

All docket and document requests must include the following information when submitted to the eRulemaking Docket Services staff:

- **Docket Request Form** – send to eRulemaking Docket Services to create a new docket
 - Point of Contact for the docket
 - Component acronym
 - Docket title
 - Docket type
 - Docket phase
 - Existing Docket number(s) related to requested docket
 - RIN
 - **Billing Code (Privacy Office -only)**

- **Public Submission Form** – send form to eRulemaking Docket services to add a Public Submission to an existing docket Component acronym
 - Component Point of Contact for the Public Submission
 - Phone number for the Point of Contact
 - Point of Contact email address
 - Docket ID
 - FR Document ID related to the public submission
 - Public Submission title
 - Special instructions

- **Document Submission Form – Supporting and Related Materials** – send form to eRulemaking Docket Services to add Supporting & Related Materials to an existing docket
 - Agency component acronym
 - Agency Point of Contact for the Supporting and Related Materials
 - Phone number for the Point of Contact
 - Point of Contact email address
 - Docket ID
 - FR Document ID related to supporting & related materials document
 - Supporting & Related Materials title
 - Supporting & Related Materials description
 - Special instructions

DHS Docket Request Form:

- The point of contact for a docket must first self-register at www.fdms.gov to obtain a username and password from the Federal Docket Management System (FDMS). You will not be issued a docket number until you have completed the registration process.
- Use this form to request the docket number.
- E-mail the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.

DHS DOCKET REQUEST FORM

Please complete this form to request an agency docket number. Please email the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.

DOCKET CONTACT INFORMATION

Name:

Email Address:

Phone #:

Component Acronym (select agency component for new docket ID) - DHS, USCIS, USCG, CBP, ICE, FEMA, CISA, FLETC):

Docket Title (provide a brief description that will inform readers of the subject of the docket):

Docket Type (select one - Rulemaking or Nonrulemaking):

Docket Phase (select one – Notice, Advanced Notice of Proposed Rulemaking, Notice of Proposed Rulemaking, Interim Final Rule, Final Rule):

Related Dockets:

RIN:

Billing Code (Privacy Office Only):

Email the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.

DHS Document Request Forms:

- See forms on the next two pages
- Use these forms to add a document (Public Submission or Supporting and Related Materials) to an existing FDMS docket.
- Email the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.

DHS PUBLIC SUBMISSION FORM

Please complete this form to submit a public comment to be posted to a docket. Please email the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.

Date Public Submission Received:

DOCUMENT CONTACT INFORMATION

Component:

Component Contact:

Phone #:

Email Address:

Docket Number (for example DHS-2019-0099):

Document Number (for example DHS-2019-0099-0001):

Public Submission Title: Comment Submitted by

(provide first and last name or organization name)

Special Instructions:

Email the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.

DHS DOCUMENT SUBMISSION FORM

(Supporting and Related Materials)

Please complete this form to submit a supporting document to be posted to a docket. Please email the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.

DOCUMENT CONTACT INFORMATION

Component:

Component Contact:

Phone #:

Email Address:

Docket Number:

Document Number:

Supporting and Related Materials Title:

Supporting and Related Materials Description:

Email the completed form to the DHS eRulemaking Docket Services staff at eruledocketcenter@gsa.gov.