

FO Worksheet
Deleting an Application from the DAF

SSN: _____ RFN to be Deleted: _____

NH NAME: _____

1. Did the FO previously key a “Fraudulent” code in error when the document presented at the time was actually valid? YES NO

2. Has the verifying agency now determined a document it previously identified as fraudulent is valid? YES NO

If both questions 1 and 2 above are answered “NO” – **STOP** – the application may **not** be removed from DAF.

If either question 1 or 2 above is answered “yes,” complete the following steps:

_____ Resolve EM-13 (MSOM MES 004.002) and process the current application.

_____ Print the SSNAP Summary Screen and the SSNAP printout for the disallowed application.

_____ Provide a short explanation why the disallowed application should be deleted (i.e., explain what error was made on the prior application):

_____ Copy this completed worksheet and forward to your Regional Office Enumeration Specialist with the following attachments:

- SSNAP Summary screen and copy of the SSNAP printout of the previously disallowed application
- Photocopies of the current SSNAP printout and all evidence documents (including verifications obtained)

Prepared by: _____ Date: _____

Email Address: _____

FO Name/Code: _____ Telephone No: _____