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Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

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**Subject:** Non-Substantive Change Request –National Provider Identifier (NPI)  
Application/Update Form (OMB# 0938-0931)

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This memo requests approval of non-substantive changes to the approved information collection, National Provider Identifier (NPI) Application/Update Form (OMB# 0938-0931)

### ***BACKGROUND***

The National Provider Identifier Application and Update Form is used by health care providers to apply for NPIs and furnish updates to the information they supplied on their initial applications. The form is also used to deactivate their NPIs if necessary. The original application form was approved in February 2005 and has been in use since May 23, 2005. The form is available on paper or can be completed via a web-based process. Health care providers can mail a paper application, complete the application via the web-based process via the National Plan and Provider Enumeration System (NPPES), or have a trusted organization submit the application on their behalf via the Electronic File Interchange (EFI) process. The Enumerator uses the NPPES to process the application and generate the NPI. NPPES is the Medicare contractor tasked with issuing NPIs and maintaining and storing NPI data.

An NPI is expected to last for the "life" of the health care provider (i.e., until the death of an individual or until the dissolution of an organization); therefore, a health care provider applies for an NPI only one time. A health care provider that is a covered entity must furnish updates to the information given in the application whenever changes occur to those data. Updates can be mailed or submitted electronically.

The collection was last approved by OMB on March 18, 2025, and expires on March 31, 2028.

### ***OVERVIEW OF REQUESTED CHANGES***

CMS seeks to revise the form to reflect the updated mailing address for the NPI enumerator. This change aligns with the decision to transition the NPPES mailing address to a CMS MailStop from an offsite contractor-owned mailing address. This non-material/non-substantive change request is to implement this minor change and replace the current form with the updated version. There are no other changes being made at this time and there are no program changes or burden adjustments.