

U. S. OFFICE OF GOVERNMENT ETHICS
JUSTIFICATION FOR A NONMATERIAL/NONSUBSTANTIVE CHANGE
REQUEST AN INDIVIDUAL’S ETHICS DOCUMENTS (ONLINE FORM 201)
OCTOBER 2022

OGE currently has approval under the Paperwork Reduction Act for two versions of the *OGE Form 201 Request an Individual’s Ethics Documents*, a pdf version and an online version. OGE proposes making the following nonsubstantive changes to the online version:

1. A heading entitled “Search by Individual or Agency” will be added directly above the search input fields.
2. The “Filer’s last name” input field will be changed to “Individual’s Last Name”;
3. The “Find Filer” input field will be changed to “Find Individual”;
4. The “Find Filer by Agency” input field will be changed to “Find Individual by Agency”;
5. The current version of the online form includes the following input fields and descriptors:
 - o “Your Name (required)”
 - o “Your State (required)”
 - o “Your Country (required)”
 - o “Your Occupation (required)”

The word “Your” will be removed from the preceding input fields and the heading “Your Information” will be added;

6. An asterisk (*) will be added to each input field current appearing as required. The parenthetical containing the word “required” will only show when the asterisk is hovered over with one’s mouse;
7. The “Email Address” input field will be relocated to directly below the “Name” input field. The parenthetical which read “(or provide mailing street address below)” will be removed, as the system requires an email address in order to submit the form;
8. The current version of the online form includes the query of “[i]s this application for or on behalf of any other person or organization?” When a user clicks “yes,” the additional input fields of “Person or Organization Name,” “Street Address,” “City,” “State,” and “Country” appear for completion. A “Zip Code” field will be added between the “State” and “Country” fields;

9. The “Type of applicant” checkbox area of the form currently includes a parenthetical including the following language: “Voluntary, this information is being collected for statistical purposes only and the requester will not be denied access if he/she fails to include the following.” This language will be replaced with “Optional, this information is being collected for statistical purposes only.”

These changes to the OGE Form 201 have no material effect on the burden to filers; rather, the changes simply improve the user experience and provide greater clarity.