

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

Statement Regarding a Lost or Stolen U.S. Passport Book and/or Card OMB Number 1405-0014, DS-64

A. JUSTIFICATION

1. A passport bearer no longer in possession of his or her previously issued valid or potentially valid U.S. passport book or card must submit a form DS-64, *Statement Regarding a Lost or Stolen U.S. Passport Book and/or Card*, with an application for a new U.S. passport book or card. To assist in protection against identity theft, a passport bearer can also submit a form DS-64 after a loss or theft has taken place, even if the bearer does not apply for a new U.S. passport. The statement must detail the circumstances of the loss or theft and any efforts made to recover it, as required in the U.S. Code of Federal Regulations at 22 C.F.R. § 51.8(b).

Entering a report of a loss or theft of a U.S. passport book or card in the passport data system, as mandated by 8 U.S.C. § 1737, requires accurate verification of the reported passport. Collection of the social security number on form DS-64 is included to assist in correctly identifying the passport that needs to be invalidated.

The legal authorities under which the information is requested include, but are not limited to the following:

Executive Order 11295;
22 C.F.R Part 50;
22 C.F.R. Part 51, including 22 C.F.R. §§ 51.2&51.8 ;
8 U.S.C. § 1104;
8 U.S.C. § 1737;
18 U.S.C. § 1001;
18 U.S.C. § 1028;
18 U.S.C. § 1542;
18 U.S.C. § 1543;
18 U.S.C. § 1544; and
22 U.S.C. § 211a et seq.

2. The Department uses the information obtained from the form DS-64 to record a report of a lost or stolen passport, to invalidate the lost or stolen passport, and as part of the adjudication

of an application for a new U.S. passport. This helps the Department to ensure that no person shall bear more than one fully valid or potentially valid U.S. passport book and/or passport card at any one time, except as authorized by the Department. The information is also used to combat passport fraud and misuse.

3. The form DS-64 is available on the Department's website, where applicants can complete the form online and print it for signature and submission.

In pursuit of the goals of the Government Paperwork Elimination Act and Executive Order 13571, the Department also developed a new submission option for the form DS-64 that can be completed, signed, and submitted electronically through its website. The public still has the option to call the National Passport Information Center (NPIC) or mail in a hard copy of the form DS-64 to report a lost or stolen passport.

4. The form DS-64 is the form used solely by the U.S. Department of State for the purpose outlined in item 2. The information collected does not duplicate information gathered elsewhere.
5. The collection of information does not involve small businesses or other small entities.
6. If the information were not collected, the Department would have difficulty determining whether to issue a new U.S. passport book or card to persons whose U.S. passport books or cards have been lost or stolen, and would also have difficulty in combating passport fraud. Elimination of the form would significantly increase the Department's costs by necessitating more labor-intensive methods of collecting the information, and could have serious consequences for national security and law enforcement.
7. No such special circumstances exist.
8. The Department published a 60-day notice in the *Federal Register* on March 13, 2018 (83 FR 10944) to solicit public comments on this collection. One comment was received; however it was not responsive to the information collection or burden.
9. This information collection does not provide any payment or gift to respondents.
10. The Department makes no promise of confidentiality.
11. The form DS-64 collection of information asks the respondent to provide a Social Security number to identify and confirm that the person completing the form is also the same person

who held the lost or stolen passport book and/or card. Moreover, the applicant's Social Security number helps the Department accurately identify the passport being reported lost or stolen so that the correct passport can be invalidated.

12. Passport Services estimates that the average time required for this information collection is 5 minutes or 0.08 hours per response. Therefore, the estimated total annual burden for this collection is:

$643,400$ (estimated annual average number of respondents per year for FY18 – FY20) x 5 (minutes) / $60 = 53,617$ hours per year.

The estimated number of minutes required per response is based on counting the time required to search existing data sources; collect and provide the necessary information; make photocopies of the front and back of the respondent's identification document; review the final information; and submit the form to Passport Services for processing. Passport Services ascertained the estimated time required to complete the respondent's portion of the form through consultation with a small group of Consular Affairs employees. In addition, Passport Services has decreased the estimated number of minutes per response from the previous 10 minutes to 5 minutes after the success of the electronic DS-64. The Department estimates that only about 1% of respondents choose to submit the form DS-64 on its own by mail. Mail-in submission requires respondents to travel to a local business to make photocopies of their identification document.

To estimate the cost to respondents for this form based on the hourly wage and weighted wage multiplier, the Department calculated the following:

$\$23.86$ (mean hourly earnings based on estimated income per hour from the Bureau of Labor Statistics https://www.bls.gov/oes/current/oes_nat.htm#00-0000) x 1.4 (weighted wage OMB multiplier) = **$\$33.40$** weighted wage

$53,617$ (annual hours) x $\$33.40$ (weighted wage) = **$\$1,790,808$** (yearly hour burden cost)

13. Applicants may report their passport lost or stolen online or by phone. The form DS-64 may also be submitted in conjunction with a form DS-11, *Application for a U.S. Passport*, or on its own by mail at an estimated cost of \$0.49 per mailing. The Department estimates that about 1% of respondents choose to submit the form DS-64 on its own by mail. To properly complete and submit a form DS-64 on its own, an applicant must submit a photocopy of government issued identification containing his/her photograph as specified in the *How To Report a Lost Or Stolen Passport Book and/or Card* section on page 1 of the form. The cost of a black and white photocopy of an identification card is \$0.22 based on a quote from a local copier business. Therefore, the cost burden is as follows:

$643,400$ (total respondents) x $.01$ (percentage of mail-ins) = $6,434$ mail-in respondents

$6,434$ mail-in respondents x ($\$0.22$ photocopy + $\$0.50$ mailing) = **$\$4,632$ cost burden**

14. The Department pays a contractor for materials and/or supplies to produce the form DS-64. The estimate provided to the Department by the contractor includes the cost for contractor labor, supplies, equipment, printing, materials, delivery, overhead, support staff, etc. Using the estimated projection of 643,400 respondents (rounded up to **644,000**) per year for FYs 2018– 2020 at a cost of **\$15 per thousand**, the contractor cost to the Federal Government is **\$9,660 per year**.
15. The yearly projected numbers of form DS-64 respondents are based on demand forecast numbers from statistical models and historical trends of form usage. The primary indicator for form usage is the demand forecast for each fiscal year. Form DS-64 use is expected to increase steadily in correlation with the number of passports in circulation estimated through FY 2020 as shown in the Projections table below. However, despite the fact that the number of respondents increased from the previous submissions, the burden time and cost to the applicant significantly decreased, from 87,889 hours for the previous submission to 53,617 hours for the current one. The cost to the respondents significantly decreased as well from \$47,560 for the last estimate to only \$4,632 for the current one. This is due to the introduction of the electronic submission of the DS-64 as applicants no longer need to pay or take the time to mail in their DS-64s.

Fiscal Year	Projections*		
	FY18	FY19	FY20
Total Projected Passports in Circulation	141,000,000	146,000,000	151,000,000
DS-64	578,100	642,400	709,700

*(estimates as of October 2017)

In addition to general format changes, the following content changes have been made to the form:

- 1 – The ways in which an applicant can submit the form DS-64 was rearranged by order of popularity of submission.
- 2 – Wherever the form asked for “time frame” it now asks for “date” for plain language purposes.
- 3 - “If Known” was added to the questions on U.S. passport book and card number in case applicants are unable to provide the information.
- 4 – “If yes, how many times?” in the section asking if other passport book/cards have been lost or stolen was changed to “If yes, how many passports?”

5 – An instruction was added requesting respondents submit a copy of their police report, if they made one and it is available.

6 – The instructions to parents/guardians of minors under 16 were bolded and language to reiterate copies of IDs are required with the form was added.

16. This collection of information will not be published for statistical use.

17. The expiration date for OMB approval will be displayed.

18. No exceptions to the certification statement are being requested.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.