

Bureau of Vital Records

Bulletin

This bulletin is issued by the Arizona Department of Health Services Bureau of Vital Records as part of a continuing effort to improve the quality, completeness, and accuracy of data submitted to the State's Vital Records Systems.

Social Security Verification

Birth

Biological Parents may choose to participate in the Enumeration at Birth process irrespective of legal situation, by completing the question on the Certificate of Live Birth Worksheet.

Social Security Verification

9. DO YOU WANT A SOCIAL SECURITY NUMBER ISSUED FOR YOUR BABY? ☐ Yes ☐ No

I request that the Social Security Administration assign a Social Security number to the child named on this form and authorize the State to provide the Social Security Administration with the information from this form, which is needed to assign a number.

Signature _____

*This field must **ALWAYS** be signed by the parent or person completing the Certificate of Live Birth Worksheet regardless of Yes or No selection.*

Disclaimer from SSA (last page of the worksheet)

Privacy Act Statement: Section 702 of the Social Security Act, as amended, allows SSA to collect race and ethnicity information, which they will use for research and statistical purposes. Providing the information is voluntary; not providing all or part of the information will not affect you. As law permits, SSA may use and share the information you submit, including with other Federal agencies, contractors, grantees, student volunteers, and others, as outlined in the routine uses in System of Records Notice (SORN) 60-0104, available at www.ssa.gov/privacy.

The State Electronic Birth Registry System (EBRS) will disable the Enumeration at Birth question for the following reasons:

Gender Unknown

Should the birth recorder select yes for the child to be assigned a social security card if child's gender is unknown?

Answer: **NO**. The birth record will not be transmitted to the Social Security Administration (SSA) if the gender is unknown. SSA only recognizes a gender of male or female. If the gender is undetermined, the parents should be instructed to follow up at the nearest Social Security office to apply for the social security card after the gender of the child is determined.

Child Not Named

Should the birth recorder select **yes** for the child to be assigned a social security card if the child has not been named?

Answer: **NO**. SSA will not issue a card in this case therefore it is recommended that the birth recorder advise the parent(s) to apply for a social security card for the child after the child's name has been added to the birth certificate. SSA will also not issue a card if the child's first name is one of the following:

1. Baby
2. BabyBoy
3. BabyGirl
4. Baby Boy
5. Baby Girl
6. Infant
7. Test
8. Unk
9. Void

Mailing Address Variations:

Mother's Address is a Foreign Country

Can the mother request enumeration at birth if she resides in a foreign country?

Answer:

Yes- if the mother's mailing address is in Canada or Mexico. A social security number will be assigned for the child.

No- if the mother's mailing address is in a foreign country other than Canada or Mexico. Parents must apply to the Social Security Administration directly to obtain a social security number for the child.

Does the Social Security Administration mail the social security card to the mother's foreign mailing address, if it is in Canada or Mexico?

Answer: **NO**. The parent shall visit the nearest Social Security office to obtain the card.

Mother's Mailing Address is a Post Office Box

Does the Social Security Administration mail the social security card to a post office box?

Answer: **Yes**, however, the postal service may not recognize the child as a member of the household. Therefore, the person entering the birth information into the Electronic Birth Certificate system should type the words, "In care of", and then list the mother's name and continue with the address information. For example:

Line 1: In care of Jane Simpson

Line 2: Post Office Box 4488

Zip: 86001

State: Arizona

County: Coconino

City: Flagstaff

Mother's Address - How is this information used?

The mother's address information is extremely important. As mentioned above, it can determine whether or not the postal service can deliver a child's social security card. Another reason the mother's address information is important is because the Bureau of Vital Records exchanges information with other Vital Records offices in each state. For example, if a mother is here visiting family in Arizona and happens to go into labor and gives birth, our office prints the birth data and sends it to the state in which the mother normally resides. This information is subsequently used for statistical purposes. Therefore, it is **extremely important** for birth recorders to collect complete address and mailing information for the mother such as address, zip code, state, county, and city. **Do not enter N/A or other incomplete information.**

For any questions regarding birth registration email: EBRS@azdhs.gov

Death

In order to verify the SSN of the decedent in the electronic system, the Funeral Home is required to collect the information on the Death Registration Worksheet and attempt verification in the Electronic Death Registration System (EDRS).

If the Social Security Number (SSN) cannot be verified electronically at the time of record registration the Funeral Home is responsible for completing and sending the Statement of Death by Funeral Director form SSA 721 (5-2005) ef (8-2008) to the local Social Security office.

DAVE System

Aliases

Add/Edit Alias Names

Sex

Social Security Number

☐ None ☐ Unknown

Date of Birth

MMM-dd-yyyy



Age

Years

Under 1 Year

Months

Days

Under 1 Day

Hours

Minutes

SSN Verification Status

Verify SSN UNVERIFIED (0)

Possible Error Messages:

FAILED –the request did not send to SSA, click Verify SSN again

SYSEERROR – either the SSA or BVR system is experiencing difficulties contact BVR at 602-364-2230

FAILNAME – request failed due to discrepancy between Decedent name and SSN input

The DAVE system allows the Verify SSN link to be selected 5 times. It is recommended by the State Bureau of Vital Records to only attempt to verify 3 times and if verification has not occurred contact Local County Office for assistance.

Fetal Death

Fetal Death certificates do not receive a Social Security Number.

For any questions regarding death registration email: BVRsupport@azdhs.gov