


<p>7/10/23</p>	
Date	Signature of Senior Official or designee

**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 language that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8 (b)(3) about:
  - (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 (if applicable); 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.

## 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  <b>FBI/CJIS</b>	2. OMB control number <span style="float: right;">b. <input type="checkbox"/> None</span>  a. <u>1110</u> - <u>0070</u>
3. Type of information collection (check one) a. <input type="checkbox"/> New Collection b. <input checked="" type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, <b>without change</b> , of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, <b>with change</b> , 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 (check one) 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 <input type="checkbox"/> No <input checked="" type="checkbox"/>  6. Requested expiration date a. <input checked="" type="checkbox"/> Three years from the approval date <span style="float: right;">b. <input type="checkbox"/> ___/___</span>
7. Title <b>Credit Card Payment Form</b>	
8. Agency form number(s) (if applicable) <b>1-786</b>	
9. Keywords <b>Departmental Order 556-73, Rap Sheet, Criminal History Request, Credit Card, Payment</b>	
10. Abstract DOJ's CJIS is requesting PRA approval for a revision of a currently approved collection to provide individuals requesting a copy of their Criminal History/Rap Sheet with an alternative option of payment (credit card) for the \$18 fee associated with the record request.	
11. Affected public (Mark primary with "P" and all others with "X") a. <input checked="" type="checkbox"/> Individuals or households <span style="margin-left: 100px;">d. <input type="checkbox"/> Farms</span> b. <input type="checkbox"/> Business or other for-profit <span style="margin-left: 100px;">e. <input type="checkbox"/> Federal Government</span> c. <input type="checkbox"/> Not-for-profit institutions <span style="margin-left: 100px;">f. <input type="checkbox"/> State, Local, or Tribal Government</span>	12. Obligation to respond (Mark primary with "P" and all others that apply with "X") a. <input checked="" type="checkbox"/> Voluntary b. <input 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>28,309</u> b. Total annual responses <u>28,309</u> 1. Percentage of these responses collected electronically <u>0</u> % c. Total annual hours requested <u>935</u> d. Current OMB inventory <u>2667</u> e. Difference <u>1732</u> f. Explanation of difference 1. Program change <u>N/A</u> 2. Adjustment <u>Automation</u>	14. Annual reporting and recordkeeping cost burden (in thousands of dollars) a. Total annualized capital/startup costs <u>N/A</u> b. Total annual costs (O&M) <u>1,458,803.00</u> c. Total annualized cost requested <u>1,458,803.00</u> d. Current OMB inventory <u>173,797.00</u> e. Difference <u>1,285,006.00</u> f. Explanation of difference 1. Program change <u>N/A</u> 2. Adjustment <u>Added staffing</u>
15. Purpose of information collection (Mark primary with "P" and all others that apply with "X") a. <input type="checkbox"/> Application for benefits <span style="margin-left: 100px;">e. <input type="checkbox"/> Program planning or management</span> b. <input type="checkbox"/> Program evaluation <span style="margin-left: 100px;">f. <input type="checkbox"/> Research</span> c. <input type="checkbox"/> General purpose statistics <span style="margin-left: 100px;">g. <input checked="" type="checkbox"/> Regulatory or compliance</span> d. <input type="checkbox"/> Audit	16. Frequency of recordkeeping or reporting (check all that apply) a. <input checked="" type="checkbox"/> Recordkeeping <span style="float: right;">b. <input type="checkbox"/> Third party disclosure</span> c. <input type="checkbox"/> Reporting: 1. On occasion <span style="margin-left: 150px;">2. <input type="checkbox"/> Weekly</span> <span style="margin-left: 50px;">3. <input type="checkbox"/> Monthly</span> 4. Quarterly <span style="margin-left: 150px;">5. <input type="checkbox"/> Semi-annually</span> <span style="margin-left: 50px;">6. <input type="checkbox"/> Annually</span> 7. Biennially <span style="margin-left: 150px;">8. Other (describe) _____</span>
17. Statistical methods Does this information collection employ statistical methods? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	18. Agency contact (person who can best answer questions regarding the content of this submission) Name: <u>Larry E. Cotton-Zinn, Management and Program Analyst</u>  Phone: <u>(304) 625-5590</u>

**Paperwork  
Certification**

In submitting this request for OMB approval, I certify the Credit Card Payment (OMB 1110-0070) form 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.



Chris Ormerod  
Section Chief  
Biometric Services Section  
Criminal Justice Information Services Division


7/10/23

Date

MEMORANDUM  
TO:

Melody Braswell  
Department Clearance Officer  
United States Department of Justice

FROM:

Chris Ormerod   
Section Chief  
Biometric Services Section  
Federal Bureau of Investigation

SUBJECT:

Revision of the currently approved, Credit Card Payment  
Form (OMB 1110-0070)

Attached is the information collection request (ICR) pertaining to the Credit Card Payment Form (OMB 1110-0070) for approval and submission to the Office of Management and Budget (OMB). The authorities for this collection are prescribed by Title 28, Code of Federal Regulations, Part 16, Subpart C. The fee is established pursuant to the provisions of 31 U.S.C. 9701. This collection is necessary to process credit card payments for Departmental Order 556-73 identity history summary requests.

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. Credit Card Payment Form 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 Larry Cotton-Zinn, Federal Bureau of Investigation, Criminal Justice Information Services Division, Criminal History Information Policy Unit, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone (304) 625-5590, email <fbi-iii@fbi.gov>.

Thank you