**SUPPORTING STATEMENT B**

**U.S. Department of Commerce**

**U.S. Census Bureau**

**Certification of Identity (Form BC-300)**

**OMB Control No. 0607-1018**

**SUPPORTING STATEMENT PART B.**

**Collections of Information Employing Statistical Methods**

# Universe and Respondent Selection

Sampling methods are not employed for the Certification of Identify (Form BC-300) collection.

1. **Procedures for Collecting Information**

In order to protect the public’s privacy and adhere to Privacy regulations, the Census Bureau’s FOIA Office created the Certification of Identity (Form BC-300) to assist with accurately identifying and providing personnel records to requesters, while minimizing the risk of erroneously providing a requester with another individual’s private information. The Form BC-300 is submitted on an as-needed basis. The Form BC-300 asks requesters to provide general information such as name, address, date of birth (D.O.B), description of the request, etc.

# Methods to Maximize Response

Not applicable

# Test of Procedures or Methods

Instructions for filling out the Form BC-300 are included on the first page of the form.

# Contacts for Statistical Aspects and Data Collection

For information regarding the statistical aspects and/or data collection of the Certification of Identity (Form BC-300) collection, contact Vernon E. Curry, Chief, Freedom of Information Act/Privacy Act Officer, U.S. Census Bureau, at 301–763–7325 or by email at vernon.e.curry@census.gov.