

Data Exchange Request Form (DXRF) Request for Information from SSA

Data Request

1. Name of organization requesting the data exchange.											
2. Indicate what type of organization you are.	<table style="width: 100%; border: none;"><tr><td style="width: 50%;"><u>Government</u></td><td style="width: 50%;"><u>Non-Government</u></td></tr><tr><td><input type="checkbox"/> Federal</td><td><input type="checkbox"/> Commercial Entity</td></tr><tr><td><input type="checkbox"/> State & Local</td><td><input type="checkbox"/> Educational Institution</td></tr><tr><td><input type="checkbox"/> Foreign</td><td><input type="checkbox"/> Other (Please specify) _____</td></tr><tr><td><input type="checkbox"/> Tribal</td><td></td></tr></table>	<u>Government</u>	<u>Non-Government</u>	<input type="checkbox"/> Federal	<input type="checkbox"/> Commercial Entity	<input type="checkbox"/> State & Local	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Foreign	<input type="checkbox"/> Other (Please specify) _____	<input type="checkbox"/> Tribal	
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<input type="checkbox"/> Tribal											
3. In detail, state the business need for the requested data and explain how your organization intends to use it. Use box #36 for additional information or add attachments as needed.											
4. What specific information are you requesting from SSA? (Social Security number verification, benefit verification, disability payments, data elements, etc.).											
5. What data elements will you send to support your request (e.g., SSN, name, date of birth), if applicable?											
6. Is your organization currently receiving this information by another means (e.g., paper reports, etc.)?	<input type="checkbox"/> Yes - Tell us how your organization identifies and collects this data; be specific. <input type="checkbox"/> No										
7. Describe the benefit to your organization of receiving this data.											
8. Is there any benefit to SSA? For foreign requesters - is your organization willing to enter into a reciprocal arrangement with SSA to provide the same information we provide to you?	<input type="checkbox"/> Yes - Explain. <input type="checkbox"/> No										

9. What is the impact to your organization if it does not receive this data?	
10. SSA generally requires reimbursement for the data and services provided. Are you willing to incur costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Provide your legal authority allowing the collection of this data from SSA. (Legal authorities may include statutes, regulations, and/or Executive Orders that explicitly require or permit your agency to use SSNs in your program(s) and request them from SSA, or get other data from SSA as authorized by law.) If you are a Federal agency, include information related to applicable Privacy Act systems of records in which you will maintain the requested data.	
12. List the organization and job functions/titles within the organization(s) that will have access to SSA-provided information.	
13. Do you plan to share the data with anyone other than those listed in question 12?	<input type="checkbox"/> Yes - List the organization that you will be sharing the data with, job functions/titles, the form (identifiable, aggregate) in which you intend to disclose information, and the authority for a third party disclosure. <input type="checkbox"/> No
14. How frequently do you want to receive the data?	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> Other (Explain)
15. Based on the frequency selected above, provide an estimate of the number of records you will submit for processing.	
16. How will we exchange the data?	<input type="checkbox"/> Batch <input type="checkbox"/> Online <input type="checkbox"/> Both (Explain) <input type="checkbox"/> Other (Explain)
17. Understanding that a typical data exchange takes 12 months or more to fully implement, when would you like this data exchange to begin?	
18. List any current or previous data exchanges your organization has with SSA (i.e., by SSA agreement number or description).	

Security

19. If you are a federal agency , does your organization have documented information security policies and procedures to safeguard SSA-provided information from unauthorized access and improper disclosure?	<input type="checkbox"/> Yes - Skip to question 21. <input type="checkbox"/> No - Skip to question 21. <input type="checkbox"/> Not Applicable - Non-Federal Agency
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Only complete questions 30-35 if your request is for research and statistical purposes only.

30. Indicate if this is a request for a new project within a current agreement.	
31. Indicate the form of data needed to accomplish the purposes of your study. Options include tabulations, statistical outputs, micro data from SSA's program records for individuals, and SSA data for individuals that have been linked to other sources of data.	Reminder: We normally release information in the form of tabulations, statistical outputs or individual data that cannot be associated with an individual, and only in rare instances do we release micro data.
32. Describe other sources of data to which you will be linking SSA data (<i>if applicable</i>).	
33. Describe any plans to publish or release the research results including whether any supporting documentation will be made available in identifiable form.	
34. Include the length of time you need to retain the data in and the location where the data will be housed.	
35. Include your planned final disposition of the SSA data to include the date when the data will be destroyed.	
36. Additional comments:	

Points of Contact

37. Approving authority contact information for the person signing the agreement for the agency requesting the data.

Name: _____

Title: _____

Address: _____

Phone #1: _____

Phone #2: _____

Email address: _____

38. Requester contact information for the agency.

Name: _____

Title: _____

Address: _____

Phone #1: _____

Phone #2: _____

Email address: _____

Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the *Paperwork Reduction Act of 1995*. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. We estimate that it will take about 30 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate above to:** SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.