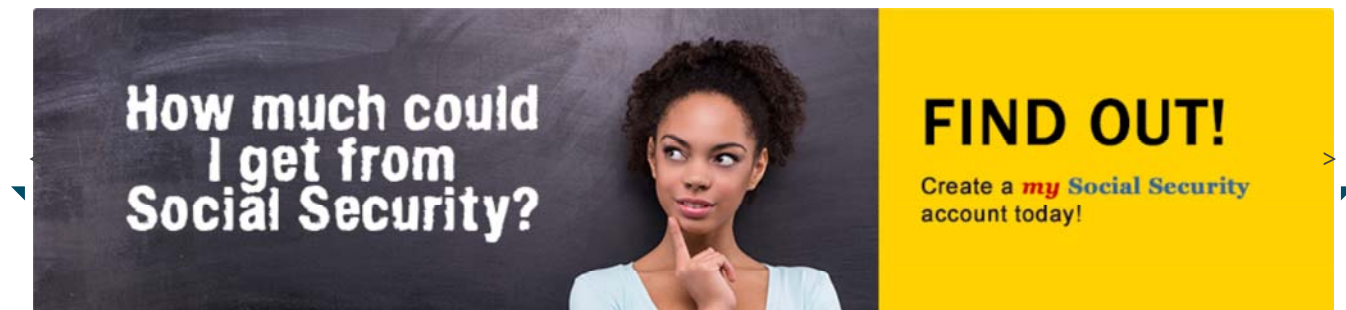


# Social Security

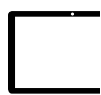
Official Social Security Website



1 2 3 4 5 6 7 8



Check out your *Social Security Statement*, change your address & manage your benefits.



### Online Services

Whether you are applying for or receiving benefits, learn what you can do online.



### Retirement Estimator

Calculate your benefits based on your actual Social Security earnings record & apply online.



### Disability Facts

Learn more about the Faces and Facts of Disability.

## Items of Interest



FAQs



Social Security Number



Check Application Status



Benefits Planner



Calculators



Publications



Forms



Social Security Update



Office Closings



Contact Us

## News

### June 4, 2015

OPM Security Alert for former and current Federal employees

### June 1, 2015

Social Security Announces New Online Service for Replacement Medicare Cards

### May 26, 2015

Look Who's Turning 80: Social Security Announces Countdown to Agency's 80th Anniversary

### May 8, 2015

Noah and Emma Top Social Security's List of Most Popular Baby Names for 2014

### April 27, 2015

Social Security Announces Vision 2025, a Long-Range Service Delivery Vision

[More News](#)

Click on FOIA link

- [FOIA](#) • [Glossary](#) • [Privacy](#) • [Report Fraud, Waste or Abuse](#) • [Site Map](#)
- [Website Policies](#) • [Benefits.gov](#) • [Disability.gov](#) • [Healthcare.gov](#) • [MyMoney.gov](#) •
- [Regulations.gov](#) • [USA.gov](#) • [Other Government Sites](#)

# Social Security

Official Social Security Website

---

## Freedom Of Information Act (FOIA) Your Access To Social Security Administration Information

---

Click on Make a  
FOIA Request



Make a FOIA Request

### Privacy Information

---

System of Records Notices  
(SORNs)

---

Privacy Impact Assessments  
(PIAs)

---

Internet Privacy Policy

---

Government Data Exchanges

### Guide to FOIA at SSA

The FOIA allows members of the public to request records from Federal agencies. The Federal government established FOIA to promote transparency and prevent agencies from having secret policies.

This guide to FOIA Requests at SSA explains how to request information and records from us, details information that we can not disclose, and outlines the fees involved with a request.

#### How to Search for Public Information before Making A Request

SSA prepares many documents for public distribution through its website - such as leaflets about our benefits programs, press releases, reports, and answers to frequently asked questions.

Also, the information you are requesting may also be located in our Electronic FOIA Reading Room or in our recent FOIA releases section.

Lastly, we designed SSA's Open Government portal to help point the public to SSA datasets and information that may help answer your questions about our programs and operations.

#### PLEASE NOTE

Check these sources prior to making a FOIA request because we do not process requests for public information materials as Freedom of Information Act requests.

#### Records We May Not Release

The FOIA does not require agencies to disclose all records. Some examples of records we may not disclose are:

- Classified records;
- Information that is confidential by law;
- Internal personnel rules;

- Personal information about living people;
- Records of investigations; or
- Trade secrets or confidential financial information.

## Your Request and the Privacy Act

### Your Own Record

If you are requesting your own record(s), we will process your request under the Privacy Act as well as the under FOIA.

### Someone Else's Records

If you are requesting another living person's record, you need the person's written consent to disclose the record to you. In these cases, send your request, with the signed consent, to your [local Social Security office](#).

### Records Needed for a Social Security Benefit Application

If you need your records in connection with your claim for Social Security benefits, or if you are a representative of someone pursuing a claim for Social Security benefits, send your request to your local Social Security office.

[Learn more about SSA's commitment to Privacy](#)

## The FOIA Process at SSA

### Tab 1

We try to handle your request within 20 days from the date we receive it. Sometimes it may take us longer depending on the difficulty of finding the record and how much other work we have. We process requests on a "first in, first out" basis using the following categories:

#### Normal

Simple requests where the receiving office has all the information it needs for the answer. These requests will take the least amount of time to process.

#### Longer

These requests often require the receiving office to obtain more information from another SSA office(s).

#### Longest

Requests that require:

- More information or records from another SSA office or another government office(s);
- a voluminous amount of records, or
- Additional decisions on releasing records from these offices.

These requests take the longest to answer.

- Learn more about how we process your requests

## **Tab 2**

We provide expedited handling when the request:

- Involves an imminent threat to a person's life or physical safety,  
or
- Is made by a member of the media to obtain information that the public has an urgent need to know and the records would cover actual or alleged Federal Government activity.

If you think we should expedite your request, please explain your reasons fully in your request. Within 10 days from the date of your request, we will decide whether we will expedite it and notify you of our decision.

## **Tab 3**

Sometimes we cannot disclose some or all of the records you requested. When we cannot disclose some or all of the records you requested, we will send you a written denial, explaining our reason(s) and your appeal rights.

If you disagree with our decision, you may request a review. Mail your appeal within 30 days after you receive this letter to the Executive Director for the Office of Privacy and Disclosure, Social Security Administration, 617 Altmeyer Building, 6401 Security Boulevard, Baltimore, Maryland 21235. Mark the envelope "Freedom of Information Appeal."

# Social Security

Official Social Security Website

---

## Freedom Of Information Act (FOIA) Your Access To Social Security Administration Information

---

FOIA Home / Make a FOIA Request

### FOIA Request Methods and Fees

#### Online Social Security Electronic Freedom of Information (eFOIA) for Frequently Requested Records

Now you can make a request online.

You can request a copy of the following, using online Form SSA-711.

- Social Security Number Application (Form SS-5) of a deceased person.
- A computer extract of the Social Security number application (Numident) of a deceased person.

#### SS-5 requests involving extreme age:

- Please Note: We will not disclose information about any person in our records who is under 120 years old, except in those cases where we have acceptable proof of death (e.g., death certificate, obituary, newspaper article, or police report).
- Also, under our current policy, we do not release the parents' names on an SS-5 application unless the parents' are proven deceased, have a birth date more than 120 years ago, or the number holder on the SS-5 is at least 100 years of age.

You can make payment online with a secure online payment via pay.gov. You can use these credit cards:

- MasterCard
- Visa
- Discover
- American Express, and
- Diner's Club

Make An Online Request using Form SSA-711

Click on the link for  
online Form  
SSA-711

### Privacy Information

System of Records Notices  
(SORNs)

Privacy Impact Assessments  
(PIAs)

Internet Privacy Policy

Government Data Exchanges

## Fees for Frequently Requested Records

The fee schedule below covers requests for records of Social Security number (SSN) holders, claimants, and wage earners.

Many numident records of older individuals, primarily those born in 1910 or earlier, are abbreviated records that do not contain the names of the individual's parents and may not contain the place of birth.

The Social Security Administration did not begin keeping records until November 1936.

We cannot search for the SSN of anyone born before 1865.

<b>Fees For Processing Requests For Individual's Social Security Record</b>	
\$27	Request for copy of Original Application for Social Security Card (Form SS-5), SSN Provided (Printout from microfilm)
\$29	Request for copy of Original Application for Social Security Card (Form SS-5), SSN Not Provided (Printout from microfilm)
\$16	Request for Computer Extract of Social Security Number Application, SSN Provided (*Numident only requested)
\$18	Request for Computer Extract of Social Security Number Application, SSN Not Provided (*Numident only requested)
\$16	Search for Information about Death of an Individual, SSN Provided (SSA does <u>not</u> usually have place of death, burial, or cause of death)
\$18	Search for Information about Death of an Individual, SSN Not Provided (SSA does <u>not</u> usually have place of death, burial, or cause of death)
*	As of May 19, 2014, we discontinued Letter Forwarding services.

**Other Online FOIA Requests**

If you would like to make an online FOIA request for records other than a photocopy of an application for a Social Security Card (SS-5) or a computer extract of a Social Security Card Application (Numident), you may make your request online using the **eForm**. However, we may charge a fee for this information. After we receive your request, we will let you know if there is a fee. You cannot pay this fee online.

How Do I Get This Information?

1. Complete the **eForm** request to tell us what information you want. Please note that the eForm limits space to 2000 characters.
2. Complete the requester’s information.

**Is There A Fee For This Information?**

- We will let you know if there is a fee for the information that you request before we start a search. We base the FOIA fees on the grade of the employees doing the work and the amount of time we spend on your request, plus 10 cents per page for photocopying.

**Online service for eFOIA is available during the following time periods:**

- Monday through Friday: 5:00 a.m. - 1:00 a.m. EST
- Saturday: 5:00 a.m. - 11:00 p.m. EST
- Sunday: 8:00 a.m. - 11:30 p.m. EST

[Make an Online Request for Other SSA Records](#)

**Fees for Other SSA Record Requests**

There may be a fee for information you requested. We will let you know if your request will cost more than \$250 before we start a search. We base the FOIA fees on the grade of the employees doing the work and the amount of time we spend on your request, plus 10 cents per page for photocopying.

**The Hourly Fees for Search and Review Are:**

<b>Search by Grade:</b>	
GS-1 through GS-8	\$16.00

GS-9 through GS-14	\$33.00
GS-15 or above	\$59.00

### Mail In FOIA Requests

It is easy to make a written FOIA request by mail. You do not need a form. We process FOIA requests in two locations, depending on the type of request. Mark both the envelope and its contents: "FREEDOM OF INFORMATION REQUEST" or "INFORMATION REQUEST." Be sure to include your name and address on your request. It is a good idea to include a daytime phone number or e-mail address in case we need to contact you about your request. Do not include a return envelope.

Mail your request to:

Social Security Administration Office of Privacy and Disclosure 617 Altmeyer Building 6401 Security Boulevard Baltimore, Maryland 21235
---

You may use Form SSA-711 to request a deceased person's application for a Social Security Number (Form SS-5); however you do not need to use the Form SSA-711. To obtain a deceased person's Form SS-5, send your request to:

Social Security Administration OEO FOIA Workgroup 6100 Wabash Ave. P.O. Box 33022 Baltimore, Maryland 21290-3022
--

You can use Form [SSA-714](#) to pay by credit card.

Make checks or money orders payable to the Social Security Administration.

**DO NOT SEND CASH**



Social Security Online

[www.socialsecurity.gov](http://www.socialsecurity.gov)

## Request for Deceased Individual's Social Security Record

Form SSA-711 Internet Request

OMB No. 0960-0665

[Paperwork Reduction Act](#)

### Important Notice

Did you know that many records are available on our [Reading Room](#)? Our Reading Room has a wealth of information in which you may be interested. Visit us any time.

For information on how to complete this form, follow the [form instructions](#).

### Request Type and Fee

#### Photocopy of Original Application for a Social Security Card (SS-5)

- \$27.00, SSN of deceased individual is provided
- \$29.00, SSN of deceased individual is not provided

#### Computer Extract of Social Security Card Application

- \$16.00, SSN of deceased individual is provided
- \$18.00, SSN of deceased individual is not provided

Certification is required, adds \$10.00 to fee

### Deceased Individual's Information

We use the "120 year rule" when disclosing information from our records for extremely aged persons when no date of death exists. We normally do not assume that an individual is deceased without proof of death (e.g., death certificate, obituary, newspaper article, or police report).

Also, under our current policy, we do not release the parents' names unless they are proven deceased, have a birth date more than 120 years ago, or the number holder on the SS-5 is at least 100 years of age.

#### Name of individual at birth

*First**Middle**Last*

--	--	--

#### Name(s) of individual (if other than above/other name(s) used)

**Social Security Number**

**Date of birth**

Month Day Year

 ▼  ▼ 

**Gender**

Male  Female

**Deceased Individual's Parents' Information**

**Mother's maiden name**

First Middle Last

**Mother's married name(s)**

**Father's name**

First Middle Last

**Requester's Information**

**Name**

First Middle Last

**Address**

Street Address 1

Street Address 2

City State Zip

 ▼  - 

**Telephone**

**Fax**

**E-mail**

Cancel

Submit

[PRIVACY ACT STATEMENT](#)



[Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)

[Need Larger Text?](#)

## Paperwork Reduction Act: SSA-711

Last reviewed or modified 03/24/2015

---

PRA-SSA711

---

This information collection meets the requirements of 44 U.S.C. (United States Code) 3507, as amended by section 2 of the *Paperwork Reduction Act of 1995*. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number.

The OMB control number for this form is 0960-0665. The expiration date is November 30, 2015.

We estimate it will take about 7 minutes to read the instructions, gather the facts and answer the questions.

*You may send comments on our time estimate to:*

*Social Security Administration  
6401 Security Blvd. (Boulevard)  
Baltimore, MD (Maryland) 21235-0001*

***Send only comments on our time estimate to this address, not the completed form.***

Social Security Online  
[www.socialsecurity.gov](http://www.socialsecurity.gov)



## PRIVACY ACT STATEMENT

### Collection and Use of Personal Information

The Freedom of Information Act at 5 U.S.C. § 552 and our regulations at 20 C.F.R. § 402.130 authorize us to collect this information. We will use this information to respond to your request.

Furnishing us the information is voluntary. However, failing to provide us with all or part of the requested information may prevent us from accurately responding to your request.

We rarely use this information for any purpose other than to respond to requests for our information. However, we may use the information for the administration of our programs including sharing information:

1. To comply with Federal laws requiring the release of information from our records (e.g., to the Government Accountability Office and the Department of Veterans Affairs); and,
2. To facilitate statistical research, audit and investigatory activities necessary to ensure the integrity and improvement of our programs (e.g., to the Bureau of the Census and to private entities under contract with us).

A complete list of when we may share your information with others, called routine uses, is available in our Privacy Act Systems of Records Notices, entitled Electronic Freedom of Information Act (eFoia) System (60-0340). Additional information about this and other system of records notices and our programs is available online at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at any local Social Security office.



[Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)

[Need Larger Text?](#)