

**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:

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

- o 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).
- o 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-	500	1	15	125

up cover letter				
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.