

Chapter 4. PROCESSING NEW/REVISED FORMS AND CANCELING FORMS

4-1. New/Revised HUD Forms (Regional Offices may establish procedures for Regional Forms.)

- A. The initiating office determines the need and content of the form to be developed or revised and submits its requirements to the Forms Management Liaison Officer.
- B. The Forms Management Liaison Officer
 - 1. Determines whether the form duplicates an existing form;
 - 2. Collaborates with the initiating office to establish the requirements of the proposed form;
 - 3. Prepares a Forms Action Request, HUD-21003, (appendix 1) to be submitted with a copy of the proposed form (or a description or rough draft if the Departmental Forms Staff is to develop the form) to the Departmental Forms Management Officer.
- C. The Departmental Forms Management Staff, AII, designs and prepares a proof/draft copy of the form.
- D. A proof/draft copy of the form is returned, through the Forms Management Liaison Officer, to the initiating office for review/edit/approval.
- E. After the final copy is accepted by the initiating office, the Forms Management Liaison Officer determines the required clearances and coordinates the clearance process, and initiates the appropriate printing and distribution process.
- F. Standard Headquarters printing is initiated via a form [HUD-20](#), Printing Requisition (appendix 2), which is forwarded to the Departmental Forms Management Officer. Upon review and clearance, the Departmental Forms Management Officer prepares a print-ready copy of the form, and forwards the package to the Printing Branch for printing and distribution.

4-2. Cancelling a form is accomplished by a Forms Management Liaison Officer submitting a Forms Action Request, form HUD-21003, to the Departmental Forms Management Officer. The originating office will notify all affected users and organizations of the cancellation. The Departmental Forms Management staff will publish notification of the cancellation in the forms index. Field Offices will follow Regional Office procedures.