
Effective Dates: 04/02/2014 - Present (Go to [History](#))

SENSITIVE - NOT TO BE SHARED WITH THE PUBLIC

TN 10 (09-25)

GN 03325.025 Requests for Numident Records

A. Policy for requesting the Numident record

Under the Privacy Act, an individual has the right to access any information in our records about him or her, including a copy of Form SS-5 (Application for a Social Security Card) and the Numident record. A Numident record is a computer extract of Form SS-5 and subsequent applications for replacement Social Security number (SSN) cards.

A Numident record may include the following data elements:

- SSN
- First, middle, and last names
- Full name at birth
- Other first and last names used
- Date of birth (DOB)
- Prior DOB
- Place of birth
- Citizenship
- Race/Ethnicity
- Sex
- Mother's full name at her birth
- Father's first and last name
- Date record was established or corrected
- Control number
- Date of death

NOTE: The only official document verifying an individual's SSN is the SSN card.

There are two versions of the Numident record:

1. Internal query

This version is for internal, administrative use **only** and should not be routinely disclosed. It contains additional data elements maintained on an individual's enumeration record, e.g., special indicator codes and FICA waiver information. See [GN 03305.004](#) for further information regarding disclosing queries. The Office of Privacy and Disclosure (OPD) will consider Numident record requests for the internal query or requests for additional data elements not listed above on a case-by-case basis. Forward these requests to OPD for processing via the Privacy Act Coordinator.

2. External/Public Query

This version satisfies both first and third-party requests for Numident records. It only contains the data elements listed above, as this is the minimal amount of information needed to satisfy a requester's need for a Numident record.

B. Processing requests for Numident records

Central Office (CO) processes routine requests for Numident records, from both first and third parties, including requests that pertain to deceased individuals. Send the request together with the fee, if applicable, to:

*SSA, OEIO FOIA Workgroup
6100 Wabash Avenue
P.O. Box 33022
Baltimore, MD 21290-3022*

1. First party requests for Numident records

First party requesters for Numident records must meet the access requirements in

- GN 03340.015B.2 Access Requirements
- [GN 03340.025](#) Access Rights of a Parent
- [GN 03340.030](#) Access Rights of an Incompetent Adult

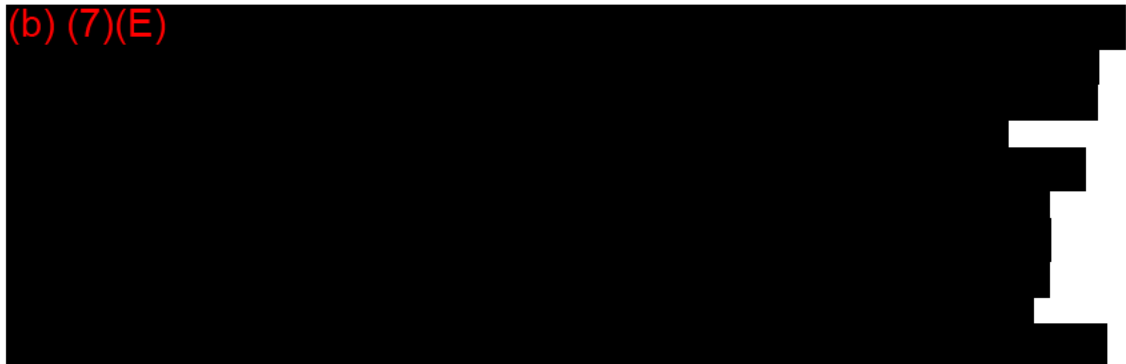
2. Third party requests for Numident records

Third party requesters must submit a valid consent document with Numident record requests in accordance with the consent and query procedures in

- [GN 03305.001](#) Disclosure with Consent
- [GN 03305.004](#) Disclosing Queries

We provide information about who may consent in [GN 03305.005](#). If the consent document does not meet our requirements, return it to the requester with a written explanation of why we cannot honor the request. We can accept a new consent document from the same requester once the consent document satisfies all of our requirements. Once it satisfies all requirements, send the request, together with the fee, to the OEIO FOIA Workgroup at the address listed above.

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3. Fees for processing requests for Numident records

All requesters must pay the fees we charge for processing requests for Numident records. This includes both first and third party requesters. Do not send a request for Numident records to CO without the correct fee amount. If a request does not include the fee or the fee amount is incorrect, return the request to the requester with a written explanation of why we cannot process it. Once we receive the correct fee amount and the request meets all other requirements, we can process the request. More information about the fees we charge is on our website at www.ssa.gov/foia/request.html.

C. Numident record status requests

We process requests for Numident records on a first come basis. It can take 30 days or longer to process a request. After waiting the initial 30-day period, a requester may contact us for the status of their request. To process a request for status, after the initial 30-day waiting period, use the following steps:

1. Obtain enough information to locate the request and the first and last name and telephone number of the requester. Advise the requester that someone will contact them to provide the status within five business days.
2. Contact the FOIA Workgroup at (410) 966-4034 and request they contact the requester directly to provide the status. If necessary, leave a message and provide all pertinent information related to the request.

D. Field Office (FO) instructions for SSN printout requests

Effective August 1, 2014, we **discontinued** providing manual SSN printouts and verifications to claimants and third parties. Manual verification requests in emergency situations are processed via the FO point of contact using Person Information.

1. For individuals requesting an SSN Printout:

Inform the NH we no longer provide SSN printouts and advise them to apply for a replacement card.

NOTE: Individuals living in an area where SSA invoked disaster procedures are still eligible to receive an SSN Printout. For more information regarding requests for SSN Printouts, see [RM 10225.005](#).

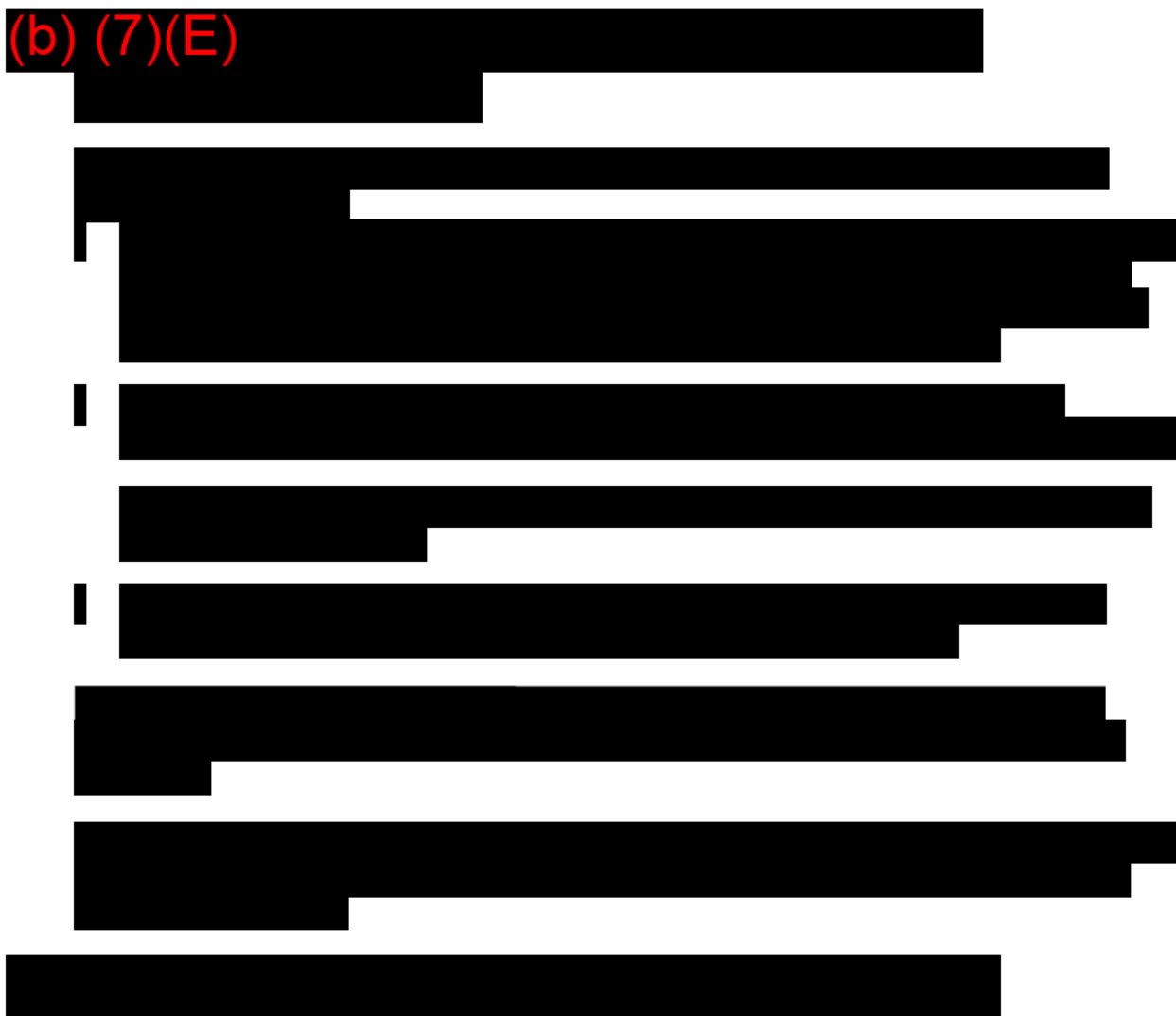
2. For agencies requesting an SSN Printout

For SSN verification requests from agencies administering emergency services in disaster situations and in cases of hardship where an existing data exchange does not exist or meet the need, FOs should follow the process described in this section.

3. For law enforcement agencies requesting an SSN Printout

Although we no longer provide SSN Printouts, you should still follow current policy to address requests from law enforcement in [GN 03312.000](#). If the request meets the requirements for disclosure, you may still verify the SSN (without using the SSN Printout).

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Section History

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Action Item Explanation

Effective Date Title

12/07/2011	Request for SSN Printout and/or Numident Printouts
10/28/2010	Request for SSN Printout and/or Numident Printouts
12/24/2008	Request for SSN Printout and/or Numident Printouts
06/25/2008	Request for SSN Printout and/or Numident Printouts
04/07/2008	Request for SSN Printout and/or Numident Printouts
02/20/2007	GN 03325.025 Request for SSN Verification and/or Numident Printouts
12/01/2006	Request for SSN Verification and/or Numident Printouts

Prior Versions of Section

Effective Date Title

11/09/2023 - 11/08/2023	Requests for Numident Records
11/09/2023 - 11/08/2023	Requests for Numident Records
11/09/2023 - 11/08/2023	Requests for Numident Records
11/09/2023 - 11/08/2023	Requests for Numident Records
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11/09/2023 - 11/08/2023	Requests for Numident Records
04/02/2014 - 09/17/2025	Requests for Numident Records
04/02/2014 - 11/08/2023	Requests for Numident Records
04/02/2014 - 10/12/2020	Requests for Numident Records
04/02/2014 - 03/08/2020	Requests for Numident Records
04/02/2014 - 04/01/2014	Request for Numident Printouts
07/22/2013 - 04/01/2014	Request for Numident Printouts
12/07/2011 - 07/21/2013	Request for SSN Printout and/or Numident Printouts
10/08/2010 - 12/06/2011	Request for SSN Printout and/or Numident Printouts
12/12/2008 - 10/07/2010	Request for SSN Printout and/or Numident Printouts
06/24/2008 - 12/11/2008	Request for SSN Printout and/or Numident Printouts
04/01/2008 - 06/23/2008	Request for SSN Printout and/or Numident Printouts
04/01/2008 - 03/31/2008	Request for SSN Printout and/or Numident Printouts
04/01/2008 - 03/31/2008	Request for SSN Printout and/or Numident Printouts
02/16/2007 - 03/31/2008	Request for SSN Verification and/or Numident Printouts
11/02/2006 - 02/15/2007	Request for SSN Verification and/or Numident Printouts
09/12/2005 - 11/01/2006	Request for SSN Verification and/or Numident Printouts
09/13/2004 - 09/11/2005	Request for SSN Verification and/or Numident Printouts

Link to this section:

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Batch run 12/03/2025
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