Justification for Non-Substantive Changes for Form SSA-711
Deceased Individual's Social Security Records
20 CFR 402.130
OMB No. 0960-0665

<u>Revisions to the Collection</u>

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

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

  from: SSA OEO DERO FOIA
  to: SSA OEIO DEBS FOIA

  <u>Justification #1</u>: The names of these SSA headquarters offices have changed.

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

  from: SSA OEO DERO FOIA
  to: SSA OEIO DEBS FOIA

  <u>Justification #2</u>: The names of these SSA headquarters offices have changed.

- **<u>Change #3</u>**: On page two (2) of the <u>Form SSA-711 Instruction</u>, (under "Forward Request to") we request to change

  from: SSA OEO DERO FOIA
  to: SSA OEIO DEBS FOIA

  <u>Justification #3</u>: The names of these SSA headquarters offices have changed.

- **<u>Change #4</u>**: On page two (2) of the <u>Form SSA-711 Instruction</u>, (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

  <u>Justification #4</u>: 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 <u>General Request for Social Security Records</u>, 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.