



Securing today  
and tomorrow

**Creating Advanced Streamlined Electronic Services for  
Constituents (CASES) Act**

**Release 1**

**Webform Application**

**Screen Package**

**December 21st, 2022**

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# Application Landing Page:

- Privacy Home
- The Privacy Act of 1974
- System of Records Notices (SORN)
- Privacy Act Exemptions
- Privacy Act Implementation Rules
- Submit a Privacy Act Request
- Electronic Request for Consent to Disclose
- Privacy Impact Assessments
- Computer Matching Programs
- Court Orders, Subpoenas, Law Enforcement Requests, and Other Legal Processes
- Privacy Policies and Reports
- Contact Us

### Electronic Request for Consent to Disclose

Once we have verified your identity, you can electronically consent to and authorize the Social Security Administration (SSA) to disclose any of the following records to another person or entity. Please [click here](#) to submit your online request.


- Verification of Social Security number
- Current monthly Social Security benefit amount
- Current monthly Supplemental Security Income payment amount
- Social Security benefit amounts
- Supplemental Security Income payment amounts
- Medicare entitlement
- Medical records from my claims folder(s)
- Application(s) for benefits
- Award notice(s)
- Denial notice(s)
- Appeal request(s)

Do **NOT** use this form to

- Make requests if you are not at least 18 years of age.
- Request access to information or records to be sent to yourself.
- Consent to SSA disclosing a minor child's records to a third party.
- Consent to SSA disclosing a legally incompetent adult's records to a third party.
- Request access to your earnings records or consent to SSA disclosing your earnings records to a third party.

If you do not want to or you are unable to submit your request electronically, please contact your local servicing office. To locate the appropriate servicing office, visit <https://secure.ssa.gov/ICON/main.jsp> and input your zip code.

## Authentication:

 Social Security

Sign In

Accounts created **before** September 18, 2021 should enter a Username and Password.

**Username**  
  
[Forgot Username?](#)

**Password**  
  
[Forgot Password?](#)

[Sign in](#)

[Sign in with LOGIN.GOV](#)

[Sign in with ID.me](#)

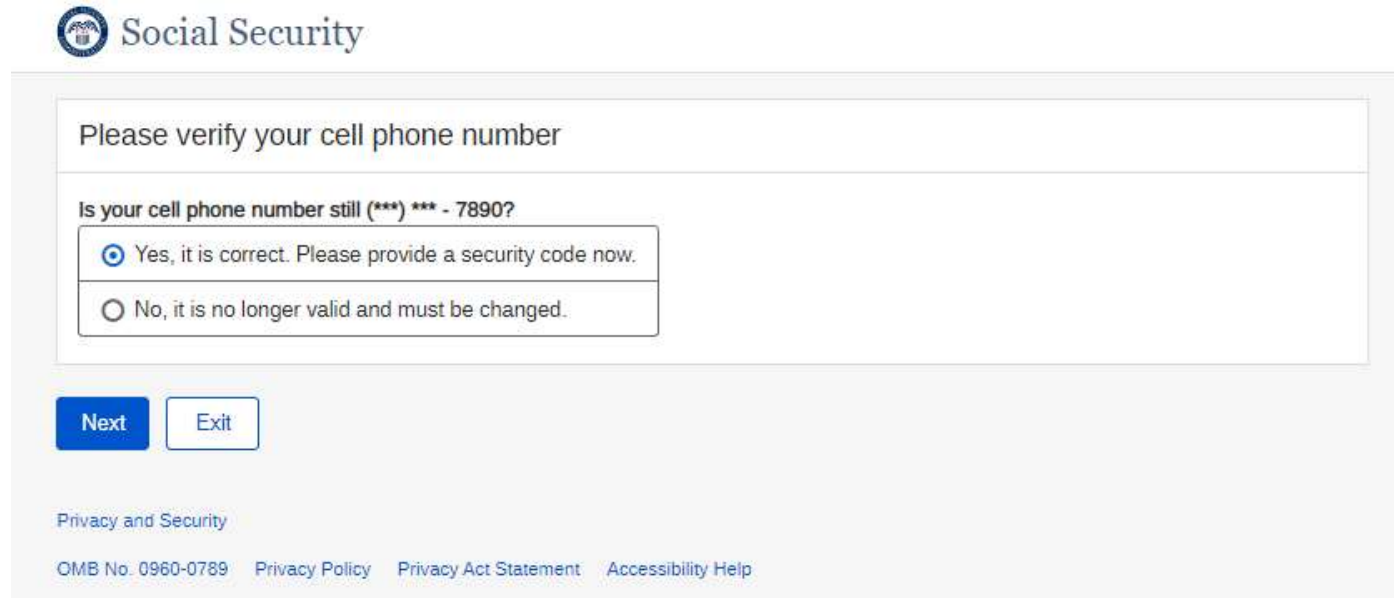
[Learn more](#)

[Create an account](#)

Are you now, or have you ever been a victim of domestic violence? Identity theft? Do you have other concerns?  
You can contact us to block electronic access to your information at any time, for any reason.

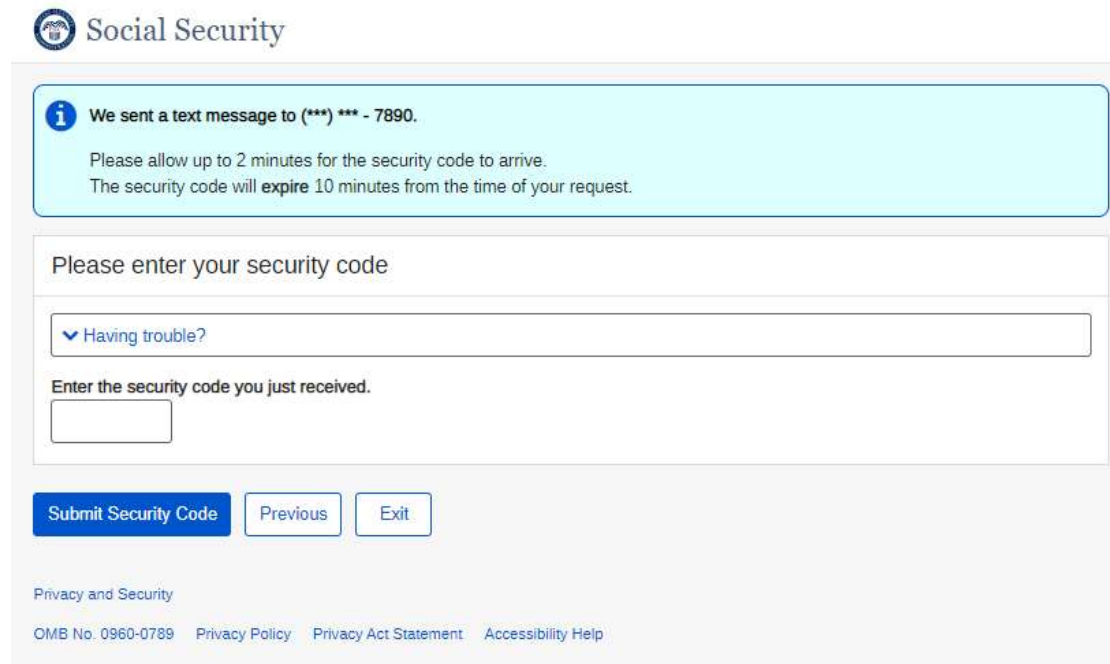
Privacy and Security  
OMB No. 0960-0789 Privacy Policy Privacy Act Statement Accessibility Help

User is brought to the user login screen. User enters username and password for eAccess legacy login and clicks the “Sign in” button.



The screenshot shows the Social Security Administration's verification screen. At the top left is the Social Security logo. The main heading is "Please verify your cell phone number". Below this is a question: "Is your cell phone number still (\*\*\*) \*\*\* - 7890?". There are two radio button options: "Yes, it is correct. Please provide a security code now." (which is selected) and "No, it is no longer valid and must be changed.". At the bottom of the form area are two buttons: "Next" and "Exit". Below the form area, there is a link for "Privacy and Security" and a row of links: "OMB No. 0960-0789", "Privacy Policy", "Privacy Act Statement", and "Accessibility Help".

User is brought to a screen where user verifies their cell phone number and selects the radio button for “Yes, it is correct. Please provide a security code now.”



The screenshot shows the Social Security Administration's security code verification screen. At the top left is the Social Security logo. A light blue information box contains an information icon and the text: "We sent a text message to (\*\*\*) \*\*\* - 7890. Please allow up to 2 minutes for the security code to arrive. The security code will expire 10 minutes from the time of your request." Below this is the heading "Please enter your security code". There is a dropdown menu with the text "Having trouble?". Below the dropdown is the instruction "Enter the security code you just received." followed by a text input field. At the bottom of the form area are three buttons: "Submit Security Code", "Previous", and "Exit". Below the form area, there is a link for "Privacy and Security" and a row of links: "OMB No. 0960-0789", "Privacy Policy", "Privacy Act Statement", and "Accessibility Help".

User enters the security code received and clicks the “Submit Security Code” button.



## General Terms of Service

The terms of service in this section apply to all Social Security online services. Depending on the specific Social Security online service you access, you may be asked to agree to added terms to use that service.

By checking I agree to the Terms of Service, I acknowledge the following conditions:

- I understand that I am accessing a U.S. Government system.
- I understand that my usage of this system may be monitored, recorded, and subject to audit.
- I understand that unauthorized or improper use of this system is prohibited and may result in administrative, civil, or criminal penalties and/or other actions.
- I understand that it is a federal crime to:
  - Give false or misleading statements to obtain information in Social Security records;
  - Give false or misleading information to obtain or alter Social Security benefits; or
  - Deceive the Social Security Administration about an individual's identity.
- I understand that the Social Security Administration may stop me from using Social Security online services if it finds or suspects fraud or misuse.
- I accept that I am responsible for properly protecting any information provided to me by the Social Security Administration.
- I agree that the Social Security Administration is not responsible for the improper disclosure of any information that the Social Security Administration has provided to me or any information that is on or from my computer or other device, whether due to my negligence or the wrongful acts of others.

I agree to the Terms of Service.

Next

Exit

[Privacy and Security](#)

[OMB No. 0960-0789](#) | [Privacy Policy](#) | [Privacy Act Statement](#) | [Accessibility Help](#)

User selects the “I agree to the Terms of Service” checkbox and clicks the “Next” button.

# Terms of Service:

An official website of the United States government [Here's how you know](#) ▼

 **Social Security** Sign Out

## Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act

Steps

- Consent to Disclose Privacy Act Protected Records**
- Terms of Service
- Privacy Act Statement
- Instructions for Using this Form
- Information Required for Identity-Proofing and Authentication
- Description of Requested Records
- Recipient Information
- Release Reason
- Review and Submit

### Consent to Disclose Privacy Act Protected Records

The terms of service in this section apply if you complete the online Form SSA-3288-OP1 to consent to and authorize the Social Security Administration to disclose your records.

- By completing this online form, I am giving my consent to and authorization for the Social Security Administration to disclose my records to a third party. I acknowledge that I will need to provide information to the Social Security Administration for this purpose and the Social Security Administration will use such information to process my consent.
- If I do not agree to these terms, it will prevent me from submitting any online consent to and authorization for the Social Security Administration to disclose my records to a third party, and I will have to submit any such consent by submitting a paper consent that complies with our regulations and [consent policy](#).
- I understand that the Social Security Administration will not disclose my records to the third party that I requested using this online webform if it finds or suspects fraud or misuse.

Read our [Privacy Policy](#) and OMB No. 0960-0566 [Paperwork Reduction Act](#). Search our [FAQs](#).

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Upon successful authentication, the user will be presented with the Terms of Service for the online Form SSA-3288-OP1. The user must select the “I agree to the Terms of Service” button to continue.

# Privacy Act Statement:

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Social Security

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## Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act

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### Privacy Act Statement



#### PRIVACY ACT STATEMENT

The Privacy Act (5 U.S.C. § 552a) and Section 205(a) of the Social Security Act allow us to collect your information, which we will use to process your authorization for the Social Security Administration (SSA) to release your records. Providing your information is voluntary, but not providing all or part of the information may prevent us from honoring your authorization to release your records. We may share your information in accordance with the Privacy Act and other Federal laws, including to contractors, other Federal agencies, and others, as necessary, as listed in routine uses in System of Records Notices (SORN) 60-0089, entitled Claims Folders System; 60-0090, entitled Master Beneficiary Record; 60-0320, entitled Electronic Disability Claim File; and 60-0103, entitled Supplemental Security Income Record and Special Veterans Benefits. Your information may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and recouping debts under these programs. Additional information, and a full listing of all our SORNs, is available on our website at [www.ssa.gov/privacy](http://www.ssa.gov/privacy).

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After agreeing to the Terms of Service, the user is presented with the Privacy Act statement. The user must click on the "Next" button to continue.

# Instructions:

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Sign Out

## Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act

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### Instructions for Using this Form

Provide the required information if you are providing **consent and authorizing the agency to disclose your records to another person or entity**. We may charge a fee if you are requesting the information for a purpose unrelated to the administration of a program under the Social Security Act.



#### NOTE:

Do **NOT** use this form to

- Request access to information or records about yourself.
- Consent to the Social Security Administration releasing a minor child's records to a third party.
- Consent to the Social Security Administration releasing a legally incompetent adult's records to a third party.
- Request information about your earnings.
- Consent to the Social Security Administration releasing information about your earnings to a third party.

If you are seeking earnings records, complete and submit form SSA-7050-F4, Request for Social Security Earning Information. You can obtain form SSA-7050-F4 from your local Social Security office or online at [www.ssa.gov/online/ssa-7050.pdf](http://www.ssa.gov/online/ssa-7050.pdf).

### How to Complete this Form

All required fields marked with an asterisk (\*) **must** be completed. We will **not** be able to process your request unless you have completed all required fields.

- Your name, date of birth, Social Security number, and address will auto-populate from our records.
- Select the type(s) of information you want us to release, including specific date ranges and benefit type, where applicable.
- Fill in the name, address, and telephone number of the person or entity where you want us to send the requested information.
- Specify the reason you want us to release the information (e.g., SSA claim or benefit application, appeal, or hearing; non-SSA private or personal litigation; non-SSA benefit eligibility for government or private programs; or personal use).
- Sign and date this form.

**NOTE:** This consent form is valid for one-time use only. A consent form for the release of non-medical records is valid for one year from the date of the electronic signature. A consent form for the release of medical records is valid for 90 days from the date of the electronic signature.

If you do not want to submit your request electronically, you may use the paper Form SSA-3288 to submit your request. Please send or bring the completed Form SSA-3288 to your local servicing office. To locate the appropriate servicing office, visit <https://secure.ssa.gov/ICON/main.jsp>, and input your ZIP code.

Complete all fields before you electronically sign the form. You may not alter the form after you have signed it.

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# Information Required for Identity-Proofing and Authentication:

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### Information Required for Identity-Proofing and Authentication

The information shown below cannot be changed here. If changes are needed, you must [contact us](#).

**Name**  
DINO BARYLSKI

**Date of Birth**  
07/10/1963

**Your Social Security Number (SSN)**  
\*\*\*-\*\*-1504

**Your Address**  
13 NESBIT PLACE  
0000  
ALPHARETTA, GA 30022

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Identifying information for the authenticated individual is displayed to the user. If this information is incorrect, the user must contact SSA to update the information. The user clicks the “Next” button to continue.

# Description of Requested Records:



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\* Indicates required information

### Description of Requested Records

I authorize the Social Security Administration to release the following information or records about me.

#### \*Select Requested Records

Select at least one type of record you would like to request. We will **not** release or disclose records unless you include date ranges and benefit types, where applicable.

--

#### Requested Records

You must add at least 1 type of record request.



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The user will have the option to select and add multiple record types from the drop-down menu by selecting the record type and clicking the "Add Record" button. The user must select at least one record type.

--

- Verification of Social Security Number
- Current monthly Social Security benefit amount
- Current monthly Supplemental Security Income payment amount
- Social Security benefit amounts from date \_\_\_\_ to date \_\_\_\_
- Supplemental Security Income payment amounts from date \_\_\_\_ to date \_\_\_\_
- Medicare entitlement from date \_\_\_\_ to date \_\_\_\_
- Medical Records from my claims folder(s)
- Application for Benefits
- Award Notice
- Denial Notice
- Appeal Request

Records available for the user to add include the records listed above.

## Social Security Benefit Dates



\* Indicates required information

### Social Security Benefit Dates

Enter the from date and to date for your Social Security benefit amounts request. Please select date range after 1935.

\* From Date

MM/DD/YYYY

\* To Date

MM/DD/YYYY

Save

Users must specify a date range when adding the “Social Security benefit amounts” record type.

## Supplemental Security Income Payment Dates



\* Indicates required information

### Supplemental Security Income Payment Dates

Enter the from date and to date for your Supplemental Security Income payment amounts request. Please select date range after 1935.

\* From Date

MM/DD/YYYY

\* To Date

MM/DD/YYYY

Save

Users must specify a date range when adding the “Supplemental Security Income payment amounts” record type.

## Medicare Entitlement Dates ×

\* Indicates required information

### Medicare Entitlement Dates

Enter the from date and to date for your Medicare entitlement records request. Please select date range after 1935.

\* From Date

MM/DD/YYYY

\* To Date

MM/DD/YYYY

Save

Users must specify a date range when adding the “Medicare entitlement” record type.

## Medical Records ×

\* Indicates required information

### \* Medical Records

You may request either complete medical records or medical records with a date range. Please select date range after 1935.

Medical records from my claims folder(s) from date \_\_\_\_ to date \_\_\_\_.

Complete Medical Records from my claims folder(s).

Save

## Medical Records ×

\* Indicates required information

### \* Medical Records

You may request either complete medical records or medical records with a date range. Please select date range after 1935.

Medical records from my claims folder(s) from date \_\_\_\_ to date \_\_\_\_.

Complete Medical Records from my claims folder(s).

### Medical Records

\* From Date

MM/DD/YYYY

\* To Date

MM/DD/YYYY

Save

Users must select either “Complete Medical Records from my claims folder(s)” or “Medical records from my claims folder(s)” for a specific period. If choosing the latter, the user is required to provide a date range.

## Application for Benefits ×

\* Indicates required information



Application for Benefits 1

---

**\* Benefit Type**

-- ▼

**Date Range**

**\* From Date**   **\* To Date**  

MM/DD/YYYY MM/DD/YYYY

Add Another

Save

Users must specify a date range and select a benefit type (Retirement, Social Security Disability or Supplemental Security Income) from the drop down when adding the “application for benefits” record type.

## Award Notice ×

\* Indicates required information



Award Notice 1

---

**\* Benefit Type**

-- ▼

**Date Range**

**\* From Date**   **\* To Date**  

MM/DD/YYYY MM/DD/YYYY

Add Another

Save

Users must specify a date range and select a benefit type (Retirement, Social Security Disability or Supplemental Security Income) from the drop down when adding the “award notice” record type.

## Denial Notice



\* Indicates required information


Denial Notice 1


---

\* **Benefit Type**

--

**Date Range**

\* From Date    
MM/DD/YYYY

\* To Date    
MM/DD/YYYY

Add Another

Save

Users must specify a date range and select a benefit type (Retirement, Social Security Disability or Supplemental Security Income) from the drop down when adding the “denial notice” record type.

## Appeal Request



\* Indicates required information

### Appeal Request 1

\* **Benefit Type**

**Date Range**

\* From Date

MM/DD/YYYY

\* To Date

MM/DD/YYYY

Add Another

Save

Users must specify a date range and select a benefit type (Retirement, Social Security Disability or Supplemental Security Income) from the drop down when adding the “appeal request” record type.

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• Indicates required information

### Description of Requested Records

I authorize the Social Security Administration to release the following information or records about me.

#### • Select Requested Records

Select at least one type of record you would like to request. We will **not** release or disclose records unless you include date ranges and benefit types, where applicable.

--

#### Requested Records

**Verification of Social Security Number**

[Remove](#)

**Social Security benefit amounts from 01/01/2022 to 06/30/2022**

[Edit](#) [Remove](#)



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After the user has selected the record types they are requesting, they can either remove them from the request, edit them or proceed by clicking the “Next” button.



# Add Recipients:

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\* Indicates required information

### Recipient Information

I authorize the Social Security Administration to release the information or record(s) about me specified above to the person(s) or organization(s) listed below. (Please provide all requested information about at least one person or organization. If a person or organization does not have a fax number, leave that field blank.)

Use the "Add Recipient" button below.

[Add Recipient](#)

### Recipient Details

You must add at least 1 recipient with a maximum of 3 recipients.

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The user must add at least one recipient for the requested records using the "Add Recipient" button. The recipient(s) can be either an organization and/or a person. The form allows a maximum of three recipients.

## Add Person

Add Recipient ×

\* Indicates required information

\* Recipient

Person  
 Organization

**Name**

\* First  \* Last

**Address**

\* Street Address  Apartment, Suite, Building, Etc.

\* City/Town  \* State/Territory  \* ZIP Code

**Phone number**  **Fax Number**

[Save](#)

# Add Organization

Add Recipient ×

\* Indicates required information

**\* Recipient**

Person

Organization

**\* Name**

**Address**


\* Street Address  Apartment, Suite, Building, Etc.

\* City/Town  \* State/Territory  \* ZIP Code

**Phone number**  **Fax Number**

-   -

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**Recipient Information**


\* Indicates required information

I authorize the Social Security Administration to release the information or record(s) about me specified above to the person(s) or organization(s) listed below. (Please provide all requested information about at least one person or organization. If a person or organization does not have a fax number, leave that field blank.)

Use the "Add Recipient" button below.

**Recipient Details**

| Recipient Details 1   | Recipient Details 2   |
|---|---|
| <p><b>Name</b><br/>Jane<br/>Doe</p> <p><b>Address</b><br/>123 Mulberry<br/>Baltimore, Maryland 21044</p> <p><b>Phone number</b><br/>(443) 123-4567</p> <p><b>Fax Number</b><br/>(443) 987-6543</p> <p><a href="#">Edit</a> <a href="#">Remove</a></p> | <p><b>Name</b><br/>Your Organization</p> <p><b>Address</b><br/>123 Oak<br/>Baltimore, Maryland 21044</p> <p><b>Phone number</b><br/>(443) 987-6543</p> <p><b>Fax Number</b><br/>Not Answered</p> <p><a href="#">Edit</a> <a href="#">Remove</a></p> |

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The user can remove or edit recipients after adding them or continue by clicking on the "Next" button.

# Release Reason:

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**Release Reason**

[Review and Submit](#)

\* Indicates required information

### Release Reason

\* The primary reason that I want this information released is for:

|                                  |  |
|----------------------------------|--|
| <input checked="" type="radio"/> | SSA claim or benefit application, appeal, or hearing           |
| <input type="radio"/>            | Non-SSA private or personal litigation                         |
| <input type="radio"/>            | Non-SSA benefit eligibility for government or private programs |
| <input type="radio"/>            | Personal use   |

We may charge a fee to release information for non-program purposes or for duplicate requests made for program purposes. If we charge a fee, we will notify you of the amount you owe and will explain how you can pay this fee.

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The user must select one of four reasons for requesting release of their records.

# Review and Submit:

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\* Indicates required information

### Review and Submit

Before you submit Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act, please review the information below for accuracy. When the form is complete, type your full name in the signature box and click submit. Once you click submit, the form will be locked, and you will not be able to make additional changes. After submission, a complete record will be available to print or save.

#### Information Required for Identity-Proofing and Authentication

##### Authentication Information

First Name: **DINO**  
Last Name: **BARYLSKI**  
Date of Birth: **07/10/1963**  
Social Security Number: **\*\*\*-\*\*-1504**

##### Address

Street Address: **13 NESBIT PLACE**  
Apartment, Suite, Building, Etc.: **0000**  
City/Town: **ALPHARETTA**  
State/Territory: **GA**  
ZIP Code: **30022**

#### Description of Requested Records

[Edit](#)

##### Requested Record 1 Details

Requested Record: **Verification of Social Security number**

##### Requested Record 2 Details

Requested Record: **Social Security benefit amounts**  
Social Security benefit amount dates  
From Date: **01/01/2022**  
To Date: **06/30/2022**

#### Recipient Information

[Edit](#)

##### Recipient 1 Details

Name: **Jane Doe**  
Phone Number: **(443) 123-4567**

Fax Number: *Not Answered*  
Address: 123 Mulberry, Baltimore, Maryland 21044

Recipient 2 Details

Name: **Your Organization**  
Phone Number: (443) 987-6543  
Fax Number: *Not Answered*  
Address: 123 Oak, Baltimore, Maryland 21044

Release Reason

[Edit](#)

The primary reason that I want this information released is for: **SSA claim or benefit application, appeal, or hearing**

Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act Preview

[Form Preview](#)

Electronic Signature

By signing below, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above and consenting to and authorizing the Social Security Administration to disclose my records, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, imprisonment of not more than five years, or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.

I have read and agree with the above statement.

\*By typing in my name, I understand and agree that my request will be signed electronically. I understand that my electronic signature has the same legal meaning, validity, and effect as my handwritten signature.

\*Your Electronic Signature

Type your full name.

Signer:

Your Phone Number

Your phone number is not required for us to process this form. However, please provide this information in case we need to contact you about your request.

Today's Date

12/20/2022

[Submit](#)

[Previous](#)

On the Review and Submit page, the user can review and update any of the information they have input so far, as well as view and print or save an unsigned version of the form (see appendix item #1). Once they are ready to submit the request, they can acknowledge the eSignature statement by checking the "signature" check box and sign the document by typing in their name. Providing a phone number is optional.

# Confirmation:

## Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act



**You have successfully submitted the Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act**

You may print or save a copy of the completed form for your records.

### Who is responsible if the device you are using is not adequately safeguarded?

You accept that the responsibility to properly protect any information provided to you by Social Security is yours and that you are the responsible party should any information on or from your computer or other device be improperly disclosed. You agree that Social Security is not responsible for the improper disclosure of any information that Social Security has provided to you, whether due to your own negligence or the wrongful acts of others.

[Your completed Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act.](#)

[Exit](#)



SSA.gov  
An official website of the Social Security Administration

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[Office of the Inspector General](#)

[Privacy policy](#)

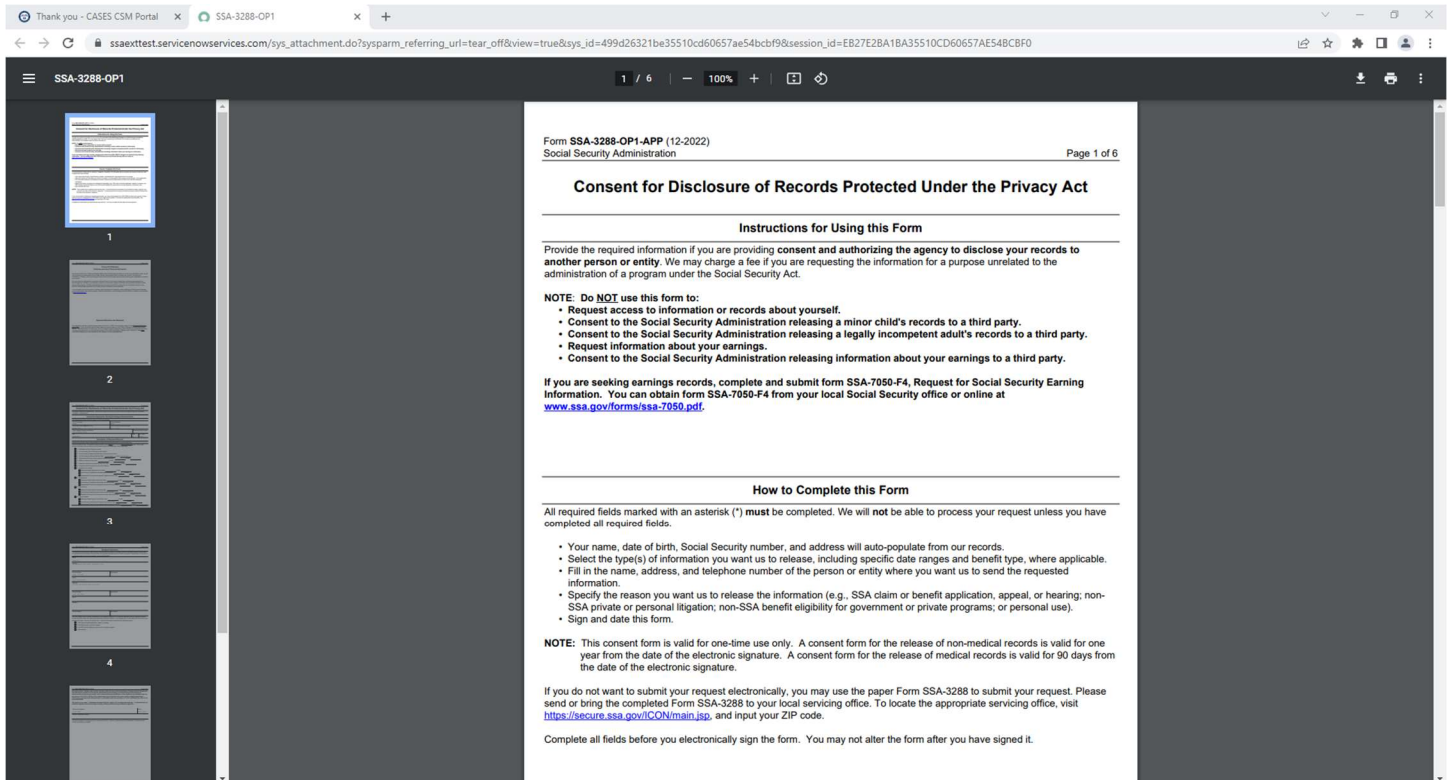
[Accessibility support](#)

[No FEAR Act data](#)

[Performance reports](#)

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Upon successful submission, the user receives a confirmation message and has an opportunity to open the signed form in a new web browser.



The screenshot shows a web browser window with two tabs: "Thank you - CASES CSM Portal" and "SSA-3288-OP1". The address bar shows the URL: [ssaexttest.servicenowservices.com/sys\\_attachment.do?sysparm\\_referring\\_url=tear\\_off&view=true&sys\\_id=499d26321be35510cd60657ae54bcb9&session\\_id=E827E2BA1BA35510CD60657AE54BCBF0](https://ssaexttest.servicenowservices.com/sys_attachment.do?sysparm_referring_url=tear_off&view=true&sys_id=499d26321be35510cd60657ae54bcb9&session_id=E827E2BA1BA35510CD60657AE54BCBF0). The page content is titled "Form SSA-3288-OP1-APP (12-2022) Social Security Administration Page 1 of 6". The main heading is "Consent for Disclosure of Records Protected Under the Privacy Act". Below this, there are sections for "Instructions for Using this Form" and "How to Complete this Form". The "Instructions" section includes a note: "Do NOT use this form to: Request access to information or records about yourself; Consent to the Social Security Administration releasing a minor child's records to a third party; Consent to the Social Security Administration releasing a legally incompetent adult's records to a third party; Request information about your earnings; Consent to the Social Security Administration releasing information about your earnings to a third party." The "How to Complete" section includes a note: "All required fields marked with an asterisk (\*) must be completed. We will not be able to process your request unless you have completed all required fields." and a list of instructions: "Your name, date of birth, Social Security number, and address will auto-populate from our records; Select the type(s) of information you want us to release, including specific date ranges and benefit type, where applicable; Fill in the name, address, and telephone number of the person or entity where you want us to send the requested information; Specify the reason you want us to release the information (e.g., SSA claim or benefit application, appeal, or hearing; non-SSA private or personal litigation; non-SSA benefit eligibility for government or private programs; or personal use); Sign and date this form." A final note states: "This consent form is valid for one-time use only. A consent form for the release of non-medical records is valid for one year from the date of the electronic signature. A consent form for the release of medical records is valid for 90 days from the date of the electronic signature." The bottom of the page says: "If you do not want to submit your request electronically, you may use the paper Form SSA-3288 to submit your request. Please send or bring the completed Form SSA-3288 to your local servicing office. To locate the appropriate servicing office, visit <https://secure.ssa.gov/ICON/main.jsp>, and input your ZIP code. Complete all fields before you electronically sign the form. You may not alter the form after you have signed it."

From the new window, the user can choose to print, save, or view and close the form. The downloaded form will include an eSignature audit page with the details of the signature (see Appendix Item #3).

## Appendix:

### 1. PDF preview of the form before submitting

#### Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act Preview

×

Save

Form **SSA-3288-OP1-APP** (12-2022)  
Social Security Administration

Page 1 of 6

### Consent for Disclosure of Records Protected Under the Privacy Act

#### Instructions for Using this Form

Provide the required information if you are providing **consent and authorizing the agency to disclose your records to another person or entity**. We may charge a fee if you are requesting the information for a purpose unrelated to the administration of a program under the Social Security Act.

**NOTE: Do NOT use this form to:**

- Request access to information or records about yourself.
- Consent to the Social Security Administration releasing a minor child's records to a third party.
- Consent to the Social Security Administration releasing a legally incompetent adult's records to a third party.
- Request information about your earnings.
- Consent to the Social Security Administration releasing information about your earnings to a third party.

If you are seeking earnings records, complete and submit form SSA-7050-F4, Request for Social Security Earning Information. You can obtain form SSA-7050-F4 from your local Social Security office or online at [www.ssa.gov/forms/ssa-7050.pdf](http://www.ssa.gov/forms/ssa-7050.pdf).

#### How to Complete this Form

All required fields marked with an asterisk (\*) **must** be completed. We will **not** be able to process your request unless you have completed all required fields.

- Your name, date of birth, Social Security number, and address will auto-populate from our records.
- Select the type(s) of information you want us to release, including specific date ranges and benefit type, where applicable.
- Fill in the name, address, and telephone number of the person or entity where you want us to send the requested information.
- Specify the reason you want us to release the information (e.g., SSA claim or benefit application, appeal, or hearing; non-SSA private or personal litigation; non-SSA benefit eligibility for government or private programs; or personal use).
- Sign and date this form.

**NOTE:** This consent form is valid for one-time use only. A consent form for the release of non-medical records is valid for one year from the date of the electronic signature. A consent form for the release of medical records is valid for 90 days from

If you do not want to submit your request electronically, you may use the paper Form SSA-3288 to submit your request. Please send or bring the completed Form SSA-3288 to your local servicing office. To locate the appropriate servicing office, visit <https://secure.ssa.gov/ICON/main.jsp>, and input your ZIP code.

Complete all fields before you electronically sign the form. You may not alter the form after you have signed it.

### **Privacy Act Statement Collection and Use of Personal Information**

The Privacy Act (5 U.S.C. § 552a) and Section 205(a) of the Social Security Act allow us to collect your information, which we will use to process your authorization for the Social Security Administration (SSA) to release your records. Providing your information is voluntary, but not providing all or part of the information may prevent us from honoring your authorization to release your records.

We may share your information in accordance with the Privacy Act and other Federal laws, including to contractors, other Federal agencies, and others, as necessary, as listed in routine uses in System of Records Notices (SORN) 60-0089, entitled Claims Folders System; 60-0090, entitled Master Beneficiary Record; 60-0320, entitled Electronic Disability Claim File; and 60-0103, entitled Supplemental Security Income Record and Special Veterans Benefits.

Your information may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and recouping debts under these programs. Additional information, and a full listing of all our SORNs, is available on our website at [www.ssa.gov/privacy](http://www.ssa.gov/privacy).



**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 control number. We estimate that it will take about 10 to 15 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate above to SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send only comments relating to our time estimate to this address, not the completed form.**

**Consent for Disclosure of Records Protected Under the Privacy Act**

You **must** complete all required fields. We will not be able to process your request unless all required fields are completed. (\*Signifies a required field.)

**Information Required for Identity-Proofing and Authentication**

This information is required for the agency to verify your identity.

|                                  |                                   |
|----------------------------------|-----------------------------------|
| *Your First Name<br>DINO         | *Your Last Name<br>BARYLSKI       |
| *Your Date of Birth (MM/DD/YYYY) | *Your Full Social Security Number |

|  |  |  |                                |
|--|--|--|--------------------------------|
| *Your Date of Birth (MM/DD/YYYY)<br>07/10/1963       |  | *Your Full Social Security Number<br>***-**-1504 |                                |
| *Your Address (Number and Street)<br>13 NESBIT PLACE |  |  | Apartment/Suite Number<br>0000 |
| City<br>ALPHARETTA                                   |  | State<br>GA                                      | ZIP Code<br>30022              |

### Description of Requested Records

I authorize the Social Security Administration to release the following information or records about me.

\*Check at least one box. If requesting medical records, select either box 7 or 8, but do not check both boxes. We will **not** release or disclose records unless you include date ranges and benefit type, where applicable.

- 1. Verification of Social Security number
- 2. Current monthly Social Security benefit amount
- 3. Current monthly Supplemental Security Income payment amount
- 4. Social Security benefit amounts from date 01/01/2022 to date 06/30/2022
- 5. Supplemental Security Income payment amounts from date \_\_\_\_\_ to date \_\_\_\_\_
- 6. Medicare entitlement from date \_\_\_\_\_ to date \_\_\_\_\_
- 7. Medical records from my claims folder(s) from date \_\_\_\_\_ to date \_\_\_\_\_
- 8. Complete medical records from my claims folder(s)
- 9. Application for benefits
  - Retirement benefit applications from date \_\_\_\_\_ to date \_\_\_\_\_
  - Social Security Disability benefit applications from date \_\_\_\_\_ to date \_\_\_\_\_
  - Supplemental Security Income payment applications from date \_\_\_\_\_ to date \_\_\_\_\_
- 10. Award notice
  - Retirement benefit award notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Social Security Disability benefit award notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Supplemental Security Income payment award notices from date \_\_\_\_\_ to date \_\_\_\_\_
- 11. Denial notice
  - Retirement benefit denial notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Social Security Disability benefit denial notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Supplemental Security Income payment denial notices from date \_\_\_\_\_ to date \_\_\_\_\_

12. Appeal requests

Retirement benefit appeal requests from date \_\_\_\_\_ to date \_\_\_\_\_

Social Security Disability benefit appeal requests from date \_\_\_\_\_ to date \_\_\_\_\_

Supplemental Security Income payment appeal requests from date \_\_\_\_\_ to date \_\_\_\_\_

**Recipient Information**

\*I authorize the Social Security Administration to release the information or record(s) about me specified above to the person(s) or organization(s) listed below. (Please provide all requested information about at least one person or organization. If a person or organization does not have a fax number, leave that field blank)

Name:

Jane Doe

Address:

123 Mulberry, Baltimore, Maryland 21044

Phone Number:

(443) 123-4567

Fax Number:

Name:

Your Organization

Address:

123 Oak, Baltimore, Maryland 21044

Phone Number:

(443) 987-6543

Fax Number:

Name:

Address:

Phone Number:

Fax Number:

\*We may charge a fee to release information for non-program purposes or for duplicate requests made for program purposes. Please select the reason for releasing the information from the list below. If we charge a fee, we will notify you of the amount you owe and will explain how you can pay this fee. I want this information released for the following reason:

- 1. SSA claim or benefit application, appeal, or hearing
- 2. Non-SSA private or personal litigation
- 3. Non-SSA benefit eligibility for government or private programs
- 4. Personal use

Form SSA-3288-OP1-APP (12-2022)

Page 5 of 6

**By signing below, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above and consenting to and authorizing the Social Security Administration to disclose my records, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, imprisonment of not more than five years, or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.**

**\*By typing in my name, I understand and agree that my request will be signed electronically. I understand that my electronic signature has the same legal meaning, validity, and effect as my handwritten signature.**

Electronic signature has the same legal meaning, validity, and effect as my handwritten signature.

\*Electronic Signature:

\*Date:

---

Daytime Telephone Number:

---

Your phone number is not required for us to process this form. However, please provide this information in case we need to contact you about your request.



## 2. PDF version of the signed form

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### Consent for Disclosure of Records Protected Under the Privacy Act

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#### Instructions for Using this Form

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Provide the required information if you are providing **consent and authorizing the agency to disclose your records to another person or entity**. We may charge a fee if you are requesting the information for a purpose unrelated to the administration of a program under the Social Security Act.

**NOTE: Do NOT use this form to:**

- Request access to information or records about yourself.
- Consent to the Social Security Administration releasing a minor child's records to a third party.
- Consent to the Social Security Administration releasing a legally incompetent adult's records to a third party.
- Request information about your earnings.
- Consent to the Social Security Administration releasing information about your earnings to a third party.

If you are seeking earnings records, complete and submit form SSA-7050-F4, Request for Social Security Earning Information. You can obtain form SSA-7050-F4 from your local Social Security office or online at [www.ssa.gov/forms/ssa-7050.pdf](http://www.ssa.gov/forms/ssa-7050.pdf).

---

#### How to Complete this Form

---

All required fields marked with an asterisk (\*) **must** be completed. We will **not** be able to process your request unless you have completed all required fields.

- Your name, date of birth, Social Security number, and address will auto-populate from our records.
- Select the type(s) of information you want us to release, including specific date ranges and benefit type, where applicable.
- Fill in the name, address, and telephone number of the person or entity where you want us to send the requested information.
- Specify the reason you want us to release the information (e.g., SSA claim or benefit application, appeal, or hearing; non-SSA private or personal litigation; non-SSA benefit eligibility for government or private programs; or personal use).
- Sign and date this form.

**NOTE:** This consent form is valid for one-time use only. A consent form for the release of non-medical records is valid for one year from the date of the electronic signature. A consent form for the release of medical records is valid for 90 days from the date of the electronic signature.

If you do not want to submit your request electronically, you may use the paper Form SSA-3288 to submit your request. Please send or bring the completed Form SSA-3288 to your local servicing office. To locate the appropriate servicing office, visit <https://secure.ssa.gov/ICON/main.jsp>, and input your ZIP code.

Complete all fields before you electronically sign the form. You may not alter the form after you have signed it.

---

**Privacy Act Statement  
Collection and Use of Personal Information**

The Privacy Act (5 U.S.C. § 552a) and Section 205(a) of the Social Security Act allow us to collect your information, which we will use to process your authorization for the Social Security Administration (SSA) to release your records. Providing your information is voluntary, but not providing all or part of the information may prevent us from honoring your authorization to release your records.

We may share your information in accordance with the Privacy Act and other Federal laws, including to contractors, other Federal agencies, and others, as necessary, as listed in routine uses in System of Records Notices (SORN) 60-0089, entitled Claims Folders System; 60-0090, entitled Master Beneficiary Record; 60-0320, entitled Electronic Disability Claim File; and 60-0103, entitled Supplemental Security Income Record and Special Veterans Benefits.

Your information may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and recouping debts under these programs. Additional information, and a full listing of all our SORNs, is available on our website at [www.ssa.gov/privacy](http://www.ssa.gov/privacy).

**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 control number. We estimate that it will take about 10 to 15 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate above to SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. ***Send only comments relating to our time estimate to this address, not the completed form.***

---



### Consent for Disclosure of Records Protected Under the Privacy Act

You **must** complete all required fields. We will not be able to process your request unless all required fields are completed.  
 (\*Signifies a required field.)

#### Information Required for Identity-Proofing and Authentication

This information is required for the agency to verify your identity.

|  |  |  |                                |
|--|--|--|--------------------------------|
| *Your First Name<br>DINO                             |  | *Your Last Name<br>BARYLSKI                      |                                |
| *Your Date of Birth (MM/DD/YYYY)<br>07/10/1963       |  | *Your Full Social Security Number<br>***-**-1504 |                                |
| *Your Address (Number and Street)<br>13 NESBIT PLACE |  |  | Apartment/Suite Number<br>0000 |
| City<br>ALPHARETTA                                   |  | State<br>GA                                      | ZIP Code<br>30022              |

#### Description of Requested Records

I authorize the Social Security Administration to release the following information or records about me.

\*Check at least one box. If requesting medical records, select either box 7 or 8, but do not check both boxes. We will **not** release or disclose records unless you include date ranges and benefit type, where applicable.

- 1. Verification of Social Security number
- 2. Current monthly Social Security benefit amount
- 3. Current monthly Supplemental Security Income payment amount
- 4. Social Security benefit amounts from date 01/01/2022 to date 06/30/2022
- 5. Supplemental Security Income payment amounts from date \_\_\_\_\_ to date \_\_\_\_\_
- 6. Medicare entitlement from date \_\_\_\_\_ to date \_\_\_\_\_
- 7. Medical records from my claims folder(s) from date \_\_\_\_\_ to date \_\_\_\_\_
- 8. Complete medical records from my claims folder(s)
- 9. Application for benefits
  - Retirement benefit applications from date \_\_\_\_\_ to date \_\_\_\_\_
  - Social Security Disability benefit applications from date \_\_\_\_\_ to date \_\_\_\_\_
  - Supplemental Security Income payment applications from date \_\_\_\_\_ to date \_\_\_\_\_
- 10. Award notice
  - Retirement benefit award notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Social Security Disability benefit award notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Supplemental Security Income payment award notices from date \_\_\_\_\_ to date \_\_\_\_\_
- 11. Denial notice
  - Retirement benefit denial notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Social Security Disability benefit denial notices from date \_\_\_\_\_ to date \_\_\_\_\_
  - Supplemental Security Income payment denial notices from date \_\_\_\_\_ to date \_\_\_\_\_
- 12. Appeal requests
  - Retirement benefit appeal requests from date \_\_\_\_\_ to date \_\_\_\_\_
  - Social Security Disability benefit appeal requests from date \_\_\_\_\_ to date \_\_\_\_\_
  - Supplemental Security Income payment appeal requests from date \_\_\_\_\_ to date \_\_\_\_\_

**Recipient Information**

\*I authorize the Social Security Administration to release the information or record(s) about me specified above to the person(s) or organization(s) listed below. (Please provide all requested information about at least one person or organization. If a person or organization does not have a fax number, leave that field blank)

Name:

Jane Doe

Address:

123 Mulberry, Baltimore, Maryland 21044

Phone Number:

(443) 123-4567

Fax Number:

Name:

Your Organization

Address:

123 Oak, Baltimore, Maryland 21044

Phone Number:

(443) 987-6543

Fax Number:

Name:

Address:

Phone Number:

Fax Number:

\*We may charge a fee to release information for non-program purposes or for duplicate requests made for program purposes. Please select the reason for releasing the information from the list below. If we charge a fee, we will notify you of the amount you owe and will explain how you can pay this fee. I want this information released for the following reason:

- 1. SSA claim or benefit application, appeal, or hearing
- 2. Non-SSA private or personal litigation
- 3. Non-SSA benefit eligibility for government or private programs
- 4. Personal use

**By signing below, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above and consenting to and authorizing the Social Security Administration to disclose my records, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, imprisonment of not more than five years, or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.**

**\*By typing in my name, I understand and agree that my request will be signed electronically. I understand that my electronic signature has the same legal meaning, validity, and effect as my handwritten signature.**

\*Electronic Signature:

Dino Barylski

\*Date:

12/20/2022

---

Daytime Telephone Number:

---

Your phone number is not required for us to process this form. However, please provide this information in case we need to contact you about your request.

Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act

**Signature Details**

Signature Date/Time: **2022-12-20 21:15:46 UTC**  
Username: **FISU2W8V7N6F1N2S8U1**  
IP Address: **137.200.0.112**  
Social Security Number: **\*\*\*.\*\*-1504**  
Name: **Dino Barylski**  
Date of Birth: **07/10/1963**

I authorize the Social Security Administration to release the following information or records about me.

**Acknowledged**

By typing in my name, I understand and agree that my request will be signed electronically. I understand that my electronic signature has the same legal meaning, validity, and effect as my handwritten signature.

**Dino Barylski**

### 3. eSignature audit page (screenshot)

Form SSA-3288-OP1, Consent for Disclosure of Records Protected Under the Privacy Act

**Signature Details**

Signature Date/Time: 2022-12-20 21:15:46 UTC  
Username: FISU2W8V7N6F1N2S8U1  
IP Address: 137.200.0.112  
Social Security Number: \*\*\*-\*\*-1504  
Name: Dino Barylski  
Date of Birth: 07/10/1963

I authorize the Social Security Administration to release the following information or records about me.

**Acknowledged**

By typing in my name, I understand and agree that my request will be signed electronically. I understand that my electronic signature has the same legal meaning, validity, and effect as my handwritten signature.

**Dino Barylski**