

**Addendum 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**

**Background**

On July 23, 2014, OMB approved our Change Request to discontinue the SSN Printout Process to members of the public, with the exception of certain disaster situations. In addition, since in most cases the disaster victims will not have sufficient evidence to process the SSN Printout request via the current Form SS-5, or the Social Security Number Application Process (SSNAP), the OMB-approved Change Request included new procedures for obtaining information for the disaster victims to receive an SSN Printout. Under these new procedures SSA will not use Form SS-5 or SSNAP to collect any data.

**Revision to the Collection Instrument**

- **Change # 1:** We are removing the SSN Printout Process from this information collection and transferring it to OMB Number 0960-0566.

**Current SSN Printout Process:**

- Number Holder (disaster victim) requests an SSN Printout.
- Technician 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 number holder stating he or she is who he or she claims to be.
- Technician generates the SSN Printout through a print query of the Numident file.
- Technician gives the SSN Printout to the number holder.

**Justification #1:** Since the current SSN Printout process described above is covered by existing OMB Number 0960-0566 under *20 CFR 401.40(b)&(c)*, and *20 CFR 401.45* of the Code of Federal Regulations, we are making this transfer. The process for disaster victims to request an SSN Printout is not related to the enumeration procedures tied to the applications in the SS-5 clearance package, and does not belong under OMB Number 0960-0066. We will submit a Change Request for OMB Number 0960-0566 to document this transfer.

- **Change # 2:** We are providing a Privacy Act Statement to applicants who have face-to-face or telephone interviews with field office personnel using the SSNAP Intranet screens.

**Justification #2:** SSA's Office of the General Counsel (OGC) is conducting a systematic review of SSA's Privacy Act Statements on agency forms. Upon review of the SSNAP screens, OGC determined will not include the Privacy Act Statement on the SSNAP screens,

as they are not public facing; rather we will provide the privacy notice separately to interviewed applicants to ensure these respondents receive the required notice.