**Consent Based SSN Verification (CBSV)**

**Form SSA-89 Instructions**

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| The Social Security Administration requires IntelliCorp to obtain a current and compliant SSA-89 form for each Consent Based Social Security (CBSV) search submission. The current form version is: Form **SSA-89** (02-2018). Completed forms **must** be emailed to: CBSV@intellicorp.net or faxed to: (216) 450-5251. Must be a scanned, faxed or email copy.The SSA-89 Form requirements: * All required fields must be complete & legible
* Addresses need to be complete and include: Number, Street, City, State & Zip Code
* Both pages of the form must be provided
	+ No information can be “Scratched out” on the forms.
	+ Only one piece of information in one field.
	+ The received forms cannot be faded or have faded fields.
	+ All dates on form must be in identical formats. Any variations of dates within the form are not acceptable.

All SSA-98 Forms **must** be signed and dated by the subject. * Hand-printed signature is acceptable if the Social Security number holder furnishes a statement indicating that it is his/her usual signature. The *CBSV Printed Signature Acknowledgement statement* must have the SSN holder’s printed signature, and be attached to the consent (SSA-89) form. A copy of the *CBSV Printed Signature Acknowledgement statement* is located on the IntelliCorp website under the Help tab, Forms & Downloads.
* The date the candidate signed must be within 90 calendar days – unless otherwise advised on the form. Calendar days include weekends.
* If the verification is for a minor under age 18, you must obtain appropriate consent from a parent or court appointed guardian along with proof of relationship, such as child’s birth certificate and parent’s driver’s license or court document showing guardianship and a driver’s license. Other acceptable proof would include: birth certificate of minor, adoption records, or other currently valid court document showing authority/guardianship over the minor.
* The parent/guardian must be the person who signs and dates the SSA-89 form and complete the Relationship field and acceptable proof is required.
* Per the Social Security Administration: Minor is defined as any individual under the age of 18. An individual is no longer a minor on their 18th birthday unless a court deems otherwise.

**No modifications** can be made to the SSA-89 Form.Any SSA-89 form that does not meet the SSA’s requirements for compliance will not be accepted.  |

**Required Information Checklist and Tips:**

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| **❒** | **Printed Name** | Include the name **exactly** as it was submitted in the website search. *Example: If Joseph Jones was submitted, Joe Jones will be rejected. If Jane E Doe was submitted, Jane Ellen Doe will be rejected.* |
| **❒** | **Date of Birth** | Include the date of birth **exactly** as it was submitted in the website search. All dates on form must be in identical formats. Any variations of dates within the form are not acceptable.  |
| **❒** | **SSN** | Include the SSN **exactly** as it was submitted in the website search. |
| **❒** | **Specific Purpose** | Do **NOT** provide “Identity Verification” or “Proof of Identity” as a purpose.Some common purposes may include: * Background Check or Pre-Employment Screening
* To be licensed
* Credit check
* Seeking employment from the company
* Seeking to volunteer for the company
* Seeking a mortgage from the company
* Seeking to rent from the company
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| **❒** | **Company Name** | Make sure company information is complete and accurate. Include a street address, city, state and zip code. |
| **❒** | **Company Address** |
| **❒** | **Signature** | The form must be signed and dated by the subject.A hand-printed signature is acceptable if the Social Security number holder furnishes a statement indicating that it is his/her usual signature. This statement must have the SSN holder’s printed signature, and be attached to the consent (SSA-89) form.This must be a physical (wet) signature. Electronic signatures are not acceptable.  |
| **❒** | **Date Signed** | Must be within the 90 days or other specified valid date range.All dates on form must be in identical formats. Any variations of dates within the form are not acceptable. |
| **❒** | **Relationship** | Must be filled out if form signed by parent or guardian. |
| **Contact information of individual signing authorization:** |
| **❒** | **Address** | All fields of information must be filled out completely and legibly. |
| **❒** | **City/State/Zip** |
| **❒** | **Phone Number** |
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