



**DEPARTMENT OF JUSTICE**

**Bureau of Alcohol, Tobacco, Firearms and Explosives**

**[OMB Number 1140-NEW]**

**Agency Information Collection Activities; Proposed eCollection eComments Requested;  
New Collection; Initial Suitability Request - ATF 3252.4**

**AGENCY:** Bureau of Alcohol, Tobacco, Firearms and Explosives, Department of Justice

**ACTION:** 60-day notice.

**SUMMARY:** The Department of Justice (DOJ), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), will submit the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995.

**DATES:** Comments are encouraged and will be accepted for 60 days until **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**FOR FURTHER INFORMATION CONTACT:** If you have additional comments, regarding the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions, or additional information, please contact: Renee Reid, FO/ESB – Mailstop (7.E-401) either by mail at 99 New York Ave, NE, Washington DC, 20226, by email at [Renee.Reid@atf.gov](mailto:Renee.Reid@atf.gov), or by telephone at 202-648-9255.

**SUPPLEMENTARY INFORMATION:** Written comments and suggestions from the public and affected agencies concerning the proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency’s estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Evaluate whether and if so how the quality, utility, and clarity of the information to be collected can be enhanced; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, *e.g.*, permitting electronic submission of responses.

Overview of this information collection:

- 1 *Type of Information Collection (check justification or form 83):* New collection.
- 2 *The Title of the Form/Collection:* Initial Suitability Request.
- 3 *The agency form number, if any, and the applicable component of the Department sponsoring the collection:*

Form number (**if applicable**): ATF Form 3252.4.

Component: Bureau of Alcohol, Tobacco, Firearms and Explosives, U.S. Department of Justice.

- 4 *Affected public who will be asked or required to respond, as well as a brief abstract:*  
Primary: Individuals or households.

Other (if applicable): None.

Abstract: The Initial Suitability Request - ATF Form 3252.4 will be used by ATF's confidential informant (CI) handlers to collect personally identifiable information (PII), criminal history and other background information, in order to determine an individual's suitability to serve as an ATF CI.

5 *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* An estimated 300 respondents will utilize the form annually, and it will take each respondent approximately 120 minutes to complete their responses.

6 *An estimate of the total public burden (in hours) associated with the collection:* The estimated annual public burden associated with this collection is 600 hours, which is equal to 300 (# of respondents annually) \* 1 (# of responses per respondent) \* 2 hours (120 minutes).

If additional information is required contact: Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Dated: January 21, 2020.

**Melody Braswell,**

*Department Clearance Officer for PRA,*

*U.S. Department of Justice.*

**Billing Code: 4410-18**

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