



**Issue Date: 17 December 2007**

Case No. 2008-MIS-00002

*In the Matter of*

**SOCIAL SECURITY NUMBERS  
ON SUBPOENAS**

**ADMINISTRATIVE NOTICE**

On August 26, 2005, I issued a Notice informing the public that the Office of Administrative Law Judges will not issue subpoenas which have Social Security numbers appearing on the subpoena form. Since that time, parties have endeavored to avoid this policy by including only the last four digits of a Social Security number on the face of the subpoena, or by incorporating an attachment or appendix bearing a Social Security number. These are not acceptable exceptions. When this occurs, OALJ will either redact the Social Security number or return the subpoenas unprocessed.

This Office is aware that many institutions will need the Social Security number of the subject of a subpoena in order to process the subpoena. Parties may supply that information according to their own discretion using means of their own initiative, such as a cover letter transmitting the subpoena. However, OALJ cannot be the source of the Social Security number and will not approve or issue any subpoena containing any part of a Social Security number or incorporating an attachment or appendix bearing a Social Security number.

**Entered on behalf of the  
Office of Administrative Law Judges by:**

**A**

**JOHN M. VITTON**  
Chief Administrative Law Judge