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PROGRAM POLICY LETTER NO. P08-III-01

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SUBJECT: Replacing Social Security Numbers with a Unique Identifier -  
MSHA Individual Identification Number (MIIN)

### **Scope**

This program policy letter applies to Mine Safety and Health Administration (MSHA) personnel, mine operators, independent contractors, miners, state grantees, MSHA qualified and certified persons and approved instructors.

### **Purpose**

This policy letter notifies persons who are applying for, or updating an MSHA qualification, certification, or approval that a new process is being implemented effective April 21, 2008.

### **Policy**

Currently, MSHA uses individual Social Security numbers (SSN) for tracking qualifications, certifications and approvals. In an effort to reduce the use of SSNs by both MSHA and third parties, MSHA is changing the process to one in which miners will register first with MSHA to obtain an MSHA Individual Identification Number (MIIN). A MIIN is a unique 8-digit number preceded by the letter "M" and will be used in place of SSNs for tracking all qualifications, certifications, and approvals issued by MSHA.

**Beginning April 21, 2008**, MSHA is requiring all persons applying for or updating an MSHA qualification, certification, or instructor approval to first obtain a MIIN.

Personnel who hold an MSHA certification for collection of respirable dust samples and/or certification for the maintenance and calibration of respirable dust sampling units must obtain a MIIN to continue to perform these functions. MSHA will void any respirable dust sample submitted on or after July 1, 2008, that does not have a valid MIIN recorded in the certified person (item 13) section of the dust data card that accompanies each respirable dust sample. It is important that certified persons planning to submit respirable dust samples to MSHA on or after July 1, 2008, register for the new MIIN as soon as possible. MSHA will not accept samples with a SSN or blanks in the certified person section of the dust data card on or after July 1, 2008.

In addition to persons holding an MSHA certification to collect respirable dust samples and/or certification to maintenance and calibrate respirable dust sampling units, a MIIN is only required for persons applying for or modifying one of the following qualifications, certifications, or approvals:

- Electrical Qualification Training, Low/Medium Voltage (Underground)
- Electrical Qualification Retraining, Low/Medium Voltage (Underground)
- Methane/Oxygen Qualification (Underground/Surface)
- Hoisting Qualification (Underground/Surface)
- Explosives/Blasting Qualification
- Impoundment Qualification
- MSHA Approved Instructors (Part 48 and Part 49, Electrical)
- Underground Foreman
- Underground Assistant Foreman
- Preshift Examiner
- Surface Foreman

MIIN registration can be done in several ways. Applicants can:

- Go online at [www.msha.gov](http://www.msha.gov) (click on: Forms/Online Filing)
- Call the toll-free phone number 1 800-579-2647
- Fill out attached MSHA Form 5000-46, "Request for MSHA Individual Identification Number (MIIN)" and
  - Send by secure FAX to (303) 231-5474 or
  - Mail to: Mine Safety and Health Administration  
Qualification and Certification Unit  
P.O. Box 25367, DFC  
Denver, CO 80225

**Background**

With the increase in identity theft, MSHA is aware that mining industry personnel are concerned with the recording and collection of their SSNs. MSHA has implemented a process of maintaining records that does not require using an individual SSN as a tracking identifier. With the MIIN process, MSHA will eliminate the use of SSNs to identify mining industry personnel on its documents.

**Authority**

Sections 101(a) and 103(a)(2) of the Federal Mine Safety and Health Act of 1977, as amended, 30 U.S.C. § 801 et seq. at §§ 811(a) and 813(a)(2).

**Filing Instructions**

This policy letter should be filed behind the tab marked "Program Policy Letters" at the back of Volume III of the Program Policy Manual.

**Internet Availability**

This policy letter may be viewed on the Internet by accessing MSHA's home page (<http://www.msha.gov>) and then choosing "Rules & Regs" and "Compliance Assistance Information" and selecting "Program Policy Letters."

**Issuing Office and Contact Persons**

Educational Policy and Development  
Donna Wolf (800) 579-2647  
wolf.donna@dol.gov

**Distribution**

Program Policy Manual Holders  
Mine Operators  
Independent Contractors  
State Grantees

Attachment

## Instructions for Completing the MSHA Individual Identification Number (MIIN)

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This information is intended only for the individual named in this document. If you are not the intended recipient, you are notified that use, disclosure, or distribution of the information is strictly prohibited and may be subject to criminal sanctions. If you received this information in error, please notify the Mine Safety and Health Administration Qualification and Certification Unit, P.O. Box 25367, Denver, CO 80225, locally in Colorado (303) 231-5472, toll free (800) 579-2647, Fax (303) 231-5474, E-Mail to: [ZZMSHA-EPDQC@DOL.GOV](mailto:ZZMSHA-EPDQC@DOL.GOV)

Applying for and receiving a MIIN does not change your immigration status or your right to work in the United States.

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**Please print legibly**

### **Personal Identification number (REQUIRED)**

This will be your Social Security Number (SSN), Canadian Social Insurance Number (CSIN) for Canadian citizens working in the United States, or Individual Tax Identification Number (ITIN), foreign nationals working in the United States that do not have an SSN. Without the Personal Identification Number MSHA will not be able to move your current qualifications or approvals to your new MIIN number or issue a MIIN number to you.

### **Legal Name (REQUIRED)**

First Name is required  
Middle Initial  
Last Name is required  
Suffix (Jr., Sr., II etc.)

### **Mailing Address (REQUIRED)**

This is the address where you would like to have your MIIN information mailed to.

### **Questions for Miner Validation – (REQUIRED)**

Check one question only. Your selected question will be asked by MSHA personnel to validate that we are speaking to the actual MIIN holder when you call to request your records or to make changes. **You must remember your selected question.**

### **Answer to question – (REQUIRED)**

Supply a one word answer to the question you have selected.  
MSHA will ask the question you have selected and you will supply the answer to the question. **You must remember your selected answer.**

### **Signature - (REQUIRED)**

### **Date - (REQUIRED)**

**Return Form to:** Mine Safety and Health Administration  
Qualification and Certification Unit  
P.O. Box 25367, DFC  
Denver, CO 80225  
Fax: 303-231-5474

