

**Justification for the Non-Substantive Changes for SSA-3288
Privacy and Disclosure of Official Records and Information;
Availability of Information and Records to the Public;
20 CFR 401 and 402
OMB No. 0960-0566**

Justification for Non-Substantive Changes to the Collection

On July 23, 2014, OMB approved our Change Request under OMB No. 0960-0066 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; therefore, we no longer believe the SSN Printout belongs under OMB No. 0960-0066, and will move it under OMB No. 0960-0566.

Revisions 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.

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 request access to an extract of their SSN record	10*	1	8.5	1

* 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 the Office of Management and Budget (OMB).

SSA will finalize the transfer of this information collection upon OMB's approval of this Change Request for 0960-0566, as well as OMB's approval of the full Information Collection Request for OMB No. 0960-0066.