

**Supporting Statement for Request for Form SSA-711  
Deceased Individual's Social Security Records  
20 CFR 402.130  
OMB No. 0960-0665**

**A. Justification**

**1. Introduction/Authoring Laws and Regulations**

The *Freedom of Information Act* at 5 U.S.C. 552(a)(3) of the *United States Code* provides instructions for members of the public to request records from Federal agencies. 20 CFR 402.130 of the *Code of Federal Regulations* describes how to request a record through providing a name, address, and description of the request.

**2. Description of Collection**

When a member of the public requests an individual's Social Security record, SSA needs the name and address of the requestor as well as a description of the requested record to process the request. SSA uses the information the respondent provides on Form SSA-711, or via an Internet request through SSA's electronic Freedom of Information Act (eFOIA) website, to: (1) verify the wage earner is deceased; and (2) access the correct Social Security record. Respondents are members of the public requesting deceased individuals' Social Security records

**3. Use of Information Technology to Collect the Information**

Form SSA-711 is currently available on the Internet in a portable document format which the respondent can complete, print, and send to SSA for processing. In addition, SSA's electronic Freedom of Information Act (eFOIA) system allows the public to fill out Form SSA-711 electronically through the Internet. In accordance with the agency's Government Paperwork Elimination Act plan, SSA created an Internet version of Form SSA-711. Based on our data, we estimate approximately 90% of respondents under this OMB number use the electronic version.

**4. Why We Cannot Use Duplicate Information**

The nature of the information we collect and the manner in which we collect it precludes duplication. SSA does not use another collection instrument to obtain similar data.

**5. Minimizing Burden on Small Respondents**

This collection does affect small businesses or other small entities.

**6. Consequence of Not Collecting Information or Collecting it Less Frequently**

If we did not use Form SSA-711, we would be unable to respond to the public's FOIA requests, as mandated by Congress. There are no technical or legal

obstacles to burden reduction.

7. **Special Circumstances**

There are no special circumstances that would cause SSA to conduct this information collection 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 June 8, 2018, at 83 FR 26732, and we received no public comments. The 30-day FRN published on August 6, 2018, at 83 FR 38441. If we receive any comments in response to this Notice, we will forward them to OMB. We did not consult with the public in the revision of this form.

9. **Payment or Gifts to Respondents**

SSA does not provide payments or gifts to the respondents.

10. **Assurances of Confidentiality**

SSA protects and holds confidential the information it collects 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**

<b>Modality of Completion</b>	<b>Number of Respondents</b>	<b>Frequency of Response</b>	<b>Average Burden Per Response (minutes)</b>	<b>Estimated Total Annual Burden (hours)</b>
Internet Request through eFOIA	49,800	1	7	5,810
SSA-711 (paper)	200	1	7	23
<b>Total</b>	<b>50,000</b>			<b>5,833</b>

The total burden for this ICR is **5,833 hours**. We based this figure on current management information data. This figure represents burden hours, and we did not calculate a separate cost burden.

13. **Annual Cost to the Respondents (Other)**

SSA charges the public varying amounts depending on how much information they provide and how they request to receive the information. Since the cost to the respondents varies so much from year to year, we did not calculate a separate

annual cost burden. Current fiscal year costs are as follows:

- \$24 if SSN of decedent is not provided (photocopy)
- \$24 if SSN of decedent is provided (photocopy)
- \$22 if SSN of decedent is not provided (computer extracted SS-5)
- \$22 if SSN of decedent is provided (computer extracted SS-5)

14. **Annual Cost To Federal Government**

The annual cost to the Federal Government is approximately \$585,000. This estimate accounts for costs from the following areas: (1) designing, printing, and distributing the form; (2) SSA employee (e.g., field office, 800 number, DDS staff) information collection and processing time; and (3) systems development, updating, and maintenance costs.

15. **Program Changes or Adjustments to the Information Collection Request**

There are no changes to the public reporting burden.

16. **Plans for Publication Information Collection Results**

SSA will not publish the results of the information collection.

17. **Displaying the OMB Approval Expiration Date**

**Paper Form SSA-711:**

OMB granted SSA an exemption from the requirement 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.

**Internet SSA-711:**

SSA is not requesting an exception to the requirement to display the OMB approval expiration date

18. **Exceptions 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 does not use statistical methods for this information collection.