
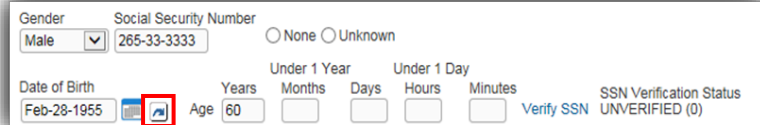


Verifying the Social Security Number

1

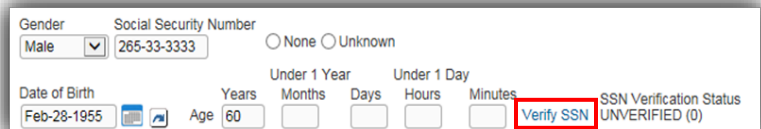
The following information must be completed before attempting to verify the SSN:

- **First and Last Name**
- **Gender**
- **Social Security Number**
- **Date of Birth**
- Click  to calculate the **Age**



2

Click the **Verify SSN** link.



3

The **SSN Verification Status** is set to *Pending*.

Click the **Save** button to update the **SSN Verification Status**.

SSN Verification Status
Verify SSN PENDING (0)

4

If the information does not match, the **SSN Verification Status** displays the reason for the failure and the number of attempts.

SSN Verification Status
FAILNAME (1)

In this example, the verification failed because it could not find a match for the name, and this was the first verification attempt.

You have up to five attempts to verify the SSN, and these are possible failure codes:

- FAILSSN
- FAILDOB
- FAILNAME
- FAILGENDER

If the verification failed, review the **SSN**, **Name**, **Date of Birth** and **Gender** fields to determine if this data was entered correctly in DAVE™. If the data was entered correctly, you may need to contact the informant or decedent's family to determine which piece of data is incorrect.

If the verification passed, skip to **Step #6**.

5

The **Verify SSN** link becomes disabled after each verification attempt. To activate the **Verify SSN** link again, you must change data in one or more of the required fields (**SSN**, **Name**, **Date of Birth** or **Gender**).

Change **SSN**, **Name**, **Date of Birth** or **Gender** and click the **Verify SSN** link.

6

When the information matches, the **SSN Verification Status** changes to *Passed* and the number of attempts is displayed. You have completed the SSN verification process.

SSN Verification Status
PASSED (3)