

**SUPPORTING STATEMENT FOR
PAPERWORK REDUCTION ACT SUBMISSION**

**RETIRED/FORMER DSS LAW ENFORCEMENT OFFICER
LEOSA PHOTOGRAPHIC IDENTIFICATION CARD
APPLICATION
OMB Number 1405-0245**

Use the following format for each numbered item 1 through 18. Do not include the numbered item descriptor. Listed for each question is a brief synopsis of what information is required. Contact DIR for assistance if necessary.

A. JUSTIFICATION

1. Why is this collection necessary and what are the legal statutes that allow this?

This collection is necessary for DS to process and issue the photographic identification cards (LEOSA Identification Cards) as specified under 18 U.S.C. § 926C (The Law Enforcement Officers Safety Act of 2004 (LEOSA), as amended).

2. What business purpose is the information gathered going to be used for?

This information will be used by the DS Credentials Office to verify employment and good standing status of former special agents and then to prepare and issue the LEOSA Identification Cards.

3. Is this collection able to be completed electronically (e.g. through a website or application)?

The application will be available to download from the Department's website, and it is recommended to be emailed back with supporting documentation. Alternatively, applications can be submitted via mail. The Department's public website does not support an online application system. Whether or not this ability will be accessible in the future is still to be determined by the Department's Bureau of Diplomatic Technology.

4. Does this collection duplicate any other collection of information?

This collection does not duplicate any other collection of information.

5. *Describe any impacts on small business.*

No impact on small business or entities.

6. *What are consequences if this collection is not done?*

The consequence of not collecting the information is that the Department, in particular Diplomatic Security, would not be able to comply with LEOSA's requirements regarding issuance of LEOSA Identification Cards.

7. *Are there any special collection circumstances?*

There are no special collection circumstances.

8. *Document publication (or intent to publish) a request for public comments in the Federal Register*

The Department published a 60-day notice in the Federal Register on August 19, 2025 (90 FR 40459). No public comments were received.

9. *Are payments or gifts given to the respondents?*

No payments or gifts are provided to the respondents.

10. *Describe assurances of privacy/confidentiality*

All efforts will be used to maintain privacy and confidentiality. Information regarding the approval for the LEOSA card are internal to Diplomatic Security and used only for the purpose of adjudicating facts to ensure all requirements are met prior to issuance. All records are maintained in a secure database and paper copies are destroyed after issuance.

11. *Are any questions of a sensitive nature asked?*

No questions of a sensitive nature are asked.

12. *Describe the hour time burden and the hour cost burden on the respondent needed to complete this collection?*

DS anticipates approximately 90 respondents per year. Time to collect the required support documents should take on average one hour. Therefore, the total hour burden is estimated to be 90 hours.

Based on a review of the BLS wage estimates, the estimated average hourly wage for the Protective Service Occupation is \$27.74. The weighted hourly wage (\$27.74 X 1.4) is \$38.84. The weighted wage multiplied by the time (1 hour) is \$38.84. That figure, multiplied by the number of annual respondents (90), gives a monetized time burden of \$3495.60

13. Describe the monetary burden to respondents (out of pocket costs) needed to complete this collection.

The only cost to respondents is the \$18 fee required for the FBI name check. This will only be required for those applicants who are not employed by the Department at the time they submit the application. Therefore, the total cost burden will be $90 \times \$18 = \$1,620$.

14. Describe the cost incurred by the Federal Government to complete this collection.

Startup costs include software and card stock and is estimated at \$15,124.48. Recurring costs will include replacement of card stock as needed. The Department will utilize current staff to cover the processing and printing of LEOSA Identification Cards.

15. Explain any changes/adjustments to this collection since the previous submission.

Changes to this collection include adding an additional line for proof of qualification in firearms training within the most recent 12-month period. In addition to this update, height and eye color have been included in the application.

16. Specify if the data gathered by this collection will be published.

Information collected will not be published or shared.

17. If applicable, explain the reason(s) for seeking approval to not display the OMB expiration date. Otherwise, write "The Department will display the OMB expiration date."

The Department will display the OMB expiration date.

18. Explain any exceptions to the OMB certification statement below. If there are no exceptions, write "The Department is not seeking exceptions to the certification statement".

The Department is not seeking exceptions to the certification statement.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods. *(This is the usual response.)*

This collection does not employ statistical methods.