

**Financial Responsibility Acknowledgment**

Last Name:	First Name:	Middle Name:	Suffix:	SSN ( <i>last 4 digits</i> ):
------------	-------------	--------------	---------	-------------------------------

The Department of Justice (*DOJ*) and the Bureau of Alcohol, Tobacco, Firearms and Explosives (*ATF*) have specific regulations and policies that an individual must comply with so they can be granted access to ATF information, information technology (*IT*) systems, and/or unescorted access to ATF facilities. Federal regulations require ATF employees to satisfy in good faith all just financial obligations.

ATF's Personnel Security Division (*PSD*) will conduct a thorough review of your financial obligations to include your credit report and other financial records. If the PSD determines that you have financial obligations that do not comply with federal regulations, you may be requested to submit proof of resolution.

Proof of resolution measures include proof of payment, participation in and compliance with a payment plan, filing and acceptance of past due tax returns by the Internal Revenue Service or state/local tax agency, and/or legal remedy (*bankruptcy*).

Federal regulations state that all just financial obligations must be satisfied. This includes debts imposed by law and debts not imposed by law. ATF also considers non-filing of federal, state and/or local tax returns as violations of federal regulations regarding just financial obligations.

- Delinquent Debts Imposed by Law:** Liabilities required to be satisfied by law or legal decision, regardless of the number of days past due. Types of debt imposed by law include, but are not limited to, court ordered judgments, federal/state/local taxes, student loans, child support, and liabilities listed in the public record section of a credit report.
- Delinquent Debts Not Imposed by Law:** Liabilities that are 120 days or more past due, which are not required to be satisfied by law or legal decision. Types of debt not imposed by law include, but are not limited to, installment loans, consumer loans, and credit cards. These debts also include repossessions, collections, and charge-offs.
- Non-Filing of Federal, State, and/or Local Tax Returns:** Not filing a tax return by the legal deadline or approved extension date to file it, regardless of whether the individual believes taxes are owed or a refund is due.

**Certification of Financial Responsibility Acknowledgment:** By signing below, I acknowledge that I have reviewed the above information relating to financial obligation requirements. I understand my responsibilities related to satisfying my financial obligations and acknowledge that ATF will conduct a thorough review of my credit report and other financial records. If the results of the review disclose that I am non-compliant with federal regulations, I will provide ATF with proof of resolution for those outstanding debts.

Signature:	Date:
------------	-------

**Privacy Act Statement**

The following information is provided pursuant to Sections 3 and 7(b) of the Privacy Act of 1974 (*5 U.S.C. § 552a(e)(3)*):

- Authority.** Solicitation of this information is made pursuant to Executive Orders 13764 and 13467. Disclosure of this information by the individual is voluntary.
- Purpose.** To determine the eligibility of the individual for employment or service opportunities with ATF.
- Routine Uses.** The information will be used by ATF to make a determination as set forth in the Purpose section of this Privacy Act Statement. This information becomes a part of the permanent personnel security record of all candidates and is included in Internal Security Record System - Justice/ATF-006 (*68 FR 3555-6*) and is subject to all of the published routine uses of that system of records. Specifically, the information may be disclosed by ATF to third parties while making a determination as to the individual's fitness for employment or service opportunities with ATF.
- Effects of Not Supplying the Information Requested.** Failure to supply complete information may require ATF to make a determination of the individual's eligibility for employment or service opportunities with ATF based on the information available.
- Disclosure of Social Security Number (SSN).** Disclosure of the individual's SSN is voluntary. Under Executive Order 9397, ATF has the authority to solicit an individual's SSN. The number may be used to verify the individual's identity.

**Paperwork Reduction Act Notice**

This request is in accordance with the Paperwork Reduction Act of 1995. The acknowledgment is used by ATF to provide advance notice to an individual regarding federal regulation relating to financial obligations.

The estimated average burden associated with this collection is 3 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Reports Management Officer, Resource Management Staff, Contract and Forms Section, Bureau of Alcohol, Tobacco, Firearms, and Explosives, Washington, DC 20226.

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.