

0960-0760

E-mail to Current Enrollees Informing them of Upcoming Changes

To: CBSV Enrollee Company XYZ.

Subject: Social Security Administration's (SSA) Consent Based Social Security Number (SSN) Verification (CBSV) Service

Thank you for enrolling in CBSV.

Shortly, you will receive the CBSV User Agreement for your review and signature.

The purpose of this communication is to alert you to possible changes in that document, pending approval of SSA's request to the Office of Management and Budget (OMB).

First, you (the Requesting Party) will no longer need to supply the SSNs of your employees when you submit form SSA-88 (Pre-Approval Form for CBSV) requesting their authorization to use CBSV.

Second, in instances where the Requesting Party is using a web service platform client application to access CBSV, the Responsible Company Official shall provide his name, phone number and email address on Form SSA-88; the names of the other company employees will not be required. With the web service application option, the Responsible Company Official and the Requesting Party will be the representative Authorized User for the Requesting Party Company and will be responsible for keeping an audit trail of all access requests made through the web service client application.

If OMB approves these changes, we will issue an Amendment to the User Agreement incorporating these changes. But in the interests of keeping the project on track, we will be issuing the User Agreement in its current form. Regardless of the pending changes to the User Agreement and form SSA-88, you are required to submit signed User Agreement and forms in accordance with the originally established timeline.

Please direct questions to SSA.CBSV@SSA.gov

Tom Finigan
Project Manager