

**Supporting Statement For  
Private Printing and Modification of Prescribed Applications and Other Forms  
20 CFR 422.527  
OMB No. 0960-0663**

**A. Justification**

**1. Introduction/Authoring Laws and Regulation**

The current regulation at *20 CFR 422.527* of the *Code of Federal Regulations* requires a person, institution, or organization (third party requesting entities) to obtain approval from the Social Security Administration (SSA) prior to reproducing, duplicating, or privately printing any application or other form prescribed by the agency. We require such approval whether or not the requesting entity intended to charge a fee for SSA's application(s) or other form(s). Section *1140(a)(2)(A)* of the *Social Security Act (Act)* prohibits requesting entities from charging a fee to reproduce, reprint, or distribute any SSA application, form, or publication unless they obtain the authorization of the Commissioner of Social Security in accordance with such regulations as the Commissioner may prescribe. (*42 USC 1320b-10(a)(2)(A)* of the *United States Code*). This rule implements Section *1140(a)(2)(A)* of the *Act* by adding SSA's publications to the pre-authorization requirement identified in *20 CFR 422.527* and by establishing that requesting entities only require SSA's authorization when they intend to charge a fee. The rule also prescribes the procedures requesting entities who intend to charge a fee must follow to obtain SSA's written authorization prior to reproducing, reprinting, or distributing SSA's applications, forms, or publications.

**2. Description of Collection**

SSA uses the information to ensure requests comply with the law and regulations. SSA uses the information to process requests from third-party entities who want to reproduce, duplicate, or privately print any SSA application or other SSA form. To obtain SSA's approval, entities must make their requests in writing, using their company letterhead, providing the required information set forth in the regulation. SSA employees review the requests and provide approval via email or mail to the third-party entities.

To receive approval, a third party organization must first submit the following information to SSA on company letterhead:

1. The title and form number to be reproduced,
2. A summary of how they will use the reproduced form,
3. The services that they offer the customer, if they charge a fee,
4. The requesting organization's name and corporate address,
5. The requesting individual's name and address,
6. The requesting individual's area code and telephone number,
7. A reproduction of the form for SSA to review,
8. A description of how the organization intends to provide only the most up-to-date edition of SSA forms.

The respondents are third-party entities who submit a request to SSA to reproduce, duplicate, or privately print an SSA-owned form.

- 3. Use of Information Technology to Collect the Information**  
Since SSA no longer supplies an application for this request, we explain the written requirements for this regulation on our website, [www.ssa.gov/online/thirdpartyforms.html](http://www.ssa.gov/online/thirdpartyforms.html) (see addendum). SSA accepts submissions via email, and many third party companies submit their request via email to a control box, rather than mail.
- 4. Why We Cannot Use Duplicate Information**  
The nature of the information we collect and the manner in which we collect it preclude duplication. SSA does not use another collection instrument to obtain similar data.
- 5. Minimizing Burden on Small Respondents**  
This collection does not significantly affect small businesses or other small entities.
- 6. Consequence of Not Collecting Information or Collecting it Less Frequently**  
Since obtaining SSA approval for reproducing, duplicating, or privately printing any application or other form prescribed by the agency is mandated by law, we need to collect this information to allow respondents to reproduce SSA forms. If we did not collect the information, the respondent would not legally be able to reproduce SSA forms or charge a fee. Because we only collect the information on an as needed basis, we cannot collect it less frequently. There are no technical or legal obstacles that prevent burden reduction.
- 7. Special Circumstances**  
There are no special circumstances that would cause SSA to conduct this information collection in a manner inconsistent with *5 CFR 1320.5*.
- 8. Solicitation of Public Comment and Other Consultations with the Public**  
The 60-day advance Federal Register Notice published on August 5, 2016 at 81 FR 51957, and SSA received no public comments. The second Notice published on October 24, 2016 at 81 FR 73189. If we receive any comments in response to the 30-day Notice, we will forward them to OMB. SSA did not consult members of the public in the development or maintenance of this form.
- 9. Payment or Gifts to Respondents**  
SSA does not provide payments or gifts to the respondents.
- 10. Assurances of Confidentiality**  
SSA protects and holds confidential the information it collects in accordance with *42 U.S.C. 1306*, *20 CFR 401* and *402*, *5 U.S.C. 552* (Freedom of Information Act), *5 U.S.C. 552a* (Privacy Act of 1974), and OMB Circular No. A-130.

- 11. Justification for Sensitive Questions**  
The information collection does not contain any questions of a sensitive nature.
- 12. Estimates of Public Reporting Burden**  
Approximately 10 respondents submit an average of 15 responses each for a total of 150 requests per year. Each request takes about 10 minutes to complete, for an annual burden of 25 hours. This figure represents burden hours, and we did not calculate a separate cost burden.
- 13. Annual Cost to the Respondents (Other)**  
This collection does not impose a known cost burden to the respondents.
- 14. Annual Cost To Federal Government**  
The annual cost to the Federal Government is approximately \$897. This estimate is a projection of the costs for printing and distributing the forms, and reviewing the information the third parties provide.
- 15. Program Changes or Adjustments to the Information Collection Request**  
The burden decrease is due to fewer companies providing SSA forms to their clients in a way that requires review by SSA, as well as regulations put in place around the time of the previous OMB review becoming standard practice.
- 16. Plans for Publication Information Collection Results**  
SSA will not publish the results of the information collection.
- 17. Displaying the OMB Approval Expiration Date**  
SSA is not requesting an exception to the requirements to display an expiration date.
- 18. Exceptions to Certification Statement**  
SSA is not requesting an exception to the certification requirements at 5 *CFR* 1320.9 and related provisions at 5 *CFR* 1320.8(b)(3).

**B. Collections of Information Employing Statistical Methods**

SSA does not use statistical methods for this information collection.