

GUÍA DE SERVICIOS POR INTERNET PARA EMPRESAS (BSO, SUS SIGLAS EN INGLÉS) PARA EL AÑO TRIBUTABLE 2008 (TY08, SUS SIGLAS EN INGLÉS)

# SERVICIO DE VERIFICACIÓN DE NÚMEROS DE SEGURO SOCIAL (SSNVS)



Contiene la siguientes Lecciones:

- [Cómo pedir una Verificación de números de Seguro Social por Internet](#)
- [Cómo presentar un archivo electrónico para Verificación de números de Seguro Social](#)
- [Cómo ver información de estado y recuperación](#)
- [Cómo ver el manual de SSNVS](#)

## LECCIÓN 1: CÓMO PEDIR VERIFICACIÓN DE UN NÚMERO DE SEGURO SOCIAL POR INTERNET

Los usuarios registrados (empleadores y ciertos terceros que presenten) pueden verificar hasta 10 nombres y números de Seguro Social (SSNs) por Internet y recibir resultados inmediatos.



*Para obtener acceso al Servicio de verificación de número de Seguro Social (SSNVS, los usuarios deben inscribirse con el Integrated Registration Services (IRES, sus siglas en inglés) (en español, Servicio de inscripción integrado) primero y recibir un número de identificación de usuario (User ID) y contraseña.*

Para obtener acceso al SSNVS, después de inscribirse, siga los siguientes pasos:

**Paso 1:** Dirija su navegador a la página titulada, Business Services Online (BSO) Welcome (Bienvenido a los Servicios por Internet para Empresas – BSO, siglas en inglés):

[www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Pulse en el botón que lee, «**Log In**» (Ingrese) en la página titulada, «Business Services Online Welcome». El sistema mostrará en pantalla la página titulada, «Log In to BSO» (Ingrese al BSO).

**Paso 3:** Ingrese su «User ID» (Identificación de Usuario) y contraseña.

**Paso 4:** Pulse en el encasillado que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas.

**Paso 5:** Pulse en el botón que lee, «**Login**». El sistema mostrará la página titulada, «BSO Main Menu» (página principal del BSO).



NOTA

Para regresar a la página inicial del BSO que lee «*Business Services Online Welcome*», pulse el botón que lee «**Cancel**» [Cancelar].

**Social Security Online** **Business Services Online**

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Main Menu** | [LOGOUT](#) | [BSO HELP](#)

Welcome, Jane Doe  
Your password expires on **June 14, 2009**

[Report Wages To Social Security](#)  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

[View File / Wage Report Status with Name / SSN Errors](#)  
View report status, errors and notice information

[Social Security Numbers Verification Service](#)  
Request online SSN verification, or  
Submit files for SSN verification

[Account Maintenance](#)  
Request, activate or remove access to services  
Re-request activation code for services  
Change your password  
Update your user registration or employer information, or 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](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".

**Paso 6:** Pulse en el enlace que lee «**Social Security Numbers Verification Service**» (Servicio de verificación de números de Seguro Social).

### [Social Security Numbers Verification Service](#)

Request online SSN verification, or  
Submit files for SSN verification

El sistema mostrará en pantalla la página de opciones de tareas titulada,  
«**Social Security Numbers Verification Service**».


The screenshot shows the Social Security Business Services Online (BSO) website. At the top, there is a red banner with "Social Security Online" and "Business Services Online". Below this is a dark blue navigation bar with "www.socialsecurity.gov" and links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area has a white background with a light blue sidebar on the left. The sidebar contains "Online Services Availability" with a list of hours: Monday-Friday (5 AM - 1 AM ET), Saturday (5 AM - 11 PM ET), and Sunday (8 AM - 11:30 PM ET). Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area features the "Social Security Number Verification Service" header, a "LOGOUT" link, and a "BSO HELP" link. Below the header is a breadcrumb trail: "BSO Main Menu > Social Security Number Verification Service". The main content area lists three services: "Request Online SSN Verification" (manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.), "Submit an Electronic File for SSN Verification" (submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.), and "View Status and Retrieval Information" (view the current status of a submission.). Below these is a link to "View Social Security Number Verification Service Handbook" (review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.). At the bottom of the main content area is a "BSO Main Menu" button. Below the button is a contact information section: "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." At the bottom of the page is a dark blue navigation bar with "www.socialsecurity.gov" and links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation".

**Paso 7:** Pulse en el enlace que lee, «**Request Online SSN Verification**» (Pedir verificación de números de Seguro Social por Internet).

**Request Online SSN Verification**

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

El sistema mostrará la página de verificación de SSNVS.



OMB Approval No. 0960-0660  
**SSNVS Attestation**

**Proper Use of Social Security Number Verification Service (SSNVS)**

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
  - The employer's offer of employment and acceptance by the person being hired (even though he/she hasn't started working), and/or
  - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**, for example:
  - If used for newly hired workers, verify information on all newly hired workers.
  - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
  - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
  - This response does not make any statement about your employee's immigration status.
  - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

**If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.**

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**Federal Privacy Act Statement for Third-Party Submitters**

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

**Paperwork Reduction Act Statement**

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

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**User Certification for Use of SSNVS - Please Read Carefully!**

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

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

**Paso 8:** Pulse en el botón que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, SSNVS. Entonces el sistema mostrará la página de SSN Verification.


**Paso 9:** En el campo para el «Employer's EIN» (número de identificación del empleador), ingrese el EIN del empleador bajo el cual está informando salarios para los nombres y números de Seguro Social que está verificando. Llene una (1) fila por cada nombre y número de Seguro Social que desea verificar. Usted debe llenar todos los campos obligatorios (\*) en por lo menos una (1) fila antes de seleccionar el botón que lee, «**Submit**» (presentar).



NOTA

- Los campos del número de identificación del empleador «EIN», número de Seguro Social «SSN», nombre y apellido son obligatorios.
- Los campos del Middle name (segundo nombre), Suffix (sufijo), Date of birth (fecha de nacimiento) (DOB, sus siglas en inglés) y Gender (género) son opcionales.

**Paso 10:** Pulse en el botón que lee «**Submit**» (presentar) para procesar la información. (De lo contrario, Pulse en el botón que lee, «**Clear Form**» (disipar el formulario). El sistema mostrará los resultados de la página de «SSN Verification» (verificación de número de Seguro Social).



**Social Security Online**  
**Business Services Online**  
Social Security Number Verification System (SSNVS)

[BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#) | [Logout](#)

**SSNVS Help**

Employer's EIN: **010816050**

Records Submitted: **10**

Failed: **7**

Deceased: **1**

Verified Records: **2**

[Verify More SSNs](#)  
[What to do if an SSN fails to verify](#)  
[Why Are Some SSNs Masked?](#)  
[Field Office Locator](#)

**SSN Verification Results**

Name: **JANE DOE**  
Name: **JOHN BENT**

The following table displays your submitted results. The first column indicates if the submitted record verified, failed or employee is deceased. The first five digits of the SSN will be masked for verified records and records with a verification results code of 2, 3, 4 or 6.

- Failed** - 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 general SSA information line at 1-800-772-1213 (TDD/TTY 1-800-325-0778) or your local Social Security field office. Select [Field Office Locator](#) to find the office nearest you.
- Verified** - Data matches Social Security Administration's records.

Results	SSN 999999999	First Name	Middle Name	Last Name	Suffix	Date of Birth MMDDYYYY	Gender F/M	Verification Results
Verified	XXXXX0703	KELLEY	RAE	REYNOLDS	-	10201965	F	-
Failed	085767000	SYLVESTER	-	WILLIAMS	-	08031955	M	<a href="#">1</a>
Failed	XXXXX0803	DIANA	LYNN	JONES	-	04241968	M	<a href="#">2</a>
Failed	XXXXX2103	DELINDA	-	GARAY	-	01011966	F	<a href="#">3</a>
Failed	XXXXX2203	RITA	LEDELLA	JONES	-	03031930	M	<a href="#">4</a>
Failed	449490404	JILL	-	WILLIAMS	-	12221979	F	<a href="#">5</a>
Verified	XXXXX0902	BETHANY	MICHELL	HUBBARD	-	09081978	F	-
Deceased	240215300	MELISSA	CAROL	MILLER	-	05271977	F	-
Failed	XXXXX2202	THOMAS	EDWARD	NIESE	-	02201978	M	<a href="#">6</a>
Failed	XXXXX8802	DEBORAH	-	AMBLES	-	04161961	F	<a href="#">6</a>

Verification Results	
Code	Description
1	SSN not in file (never issued).
2	Name and DOB match; gender code does not match.
3	Name and gender code match; DOB does not match.
4	Name matches; DOB and gender code do not match.
5	Name does not match; DOB and gender code not checked.
6	SSN did not verify, other reason.


Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

[BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#) | [Logout](#)

Esta página mostrará:

- Un resumen y conexiones a información útil al lado Izquierdo. El resumen incluye el número de identificación del empleador «EIN», el número total de registros presentados, el número total de verificaciones que fallaron, el número total de registros de fallecidos y el número total de registros verificados.
- Cuerpo – Toda la información presentada por el usuario mas el código de los resultados verificados.



 NOTA	<p><i>Si ocurren problemas con esta verificación, el sistema mostrará la página de «Convert to Batch» (convertir en lote). Pulse en el botón que lee, «<b>Overnight</b>» y el Seguro Social procesará su pedido y le enviará los resultados dentro de dos (2) días laborables. Siga las instrucciones en la Lección 2 para obtener más información: «<a href="#">Submit an Electronic File for SSN Verification</a>» (Cómo presentar un archivo electrónico para verificación del número de Seguro Social.)</i></p>
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**Paso 11:** El SSN presentado para verificación concuerda con los registros del Seguro Social. El usuario verá un «-» en el campo de «Verification Results» (resultados de verificación).



*Por razones de seguridad, si el registro tiene un resultado de verificación de «-», los primeros cinco (5) números del Seguro Social se ocultarán con una «X».*

NOTA

**Paso 12:** El número de Seguro Social «SSN» presentado para verificación concuerda con los registros del Seguro Social pero nuestros registros indican que la persona ha fallecido. El usuario verá la palabra «Deceased» (fallecido) en la columna de resultado y un «-» en el campo de «Verification Results» (resultados de verificación).

**Paso 13:** Si fallaron algunas verificaciones, el número en la columna de «Verification Results» (resultados de verificación) mostrará la razón por la que la verificación falló.

Los siguientes son descripciones de códigos de resultados verificación que han fallado:

- 1 SSN not in file (never issued). (El número de Seguro Social no se encuentra en el registro (nunca se emitió).
- 2 Name and DOB match; gender code does not match. (El nombre y fecha de nacimiento concuerda; el género no concuerda)
- 3 Name and gender code match; DOB does not match. (El nombre y género concuerdan, la fecha de nacimiento no concuerda).
- 4 Name matches; DOB and gender code do not match. (El nombre concuerda; la fecha de nacimiento y género no concuerdan)..
- 5 Name does not match; DOB and gender code not checked. (El nombre no concuerda; la fecha de nacimiento y género no se verificaron).
- 6 SSN did not verify; other reason. (El número de Seguro Social no verificó; otra razón).



*Por razones de seguridad, si el registro tiene un código de resultado de verificación 2, 3, 4 ó 6, los primeros cinco (5) números del Seguro Social se ocultarán con una «X».*

NOTA

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*Si la información no concuerda con los registros del Seguro Social, Pulse en el enlace, « **What to do if an SSN fails to verify**» ( en español, *Qué hacer si los nombres o números de Seguro Social no concuerdan*) para ver una información importante.*

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**Paso 14:** Pulse en el botón que lee, «**Verify More SSNs**» para verificar números de Seguro Social adicionales. (Para regresar a l página principal del BSO, pulse el botón que lee «**BSO Main Menu**».)

## Lección 2: Cómo presentar un archivo electrónico para verificación del número de Seguro Social

Siga las instrucciones a continuación para subir un registro que contiene los nombres y números de Seguro Social para ser verificados por la Administración del Seguro Social. Usualmente, los resultados están disponibles el próximo día laborable del gobierno.

- Paso 1:** Dirija su navegador a la página de «Business Services Online Welcome» (Página de Bienvenida a los Servicios por Internet para empresas):  
<http://www.socialsecurity.gov/bsowelcome.htm>. (Sólo disponible en inglés.)
- Paso 2:** Pulse en el botón que lee, «**Log In**» (Ingrese) en la página de Bienvenida del BSO. El sistema mostrará en pantalla la página titulada, «Log In to BSO» (Ingrese al BSO).

**Paso 3:** Ingrese su «User ID» (número de identificación del usuario) y contraseña

**Paso 4:** Pulse en el encasillado que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, «Log In to BSO».

**Paso 5:** Pulse en el botón que lee, «**Login**». El sistema mostrará la página titulada, «BSO Main Menu» (página principal del BSO).



NOTA

(Para regresar a la página inicial del BSO [que lee, «Business Services Online Welcome

], pulse en el botón que lee, «**Cancel**» [Cancelar].)

**Social Security Online** **Business Services Online**

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Main Menu** | [LOGOUT](#) | [BSO HELP](#)

Welcome, Jane Doe  
Your password expires on **June 14, 2009**

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
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**DON'T USE YOUR BROWSER'S BACK BUTTON**

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".

**Report Wages To Social Security**  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

**View File / Wage Report Status with Name / SSN Errors**  
View report status, errors and notice information

**Social Security Numbers Verification Service**  
Request online SSN verification, or  
Submit files for SSN verification

**Account Maintenance**  
Request, activate or remove access to services  
Re-request activation code for services  
Change your password  
Update your user registration or employer information, or 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](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Paso 6:** Pulse en el enlace «[Social Security Numbers Verification Service](#)» (Servicio de verificación de números de Seguro Social.)

### [Social Security Numbers Verification Service](#)

Request online SSN verification, or  
Submit files for SSN verification

El sistema mostrará la página de Internet de «[Social Security Numbers Verification Service](#)» (Servicio de verificación de números de Seguro Social.)


The screenshot shows the Social Security Business Services Online (BSO) interface. At the top, there is a red banner with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with 'www.socialsecurity.gov' and links for 'BSO Main Menu', 'BSO Information', 'Contact Us', and 'Keyboard Navigation'. The main content area has a white background with a light blue sidebar on the left. The sidebar contains 'Online Services Availability' with a list of hours: Monday-Friday (5 AM - 1 AM ET), Saturday (5 AM - 11 PM ET), and Sunday (8 AM - 11:30 PM ET). A yellow box in the sidebar reads 'DON'T USE YOUR BROWSER'S BACK BUTTON'. The main content area features the Social Security Administration logo and the title 'Social Security Number Verification Service'. There are links for 'LOGOUT' and 'BSO HELP'. Below the title is a breadcrumb trail: 'BSO Main Menu > Social Security Number Verification Service'. The main content area lists three services: 'Request Online SSN Verification' (manually enter and submit up to 10 SSNs and names), 'Submit an Electronic File for SSN Verification' (submit a file with names and SSNs), and 'View Status and Retrieval Information' (view current status of a submission). There is also a link to 'View Social Security Number Verification Service Handbook'. A 'BSO Main Menu' button is located at the bottom of the main content area. At the bottom of the page, there is a dark blue footer with 'www.socialsecurity.gov' and navigation links. A contact information box at the bottom center provides the phone number 1-800-772-6270 and 1-800-325-0778.

**Paso 7:** Pulse en el enlace que lee, «**Submit an Electronic File for SSN Verification**» (Presentar un archivo electrónico para verificación de número de Seguro Social).

**[Submit an Electronic File for SSN Verification](#)**

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

El sistema mostrará la página de Internet de verificación de «SSNVS».



OMB Approval No. 0960-0660

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- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
  - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
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**User Certification for Use of SSNVS - Please Read Carefully!**

I certify that:

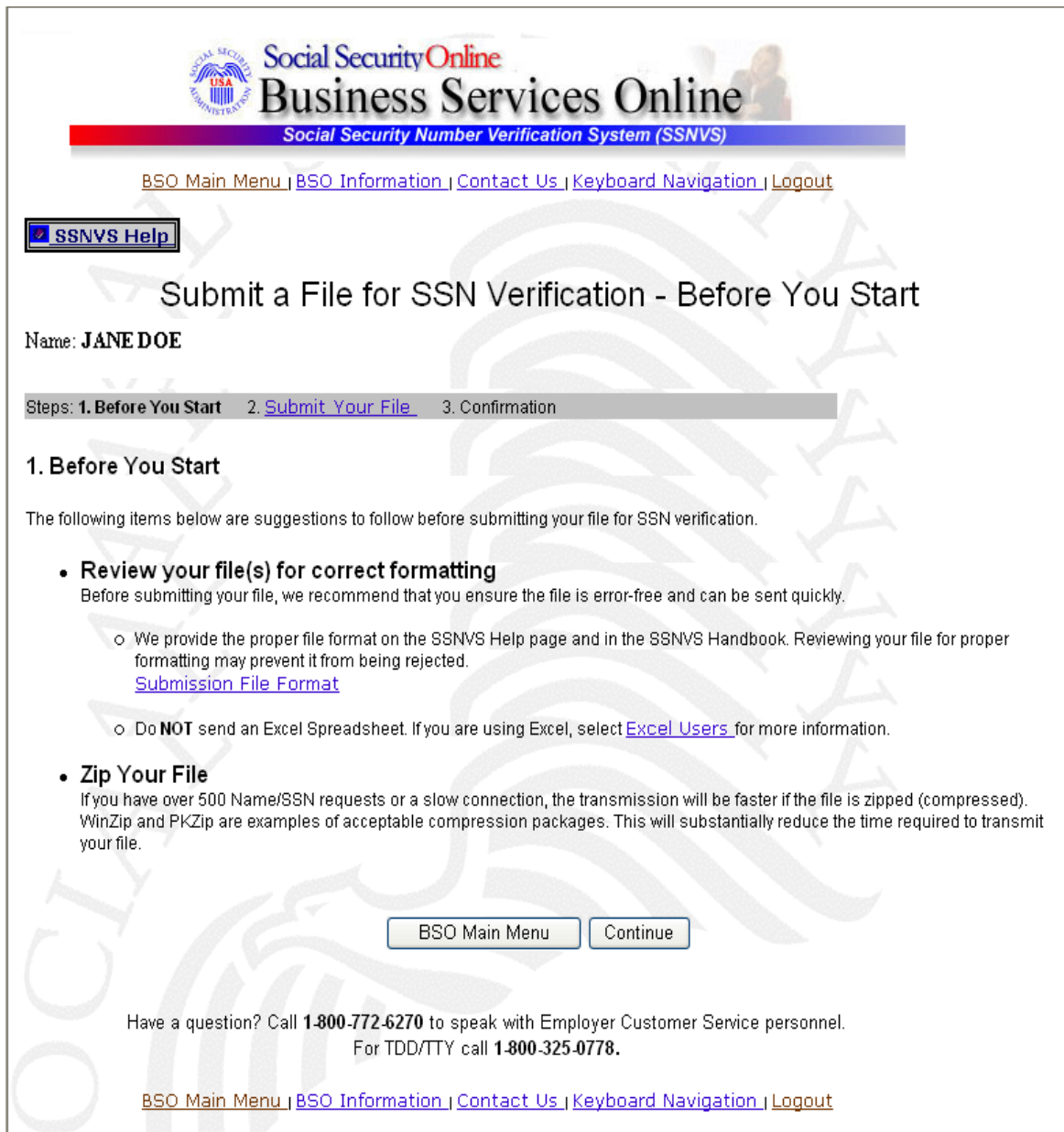
- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;


or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.


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

**Paso 8:** Pulse en el encasillado que lee, «**I Accept**» (Acepto) después de leer las condiciones definidas en la página titulada, « SSNVS Attestation». El sistema mostrará la página titulada «Submit a File for SSN Verification – Before You Start web page».



 **Social Security Online**  
**Business Services Online**  
Social Security Number Verification System (SSNVS)

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 **SSNVS Help**

## Submit a File for SSN Verification - Before You Start

Name: **JANE DOE**

Steps: 1. **Before You Start** 2. [Submit Your File](#) 3. Confirmation

### 1. Before You Start

The following items below are suggestions to follow before submitting your file for SSN verification.

- **Review your file(s) for correct formatting**  
Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.
  - We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.  
[Submission File Format](#)
  - Do **NOT** send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.
- **Zip Your File**  
If you have over 500 Name/SSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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**Paso 9:** Pulse en el botón que lee, «**Continue**» (Continuar) después de leer la información en la página titulada «Submit a File for SSN Verification – Before You Start web page». El sistema mostrará la página titulada «Submit a File for SSN Verification – Submit Your File web page» (en español, Presentar un archivo para Verificación del número de Seguro Social – Presentar su Archivo).



 Social Security Online  
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**SSNVS Help**

## Submit a File for SSN Verification - Submit Your File

Name: JANE DOE

Steps: 1. [Before You Start](#) 2. **Submit Your File** 3. [Confirmation](#)

### 2. Submit Your File

- First, enter the Employer's EIN. (Also select a Submitter's EIN if required.)
- Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

\* **Employer's EIN**  The Employer's EIN is the Employer Identification Number (EIN) of the employer whose employees' names and SSNs are being verified. For security and audit purposes, this information must be provided and will not be processed without it.

**Select file**

Except for peak submission periods, file results will usually be available the next government business day. You will receive a confirmation number and message when your file submission is complete.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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**Paso 10:** Ingrese el número de identificación del empleador (EIN) bajo el cual se están informando los salarios para los nombres y números de Seguro Social que se están verificando. Si usted sabe el nombre del archivo que quiere subir, escriba en máquina el nombre del archivo en el campo que lee, «**Select file**» (seleccione el archivo) o seleccione un archivo de su directorio o red local seleccionando el botón que lee, «**Browse**» (curiosear).

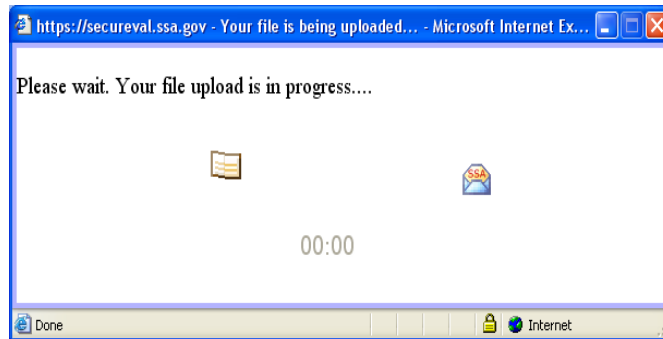
#### Consejos




#### TIPS

- *El archivo no debe contener más de 250,000 pedidos de verificación de números de Seguro Social.*
- *Si tiene más de 500 pedidos de verificación de números de Seguro Social o tiene una conexión de Internet lenta, recomendamos que comprima su archivo usando el WipZip, PKZIP, u otro programa de comprimir compatible.*

**Paso 11:** Pulse el botón que lee, «**Submit**» (Presentar). El sistema mostrará un «file upload in process» en una ventana emergente.



Una vez que el archivo se haya transferido, el sistema mostrará la página de confirmación titulada «Submit a File for SSN Verification – Confirmation».

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SSNVS Help

## Submit a File for SSN Verification - Confirmation

Name: **JANE DOE**

Steps: 1. [Before You Start](#)2. [Submit Your File](#)3. **Confirmation**

### 3. Confirmation Receipt - Your File Was Received

Your submission was **successful**. Use your browser menu to save or print this acknowledgement of receipt for your records. You will need the confirmation number assigned by SSA to retrieve the results of your submission.

**Confirmation Number assigned by SSA: 11C28A173B3D840D**

<b>Date:</b> 09/03/2008 10:33 AM Eastern Time	<b>Your file name:</b> ssnvs.bt	<b>Assigned file name:</b>
11C28A173B3D840D_C6700007	<b>File size:</b> 42 bytes (0 Kb)	

**What You Should Do Next:**  
Check the size of your file. Right click on the file (or tab to it and select Shift + F10) and select *Properties*. The size given in bytes should match the size given on the Confirmation page. If it does not match, there may have been a problem with transmission. Please contact the Employer Reporting Branch at 1-800-772-6270. For TDD/TTY call 1-800-325-0778.

**What to expect:**  
You may check your results from the View Status and Retrieval Information link on the BSO Home page. Except for peak submission periods, file results will usually be available the next government business day.

**Thank you for submitting your file using Business Services Online.**

BSO Main MenuSubmit Another File

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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### Consejos



*Asegúrese de mantener un registro de su número de confirmación. Lo necesitará para obtener el estatus del archivo que presentó.*

### TIPS

**Paso 12:** Pulse el botón que lee, «**OK**» en la ventana emergente para imprimir la página de confirmación titulada «SSN Verification – Confirmation».



De otro modo, pulse el botón que lee, «**Cancel**» (cancelar) para cerrar la ventana emergente

**Paso 13:** Pulse el botón que lee, «**Submit Another File**» en la página titulada «Submit a File for SSN Verification – Confirmation» para presentar otro archivo o pulse en el botón que lee, «**BSO Main Menu**» para regresar a la página principal del BSO.

## Lección 3: Cómo ver información de estado y recuperación

Siga las siguientes instrucciones para ver el estado actual de los archivos presentados para procesar de un día al otro.

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios):  
[www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, Log in to BSO (en español, ingrese al BSO).

**Paso 3:** Ingrese su User ID (identificación del usuario) y contraseña.

**Paso 4:** Seleccione el botón de **I Accept** (en español, Acepto) después de leer y aceptar las condiciones definidas en la página.

**Paso 5:** Seleccione el botón de **Login**. El sistema mostrará la página, BSO Main Menu.



NOTA

*Para regresar a la página, Business Services Online Welcome seleccione el botón de Cancel (en español, Cancelar).*

**Social Security Online** **Business Services Online**

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**Main Menu** [LOGOUT](#) | [BSO HELP](#)

**Online Services Availability**

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".

Welcome, Jane Doe  
Your password expires on **June 14, 2009**  
Your password expires on **May 05, 2009**

[Report Wages To Social Security](#)  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

[View File / Wage Report Status with Name / SSN Errors](#)  
View report status, errors and notice information

[Social Security Numbers Verification Service](#)  
Request online SSN verification, or  
Submit files for SSN verification

[Account Maintenance](#)  
Request, activate or remove access to services  
Re-request activation code for services  
Change your password  
Update your user registration or employer information, or 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**.

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**Paso 6:** Seleccione el enlace de **Social Security Numbers Verification Service** (en español, Servicio de verificación de los números de Seguro Social).

### [Social Security Numbers Verification Service](#)

Request online SSN verification, or  
Submit files for SSN verification

El sistema mostrará la página menú, Verify Social Security Numbers (en español, Verificar números de Seguro Social).


The screenshot shows the Social Security Business Services Online (BSO) website. At the top, there is a red banner with "Social Security Online" and "Business Services Online". Below the banner is a dark blue navigation bar with "www.socialsecurity.gov" and links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area has a white background with a "Social Security Number Verification Service" header. To the right of the header are "LOGOUT" and "BSO HELP" links. Below the header is a breadcrumb trail: "BSO Main Menu > Social Security Number Verification Service". On the left side, there is a sidebar with "Online Services Availability" listing hours for Monday-Friday, Saturday, and Sunday. Below this is a yellow box with the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area lists several services: "Request Online SSN Verification" (manually enter and submit up to 10 SSNs and names), "Submit an Electronic File for SSN Verification" (submit a file with names and SSNs), "View Status and Retrieval Information" (view current status of a submission), and "View Social Security Number Verification Service Handbook" (review additional information). At the bottom of the main content area is a "BSO Main Menu" button. A footer section contains contact 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." The bottom navigation bar is identical to the top one.

**Paso 7:** Seleccione el enlace de **View Status and Retrieval Information** (en español, Ver información de estado y recuperación).

**[View Status and Retrieval Information](#)**

View the current status of a submission.

El sistema mostrará la página, SSNVS Attestation (en español, Atestación de SSNVS).



OMB Approval No. 0960-0660

**SSNVS Attestation**

**Proper Use of Social Security Number Verification Service (SSNVS)**

- SSNVS should only be used for the purpose for which it is intended.
- SSA will verify Social Security Numbers (SSNs) solely to ensure the records of current or former employees are correct for the purpose of completing Internal Revenue Service (IRS) Form W-2 (Wage and Tax Statement).
- It is illegal to use the service to verify SSNs of potential new hires or contractors or in the preparation of tax returns.
- It is appropriate to use SSNVS only once an official employer-employee relationship has been established. SSA defines the existence of an employer-employee relationship as when one of the following has occurred:
  - The employer's offer of employment and acceptance by the person being hired (even though he/she hasn't started working); and/or
  - The future employee's completion of the paperwork to establish the payroll record.
- Company policy concerning the use of SSNVS should be **applied consistently to all workers**, for example:
  - If used for newly hired workers, verify information on all newly hired workers.
  - If used to verify information on other workers, verify the information for all other workers.
- Third-party use of SSNVS is strictly limited to organizations that contract with employers to either handle the wage reporting responsibilities or perform an administrative function directly related to annual wage reporting responsibilities of hired employees. It is suggested that contracts between the third-party and the employer stipulate that the functions being performed by the third-party contractor adhere to the proper use of SSNVS. It is not proper to use SSNVS for non-wage reporting purposes, such as identity, credit checks, mortgage applications, etc.
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses **violates Federal law** and may be punished by a fine, imprisonment or both.
- SSA may ban you and/or the company you represent from the use of SSNVS if SSA determines there has been misuse of the service.
- SSA returns all names and SSNs submitted. If the name and SSN do not match our records, SSA advises the following:
  - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
  - This response does not make any statement about your employee's immigration status.
  - This response is not a basis, in and of itself, to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

**If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate State or Federal law and be subject to legal consequences.**

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**Federal Privacy Act Statement for Third-Party Submitters**

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all clients that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service to your clients that your company has an arrangement that allows direct access to SSA databases, program software, etc.

**Paperwork Reduction Act Statement**

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our estimate of the time needed to complete the form to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001.

---

**User Certification for Use of SSNVS - Please Read Carefully!**

I certify that:

- I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I am verifying SSNs solely to ensure that the records of my client's or my current or former employees are correct for the purposes of Form W-2 reporting.
- I am authorized, under valid contracts with all outside employers of any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS;

or

I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.

---

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

**Paso 8:** Seleccione el botón de **I Accept** después de leer y aceptar las condiciones definidas en la página, SSNVS Attestation. El sistema mostrará la página, Status and Retrieval (en español, Estado y recuperación).





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**SSNVS Help**

### Status and Retrieval

**Name:** JANE DOE

There are three options for checking the status of your file(s):

**Option 1** - Enter your 16 character confirmation number or your 8 character tracking number for submitted files. Select [Do you have a Tracking Number?](#) for more information.

**Option 2** - View status of your submitted files by entering a range of submission dates.

**Option 3** - Retrieve a list of your submitted files available to your User ID.

<b>Option 1</b>	Confirmation or Tracking Number	<input type="text"/>	<input type="button" value="Submit"/>
<b>Option 2</b>	Range Start Date M M D D Y Y Y Y	<input type="text"/>	<input type="button" value="Submit"/>
	Range End Date M M D D Y Y Y Y	<input type="text"/>	
<b>Option 3</b>	All Submissions		<input type="button" value="Submit"/>

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

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**Paso 9:** Seleccione una de las siguientes opciones para ver el estado del archivo que presentó.

**Opción 1:** Entre el Tracking number o confirmation number (en español, número de rastreo específico o número de confirmación) para ver el estado de un archivo individual.

**Opción 2:** Entre una fecha de comienzo y final para ver el estado de los archivos presentados dentro de ese periodo de rango.

**Opción 3:** Vea los 100 archivos más recientes de SSNVS presentados relacionados con su Identificación de usuario.

#### Consejos



#### TIPS

*Si el sistema no muestra el archivo que busca, concentre su búsqueda con las opciones 1 ó 2.*

**Paso 10:** Seleccione el botón de **Submit** (en español, Presentar) correspondiente. El sistema mostrará la página, Status and Retrieval Results (en español, Resultados de estado y recuperación).

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**SSNVS Help**

**Name: JANE DOE**

**Status and Retrieval Results**

The following table displays your submitted file(s).  
The following table displays your submitted file(s).

- You may retrieve your submission(s) by clicking the VIEW and/or DOWNLOAD link under Retrieval Options.
- Please note large files may take some time to open.
- Some SSNs may be masked. Select [Why Are Some SSNs Masked?](#) for more information.
- SSN did not verify? Select [What to do if an SSN fails to verify.](#)

**Retrieval Options**

- Select "VIEW" if the total number of records submitted is 10 or less.
- Select "DOWNLOAD" to download your file.
- To save the downloaded file as a text file:
  - Right click "DOWNLOAD"
  - Select "Save Target As"
  - Complete the Save As dialog box

**Status of Submissions from:**  
**07/09/2007 to 07/16/2007**

Select the links below for more information about your submission(s).

Submission Date	Confirmation or Tracking Number	Records Submitted	Failed Verification	Deceased	Verified	Status	File Size	Retrieval Option(s)	Available Through
07/16/2007	AC70000A	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/16/2007	AC700008	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/12/2007	AC300020	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/12/2007	AC300021	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/12/2007	AC300022	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/12/2007	AC300023	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/12/2007	AC300024	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/12/2007	AC300025	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/10/2007	AC100003	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-
07/10/2007	AC100005	-	-	-	-	<a href="#">FORMAT OR SURFACE ERROR</a>	0.0 KB	-	-
07/09/2007	AC000001	-	-	-	-	<a href="#">IN PROCESS</a>	0.0 KB	-	-

[Additional Status Request](#)  
[What To Do If an SSN Fails to Verify](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.  
For TDD/TTY call **1-800-325-0778**.

[SSO Main Menu](#) | [SSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#) | [Logout](#)

**Paso 11:** Las opciones de estado y recuperar están mostradas en una tabla; para ver una explicación completa de cada columna, haga clic en el encabezamiento de cada una. Esto abrirá un nuevo navegador a la página, SSNVS Help (en español, Ayuda con SSNVS), lo cual sólo es accesible cuando acceda el SSNVS.

Seleccione el enlace de **Download/View** (en español, Descargar y Ver) en la columna de Retrieval Option(s) (en español, Opción[es] de Recuperar) para ver los resultados.



- *Para 10 o menos números presentados, los resultados pueden ser descargados o vistos por Internet.*
- *Para más de 10 números presentados, sólo se pueden descargar los resultados.*

**Paso 12:** Seleccione el enlace en la columna de Status (en español, Estado) para informarse mejor sobre el estado de sus datos presentados, si le corresponde.



*La columna de Available Through (en español, Disponible hasta) muestra hasta que fecha el estado y resultado están disponibles al usuario.*

- *Los usuarios pueden ver o descargar los resultados por 30 días desde el día que obtuvieron derecho.*
- *Después de 30 días, y por hasta 2 años, los usuarios sólo pueden ver el estado de sus archivos.*
- *Durante el periodo en que los archivos están disponibles, no hay cantidad límite en las veces que los usuarios pueden descargar o verlos.*

## Lección 4: Cómo ver el manual de SSNVS

El manual de SSNVS se puede ver al acceder el programa de SSNVS o al seleccionar el enlace de **SSNVS Handbook** (en español, Manual de SSNVS) a continuación.

- Página, BSO Welcome (en español, Bienvenido al BSO) – <http://www.ssa.gov/bso/>
- Página, SSNVS News (en español, Noticias de SSNVS) – <http://www.ssa.gov/employer/ssnvsNews.htm>
- Página, SSNVS Information and Instructions (en español, Información e Instrucciones de SSNVS) – <http://www.ssa.gov/employer/ssnv.htm#overview>

Para acceder al manual de SSNVS desde el programa SSNVS, siga las siguientes instrucciones.

**Paso 1:** Dirija su navegador a la página, Business Services Online Welcome (en español, Bienvenido a los Servicios en línea para negocios): [www.segurosocial.gov/bsowelcome.htm](http://www.segurosocial.gov/bsowelcome.htm) (sólo disponible en inglés).

**Paso 2:** Seleccione el enlace de **Log In** (en español, Acceso) en la página, Business Services Online Welcome. El sistema mostrará la página, General Login Attestation (en español, Atestación general de acceso).

**Paso 3:** Ingrese su User ID (número de identificación del usuario) y contraseña.

**Paso 4:** Seleccione el encasillado de **I Accept** (Acepto) después de leer y aceptar las condiciones definidas en la página.

**Paso 5:** Seleccione el botón de **Login**. El sistema mostrará la página principal del BSO.



NOTA

Para regresar a la página, BSO Welcome seleccione el botón de **Cancel**, (en español, Cancelar).

**Social Security Online** **Business Services Online**

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**Main Menu** | [LOGOUT](#) | [BSO HELP](#)

Welcome, Jane Doe  
Your password expires on **June 14, 2009**  
your password expires on ~~may 05, 2009~~

**Report Wages To Social Security**  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

**View File / Wage Report Status with Name / SSN Errors**  
View report status, errors and notice information

**Social Security Numbers Verification Service**  
Request online SSN verification, or  
Submit files for SSN verification

**Account Maintenance**  
Request, activate or remove access to services  
Re-request activation code for services  
Change your password  
Update your user registration or employer information, or 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**.

**Online Services Availability**

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

**DON'T USE YOUR BROWSER'S BACK BUTTON**

To use any Business Services Online, you must first request access to that service. To request access to BSO services, select "Account Maintenance". From the Account Maintenance page, select "Request Access to BSO Services".

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

**Paso 6:** Seleccione el enlace de **Social Security Numbers Verification Service** (en español, Servicio de verificación de los números de Seguro Social).

### [Social Security Numbers Verification Service](#)

Request online SSN verification, or  
Submit files for SSN verification

El sistema mostrará la página menú, Verify Social Security Numbers (en español, Verificar números de Seguro Social).

The screenshot shows the Social Security Business Services Online (BSO) website. At the top, there is a red banner with "Social Security Online" and "Business Services Online". Below the banner is a dark blue navigation bar with "www.socialsecurity.gov" and links for "BSO Main Menu", "BSO Information", "Contact Us", and "Keyboard Navigation". The main content area has a white background with a blue header for "Social Security Number Verification Service" and a "LOGOUT | BSO HELP" link. A breadcrumb trail reads "BSO Main Menu > Social Security Number Verification Service". On the left, there is a sidebar with "Online Services Availability" listing hours for Monday-Friday, Saturday, and Sunday. A yellow box with a black border contains the text "DON'T USE YOUR BROWSER'S BACK BUTTON". The main content area features several blue links: "Request Online SSN Verification" (with a description of manually entering up to 10 SSNs), "Submit an Electronic File for SSN Verification" (with a description of submitting a file), "View Status and Retrieval Information" (with a description of viewing submission status), and "View Social Security Number Verification Service Handbook" (with a description of reviewing submission information). A "BSO Main Menu" button is located below the handbook link. At the bottom, there is a contact information section: "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." The footer of the page repeats the "www.socialsecurity.gov" URL and navigation links.

**Paso 7:** Seleccione el enlace de **View Social Security Number Verification Service (SSNVS) Handbook** (en español, Ver el manual del Servicio de verificación del número de Seguro Social).

[View Social Security Number Verification Service Handbook](#)

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

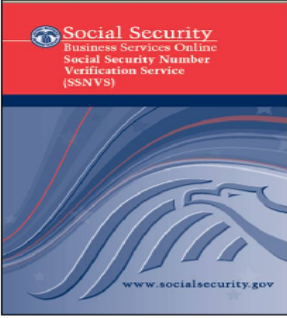
El sistema mostrará el manual de SSNVS.

## Social Security Number Verification Service (SSNVS)

Social Security Online  
www.socialsecurity.gov   Home   Questions?   Contact Us   Search  GO

### Social Security Number Verification Service (SSNVS) Handbook

If you are navigating using only the keyboard or using an assistive device and need help, visit our [Keyboard Commands](#) web page for alternative views and navigation. Warning: If you select this link, you will leave this site and go to a new browser window. You will automatically return to this page when you close the new browser window.



Social Security Administration  
Office of Systems Electronic Services  
6401 Security Boulevard  
Baltimore, Maryland 21235

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