

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

Statement Regarding a Lost or Stolen U.S. Passport Book and/or Card OMB Number 1405-0014, DS-64

A. JUSTIFICATION

1. *Why is this collection necessary and what are the legal statutes that allow this?*

Passport bearers no longer in possession of their previously issued valid or potentially valid U.S. passport book or card must submit a form DS-64, *Statement Regarding a Lost or Stolen U.S. Passport Book and/or Card*, with an application for a new U.S. passport book or card. To assist in protection against identity theft, a passport bearer can also submit a form DS-64 after a loss or theft has taken place, even if the bearer does not apply for a new U.S. passport. The statement must detail the circumstances of the loss or theft and any efforts made to recover it, as required in the U.S. Code of Federal Regulations at 22 C.F.R. § 51.8(b).

Entering a report of a loss or theft of a U.S. passport book or card in the passport data system, as mandated by 8 U.S.C. § 1737, requires accurate verification of the reported passport. Collection of the Social Security number on form DS-64 is included to assist in correctly identifying the passport that needs to be invalidated.

The legal authorities under which the information is requested include but are not limited to the following: Executive Order 11295; 22 C.F.R Part 50; 22 C.F.R. Part 51, including 22 C.F.R. §§ 51.2&51.8; 8 U.S.C. § 1104; 8 U.S.C. § 1737;; and 22 U.S.C. § 211a et seq.

2. *What business purpose is the information gathered going to be used for?*

The Department uses the information obtained from the form DS-64 to record a report of a valid lost or stolen U.S. passport, to electronically cancel the valid lost or stolen U.S. passport, and to adjudicate an application for a new U.S. passport. This helps the Department to ensure that no person bears more than one fully valid or potentially valid U.S. passport book and/or passport card at any one time, except as authorized by the Department. The information is also used to combat passport fraud and misuse.

3. *Is this collection able to be completed electronically (e.g., through a website or application)?*

The form DS-64 is available on the Department's website, where applicants can complete the form online and print it for signature and submission. In pursuit of the goals of the Government Paperwork Elimination Act and Executive Order 13571, the Department also developed a new submission option for the form DS-64 that can be completed, signed, and submitted electronically through its website. The public still has the option to call the National Passport Information Center (NPIC) or mail in a hard copy of the form DS-64 to report a valid lost or stolen passport.

4. *Does this collection duplicate any other collection of information?*

The form DS-64 is the form used solely by the U.S. Department of State for the purpose outlined in item 2. The information collected, taken as a whole, does not duplicate information gathered elsewhere.

5. *Describe any impacts on small business.*

The collection of information does not involve small businesses or other small entities.

6. *What are consequences if this collection is not done?*

If this information is not collected, the Department would have difficulty issuing a new U.S. passport book or card to anyone whose previous valid U.S. passport book or card has been lost or stolen. The Department would also have difficulty combating passport fraud. Eliminating the form would significantly increase the Department's costs by necessitating more labor-intensive methods of collecting the information and could have serious consequences to national security and law enforcement.

7. *Are there any special collection circumstances?*

No such special circumstances exist.

8. *Document publication (or intent to publish) a request for public comments in the Federal Register*

On June 11, 2021, the Department of State published a 60-day notice in the *Federal Register* to solicit public comments. There were no comments received.

9. *Are payments or gifts given to the respondents?*

This information collection does not provide any payment or gift to respondents.

10. *Describe assurances of privacy/confidentiality*

The form DS-64 soliciting this information includes a Privacy Act Statement explaining the routine uses of the information collected under the Act. There are no promises of confidentiality to the respondents. More information on the Routine Uses for the system can be found in System of Records Notices State-05, Overseas Citizen Services Records and Other Overseas Records and State-26, Passport Records.

11. *Are any questions for a sensitive nature asked?*

The form DS-64 collection of information asks the respondent to provide a Social Security number to identify and confirm that the person completing the form and the passport bearer of the reported lost or stolen passport book and/or card are the same person. Moreover, the applicant's Social Security number helps the Department accurately identify the passport being reported lost or stolen so that the correct passport can be invalidated.

12. Describe the hour time burden and the hour cost burden on the respondent needed to complete this collection.

The estimated number of respondents for this collection was calculated by taking the average number of projected respondents for the next three years.

	*DS-64 Projected Respondents
FY 2021	514,758
FY 2022	528,991
FY 2023	543,617
Average	529,122

**Assumes a constant 0.35% passports in circulation will be lost or stolen each year during projected period. Percentage based on the average increase from FY 18 to FY 20.*

The Department estimates that the average time required for this information collection is 5 minutes or 0.08 hours per response. Therefore, the estimated total annual burden for this collection is:

$$529,122 \text{ (average projected respondents)} \times 5 \text{ (minutes)} / 60 = \mathbf{44,094 \text{ hours per year}}$$

The estimated number of minutes required per response is based on a sampling of the time required to search existing data sources, gather the necessary information, provide the information required, review the final collection, and submit the collection to the Department for processing. The sampling was completed through consultation with a group of Department employees to validate the time.

The estimated cost to respondents is based on \$24.72 (mean hourly earnings) based on estimated income per hour from the Bureau of Labor statistics¹ x 1.4 (weighted wage OMB multiplier) = \$34.60 (weighted hourly wage) x 44,094 (annual hours) = **\$1,525,652** (hour cost burden)

$$\mathbf{\$34.60 \text{ weighted hourly wage} \times 44,094 \text{ annual hours} = \$1,525,652 \text{ hour cost burden}}$$

¹ Source: Bureau of Labor Statistics, "Employer Costs for Employee Compensation – December 2018," https://www.bls.gov/oes/current/oes_nat.htm#00-0000.

13. *Describe the monetary burden to respondents (out of pocket costs) needed to complete this collection.*

Respondents may download the form or obtain one at a passport agency or acceptance facility and use one of the four options to report a valid U.S. passport lost or stolen outlined as follows:

- Online: The respondent may visit travel.state.gov to complete the form then select “submit electronically” or “print and mail” to submit the form.
- By Phone: Call the National Passport Information Center at 1-877-487-2778 and follow the representative’s instructions to submit the form.
- While Applying for a New U.S. Passport: Submit the DS-64 with a new DS-11 (U.S. passport application) along with required documentation to a designated acceptance facility, U.S. passport agency, U.S. embassy or consulate abroad.
- By Mail: Submit the DS-64 and a front and back photocopy of a government-issued photo identification to the Department’s address provided on page 1 of the form.

The estimated out of pocket cost associated with submitting the DS-64 includes the following:

- Print form and photocopy identification - Average copier print fee at \$0.14 (x 2 @ \$0.28) per black and white copy based on a quote from Staples (\$0.13)² and Office Depot (\$0.14).³
- Mail form - Postage mailing fee at \$0.55 per mailing based on a quote from the United States Postal Service (\$0.55).⁴

The Department estimates that about 1 percent of respondents choose to submit the form DS-64 on its own by mail. Therefore, the cost burden is as follows:

529,122 total respondents x .01 percentage of mail-ins = **5,291 mail-in respondents**

5,291 mail-in respondents x \$0.28 photocopies + \$0.55 mailing = **\$4,391 cost burden**

14. *Describe the cost incurred by the Federal Government to complete this collection.*

530,000 respondents x .015 cost = **\$7,950 annual cost to government**

The Department pays a contractor for materials and/or supplies to produce the form DS-64. The estimate provided to the Department by the contractor includes the cost for contractor labor, supplies, equipment, printing, materials, delivery, overhead, and support staff. Using the estimated projection of 529,122 respondents (rounded up to **530,000**) per year for FYs 2020 - 2023 at a cost of **\$15 per thousand respondents**, the contractor cost to the Federal Government is **\$7,950 per year**.

15. *Explain any changes/adjustments to this collection since the previous submission.*

²Source: Staples, <https://www.staples.com/sbd/content/copyandprint/copiesanddocuments.html>

³Source: Office Depot, <https://www.officedepot.com/>

⁴Source: United States Postal Service, <https://www.usps.com/business/prices.htm>

The yearly projected numbers of form DS-64 respondents are based on demand forecast numbers from statistical models and historical trends of form usage. The primary indicator for form usage is the demand forecast for each fiscal year. Form DS-64 use is expected to increase steadily in correlation with the number of passports in circulation estimated through FY 2023 as shown in the Projections table below.

	Projections*		
Fiscal Year	FY21	FY22	FY23
Total Projected Passports in Circulation	147,073,716	151,140,209	155,319,138
DS-64	514,758	528,991	543,617

*(Estimates are also based on an annualized increase of passports in circulation of 3 percent (average growth from FY 14 to FY 20))

In addition to general format changes, the following content changes have been made to the form (Additions in yellow highlight and deletions marked with strikethrough):

Throughout Form –

Added the word “valid” in front of lost and stolen U.S. passport to include the form title to minimize the reporting of expired passport books and cards.

Added for clarity “**front and back**” where there is any mentioned of submitting a photocopy ID.

Page 1 –

- Added text underneath title for clarity - *If your most recent lost or stolen passport is expired, it is no longer valid and you do not need to use submit this form.*
- First Block - **HOW TO REPORT A VALID LOST OR STOLEN PASSPORT BOOK AND/OR CARD** – Reordered and paraphrased options 1- 4 for clarity and conciseness.

~~3.~~ 1. **Online** - Report a lost or stolen U.S. passport online by visiting **Visit** our website at travel.state.gov. **OR**

~~4.~~ 2. **While Applying for New Passport** - ~~To apply for a new U.S. passport book and/or card, please submit~~ **Submit** this form with a new DS-11, Application for U.S. Passport **and supporting documents** to any designated acceptance facility, U.S. passport agency, U.S. embassy, or U.S. consulate abroad. **OR**

3. **By Phone** - ~~Report a lost or stolen U.S. passport by phone by calling~~ **Call** 1-877-487-2778 (TDD: 1-888-874-7793) and following the representative’s instructions. **This option is not available for customers abroad.** **OR**

4. **By Mail** - Submit this form AND a **front and back** photocopy of a government-issued photo identification (such as a valid driver’s license or state-issued identification) to the following address:

- Privacy Act Statement – Updated first sentence to read, “We are requesting the **The information requested on this form will be used** to ensure that no one has more than one valid U.S. passport book and one valid U.S. passport card at any one time, except as authorized by the U.S. Department of State, and to combat passport fraud and misuse.”

Page 2 –

- First Block - IMPORTANT NOTICE – Updated and bold this sentence for clarity and emphasis - **ONCE REPORTED, THE VALID LOST OR STOLEN U.S. PASSPORT IS ELECTRONICALLY CANCELLED AND ~~must~~ CANNOT BE USED FOR TRAVEL.**
- Select Your Documents [...] block at the top of the page – Updated the check box options by removing the bold font from “U.S. Passport” to emphasize “Book” and “Card” and minimize reporting errors.
- Moved this question for clarity from section 2. **VALID LOST OR STOLEN U.S. PASSPORT BOOK/CARD INFORMATION** to the Please Select Your Documents [...] block underneath the check box options at the top of the page - Are you submitting this form in connection with an application for a new U.S. passport book and/or card? Yes No
- Section 1. Removed Sex Field from form Sex Female Male
- Section 2. **VALID LOST OR STOLEN U.S. PASSPORT BOOK/CARD INFORMATION** –
 Updated the first line for clarity and improved processing - Explain **in detail** how your valid U.S. passport book/card was lost or stolen. **Include a photocopy of the valid passport book/card if available.**
 Added the question for consistency - **Did you file a police report? (If yes and the report is available, please submit a copy.)** YES NO
- Section 3. **YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW** –
 Updated the signature blocks for consistency with the DS-11 to accurately document two-parent consent.
 Updated the text at the bottom of the signature block for clarity - **Both parents or guardians of a child younger than 16 years old must sign and provide a front and back photocopy of ID when submitting this form** on the child's behalf unless one parent or guardian has sole **authority to obtain a passport pursuant to 22 C.F.R. 51.28 legal custody.** If there is sole authority ~~legal custody~~, include a copy of a supporting document with this form, such as a court order **(proving sole legal custody)** or DS-5525, **Statement of Exigent/Special Family Circumstances for issuance of a U.S. Passport to a Child Under Age 16.**

16. *Specify if the data gathered by this collection will be published.*

This collection of information will not be published for statistical use.

17. If applicable, explain the reason(s) for seeking approval to not display the OMB expiration date.

The expiration date for OMB approval will be displayed.

18. Explain any exceptions to the OMB certification statement below.

No exceptions to the certification statement are being requested.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.