

Social Security Administration

LETTER TO CUSTODIAN OF BIRTH RECORDS

Claim Number : _____

Date: _____

Custodian of Record: Please complete, sign and date part 5 of this form, include your seal if you have one, and return the form to requester/SSA.

PART 1 - TO BE COMPLETED BY REQUESTER

Sir/Madam:

I/the Social Security Administration (Circle One) need(s) to establish a date of birth for SSA purposes. I request a certified copy/certification/verification (Circle One) of your record showing the date of birth based on:

- _____ The information below; or
- _____ The document attached.

Full Name at Birth

Sex

Date of Birth (Month, Day, Year) _____

Place of Birth (City, County, and State) _____

Mother's Maiden Name (First, Full Middle, Last)

Father's Name (First, Full Middle, Last)

I authorize the disclosure of the requested information to the Social Security Administration.

Signature

Address

Print Full Name

Relationship to Above Person (e.g., Self, Authorized Applicant)

() - _____

Phone Number with Area Code

PART 2 - NOTARIZATION OF REQUESTER'S SIGNATURE (If Required)

Notary Public should use the space below for notarization and placement of seal.

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PART 3 - PAYMENT INFORMATION

Enclosed is \$ _____ in the form of:

- Personal Check
- Certified Check
- Money Order
- Credit Card (Type, Number, Expiration Date) _____
- No Fee Required
- Other

DO NOT SEND CASH.

PART 4 - COMPLETED BY SSA OFFICIAL TO INDICATE RETURN ADDRESS/TO VERIFY REQUESTER'S IDENTITY

Signature

Social Security Office Name

Print Name and Title

Office Address

() -

Office Telephone Number with Area Code

Extension

Verification of Requester's Identity (If Required)

I verified the requester's identity. The requester submitted the following as evidence of his/her identity:

PART 5 - TO BE COMPLETED BY RECORDS CUSTODIAN OR OFFICIAL

Choose option A, B, or C.

A. Certified Birth Record Attached

B. Certification/Verification of Birth Record

I verify the information on the document submitted.

I certify the information provided below.

Name As Shown on the Record _____

Type of Birth or Religious Record _____

Date of Birth or Age _____

If Age, As of Which Birthday? Last Next Nearest Not Given

Date of the Record _____

Place of Birth _____

Mother's Full Name _____

Father's Full Name _____

Remarks _____

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C. Negative Certification/Verification

I searched for a birth/religious (Circle One) record for the person named in Part 1 and found no record for him/her for the year(s) _____

D. Signature and Seal

Please sign and date, indicate your title, provide address, and affix seal if you have one or indicate that no seal exists. **Return to requester or SSA, as indicated on page 1.**

Signature _____ Address _____

Title _____

Date _____

No Seal _____

Affix Seal →

See Revised Privacy Act Statement

Privacy Act - The Privacy Act requires us to notify you that we are authorized to collect this information by section 205(a) of the Social Security Act. You do not have to provide the information requested. The data you provide, however, will allow the Social Security Administration to determine the age and/or citizenship of a person who is applying for Social Security or Supplemental Security Income benefits. If you do not complete this form, that person may not be entitled to benefits. We do not disclose the information you provide to any person or other government agency. We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it. Explanations about these and other reasons why information you give us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security office.

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 10 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE. The office is listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778).** You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.**

See Revised Paperwork Reduction Act Statement

SSA will insert the following revised Privacy Act Statement into the form at its next scheduled reprinting:

Privacy Act Statement

Collection and Use of Personal Information

Section 205(a) of the Social Security Act, as amended, authorizes us to collect this information. We will use the information you provide on this form to determine the age and/or citizenship of a person who is applying for Social Security or Supplemental Security Income benefits.

Completion of this form is voluntary; however, if you do not complete this form, it may delay the determination of your eligibility for benefits..

We rarely use this information you supply for any purpose other than for determining continuing eligibility. However, we may use it for the administration and integrity of Social Security programs. We may also disclose information to another person or to another agency in accordance with approved routine uses, which include but are not limited to the following:

1. To enable a third party or an agency to assist Social Security in establishing rights to Social Security benefits and/or coverage;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office and Department of Veterans' Affairs);
3. To make determinations for eligibility in similar health and income maintenance programs at the Federal, State, and local level; and,
4. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity and improvement of Social Security programs.

We may also use the information you provide in computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. Information from these matching programs can be used to establish or verify a person's eligibility for Federally-funded or administered benefit programs and for repayment of payments or delinquent debts under these programs.

A complete list of routine uses for this information is available in our System of Records Notices entitled, Claims Folders Systems (60-0089) and the Master Beneficiary Record (60-0090). The notices, additional information regarding this form, routine uses of information, and our programs and systems is available on-line at www.socialsecurity.gov or at your local Social Security office.

SSA will insert the following revised PRA Statement into the form at its next scheduled reprinting:

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