

**Justification for Non-Substantive Changes to the  
Consent Based Social Security Number Verification (CBSV) User Agreement  
OMB No. 0960-0760**

**Background of the collection:**

The Consent Based Social Security Number Verification (CBSV) is a fee-based Social Security Number (SSN) verification service. Users of the service sign a user agreement, complete a registration process, and submit query files to the Social Security Administration (SSA) through the CBSV internet or web service applications. SSA matches the information against agency files using a number holder's SSN, name, and date of birth. SSA returns a response file that shows match, no match, or a death indicator to the service user.

**Revisions to the CBSV User Agreement:**

- **Change #1:** On page 23, we are updating the project manager and alternate contact information.

**Justification #1:** The update on page 23 reflects current personnel.

- **Change #2:** On pages 24 and 46, we are updating SSA's authorizing signature information.

**Justification #2:** The updates on pages 24 and 46 reflect current personnel.

- **Change #3:** On page 23, we are updating the manner of advanced payment by removing reference to payment by check and specifying the manner for payment by credit card using Pay.gov.

**Justification #3:** SSA's policy is to collect funds via Pay.gov.

SSA will implement the changes upon OMB approval. These changes do not affect the public reporting burden.

**Terms of Clearance**

OMB placed the following Terms of Clearance on this Information Collection when they approved it on 12/14/2022:

*Prior to re-approval, SSA will modify the information collected and consent language on the SSA-89 to mirror, as nearly as possible, the information collected and consent language on the eCBSV (0960-0817). To the extent there are more-than de minimis variances between the two collections, SSA will provide justification to OMB as a supplemental document.*

SSA Response: SSA acknowledges that review of 0960-0760 and 0960-0817, including information collected and the consent language on SSA-89, is required prior to OMB's re-approval of this information collection. SSA will conduct a review, modify material, and/or provide a supplemental document to OMB, as warranted, no later than submission of the next full renewal.

**Resubmission within One Year of OMB Approval**

As previously indicated, SSA is submitting the non-substantive changes within one year of OMB Approval. These changes are rooted in recent personnel changes as well as a change in policy for how funds are collected, all of which were effective after the December 2022 approval.