

## **Supporting Statement A Suspicious/Criminal Activity Tip Reporting OMB No. 1653 - 0049**

### **A. Justification**

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The U.S. Immigration and Customs Enforcement (ICE) tip reporting capability facilitates the collection of information from the public and law enforcement partners pertaining to alleged violations of the numerous crimes investigated and enforced by the Department of Homeland Security (DHS) and ICE . This capability reduces the amount of time required to document, analyze, and route tips to the appropriate action office. This collection of information is a tool to identify individuals and/or businesses and organizations and actions that are potentially violating immigration and customs laws. The collection of this information is authorized by various statutes and regulations authorizing DHS to enforce the immigration and customs laws of the United States. The most overarching of these are 8 U.S.C. §1357, 19 U.S.C. 1589a, and 31 U.S.C. §5316.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The information is collected from members of the public and law enforcement partners who provide it using a fill-in-the-blank form available on the ICE.GOV (<https://www.ice.gov/webform/hsi-tip-form>) website. Once completed, the ICE Tip form is electronically transmitted to the appropriate agency or program office with responsibility for researching the allegation. Tips specific to immigration benefit fraud are transmitted to the DHS United States Citizenship and Immigration Services (USCIS) Fraud Detection and National Security (FDNS) Tip Unit where analysts review the tip and conduct electronic systems research to identify indications of possible immigration benefit fraud (fraud/misrepresentation related to USCIS immigration forms or requests) and abuse (like misuse or non-compliance). Tips with sufficient indicators and supporting information will be forwarded to the appropriate USCIS Service Center or Field Office FDNS officers for further research, investigation, and possible administrative action. Any credible and relevant derogatory information which relates to an immigration benefit request (either pending or approved and currently valid) could suffice as a basis for USCIS to investigate the matter further.

All other tips are transmitted to Criminal Analysts (CA) at the Homeland Security Investigations (HSI) Tip Line unit. CAs conduct queries in DHS law enforcement and immigration databases, analyze the results, write tip reports, and then disseminate reports to the agency office with geographic and programmatic responsibility for the reported allegation. Receiving offices use the information provided to conduct investigations and other enforcement actions in support of DHS goals and objectives. ICE also offers the public the option to speak directly with a CA to report allegations through a toll-free phone (866-DHS-2-ICE).

3. **Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

ICE provides two (2) methods for the public to submit tips – by telephone or web form. Tips from the public alleging violations under ICE jurisdiction by phone and web form are completely voluntary. Callers to the tip line are presented with a voice response menu that allows for a prioritization of suspected allegations. The prioritized calls are routed to CAs for an interactive interview. For phone tips, CAs do not follow a prescribed script. Tips submitted through the web form request contain the minimal amount of information needed to determine who (individual or business), where, and if a violation under ICE jurisdiction may have occurred and to enable ICE to respond quickly to tips determined to be actionable. Once the form is completed, it is automatically routed to the tip line staff for adjudication by CAs.

4. **Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

To eliminate duplication, as part of “if you see something, say something” campaign DHS supports an incident reporting web page for all homeland-related suspicious activity and security issues (<https://www.dhs.gov/report-incidents#>). The DHS web site does not collect information directly from the public; it refers the public to the appropriate reporting agency. For criminal activity, the DHS web site refers the public to the ICE tip web site or the toll-free phone number. The DHS web site provides the public an alternate method for obtaining the proper reporting entity without duplicating the information collection activity. The ICE internet reporting capability eliminates the need for other programmatic reporting tools currently available on the internet. This makes it easier for the public and our law enforcement partners to access a single portal to report allegations of violations of federal laws enforced by ICE.

5. **If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83- I), describe any methods used to minimize burden.**

The impact on a small business or entity is negligible. The information collected is voluntary, done on a one-time basis, and takes minimal time to complete. ICE anticipates that businesses of all sizes will welcome the opportunity to more efficiently report violations of federal laws enforced by ICE that negatively impact businesses.

6. **Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If the proposed information collection is not conducted, DHS will be less able to protect the homeland from terrorist attacks and other national security related crimes. The proposed information collection will allow DHS and ICE to more effectively accomplish its core mission of protecting the homeland. Since the use of this system is completely voluntary, there are no known legal obstacles, and the burden is minimal.

7. **Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- Requiring respondents to report information to the agency more often than quarterly;
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- requiring respondents to submit more than an original and two copies of any document;
- requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;
- In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

The special circumstances contained in item 7 of the Supporting Statement are not applicable to this information collection.

8. If applicable, provide a copy and identify the data and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

ICE will seek public comments, following the approval of the emergency request

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

ICE has authority under Title 19 and Title 8 of the U.S. Code to pay for information and evidence in support of the investigations and enforcement actions ICE is legally authorized to conduct. However, providing tip information does not guarantee the respondents will be compensated in any way.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The use and potential sharing of information in this collection is covered by the DHS/ICE-018 Analytical Records SORN (See 86 FR 15246, March 22, 2021 and the Final Rule implementing this SORN , at 86 FR 61665, November 8, 2021). ICE also completed Privacy Impact Assessments under title FALCON Tipline DHS/ICE/PIA-033 on November 2, 2012 and Repository for Analytics in a Virtualized Environment (RAVEN) on May 13, 2020 (. The Tip Line form cites to the DHS/ICE FALCON 016 SORN which has been combined into the DHS/ICE 018 Analytic Records SORN. ).

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to person's form whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
- If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.
- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.

**Annual Reporting Burden:**

|                                             |                          |
|---------------------------------------------|--------------------------|
| a. Number of Respondents:                   | 515,358                  |
| b. Number of Responses per each Respondent: | 1                        |
| c. Total Annual Responses:                  | 515,358                  |
| d. Hours per Response:                      | 0.183 Hours (11 Minutes) |
| e. Total Annual Reporting Burden:           | 94,482 Hours             |

The projected hours per response for this collection of information were derived by first breaking the process into three basic components:

|                                 |            |
|---------------------------------|------------|
| Learning about the Form:        | 02 Minutes |
| Completion of the Form:         | 06 Minutes |
| Assembling and Filing the Form: | 03 Minutes |

**Total Hours per Response: 11 Minutes**

**Annual Reporting Burden**

Total annual reporting burden hours are 94,482. This figure was derived by multiplying the number of respondents (515,358) x frequency of response (1) x the total time per response (11 minutes) / by 60 to convert from minutes to hours and rounded to the nearest hour.

## Annual Cost Burden

The estimated annual cost burden for all respondents is \$24,500,119. This estimate is based on the number of reporting burden hours (515,358) x number of responses (1) x the hourly wage rate for all occupations of all civilian workers (\$47.54) and rounded to the nearest dollar.

The average hourly wage rate \$32.66 for all occupations is furnished by the Bureau of Labor Statistics (BLS) collection of data from employers in all industry sectors in metropolitan and nonmetropolitan areas from all states and the District of Columbia. See May 2024 National Occupational Employment and Wage Estimates United States <https://data.bls.gov/oes/#/industry/000000>. The fully loaded wage rate, \$47.54, is calculated using the percent of wages and salaries to total compensation, found in the BLS, Employer cost per hour worked for employee compensation and costs as a percent for total compensation: Civilian worker, by major occupational and industry group, All workers June 2025, <https://www.bls.gov/news.release/ecec.t01.htm>. Wages and salaries are 68.7 percent of total compensation.  $\$47.54 = (\$32.66 / 0.687)$ .

13. **Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).**
  - The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
  - If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

- Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government or (4) as part of customary and usual business or private practices.

There are no record keeping, capital, start-up or maintenance costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

#### **Annualized Cost Analysis:**

|                                    |              |
|------------------------------------|--------------|
| a. Printing Cost:                  |              |
| b. Collecting and Processing:      | \$21,974,865 |
| c. Total Cost to Program:          | \$21,974,865 |
| d. Fee Charge:                     | \$0          |
| e. Total Annual Cost to Government | \$21,974,865 |

#### **Government Cost**

The estimated cost of the collecting and processing is calculated first by estimating the time needed for ICE to collect and process the tip reports. The estimated number of tips (515,358) multiplied by the estimated number of minutes required for ICE to process and collect the average tip report (30) is the total number of work minutes (15,460,740). This is divided by 60 to estimate the total number of work hours (257,679). The total number of work hours (257,679) is multiplied by the fully loaded hourly salary for a GS-13 step 5 (\$85.28) to determine the total cost to the Government of \$21,974,865 ( $\$21,974,865 = 257,679 \times \$85.28$ ).

The fully loaded average hourly wage rate for the Government employee to collect and process the tip form is based on the average wage rate for a Homeland Security Investigation (HSI) Investigative Analyst, Series 1805, General Schedule (GS) Grade 13, Step 5, in the Burlington/South Burlington, VT locality area. The fully loaded hourly wage rate is 85.28 ( $\$85.28 = \$58.59 / 0.687$ ). Since the HSI Tip Line is located in Williston, VT, which falls under the Burlington-South Burlington Locality Pay area, the locality pay for the Burlington-South Burlington, VT area was used. The 2025 General Schedule Hourly Salary Table for Burlington-South Burlington, VT can be found at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2025/BN.pdf>.

**15. Explain the reasons for any program changes or adjustments reporting in Items 13 or 14 of the OMB Form 83-I.**

| <b>Data collection Activity/Instrument</b> | <b>Program Change (hours currently on OMB Inventory)</b> | <b>Program Change (New)</b> | <b>Difference</b> | <b>Adjustment (hours currently on OMB Inventory)</b> | <b>Adjustment (New)</b> | <b>Difference</b> |
|--------------------------------------------|----------------------------------------------------------|-----------------------------|-------------------|------------------------------------------------------|-------------------------|-------------------|
| ICE Tip Form                               | 35,637                                                   | 94,482                      | 58,845            |                                                      |                         |                   |
| <b>Total(s)</b>                            | <b>35,637</b>                                            | <b>94,482</b>               | <b>58,845</b>     |                                                      |                         |                   |

ICE is reporting an adjustment to the estimated annual time burden for this collection of information, because of an increase in the estimated number of respondents. Additionally, the tip form is changing from a single narrative text box with a thousand-character limit to now include specific fields for identifying information. The fields are optional and broken out as follows:

- Subject's Country of Birth or Citizenship
- Subject's Phone Number
- Alien Registration Number (A number)
- Fingerprint Identification Number (FIN number)
- Federal Bureau of Investigation Number (FBI number)
- Event Number
- Other Identification Number
- Vehicle
- Other Relevant Information (for example, subject release location, time of release, etc.)
- Facility Name
- Facility Address
- Subject's Forwarding Address
- Subject's Charges

ICE does not anticipate any changes in average response time to the form because ICE previously received identifying information in responses to the narrative text box and because the new fields are optional.

**16. For collections of information whose results will be published, outline plans for tabulation, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

ICE does not intend to employ the use of statistics or the publication thereof for this information collection.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

ICE will display the expiration date for OMB approval of this information collection.

- 18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submission," of OMB 83-I.**

ICE does not request an exception to the certification of this information collection.