

## RO Worksheet

### Deleting an Application from the DAF

1. Ensure the information received from the FO includes the following:

- \_\_\_\_\_ Evidence that current SS-5 was processed
- \_\_\_\_\_ Screen prints of the SSNAP Summary screen and application for the previously disallowed application
- \_\_\_\_\_ Photocopies of the current SSNAP printout and all evidence documents (including verifications obtained)
- \_\_\_\_\_ Completed worksheet

If any of the above are **not** checked, highlight the missing requirement, and return all material to the FO along with a copy of this worksheet.

2. If all items in No. 1 above are checked, answer the following questions:

- YES     NO    Is the document presented with the current application the same document presented at the time the previous application was entered on DAF?
  
- YES     NO    Is there sufficient evidence to show that the document belongs to the applicant and is valid?

If either item in No. 2 is answered “no,” provide a brief explanation why the request is not approved and return all material to the FO with a copy of this worksheet:

3. If the requirements in 1 and 2 are satisfied:

- \_\_\_\_\_ Send an email to the person who requested removal from DAF stating that the request is approved.
- \_\_\_\_\_ Retrieve the disallowed application in SSNAP by searching for the reference number of the disallowed application. The enumeration system provides the SSNAP screen “Delete Disallowed Application.
- \_\_\_\_\_ Verify that the information provided is truly the disallowed application to be deleted.
- \_\_\_\_\_ Select “yes” “Do you want to delete this Disallowed Application record?”

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_