

**Justification for Non-Substantive Changes for
Form SSA-1: Application for Retirement Insurance Benefits
Form SSA-2: Application for Wife's or Husband's Insurance Benefits Application
20 CFR 404.310-404.311, 404.315-404.322, 404.330-404.333, 404.601-404.603, and
404.1501-404.1512
OMB No. 0960-0618**

Background

The Social Security Administration (SSA) provides Retirement, Survivors, and Disability benefits to members of the public who meet the required eligibility criteria, and who file the correct application (as per Sections 202(b)-(c) and 223 (a) of the *Social Security Act* and Sections 20 CFR 404.310-404.311, 404.315-404.322, 404.330-404.333, 404.601-404.603, and 404.1501-404.1512 of the *Code of Federal Regulations*). One of the modalities the public can use to apply for the appropriate benefit is a paper application (Form SSA-1 or Form SSA-2).

The Social Security Administration (SSA) uses Form SSA-1 to collect information needed to determine an individual's entitlement to retirement insurance benefits. We use the SSA-2 to collect information to determine entitlement to Wife's or Husband's Insurance Benefits. Currently, the respondent can complete a Form SSA-1 or Form SSA-2 and mail it back to SSA, or an SSA employee can fill out one of these forms over the phone or through a face-to-face interview. At this time, claimants must print a blank PDF and fill it out using a pen, or they need to use a typewriter to complete these forms. As some handwriting is difficult to read, or illegible, these non-fillable versions of the forms are inefficient and ineffective since SSA employees who cannot read the submitted forms must re-contact the respondent prior to processing. In addition, the use of typewriters decreased significantly, as other tools, such as personal computing devices, increase in use.

SSA developed fillable, printable versions of the SSA-1 and SSA-2, as some individuals may find them easier to use. The fillable versions allow the respondents to complete the form electronically using a personal computer, or other computing device, print the completed forms, and submit them to SSA. We developed these fillable versions as we want to ensure SSA provides effective communication and remains in compliance with the requirements of 45 CFR 85.51 of the *Code of Federal Regulations* and section 504 of the *Rehabilitation Act of 1973*. We propose the fillable PDF version as a more accessible modality. In addition, the new fillable modalities will enhance our electronic services and recordkeeping efforts.

Revisions to the Information Collection

- **Change #1:** SSA intends to provide Forms SSA-1 and SSA-2 in a fillable PDF file on our website, in place of the non-fillable PDF versions we currently provide. We propose to make all form entries fillable.
- **Justification #1:** This change will allow the respondents to continue to print and

complete the forms by hand, or, alternatively, complete the forms using a computing device, such as a personal computer or handheld (mobile) device, print, and submit the form to SSA for processing.

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

This action does not affect the public reporting burden.