

Supporting Statement for Form SSA-704
Certification of Contents of Document(s) or Record(s)
20 CFR 404.707, 404.715, 404.716, 404.720, 404.721,
404.723, 404.725, 404.727, 404.728, 404.730, 404.731, 404.732,
404.733, 404.735, 404.1370, 404.1371, 408.202 and 408.216
OMB No. 0960-0689

A. Justification

1. Introduction/Authoring Laws and Regulations

Sections 205(a), 806(a)-(b), 1631(e)(1)(A)-(B), and 1631(f) of the *Social Security Act (Act)* give the Commissioner of the Social Security Administration (SSA) the authority to establish procedures for individuals providing evidence to establish their rights to Social Security benefits, including Title VIII, Special Veteran's Benefits, and Supplemental Security Income (SSI). Examples of such evidence categories include evidence of age, relationship, citizenship, marriage, death, and military service. *Title 20 of the Code of Federal Regulations (CFR)*, sections 404.707, 404.715, 404.716, 404.720, 404.721, 404.723, 404.725, 404.727, 404.728, 404.730, 404.731, 404.732, 404.733, 404.735, 404.1370, 404.1371, 408.202, and 408.216, describe the information needed to establish age, citizenship, marriage, death, and military service. SSA accepts State record custodians and other custodians of evidentiary documents to certify and record information from original documents and records under their custodial ownership to establish the types of evidence SSA uses in determining an applicant's eligibility for benefits and SSI payments. 20 CFR 404.707 permits the documentation of evidence from certified copies of original records.

2. Description of Collection

When individuals applying for Social Security benefits or SSI payments cannot provide documentation to substantiate their information, SSA uses the information on Form SSA-704 to establish proof of age, relationship, citizenship, marriage, death, military service, or to evaluate a family bible or other family record. SSA sends Form SSA-704 to State record custodians and other custodians of evidentiary documents, and, at our request, the custodians complete the form, supplying and verifying an applicant's information against the original documents or records under their purview. We use this form in situations where the applicant cannot produce the evidentiary documentation required to establish eligibility. The respondents are State record custodians and other custodians of evidentiary documents.

3. Use of Information Technology to Collect Information

SSA did not create an electronic version of the SSA-704 under the agency's Government Paperwork Elimination Act plan because of the low-volume use (less than the required 50,000).

4. **Why We Cannot Use Duplicate Information**
The nature of the information we collect and the manner in which we collect it preclude duplication. SSA does not use another collection instrument to obtain similar data.
5. **Minimizing Burden on Small Respondents**
This collection does not affect small businesses or other small entities.
6. **Consequence of Not Collecting Information or Collecting it Less Frequently**
If SSA did not collect this information, or collected it less frequently, we would be unable to establish an individual's eligibility to, or correct payment amount of, Social Security benefits or SSI payments. There are no technical or legal obstacles that prevent burden reduction.
7. **Special Circumstances**
There are no special circumstances that would cause SSA to collect this information in a manner inconsistent with 5 *CFR* 1320.5.
8. **Solicitation of Public Comment and Other Consultations with the Public**
The 60-day advance Federal Register Notice published on February 18, 2016 at 81 FR 8323, and we received no public comments. The 30-day FRN published on April 25, 2016 at 81 FR 24155. If we receive any comments in response to this Notice, we will forward them to OMB. SSA did not consult with the public in the revision of this form.
9. **Payment or Gift to Respondents**
SSA provides no payment or gifts to the respondents.
10. **Assurances of Confidentiality**
SSA protects and holds confidential the information we collect in accordance with 42 *U.S.C.* 1306, 20 *CFR* 401 and 402, 5 *U.S.C.* 552 (Freedom of Information Act), 5 *U.S.C.* 552a (Privacy Act of 1974), and OMB Circular No. A-130.
11. **Justification for Sensitive Questions**
The information collection does not contain any questions of a sensitive nature.
12. **Estimates of Public Reporting Burden**
Approximately 176 respondents use the Form SSA-704. The average response time is 10 minutes.

Modality of Completion	Number of Respondents	Frequency of Response	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)
SSA-704	176	1	10	29

The total burden is 29 hours. This figure represents burden hours, and we did not calculate a separate cost burden.

13. Annual Cost to Respondents

There is no known cost burden to the respondents.

14. Annual Cost to the Federal Government

The annual cost to the Federal Government is approximately \$586.00. This estimate is a projection of the costs for printing and distributing the collection instrument and for collecting the information.

15. Program Changes or Adjustments to the Information Collection Request

There is a significant reduction in the public reporting burden as more respondents are able to provide the required documentation without our assistance.

16. Plans for Publication Information Collection Results

SSA will not publish the results of the information collection.

17. Displaying the OMB Approval Expiration Date

OMB granted SSA an exemption from the requirements to print the OMB expiration date on its program forms. SSA produces millions of public-use forms with life cycles exceeding those of an OMB approval. Since SSA does not periodically revise and reprint its public-use forms (e.g., on an annual basis), OMB granted this exemption so SSA would not have to destroy stocks of otherwise useable forms with expired OMB approval dates, avoiding Government waste.

18. Exception to Certification Statement

SSA is not requesting an exception to the certification requirements at 5 *CFR* 1320.9 and related provisions at 5 *CFR* 1320.8(b)(3).

B. Collections of Information Employing Statistical Methods

SSA did not use statistical methods for this information collection.