SUPPORTING STATEMENT FOR IDENTITY HISTORY SUMMARY REQUEST FORM (1-783)

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.

An FBI Identification Record is a listing of information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprints submitted in connection with employment, naturalization, or military enlistment. Each FBI record is unique to an individual and all events within are supported by fingerprint submissions.

The U.S. Department of Justice Order 556-73 directs the FBI to publish rules for the dissemination of arrest and conviction records to the subjects of such records upon request. This order resulted from a determination that 28 United States Code (U.S.C.) Section (§) 534 does not prohibit the subjects of arrest and conviction records from having access to those records.

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 Identity History Summary Request Form (1-783) is used to collect information necessary to process an individual's request for identity history information. The form is used to collect identifiable information such as name, DOB, mailing address for results, contact information, signature, etc. The form also provides a Privacy Act Statement as well as a paperwork reduction statement to applicants.

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.

The 1-783 has been automated with the development of the Electronic Departmental Order (eDO). The eDO provides an online, electronic means to request a copy of their identity history summary. The eDO offers a secure payment method as well as a secure method to collect responses. The need for a manual application process, submitted via US mail, is still warranted. Not all subjects have access to electronic submission methods. The 1-783 satisfies this manual need.

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 A.2 above.

The 1-783 offers a manual means to collect and process identity history summary requests. While more customers move toward the eDO process each year, the need still exists for a manual application process for those individuals without electronic submission options.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

There is no significant impact on small business or other private entities.

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.

1-783 usage will continue to lessen each year as more customers opt to save time with the eDO. However, until every individual has access to the electronic submission method, there will be a need to maintain the 1-783.

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 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 secrets, or other confidential information, unless the agency can demonstrate that it has instituted procedures to protect the information's confidentially to the extent permitted by law.**

The U.S. Department of Justice Order 556-73 directs the FBI to publish rules for the dissemination of arrest and conviction records to the subjects of such records upon request. This order resulted from a determination that 28 U.S.C. § 534 does not prohibit the subjects of arrest and convictions records from having access to those records. The 1-783 form provides a means to request this mandated service.

8. If applicable, provide a copy and identify the date 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.

The 60-Day Notice was published in the Federal Register on August 5, 2026, 91 FR 50558. No comments were received. The 30-Day Notice was published in the Federal Register on October 6, 2026, Federal Register volume 91, No. 193, pages 64178-64179. No comments have been received.

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

No government funds will be used as payment or for gifts to respondents.

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

Information requested in this collection may be considered confidential business information. Its release is governed by law, regulations, and/or agency procedures.

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 persons from whom the information is requested, and any steps to be taken to obtain their consent.

This collection does not include 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.**

- **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.**

Estimated Annualized Respondent Cost and Hour Burden

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response	Total Annual Burden (Hours)	Hourly Rate*	Monetized Value of Respondent Time
Identity History Summary Request Form (1-783)	74,438	As needed	74,438	5min	6,203	$30.35	$188,261
Unduplicated Totals	*74,438*	*As needed*	*74,438*	*5min*	***6,203***		***$188,261***

**Hourly rate source citation or you may enter a footnote:*

The hours of burden were calculated using statistical databases maintained by the CJIS Division's Criminal History Information and Policy Unit. The total annual responses were calculated by compiling the total submission of Identity History Summary Request Forms (1-783) received in past year. The annual hour burden was determined by multiplying the total annual responses (74,438) by 5, as that is time per response five minutes; then divided by 60 (minutes). This total is 6,203 total hours.

The average wage of the FBI employees who receive and process these reports is a GS-8 step 5. So the assumed hourly rate for respondents is $30.35, which is equal to the hourly wage for a GS-8 step 5 using the Rest of United States pay table as shown on the OPM website: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2026/general-schedule/

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers 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 service 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.**

Respondents must include an $18 fee for each copy requested of their identity history summary as indicated on the 1-783. This results in a **total annual cost burden of $1,339,884** (74,438

respondents x $18 fee=$1,339,884). Respondents will not incur any capital, start up, or system maintenance costs associated with this information collection.

14. Provide estimates of the 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), 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 into a single table.

Personnel Salaries:	$1,393,304
Analysis of incoming information:	$0
Conversion to electronic format:	$0
Total Cost:	$1,393,304

A total of 22 full-time employees, at an average GS-8 step 5 level, process the 1-783 Identity History Summary Request Forms. The 2026 OPM GS Salary Table (for the locality pay area of rest of US) indicates a GS-8 step 5 employee makes $63,332 per year. Twenty-two employees at this rate would total $1,393,304 in salaries. The employees perform duties in connection with this form 100% of their time. This includes opening mail, analysis of information, and scanning documents into an electronic format. There are no additional fees to the government other than the salaries of the employees performing this process.

15. Explain the reasons for any program changes or adjustments.

N/A.

16. For collections of information whose results will be published, outline plans for tabulations, 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.

There are no plans to publish the information collected.

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.

Due to the administrative burdens related to replacing expired forms when no information on those forms has been changed, the FBI is requesting approval to not display the expiration date for OMB approval of the information collected.

18. Explain each exception to the certification statement.

This collection of information does not include any exceptions to the certificate statement.

B. COLLECTIONS OF INFORMATON EMPLOYING STATISTICAL METHODS.

This collection does not contain statistical data.