

Consent Based SSN Verification (CBSV) Form SSA-89 Instructions

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 (04-2017)**. Completed forms **must** be emailed to: CBSV@intelicorp.net or faxed to: (216) 450-5251.

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-89 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 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:

<input type="checkbox"/> Printed Name	Include the name exactly as it was submitted in the website search. <i>Example: If Joseph Jones was submitted, Joe Jones will be rejected.</i>
<input type="checkbox"/> 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.
<input type="checkbox"/> SSN	Include the SSN exactly as it was submitted in the website search.
<input type="checkbox"/> Specific Purpose	Do NOT provide “Identity Verification” or “Proof of Identity” as a purpose. Some common purposes may include: <ul style="list-style-type: none"> • 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
<input type="checkbox"/> Company Name <input type="checkbox"/> Company Address	Make sure company information is complete and accurate. Include a street address, city, state and zip code.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> Relationship	Must be filled out if form signed by parent or guardian.

Contact information of individual signing authorization:

<input type="checkbox"/> Address	All fields of information must be filled out completely and legibly.
<input type="checkbox"/> City/State/Zip	
<input type="checkbox"/> Phone Number	