Amendment Transmittal

A Reason for Amendment

Subparagraph 1021 C has been amended to provide the correct e-mail address for sending requests and remove the reference to the fax number.

Note: This information was included on the transmittal for Amendment 73 but the page was not included in the amendment.

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Part 35   Using Unauthorized Forms and Documents

1021 Unauthorized Forms and Documents Policy

A Background

Using obsolete forms or State or County Office developed forms, worksheets, applications, and other documents is strictly prohibited. Only those issued and/or cleared by the National Office are authorized for use.

B Privacy Act and Information Collection Procedures

Any document that collects data from a producer, regardless of whether the producer’s signature is required, is subject to the Privacy Act and information collection procedures, including clearance of these documents by the following offices:

- National Office program area
- MSD, Directives, Forms, and Records Management Branch
- OMB.

C State or County Office Developed Forms

All forms, worksheets, and documents developed by State and County Offices that are used to obtain information must be submitted to the National Office for review and clearance before use.

Requests for using State or County Office developed forms:

- must be emailed to RA.FSA.DCWA2.ppb@wdc.usda.gov, according to the format in 1-NAP (Rev. 2), subparagraph 11 C, using “FORM” as the type of request

Note: For FLP-related forms, see paragraph 3 of the related FLP handbook for additional guidance on numbering State-developed forms and obtaining National Office approval.

- will be directed to the applicable approving authority.