

**Justification for Non-Substantive Changes to the
Consent Based Social Security Number Verification (CBSV) User Agreement
OMB No. 0960-0760**

Background of the collection:

The Consent Based Social Security Number Verification (CBSV) is a fee-based Social Security number (SSN) verification service private business and other requesting parties use to obtain the Social Security Administration's (SSA) validation of SSNs of consenting number holders. After signing a user agreement and completing a registration process, the requesting party submits a file to SSA through either the CBSV internet or web service application. SSA matches the information against our Master File using the number holder's SSN, name and date of birth. The results file SSA returns to the requesting party over the Internet or web service shows only a match/no match indicator (and an indicator if our records show that the individual issued the SSN is deceased).

CBSV User Agreement Changes:

- **Change #1:** We updated the CBSV Project Team contact information.

Justification #1: The CBSV workload and staff moved from the Office of Public Service and Operations Support (OPSOS) to the Office of Data Exchange and Policy Publications (ODEPP). We updated the CBSV User Agreement to reflect these changes.

- **Change #2:** We updated the CBSV User Agreement Liaison contact information.

Justification #2: The CBSV workload and staff moved from the Office of Public Service and Operations Support (OPSOS) to the Office of Data Exchange and Policy Publications (ODEPP). We updated the CBSV User Agreement to reflect these changes.

- **Change #3:** We updated the Personally Identifiable Information (PII) loss contact information.

Justification #3: The CBSV workload and staff moved from the Office of Public Service and Operations Support (OPSOS) to the Office of Data Exchange and Policy Publications (ODEPP). We updated the CBSV User Agreement to reflect these changes.

- **Change #4:** We removed all references to the Office of Public Service & Operations Support (OPSOS) and replaced them with the Office of Data Exchange and Policy Publications (ODEPP).

Justification #4: The CBSV workload and staff moved from the Office of Public Service and Operations Support (OPSOS) to the Office of Data Exchange and Policy Publications (ODEPP). We updated the CBSV User Agreement to reflect these changes.

- **Change #5:** We updated the CBSV Project Manager and Alternate contact information.

Justification #5: The CBSV workload and staff moved from the Office of Public Service and Operations Support (OPSOS) to the Office of Data Exchange and Policy Publications (ODEPP). We updated the CBSV User Agreement to reflect these changes.

- **Change #6:** We updated the SSA executive authorizing signature and title.

Justification #6: The CBSV workload and staff moved from the Office of Public Service and Operations Support (OPSOS) to the Office of Data Exchange and Policy Publications (ODEPP). We updated the CBSV User Agreement to reflect these changes.

Change #7: We clarified the Requesting Party Compliance Assertion #4 to indicate the SSA-89 consent form asks for the Requesting Party's name and address, not the Requesting Party's name and telephone number.

Justification #7: The CBSV User Agreement incorrectly indicates in Compliance Assertion #4 that "Form SSA-89s must be completed in their entirety...including agents (Requesting Party's) name and telephone number." However, form SSA-89 does not ask for the agent's telephone number; it asks for the agent's address. We are correcting this minor typographical error in the CBSV User Agreement.

We will implement for fiscal year 2017 upon OMB approval. These changes do not affect the public reporting burden.