**Justification for Non-Substantive Changes for Form SSA-711**

**Deceased Individual’s Social Security Records**

**20 CFR 402.130**

**OMB No. 0960-0665**

**Revisions to the Collection**

We are making minor changes to the office designations and address, as we changed them as follows:

* **Change #1**: On page two (2) in box 8 (left side) of the Form SSA-711,we request to change on line one

**from**: SSA OEO DERO FOIA

**to:** SSA OEIO DEBS FOIA

**Justification #1**: The names of these SSA headquarters offices have changed.

* **Change #2**: On page two (2) in box 8 (right side) of the Form SSA-711,we request to change on line one

**from:** SSA OEO DERO FOIA

**to:**  SSA OEIO DEBS FOIA

**Justification #2**: The names of these SSA headquarters offices have changed.

* **Change #3**: On page two (2) of the Form SSA-711 Instruction, (under “Forward Request to”) we request to change

**from:** SSA OEO DERO FOIA

**to:** SSA OEIO DEBS FOIA

**Justification #3**: The names of these SSA headquarters offices have changed.

* **Change #4**: On page two (2) of the Form SSA-711 Instruction, (under “Forward Express Mail to”) we request to change

**from**: SSA OEO DERO FOIA

300 N Green

Baltimore, MD 21290-0300

**to:** SSA OEIO DEBS FOIA

6100 Wabash Ave.

Baltimore, MD 21215

**Justification #4**: The names of these SSA headquarters offices have changed. In addition, express mail no longer goes to Greene Street, as SSA no longer occupies the building.

* **Change #5**: On page one (1) of the General Request for Social Security Records, we request to change

**from**: SSA OEO DERO FOIA

**to:** SSA OEIO DEBS FOIA

**Justification #5**: The names of these SSA headquarters offices have changed.

We will implement these changes upon OMB approval. The changes occurred after the previous submission of the clearance package, which is why we did not include them previously.

We wish to make these changes as soon as possible because executive-level personnel want changes to policy and forms across the board to align with changes made to component names.