1) and (3) describe a total of eight notices that are required to appear on the collection of information. These requirements apply to what is commonly referred to as "instruments" such as report forms, application forms, questionnaires, etc., but not NPRMs. While the following instructions will apply to most situations, you should contact the Reports Clearance Officer for guidance on how to best handle special situations such as telephone surveys and electronic forms.

The requirements at (b)(1), concerning a "valid OMB control number" and "an expiration date" is usually satisfied by displaying the information on the instrument. For example, in the case of a report, both are typically displayed on the upper right-hand corner of the first page.

The requirements at (b)(3)(i) through (vi) are typically satisfied by four statements: 1) the OMB control number, 2) the expiration date, 3) the burden statement, and 4) the statement about not being required to respond. The control number and expiration date usually appear on the instrument. The burden statement (iii) and the statement about not being required to respond (vi) usually appear in the instructions.

The other items typically appear at other place of the information collection, however, since collections can take on many different forms, you should inquire as to best address special circumstances. And, following the regulatory language below you will find an example of how to satisfy a "typical" collection.

REGULATORY LANGUAGE:

- (b) Such office shall ensure that each collection of information:
 - (1) is inventoried, displays a currently valid OMB control number, and, if appropriate, an expiration date;

(2) is reviewed by OMB in accordance with the clearance requirements of 44 U.S.C. Sec. 3507; and

(3) informs and provides reasonable notice to the potential persons to whom the collection of information is addressed of--

(i) the reasons the information is planned to be and/or has been collected;

(ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;

(iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public direct to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);

(iv) whether responses to the collection of information are voluntary, required to obtain or retain a benefit (citing authority), or mandatory (citing authority);

(v) the nature and extent of confidentiality to be provided, if any (citing authority); and

(vi) the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

NOTE: The portion of requirement at (iii) for "the public direct to the agency any comments..." is no longer required, however, you may do so at your discretion.

EXAMPLE OF THE NOTICE THAT APPEARS IN THE INSTRUMENT AND THE INSTRUCTIONS:

1) Appearing typically on the upper right-hand side of the instrument:

OMB Control No: 0970-0401
Expiration date: 5/31/2018

2) Appearing in the instructions:

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average ?? hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.