

CONSENT BASED SSN VERIFICATION(CBSV) USER GUIDE



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1.0 ABOUT THIS GUIDE

This User Guide is intended to guide the use of SSA's Consent Based SSN Verification (CBSV) services. This guide is not intended to expand the boundaries, rules, or procedures set forth in the CBSV User Agreement signed by your company official.

You should direct any questions about the User Agreement and compliance rules to the SSA.CBSV@ssa.gov mailbox.

2.0 INTRODUCTION

CBSV services enable private businesses and entities to verify that the SSN, name, and date of birth provided by a customer matches or does not match the data in the SSA's records. This verification service is allowable only with the written consent of the SSN Holder provided on SSA's Form SSA-89.

CBSV is designed to provide a "yes" or "no" verification of whether the Name, SSN and date of birth match with SSA's records. This verification does not verify employment eligibility, nor does it interface with the Department of Homeland Security's (DHS) verification system; it does not satisfy DHS's I-9 requirements.

With CBSV, you may verify:

- One name and SSN at a time using the CBSV Web Service, (See Section 3); or
- Up to 10 names and SSNs at a time, (See Section 4)

More detailed information about CBSV may be found at <http://www.ssa.gov/cbsv/> including a sample User Agreement and this User Guide.

2.1 GENERAL RULES FOR COMPANY AND INDIVIDUALS WITH ACCESS TO CBSV

Always refer to the [CBSV User Agreement](#) for details about compliance criteria.

- SSA will provide SSN verification information only about individuals from whom your company has obtained **valid consent** forms SSA-89. This form is approved by the Office of Management and Budget and may not be altered. You must always use the most current version of the form: <https://www.ssa.gov/forms/ssa-89.pdf> .
- You must notify SSA if an employee leaves your company or if you choose to revoke any or all of your employees' authorization to use CBSV.
- Your company must protect the confidentiality of consent forms (and the information contained on them) and protect the associated record of SSN verification. Refer to your CBSV agreement for instructions.
- SSA reserves the right to unilaterally suspend access to CBSV services if SSA concludes that your company has failed to properly obtain consent or otherwise failed to follow the terms of the agreement associated with this service.

IMPORTANT: Your Company must be in physical possession of the signed consent forms (Form SSA-89) prior to requesting SSN verifications through the CBSV service.

 SSN Verification Service (CBSV)

2.2 CONSENT FORM (SSA-89)

As a condition for using the CBSV services, you are required to obtain the consent of each SSN holder, on the most current OMB approved Consent Form (Form SSA-89). This form is available online at <https://www.ssa.gov/forms/ssa-89.pdf>.

The Requesting Party Company is required to retain either the original paper copies of the Consent Form (Form SSA-89) or an electronic image of the form for a period of five (5) years for auditing purposes. Please see the most current CBSV User Agreement for detailed information.

2.3 CBSV AVAILABILITY

CBSV Hours of Operation

CBSV normally operates during the following hours and may be available at other times:

<u>Day</u>	<u>Time</u>
Monday – Friday	7:00 a.m. to 7:00 p.m. Eastern Time
Saturday	5:00 a.m. to 11:00 p.m. Eastern Time
Sunday	8:00 a.m. to 11:30 p.m. Eastern Time

CBSV Hours of Support

CBSV customer support is available at **1-888-772-2970** during the following hours:

<u>Day</u>	<u>Time</u>
Monday – Friday	8:30 a.m. to 4:00 p.m. Eastern Time

NOTE: CBSV is not available when SSA is implementing changes. Whenever possible we will inform you of system outages.

IMPORTANT: CBSV services are not available if your company does not have a positive cash balance and a current and valid signed agreement.

IMPORTANT: SSA mission-related work has priority over CBSV services and support. Therefore, SSA does not guarantee that CBSV will be available to the Requesting Party within a specified time frame.

3.0 REGISTRATION PROCESS

The following steps describe what is needed to gain access the CBSV system:

3.1 COMPLETE PHONE REGISTRATION

The Requesting Party must submit to SSA a form SSA-88 available at <https://www.ssa.gov/forms/ssa-88.pdf>.

The Requesting Party must provide the information below when they authorize an employee to use the CBSV:

- Company Name

- Company Address
- Company EIN (Employer Identification Number)
- Name of Employees Authorized to Use CBSV
- Telephone Numbers of Employees Authorized to Use CBSV
- Email Addresses of Employee Authorized to Use CBSV
- Name of Company Manager or Authorized Representative
- Signature of Company Manager or Authorized Representative
- Title of Company Manager or Authorized Representative
- Current Date
- Telephone of Company Manager or Authorized Representative and

E-mail Address of Company Manager or Authorized Representative

The authorized employee registers for a User ID by calling Customer Support (1-888-772-2970) to register.

The new CBSV user must complete the Phone Registration online to self-select a password for the new BSO User ID given to them by the OCO Systems Operator.

1. The first step is to visit the [Business Services Online Webpage](#)

Select the CBSV box. Click the complete phone registration link

Consent Based Verification (CBSV)

For companies that provide banking and mortgage services, process credit checks, provide background checks, satisfy licensing requirements, etc.

[Log in](#)

[How to enroll](#)

[Complete phone registration](#)

[Learn more about CBSV](#)

For questions: ssa.cbsv@ssa.gov

2. You will have to complete the phone registration attestation first before creating your password. **You must Complete Phone Registration Attestation**



Complete Phone Registration Attestation

Please read the following information about registering to use Business Services Online. Please select the link below to read about SSA's legal authority for collecting information.

[Paperwork Reduction Act Statement](#)

Registering for Business Services

To obtain a User ID and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.

Upon successful registration, you will have your User ID and password.

You may update your registration information or change your password at any time.

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

User Certification for SSA Business Services Online

I certify that:

- I understand that SSA may prevent me from using these services if SSA determines or suspects there has been misuse of these services.
- I understand that I may be subject to penalties if I submit fraudulent information.
- I am aware that any person who knowingly and willingly makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

3. Complete the Phone Registration using the User ID given by the Customer Support Operator and create your 8-character password.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

Complete Phone Registration

A User identification (User ID) and password are required to use Online Services. Your User ID was issued during the registration process. You must now choose your personal password to complete registration.

* Indicates required information

*User ID:

*First Name:

*Last Name:

*Social Security Number:

(If you do NOT have an SSN leave this field blank.)

*Date of Birth:

(MM D D Y Y Y Y)

*Enter Password:

*Re-enter Password:

Your Password:

- Must contain exactly 8 characters
- Must contain only numbers and letters
- Must contain at least 1 number and 1 letter
- Is not case sensitive

4. Once complete you will see the following screen.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

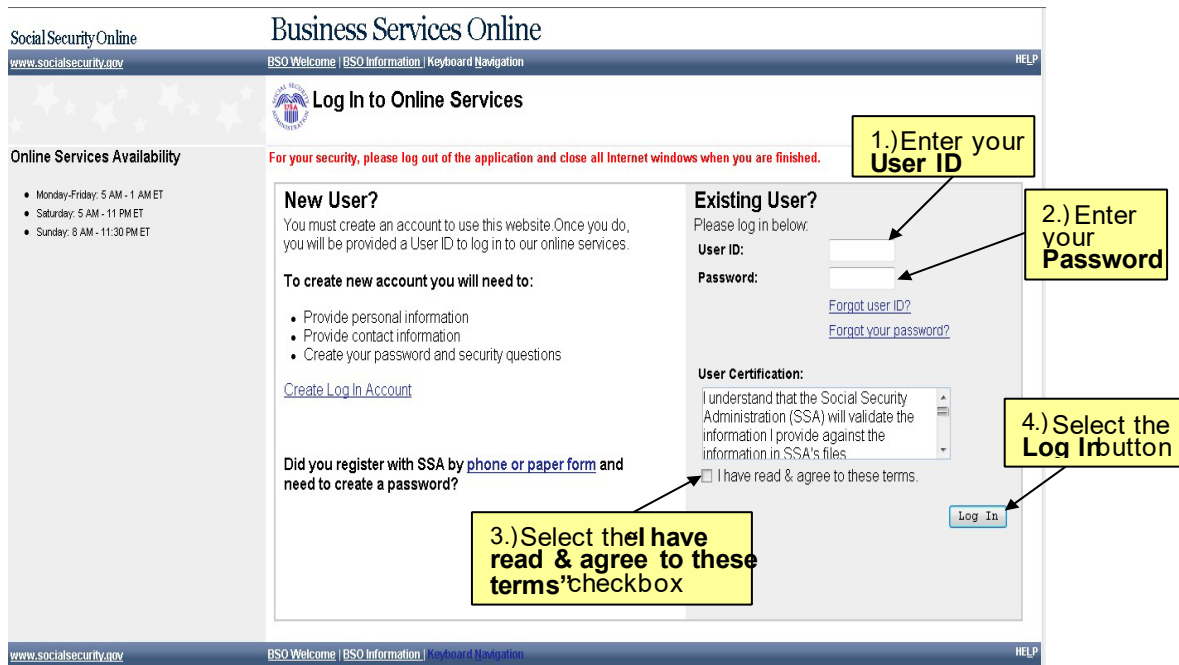
Phone Registration Successful

Your phone registration is complete.

Your password will expire on **January 19, 2011**.
You must change your password before this date to prevent it from expiring.

5. The Activation Code will be sent to the EIN address with the CBSV Contract Address, a company official gives the CBSV Activation code to the user.
6. You will now log onto BSO with your User ID and newly created password.

Log In to Online Services: www.ssa.gov/bsv



7. RES displays the BSO Main Menu with a link to Entering Activation Code(s) under Manage Services on the left side menu. BSO Main Menu



8. User enters the activation code received from their employer.

Enter Activation Code

The screenshot shows the Business Services Online Main Menu for user JOHN PUBLIC. The user ID is L9CZCNWM. The page includes a 'Log Out' link and three main sections: 'Manage Account', 'Manage Services', and 'Manage Employer Information'. In the 'Manage Services' section, the link 'Enter Activation Code(s)' is highlighted with a red arrow. The right side of the page displays a welcome message and a password expiration date of May 15, 2023. A message states that the user does not have access to any services and provides a link to 'Request New Services'.

9. After the activation code is entered successfully, the BSO Main Menu displays a link to CBSV online application (CBV) or information for the CBSV webservice (WBV) depending on the role granted.

The screenshot shows the Business Services Online Main Menu for user DONALD DRAPER. The user ID is not explicitly shown but the name is. The page includes a 'Logout' link and three main sections: 'Manage Account', 'Manage Services', and 'Manage Employer Information'. In the 'Manage Services' section, a link to 'CBSV: Consent Based Social Security Number Verification Service' is visible, with a sub-link 'Request online SSN verification'. The right side of the page displays a welcome message and a password expiration date of April 01, 2100.

The screenshot shows the Business Services Online Main Menu for user WOODY ALLEN. The user ID is not explicitly shown but the name is. The page includes a 'Logout' link and three main sections: 'Manage Account', 'Manage Services', and 'Manage Employer Information'. In the 'Manage Services' section, a detailed message is displayed: 'With your Web Service User ID, SSN verification information can only be exchanged with SSA using a client application developed by your company. This User ID is not authorized to use the online version of CBSV. Reminder: If you are updating your password, please remember to also update the header of your SOAP request. Failure to update the SOAP header will result in an Authentication Failure.' The right side of the page displays a welcome message and a password expiration date of August 09, 2024.

NOTE: If you do not receive your activation code 2-3 weeks after SSA has processed your contract, the designated Responsible Company Official should call SSA at (1-888-772-2970).

3.2 ACTIVATION CODE

The activation code is an alphanumeric code sent by SSA to the designated Responsible Company Official (either the Company Manager or the Authorized Representative who signed Form SSA-88). The notice to the Responsible Company Official instructs them to provide the Authorized Employee with the activation code. Authorized Employees will not be able to access CBSV until the activation code is entered. The activation code is an added layer of security to ensure that the individual attempting to access the system is in fact who they are presenting to be an authorized employee. The employee must enter the activation code on the *Activate Access to BSO Services* web page to gain access to CBSV.

NOTE: If you do not receive your activation code 2-3 weeks after SSA has processed your contract, the designated Responsible Company Official should call SSA at (1-888-772-2970).

3.3 CHANGING YOUR PASSWORD

- Online passwords expire after 90 days. If your password expires, you will be prompted to change it the next time you log in to BSO.
- Web Service passwords expire after 365 days. We will NOT prompt you to change your password. The manager or authorized representative who registered for the Web Service user ID and Password must change the BSO password every 365 days to prevent any disruption in CBSV services.

IF YOU FORGET YOUR PASSWORD

If you forget your password, you can request a new one. There are two methods to request a new password - by answering three random questions out of five Authentication questions you previously answered during registration or at log in, or by mail. If you request a new password by mail, a temporary password will be sent to you in the mail. You will not be able to use BSO until you receive your temporary password.

Option 1: To replace a forgotten password by answering Authentication questions:

- You must provide your User ID to access the Forgot Your Password link, □
Select the Forgot your Password link under the Password field on the “Log In” page. This will open the “Forgot Password” page.
- Answer the three randomly chosen questions that you had previously answered. Answers are not case sensitive but must match your previous answers.
- Enter your new password and re-enter to confirm it. Your password must contain any combination of eight letters and numbers (e.g. 9580859A or frog2828). Special characters are not allowed and passwords are not case sensitive.

Select the **Submit New Password** button. This will display a message indicating that your password has been successfully changed. You may now select the **Log In** button and log in to BSO with your User ID and your newly changed password.

Option 2: To request a new password by mail:

- You must provide your User ID to access the [Forgot Your Password](#) link.
- Select the Forgot Your Password link under the Password field on the Log In page. This will open the “*Forgot Password*” page.
- Select the Request Password by Mail button at the bottom of the screen. This will open the “*Request Password by Mail*” page.
- Enter your first name, last name, Social Security Number, and date of birth.

- Select the Request Temporary Password button. This will display a message indicating that your password has been reissued successfully. Social Security will send you a temporary password in the mail, usually within two weeks.

After you request a new password, your old password will no longer work. When you receive your temporary password, you may log in to BSO and will be prompted to change your password. Your password must contain any combination of eight letters and numbers (e.g. 9580859A or frog2828). Special characters are not allowed and passwords are not case sensitive.

NOTE: We cannot provide User IDs or passwords over the telephone.

NOTE: If the employee who obtained the Web Service User ID and password is no longer with the company, a new designee must register for a new User ID and password.

3.4 RE-REQUESTING ACTIVATION CODE

Activation codes expire 45 days from the date they are issued. If your activation code expires, you will need to request a new one.

If you do not receive your activation code within 10-14 business days after SSA has processed your registration, the designated Responsible Company Official should call SSA at (1-888-772-2970).

NOTE: Once an activation code has been re-requested, the original activation code is de-activated and is no longer valid.

3.5 REMOVE ACCESS TO CBSV

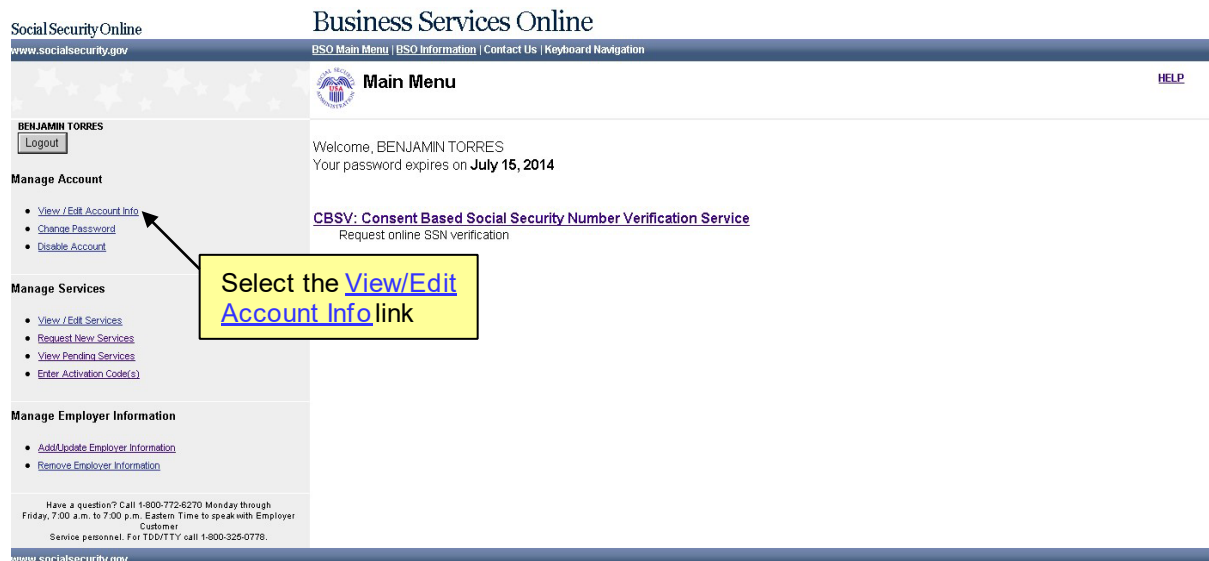
Access to CBSV may be removed by the Responsible Company Official only.

- If a company wishes to cancel an employee's access to CBSV the Responsible Company Official should contact SSA at 1-888-772-2970 to cancel CBSV access.
- If an employee wishes to cancel their access to CBSV, they should inform their Responsible Company Official and have them contact SSA at 1-888-772-2970 to cancel CBSV access on their behalf.

3.6 MANAGING YOUR USER ID ACCOUNT INFORMATION

IMPORTANT!! Changing information about your account may cause a disruption in CBSV services, so before making any changes to your account, contact 1-888-772-2970.

Log in to BSO using the **“BSO Welcome”** page: www.ssa.gov/bsv. From the left menu of most pages, select the [View/Edit Account Information](#) link to access the **“View/Edit Account Information”** page.



On the **“View/Edit Account Information”** page:

- To change any of the Personal and Contact information displayed in the top half of the page, select the **Edit Personal Information** button.
- To change any of the Security Questions and Answers displayed in the bottom half of the page, select the **Edit Security Questions** button.
- To return to the Main Menu, select the **Main Menu** button.

Social Security Online
www.socialsecurity.gov

Business Services Online
Main Menu | Contact Us | BSO Information | Keyboard Navigation

DENISE WALKER

Log Out

Manage Account
• [View/Edit Account Info](#)
• [Change Password](#)
• [Disable Account](#)

Manage Services
• [View/Edit Services](#)
• [Request New Services](#)
• [View Pending Services](#)
• [Enter Activation Codes](#)

Manage Employer Information
• [Add/Update Employer Information](#)
• [Remove Employer Information](#)

View/Edit Account Information

Your account information is displayed below. You may update this information at anytime.

Personal & Contact Information [Edit Personal Information](#)

Name: DENISE WALKER
Date of Birth: 05/07/1957
SSN: XXX-XX-4505
Country: United States
Home Street Address: 4601 BALTIMORE
City, State, Zip: CATONSVILLS, MD 21228
Daytime Phone Number: (410) 966-8375
Fax Number:
Email: quang.nguyen@ssa.gov

Security Questions and Answers [Edit Security Questions](#)

Question 1: WHAT IS THE NAME OF YOUR FIRST NEPHEW?
Answer 1: A
Question 2: WHAT IS YOUR ASTROLOGICAL SIGN?
Answer 2: A
Question 3: WHAT IS YOUR DREAM CAR?
Answer 3: A
Question 4: WHAT IS THE MIDDLE NAME OF YOUR MOTHER?
Answer 4: A
Question 5: WHAT IS THE MIDDLE NAME OF YOUR FATHER?
Answer 5: A

Main Menu

www.socialsecurity.gov

4.0 ABOUT CBSV WEB SERVICE

The CBSV Web Service is designed to support interoperable machine-to-machine interaction over the Internet. Companies may create their own, unique interface with CBSV. If you are a developer who works for a company that accesses CBSV through a Web Service, refer to the *Interface Specification for CBSV Web Service* document, located at www.ssa.gov/cbsv. Select the *Web Services* link and then *CBSV Interface Specification*.

The Web Service Description Language (WSDL) for CBSV is documented in the *Interface Specification for CBSV Web Service* document.

The Web Services Description Language is an XML-based language that provides a model for describing Web services. WSDL is often used in combination with SOAP and XML Schema to provide Web services over the Internet. A client program connecting to a Web service can read the WSDL to determine the functions that are available on the server.

If you are an employee of a company that accesses CBSV through a Web Service, your company will provide you with instructions on how to use your company's interface.

5.0 CBSV ONLINE SERVICE

CBSV online service allows you to request verification of up to 10 requests for verifications at a time and receive immediate results. There is no limit to the number of times the CBSV service may be used within a session or within a day.

The CBSV service requires you to have:

- Internet access; and,
- A web browser, such as Internet Explorer or FireFox for Windows OS or Safari for Mac OS. Your browser version must allow 'cookies' (files store temporarily on your computer) and have 128-bit encryption.

NOTE: In order to use BSO, your browser version must be set to accept cookies and support 128bit encryption. This is the default setting for most browsers. If you received a request to store a file on your computer, select "Yes." BSO cookies will be deleted when you close your browser.

5.1 LOGGING IN TO YOUR ACCOUNT

To Login to CBSV, follow the steps below. Actual screens may appear differently depending on your device, browser, and periodic updates.

1. Open the **“BSO Welcome”** page:
www.ssa.gov/bso
2. Select the **Log In** button on the **“BSO Welcome”** page.

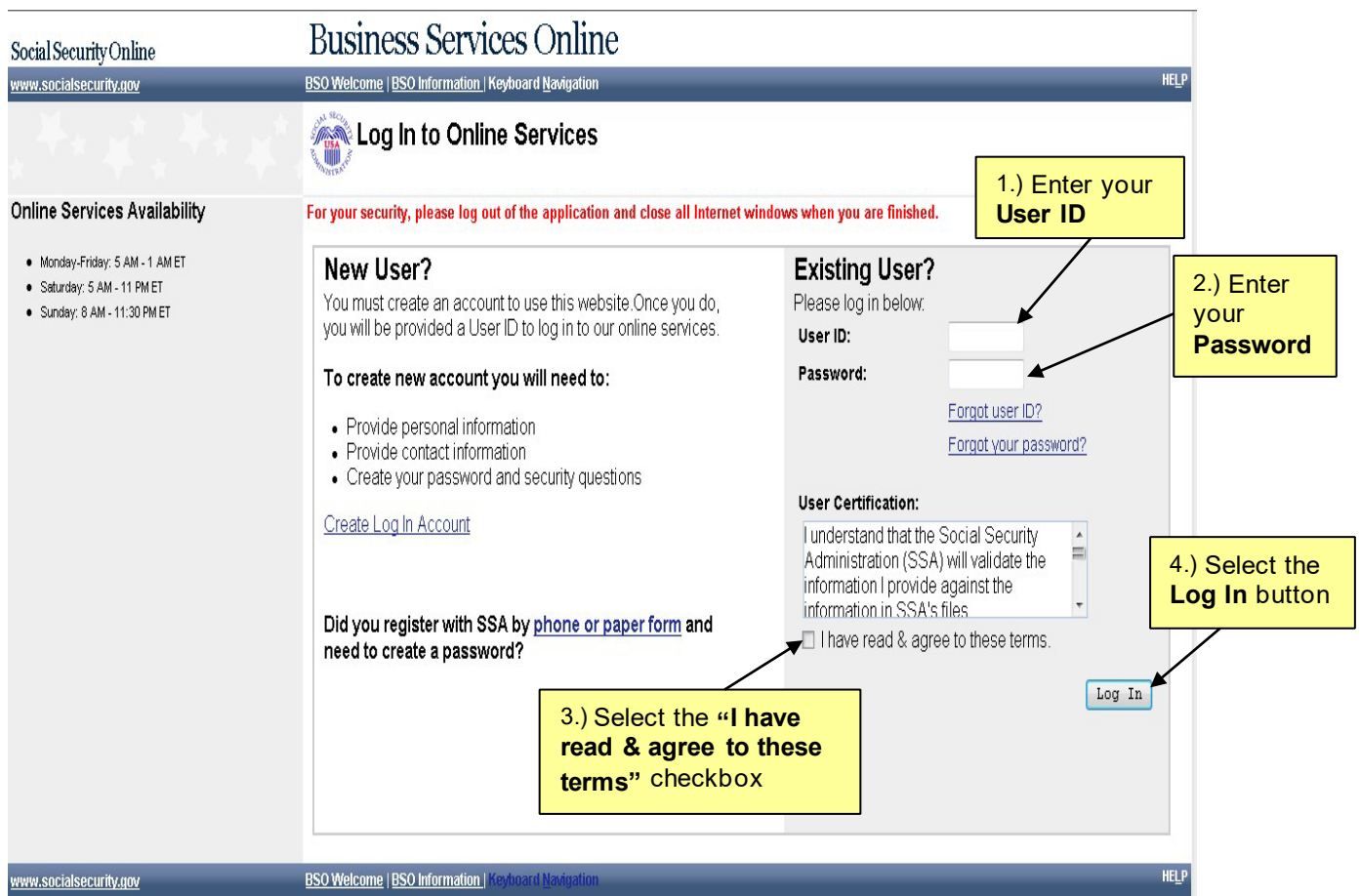
3.

The screenshot shows the Social Security Business Services Online (BSO) website. At the top, there is a navigation bar with links for Accessibility, Contact Us, FAQs, Español, Other Languages, and Sign In. Below this is a search bar and a main navigation bar with 'Home' and 'Business Services Online'. The main content area is titled 'Business Services Online' and features a 'Welcome' message. A yellow callout box points to the 'Log In' button in the 'Business Services Online' section. Below the callout, there are links for 'For Employers', 'For Attorneys & Appointed Representatives', 'Social Security Number Verification Services (SSNVS)', and 'Consent Based Social Security Number Verification Service (CBSV)'. At the bottom, there is a footer with 'Important Information', 'Related Sites', and a 'Social Media Hub' containing links to Facebook, Twitter, YouTube, Pinterest, Get Updates, Podcasts, Photoblog, and Webinars.

SSN Verification Service (CBSV)

This will open the **“Log In to Online Services”** page.

4. Enter your **User ID** and **Password**.
5. Read the **User Certification**.
6. Select the **“I have read & agree to these terms”** checkbox to indicate that you have read the user certification statement and agree to its contents.
7. Select the **Log In** button above on the **“Log In to Online Services”** page. This will open the **“BSO Main Menu”** page. The **“BSO Main Menu”** page is your point of entry for CBSV.



5.2 ACCESSING THE CONSENT BASED SSN VERIFICATION ONLINE SERVICE

1. From the **BSO Main Menu** page, select the [CBSV: Consent Based SSN Verification Service](#) link.
2. The system displays the **“Proper Use of Consent Based SSN Verification Service (CBSV) and the Terms of Service”** page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

Main Menu HELP

JAN DANIELS
Logout

Welcome, JAN DANIELS
Your password expires on **June 17, 2014**

CBSV: Consent Based Social Security Number Verification Service
Request online SSN verification

Select the [CBSV: Consent Based SSN Verification Service](#) link

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov

Read the **“Proper Use of Consent Based SSN Verification Service (CBSV) and the Terms of Service”**.

3. Select the **I agree to the Terms of Service** checkbox to indicate that you have read the **User Certification for Use of CBSV** and agree to its contents.
4. Select the **Next** button.
5. The system displays the **“Consent Based SSN Verification”** page.

SSN Verification Service (CBSV)

DENISE WALKER | Sign Out Text Size Accessibility Help

Social Security
The Official Website of the U.S. Social Security Administration

OMB No. 0960-0797
Paperwork Reduction Act

Consent Based SSN Verification

Proper Use of Consent Based SSN Verification Service (CBSV)

Proper Use of Consent Based SSN Verification Service (CBSV)

- SSA will provide SSN verification information only about individuals from whom you or your company has obtained valid consent forms.
- If a parent or legal guardian signs the consent form for a minor or legally incompetent individual, you or your company must retain documentation proving the relationship.
- SSA will verify SSNs solely for the purpose(s) specified on the individual consent forms associated with the verification requests. You or your company may use the verified SSNs only for the purpose (s) specified by the individual signing the consent form.
- Exceeding the scope of the consent could violate State or Federal law and subject the requesting party to legal consequences.
- Your company shall protect the confidentiality of consent forms (and the information contained on them) and protect the associated record of SSN verification.
- Notwithstanding any other provision of this agreement, SSA reserves the right to unilaterally suspend access to these services if SSA concludes that your company has failed to properly obtain consent or otherwise failed to follow the terms of the agreements associated with this service.
- Anyone who knowingly and willfully uses this service to request or obtain information from SSA under false pretenses violates Federal law and may be punished by a fine or imprisonment or both.

Terms of Service

User Certification for Use of CBSV - Please Read Carefully!

I certify that:

- I have read and understand the above section titled: "Proper Use of this Service."
- I have read, understand, and agree to abide by the General Instructions in the Consent Based SSN Verification User Guide.
- I am verifying SSNs solely for the purpose(s) specified on the individual consent forms associated with the verification requests.
- I or the responsible company official has signed the User Agreement. If the responsible company official has signed the User Agreement then I certify that I am currently an employee of the company and am authorized to conduct business on its behalf.
- I understand that I or my company must be in physical possession of the signed consent forms prior to requesting verifications of the SSNs.
- I understand that I and/or my company may be subject to penalties if I knowingly and willfully request or obtain any record concerning an individual under false pretenses, including submitting fraudulent information or requesting SSN verifications without obtaining valid consent.

I agree to the Terms of Service.

[Next](#)

Have a Question?

Call **1-888-772-2970** to speak with customer support. The hours are from 8:30 a.m. to 4:00 p.m. Eastern Time, Monday - Friday.

1.) Select the I agree to the Terms of Service check box

2.) Select the Next button

5.3 ENTERING DATA FOR THE VERIFICATION SERVICE

Initially, The **Consent Based SSN Verification** online service displays data entry fields for 1 verification. However, up to 10 SSNs may be verified in one session.

1. Enter information for a single SSN.
2. Select the **Verify SSN** button to verify the SSN, or
3. Select the **Clear** button to reset the data entry fields, or
4. Select the **Exit** button to return to the "**CBSV Main Menu**" page.

5. If you wish to have entry fields for 10 verification requests at once, select the **Show 10 SSNs at once** checkbox. The system will display 10 SSN data entry fields.
6. If you wish to add another entry field for verification requests, select the **Add another SSN to Verify** checkbox. The system will display 2 to 10 SSN data entry fields.

DENISE WALKER | Sign Out Text Size Accessibility Help

Social Security
The Official Website of the U.S. Social Security Administration

Consent Based SSN Verification

Enter SSNs To Be Verified

Manually enter and submit up to 10 Social Security Numbers, Dates of Birth, and Names to be verified by Social Security.

On the results page, the first five digits of the SSN will be masked.

Show 10 SSNs at once. [? What's This?](#)

SSN #1

All information is required, unless noted optional.

Social Security Number (SSN):

Date of Birth:
Month Day Year

Name:
Middle and Suffix are optional.

First Middle Last Suffix

Add another SSN to Verify. [? What's This?](#)

1.) Select the **Show 10 SSNs at once** checkbox.

2.) Select the **Add another SSN to Verify** checkbox.

The Online Services displays 2 to 10 data entry fields for verification requests each time you select the **Add another SSN to Verify** checkbox.

1. Enter information in data entry fields.
2. Select the **Delete** button to remove selected SSN#, or
3. Select the **Verify SSNs** button to verify the SSNs, or
4. Select the **Clear** button to reset the data entry fields, or
5. Select the **Exit** button to return to the **"CBSV Main Menu"** page.

SSN Verification Service (CBSV)

Consent Based SSN Verification

Enter SSNs To Be Verified

Manually enter and submit up to 10 Social Security Numbers, Dates of Birth, and Names to be verified by Social Security.

On the results page, the first five digits of the SSN will be masked.

Show 10 SSNs at once. [What's This?](#)

Have a Question?

Call 1-888-772-2970 to speak with Customer Support. The hours are from 8:30 a.m. to 4:00 p.m. Eastern Time, Monday - Friday.

SSN #1

All information is required, unless noted optional.

Social Security Number (SSN): <input type="text"/>	Date of Birth: -- Month Day Year
Name: Middle and Suffix are optional.	
<input type="text"/> <input type="text"/> <input type="text"/> First Middle Last	<input type="text"/> Suffix

SSN #2

[Delete](#)

All information is required, unless noted optional.

Social Security Number (SSN): <input type="text"/>	Date of Birth: -- Month Day Year
Name: Middle and Suffix are optional.	
<input type="text"/> <input type="text"/> <input type="text"/> First Middle Last	<input type="text"/> Suffix

Add another SSN to Verify. [What's This?](#)

Following is a list of the data entry fields and the criteria to follow when entering data in these fields:

SSN (999999999)

- The SSN field is mandatory.
- The SSN must be nine (9) numerical characters only.
Alphabetic characters, hyphens, slashes or any other special characters are not allowed.
- Spaces are not allowed.

First Name

- The First Name field is mandatory.
- The First Name must be between one (1) and ten (10) characters in length.
- If the First Name is longer than ten (10) characters, enter the first 10 characters of the First Name.
- Enter the First Name using alphabetic characters only.
Numbers, hyphens, slashes or any other characters are not allowed.
- Spaces are allowed.

Middle Name

- The Middle Name field is optional.
 - If entered, the Middle Name must be between one (1) and seven (7) characters in length. If the Middle Name is longer than seven (7) characters, enter the first seven (7) characters of the Middle Name.
 - Enter the Middle Name using alphabetic characters only.
Numbers, hyphens, slashes or any other characters are not allowed.
- ☐ Spaces are allowed.

Last Name

- The Last Name field is mandatory.
- The Last Name must be between one (1) and thirteen (13) characters in length.
- If the Last Name is longer than thirteen (13) characters, enter the first thirteen (13) characters of the Last Name.
- Enter the Last Name using alphabetic characters only.
- Numbers, hyphens, slashes or any other characters are not allowed. ☐ Spaces are allowed.

Suffix

- The Suffix field is optional.
- If entered, the Suffix must be Jr, Sr, or a Roman Numeral I through X. ☐
Numbers, hyphens, slashes or any other characters are not allowed.

Date of Birth (DOB)

- The DOB field is mandatory.
- If entered, the DOB must contain 8 digits.
- Enter the Number Holder's DOB using the format MMDDYYYY where:
- MM is the month; enter a value of 01 through 12 ☐ DD is the day; enter a value of 01 through 31 ☐ YYYY is the 4 digit year.
- Use numeric characters only.
Letters, hyphens, slashes, or any other characters are not allowed.
Spaces are not allowed.
- The DOB cannot be before 1800 or after the current date.

5.3.1 REQUESTING VERIFICATION OF A MINOR

If you enter the SSN of a minor, you will receive the **“Your Verification Request includes Verification of a Minor”** alert. You will then be prompted to answer Yes or No to the following question: **“Verifying the SSN of a minor requires the parent or legal guardian’s signature. Do you have the proper signature on the SSA-89 and proof of the relationship?”**

1. Select **“Yes”** or **“No”**

Note:

If you answer **“Yes”**, select the **Submit** button and the request will be submitted and included in the verification results.

If you answer **“No”**, your verification request will not be submitted, and the system will display a second alert, **“For minors, you must have a proper signature on the SSA-89 and proof of the relationship.”**

2. Select the **Submit** button to verify the SSN, or
3. Select the **Previous** button to return to the **“Consent Based SSN Verification”** page, or
4. Select the **Exit** button to return to the **“CBSV Main Menu”** page.

JOSEPH BARRETTE | Sign Out Text Size Accessibility Help

Social Security
The Official Website of the U.S. Social Security Administration

Consent Based SSN Verification

Your Verification Request includes Verification of a Minor

For minors, you must have a proper signature on the SSA-89 and proof of the relationship. Please answer the following questions to proceed.

Have a Question?

Call **1-888-772-2970** to speak with Customer Support. The hours are from 8:30 a.m. to 4:00 p.m. Eastern Time, Monday - Friday.

SSN #1

Social Security Number (SSN): 555-55-5555	Date of Birth: 12/30/1998
Name: Dave Youngston	

Verifying the SSN of a minor requires the parent or legal guardian's signature. Do you have the proper signature on the SSA-89 and proof of the relationship?

Yes
 No

Submit **Previous** **Exit**

Verification Results

Data verified via the Consent Based SSN Verification service is displayed on the **“Consent Based SSN Verification Results”** page in a table format.

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Social Security
The Official Website of the U.S. Social Security Administration

Consent Based SSN Verification Results

Results Information

The following table displays your submitted results. The first 5 digits of the SSN are masked.

- No-** Data does not match Social Security Administration's records. Select [What To Do If An SSN Fails To Verify](#) for more information.
- Deceased-** Data matches Social Security Administration's records and our records indicate that the person is deceased. For more information, please contact our SSA CBSV User Information line at 1-888-772-2970 or email SSA at SSA.CBSV@ssa.gov or contact your local Social Security office. Select [Field Office Locator](#) to find the office nearest you.
- Yes-** Data matches Social Security Administration's records.

Results Summary

Records Submitted: 3
No: 0
Deceased: 1
Yes: 2
Not Verified: 0

#	Results	SSN	First Name	Middle Name	Last Name	Suffix	Date of Birth
1	Deceased	XXXXX9999	STEPHANIE	-	EDWARDS	-	01/01/1955
2	Yes	XXXXX9999	JENNIFER	LYNN	BASS	-	02/28/1964
3	Yes	XXXXX9999	KATHLEEN	ANNE	CONNELLY	-	05/24/1972

NOTE: For Security reasons, the first five (5) digits of the Social Security Number (SSN) will be masked for all results returned (regardless of whether or not the SSN “verified”).

5.3.2 RESULTS

“Records Submitted” equals the total of verification requests □ This includes No, Deceased and Yes results.
□ NOT VERIFIED requests are not included.

“No” equals the total verifications that failed

- The information submitted for verification does not match Social Security Administration’s records.
- A “No” in the *Results Summary* = a failed SSN verification.

“Deceased” (Per SSA Records)

- The name and SSN combination submitted for verification matches SSA’s records, but our records indicate that the SSN Holder is deceased.

“Yes” equals the total of requests that verified □ The information submitted for verification matches Social Security Administration’s records.

- A “Yes” in the *Results Summary* = a verified SSN.

“Not Verified” equals the total of verifications not submitted


□ A “No” selection was made to the question “**Verifying the SSN of a minor requires the parent or legal guardian’s signature. Do you have the proper signature on the SSA-89 and proof of the relationship?**”

- Entries that do match can result in a Not Verified.
- May occur if the SSN holder has requested that we not disclose information and for other reasons as well.

NOTE: If the Verification Code is **not** equal to “Yes”, please refer to the Section 5.0, “**What To Do If an SSN Fails to Verify**”, of the CBSV User's Guide.

5.4 POTENTIAL CBSV MISUSE ERROR MESSAGE

If the CBSV system’s review of the input data determines that identical SSNs were entered more than once, the system displays the following “**Potential CBSV Misuse Error**” message.

 **Potential CBSV Misuse Error**

You have entered identical Social Security Numbers multiple times. To deter potential misuse or fraud, we cannot process your request. Please check the information to verify if the information you submitted matches your records before resubmitting your data.

- SSA will verify SSNs solely for the purpose(s) specified on the individual consent forms associated with the verification requests. You or your company may use the verified SSN only for the purpose(s) specified by the individual signing the consent form. Exceeding the scope of the consent could violate state or Federal law and subject the requesting party to legal consequences.
- SSA will provide SSN verification information only about individuals from whom you or your company has obtained valid consent forms.
- Your company shall protect the confidentiality of consent forms (and the information contained on them) and protect the associated record of SSN verification.
- Information provided by SSA in response to a SSN verification request may not be used for any purpose other than the purpose identified on the previously approved consent form.
- Notwithstanding any other provision of this agreement, SSA reserves the right to unilaterally suspend access to these services if SSA concludes that your company has failed to properly obtain consent or otherwise failed to follow the terms of the agreements associated with this service.
- Anyone who knowingly and willfully uses this service to request or obtain information from SSA under false pretenses violates Federal law and may be punished by a fine or imprisonment or both.

5.5 LOGGING OUT OF CBSV

To log out of CBSV:

1. First, select the **Sign Out** link at the top left side of any CBSV page.
2. Then the system will display the “**Log Out of BSO**” page.
3. Finally, select “**Yes**” to exit and return to the “**BSO Welcome**” page.

6.0 WHAT TO DO IF AN SSN FAILS TO VERIFY

Each SSN submitted will be returned to you with a Verification Code that the submission either agrees or does not agree with SSA's records. The law does not allow us to provide a reason for a Not Verified result. Even entries that do match can result in a Not Verified. This can occur if the SSN holder has requested that we not disclose information and it may occur for other reasons. **If SSA's response is that the submission does not verify then take the following actions:**

1. Review the data submitted to SSA against the data contained on the SSA-89. If it does not match, resubmit the corrected data for verification. The cost for the resubmission will be borne by you, the Requesting Party.
2. If the data on the SSA-89 matches the data submitted to SSA, then re-contact the SSN holder and ask to see his/her Social Security Card and/or verify the information provided to you to assure that the SSN and name were correctly shown on your request. If the SSN holder corrects the original data, then submit the corrected data to SSA for verification. The cost for resubmission will be borne by you, the Requesting Party.
3. If you cannot resolve the "no match" data discrepancy, then refer the SSN holder to the SSA Field Office that services where he/she resides to determine the nature of the problem. The Field Office may provide the SSN holder with verification if it cannot be obtained via CBSV.
4. SSA cannot verify SSNs over the telephone.
5. The servicing SSA Field Office can be located by visiting <https://secure.ssa.gov/ICON/main.jsp> .

NOTE: If SSA's records are wrong, only the Number Holder can request that the record be corrected.

7.0 SECURITY

To protect your privacy and to ensure secure data transmission, SSA uses a minimum of 128-bit encryption, Secure Socket Layer (SSL) and Transport Layer Security (TLS) protocols.

These security features do not apply to Internet email. SSA recommends that you not include private information, such as your SSN, and password in email communications.

8.0 PAYING FOR CBSV SERVICES

The Requesting Party must provide SSA with advance payment for the full annual cost of the estimated number of verifications it expects to submit for SSA's entire fiscal year (October 1st – September 30th). Payment for SSN verification transaction fees are submitted with a signed Form SSA-1235 (Agreement Covering Reimbursable Services). The CBSV service then "draws down" deposited funds. Services are provided only if sufficient funds are on deposit in the Requesting Party's credit account.

NOTE: SSN results will not be released until the Requesting Party's account is restored to a positive cash balance commensurate with the total amount owed for services used. You will be unable to use the service if there are no funds available in your account. If the Requesting Party's account has been blocked due to insufficient funds the Company will be notified by SSA through email to contact SSA's Office of Financial Policy and Operations. Until the account balance is resolved, your company will not be able to access any of the CBSV services.

8.1 QUARTERLY STATEMENTS AND END OF YEAR SETTLEMENT

The quarterly statements will be sent during the months of January, April, July and October. These statements will summarize all account activity for the previous quarter including account decrements as the CBSV service is utilized. SSA will reconcile the account at the end of the fiscal year and any funds not utilized in the fiscal year will be refunded to the customer.

9.0 CBSV COMPLIANCE REVIEW AUDIT

Please refer to your company's CBSV User Agreement for information about the requirements of the CBSV Compliance Review Audit.

10.0 GETTING CBSV HELP AND SUPPORT

10.1 WHAT'S THIS? LINK

The Consent Based SSN Verification screen contains [What's This?](#) links located beside the “**Show 10 SSNs at once**” and the “**Add another SSN to Verify**” checkboxes. These links will open a new browser window providing onscreen help.

10.2 CONTACTING SSA

CBSV Support

CBSV technical support staff are generally available Monday-Friday from 7AM-4PM:

<u>Day</u>	<u>Time</u>
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Monday – Friday	7:00 AM to 4:00 PM Eastern Time
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For CBSV technical support, email: web.service.testing@ssa.gov and provide the following:

- User ID (do not send us your password or SSN)
- Date and time of error
- Browser type and version
- URL
- Error message (screen shots are helpful)
- Alternate Contact information
- Any other relevant information

Questions about the CBSV service, finances, account balances and the User Agreement may be sent to: SSA.CBSV@ssa.gov, or if you wish to speak with a representative, please call 888-772-2970.