

# **Justification for Non-Substantive Changes to Form SSA-711 Deceased Individual's Social Security Record**

**OMB No. 0960-0665**

## **Background**

The public regularly requests Freedom of Information Act (FOIA) data from SSA. If the request is for someone deceased, SSA advises the client to obtain a Form SSA-711 (Request for Deceased Individual's Social Security Record). Currently, requestors must print a blank PDF and fill it in using pen & ink, or they need to use a typewriter to complete the form.

SSA has developed a fillable, printable version of the SSA-711, as some individuals may find it easier to use. The fillable version allows the requestors to complete the form electronically using a personal computer, or other computing device, print the completed form, and send it to SSA. We would like to ensure SSA provides effective communication and remains in compliance with the requirements of 45 CFR 85.51 (Communications) of the Code of Federal Regulations.

## **Revisions to the Information Collection**

- SSA intends to provide Form SSA-711 in a fillable PDF file on our website, in place of the non-fillable PDF version we currently provide. We propose to make all form entries fillable. This change will allow the respondents to continue to print and complete the form by hand, or, alternatively, complete the form using a computing device, such as a personal computer or handheld (mobile) device, print, and submit to SSA for processing.
- Due to organizational changes and physical move to a new address, SSA is requesting the following changes to Form SSA-711:
  - o Item 8 - Change SSA OEO DERO FOIA to [SSA OEIO DERO FOIA](#)
  - o Item 9 - Change the name and address SSA OEO DERO FOIA 300 N GREENE ST Baltimore MD 21290-0300 to [SSA OEIO DERO FOIA 6100 WABASH AVE BALTIMORE MD 21215](#)

After OMB approves the addition of the new fillable version of the form, SSA will phase out the standard PDF versions from our Internet and Intranet websites and replace them with the fillable PDF file.

This action does not affect the public reporting burden.