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 **Access Q&As, Related Instructions, Regional Supplements.**

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Effective Dates: 12/26/2024 - Present ([View History](#))



[TN 3 \(12-24\)](#) 

GN 03380.005 Verifying Identity of Individuals Making Access Requests

A. Policy for individuals requesting access to their records

The Privacy Act:

- Gives an individual access rights to information we maintain about the individual.
- Allows the parent of a minor child or the court-appointed legal guardian of an individual to make access requests for that child's or individual's records when acting on their behalf.

NOTE: "Access rights" is a term under the Privacy Act that permits the individual who is the subject of the record to request information or obtain copies of information in our records pertaining to him or her. It does not mean the individual has direct access to our records or technical systems. For more information on granting access to records under the Privacy Act and the number holder's access rights to information about auxiliaries, see [GN 03340.001](#)  and [GN 03340.055](#)  .

(b) (7) (E)

B. Procedure for verifying the identity of individuals making access requests to obtain information from SSA

1. Face-to-Face requests to obtain information



(b) (7) (E)



(b) (7) (E)



(b) (7) (E)

2. Access requests over the telephone

(b) (7) (E)

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(b) (7) (E)

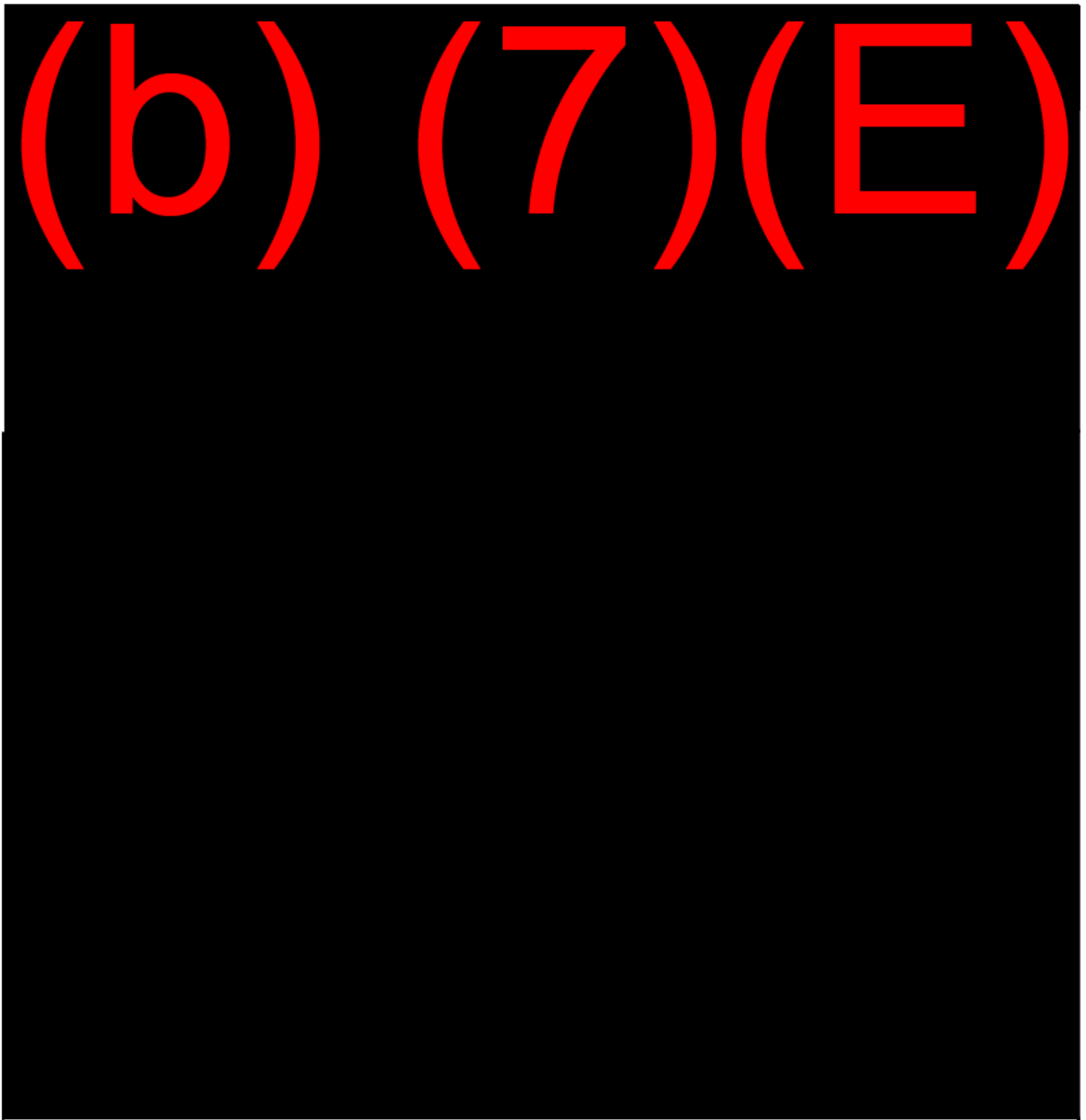


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Section History

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