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Please add the required materials to your ICR.

## PRA Guide 3.6: Information Collection Request (ICR) Requirements

1. "If this is an electronic application, you must provide screenshots of the entire online form."

"If the ICR involves the collection of personally identifiable information (PII),<sup>6</sup> a privacy impact assessment (PIA) may need to be included in the ICR submission package. Please contact your designated security officer (DSO) to obtain a copy of the most current PIA that covers the information collection. Even if no PIA was completed for a particular collection in the past, if the form implicates PII, then OMB may not approve a renewal or amendment to the collection form unless a PIA has been completed. Therefore, a PIA must be created and approved BEFORE submitting the ICR for PRA approval."

"If the ICR involves the collection of PII AND the IT system associated with the information collection uses an element of PII, such as an ID number, social security number, date of birth, or other element, to retrieve the PII being collected, a system of records notice (SORN) must be published in the Federal Register BEFORE submitting the ICR package for PRA approval."