

How to Verify a Social Security Number

1. To access the verify SSN feature in EDRS, open up your saved record.

2. In field 10, click the SSN Verification icon (the green plus sign). This will bring up the SSN Verification screen.

3. On the SSN Verification screen, click the **Verify SSN** button.

4. After requesting SSN verification, you will either receive a response of **N** (not verified) or **V** (verified).

Reminders

- If you verify SSN in EDRS, you do not have to mail in the 721 form.
- If the SSN does not verify, it's okay, you can still file the record. **Do not** adjust information to try to get the SSN to verify.
- Use the legal name provided by the family.
- Wait until just before filing to verify.
- EDRS allows up to 5 attempts to verify the SSN.