

**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 us through the CBSV Internet or web service applications. We match the information against our files using a number holder's SSN, name, and date of birth. We return a response file that shows match, no match, or a death indicator to the service user.

CBSV User Agreement Changes:

- **Change #1:** We are updating the fiscal year from **2024** to **2025** at the end of the first paragraph of C. Annual Renewal on page 20.

Justification #1: We are updating the year to correspond with the current fiscal year.

- **Change #2:** We are updating the Project Manager and Alternate Contact under item 4. *Reporting Lost, Compromised or Potentially Compromised PII* on **page 24:**

- o **From:**

Reporting Lost, Compromised or Potentially Compromised PII
Office of Income Security Programs
Project Manager: Peter Worstell 410-965-2967
Alternate Contact: Antoinette Ford 410-966-4422

- o **To:**

Reporting Lost, Compromised or Potentially Compromised PII
Office of Income Security Programs
Project Manager: Christopher David 410-966-4320
Alternate Contact: Barbara Kocher 410-966-5763

Justification #2: We are updating our contacts in the Office of Income Security Programs, as we have new contacts since March 2025.

- **Change #3:** We are updating the SSA executive authorizing signature and title as well as the authorizing component on **pages 25 and 47:**

- o **Page 25:**

- o **From:**

XVIII. Authorizing Signatures and Dates

For Social Security Administration:

Printed Name: Christopher McDermott

Deputy Associate Commissioner, Office of Data Exchange, Policy
Publications and International Negotiations

- **To:**
XVIII. Authorizing Signatures and Dates

For Social Security Administration:

Printed Name: Susan Wilschke

Acting Associate Commissioner, Office of Income Security Programs

o **Page 47:**

- From:
XII. Authorizing Signatures and Dates
Requesting Party (Signature) SSA Representative
(Signature)
Printed Name: _____ Printed Name:
Christopher
McDermot
Title: _____ Title: Acting
Associate
Commissioner
Office of Data
Exchange, Policy
Publications and,
International
Negotiations
Company Name: _____ -
Social Security
Administration

- To:
XII: Authorizing Signatures and Dates
Requesting Party (Signature) SSA Representative
(Signature)
Printed Name: _____ Printed Name:
Susan Wilschke
Title: _____ Title: Acting
Associate
Commissioner
Office of Income
Security Programs
Company Name: _____ Social Security

Justification #3: We are revising this information as we realigned the Office of Data Exchange, Policy Publications and International Negotiations with the Office of Income Security Programs in March 2025, and, during the realignment we have also updated our executive leadership.

- **Change #4:** We are updating the office name and physical location under item 3. *Any questions regarding the compliance review as well as the final report on this engagement must be directed to: on page 33:*

- o **From:**

- 3. Any questions regarding the compliance review as well as the final report on this engagement must be directed to:

Office of Data Exchange, Policy Publications, and International Negotiations

Social Security Administration

4700 Annex Building

6401 Security Blvd

Baltimore MD 21235-6401

Name, Email and Telephone: (will be provided when agreement is signed)

- o **To:**

- 3. Any questions regarding the compliance review as well as the final report on this engagement must be directed to:

Office of Income Security Programs

Social Security Administration

2513 RMB Building

6401 Security Blvd

Baltimore MD 21235-6401

Name, Email and Telephone: (will be provided when agreement is signed)

Justification #4: We are revising this information as we realigned the Office of Data Exchange, Policy Publications and International Negotiations with the Office of Income Security Programs in March 2025.

We will implement these minor revisions upon OMB approval. These changes do not affect the public reporting burden.

We excluded these non-substantive changes in the prior OMB clearance submission since they occurred after OMB approval.