**Justification for Non-Substantive Changes for Forms SS-5, SS-5-FS**

**Application for a Social Security Number Card, and the Social Security Number Application Process (SSNAP)**

**20 CFR 422.103-422.110**

**OMB No. 0960-0066**

**Revisions to the Collection:**

* **Change #1:** SSA is discontinuing the issuance of the SSN Printout to members of the public, except in certain disaster situations. For this reason, we are **removing** the Social Security Number (SSN) Printout Process from this Office of Management and Budget (OMB) clearance package.

**Current SSN Printout Process:**

* Number Holder (NH) requests an SSN Printout using form SS-5 or the Social Security Number Application Process (SSNAP) screens.
* Technician collects evidence required for a replacement SSN card and documents the evidence in SSNAP.
* Technician generates the SSN printout through a print query of the Numident file.
* Technician gives the SSN printout to the NH.

**Justification #1:** Due to fiscal year 2014 Service changes, SSA is discontinuing the issuance of the SSN Printout to members of the public, except in certain disaster situations.

* **Change #2:** A form SS-5 or SSNAP **is not** utilized to collect data from disaster victims for SSN Printouts requests.

**Justification #2:** In most cases, a disaster victim will not have sufficient evidence to process the SSN Printout request via SSNAP. In lieu of using SSNAP to document evidence, SSA will:

* Ask for the bare minimum of identifying information (e.g., name, SSN, DOB, address, place of birth, and at least one other item of information available in our records).
* Obtain a signed statement from the individual stating the individuals are who they claim to be.

**Revisions to the Burden:**

We are revising the burden to reflect these changes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Scenario** | **Number of Respondents** | **Frequency of Response** | **Average Burden Per Response (minutes)** | **Estimated Total Annual Burden (hours)** |
| Respondents who do not have to provide parents’ SSNs |  10,500,000 | 1 |  8.5 | 1,487,500 |
| Respondents whom we ask to provide parents’ SSNs (when applying for original SSN cards for children under age 18) |  400,000 | 1 |  9  |  60,000 |
| Applicants age 12 or older who need to answer additional questions so SSA can determine whether we previously assigned an SSN  |  1,100,000 | 1 |  9.5 |  174,167 |
| Applicants asking for a replacement SSN card beyond the new allowable limits (i.e., who must provide additional documentation to accompany the application) |  600 | 1 |  60  |  600 |
| Authorization to SSA to obtain personal information cover letter | 500 | 1 | 15 | 125 |
| Authorization to SSA to obtain personal information follow-up cover letter | 500 | 1 | 15 | 125 |
| Respondents who request access to an extract of their SSN record  | 10\* | 1 | 8.5 | 1 |
| **Totals** | **12,001,610** |  |  | **1,722,518**  |

\* We do not currently have an exact number of disaster victim respondents who request the SSN Printout; however, we believe that it will be at least 10. When we have a better estimate, we will inform OMB.