

Attachment

Important Information-Mandatory Requirements Death Master File

IMPORTANT INFORMATION – MANDATORY REQUIREMENTS DEATH MASTER FILE

TO ALL SUBSCRIBERS PURCHASING THE SOCIAL SECURITY ADMINISTRATION'S (SSA) DEATH MASTER FILE (DMF):

As a result of a court case under the Freedom of Information Act, SSA is required to release its death information to the public. SSA's DMF contains the complete and official SSA database extract, as well as updates to the full file of persons reported to SSA as being deceased. However, you, as a subscriber/purchaser of SSA's DMF, are advised at the time of initial purchase that the DMF does have inaccuracies and **SSA DOES NOT GUARANTEE THE ACCURACY OF THE DMF FILE**. SSA does not have a death record for all deceased persons. Therefore, the absence of a particular person on this file is not proof that the individual is alive. Further, in rare instances it is possible for the records of a person who is not deceased to be included erroneously in the DMF. If an individual seeing your copy of the DMF has a complaint that they find erroneous data/death information on that DMF, you should advise them to follow the procedures listed below. In fact, **you should be providing the information below in your publication, if any**, of the DMF:

ERRORS – If an individual claims that SSA has incorrectly listed someone as deceased (or has incorrect dates/data on the DMF), the individual should be told to contact their local Social Security office (with proof) to have the error corrected. The local Social Security office will:

- (1) make the correction to the main NUMIDENT file at SSA and give the individual a verification document of SSA's current records to use to show any company, recipient/purchaser of the DMF that had the error; OR,**
- (2) find that SSA already has the correct information on the main NUMIDENT file and DMF (probably corrected sometime prior), and give the individual a verification document of SSA's records to use to show to any company subscriber/purchaser of the DMF that had the error.**

In the latter case (2 above), the DMF subscriber (you) probably received the incorrect death data sometime prior to the correction of SSA's main records. (The only way you can now get an updated DMF with the correction would be to again purchase the entire DMF file and keep it current with all of the **MONTHLY OR WEEKLY UPDATES** – See MANDATORY REQUIREMENTS below.) You should accept proof from the individual (his/her own records or the verification s/he received from the local Social Security office) and correct your copy of the DMF. You should also notify any organization to which you sold the DMF that this correction needs to be made.

MANDATORY REQUIREMENTS:

It is mandatory that all subscribers of the DMF intending to use its data on a continuing basis must, after receiving an updated complete **DMF FULL FILE**, keep that file updated by continually purchasing all **MONTHLY OR WEEKLY UPDATES** (NEW DEATHS/CHANGES/DELETIONS), beginning with the same month as the Full File. If you are not meeting SSA's requirements because you are not receiving the **MONTHLY OR WEEKLY UPDATES ON A CONTINUING BASIS** immediately after receiving the **FULL FILE**, then you are **NOT** keeping your DMF up-to-date with SSA's records. Thus, you are working with a DMF with an increased number of unnecessary inaccuracies and possibly adversely affecting an increased number of individuals. **NO ONE IS TO SELL THE DMF WITHOUT REQUIRING CONTINUOUS SUBSCRIBERS TO ADHERE TO THIS MANDATORY REQUIREMENT FOR KEEPING THEIR DMF UP-TO-DATE.**

YOU, AS A DMF SUBSCRIBER, ARE REMINDED THAT YOU SHOULD NOT TAKE ANY ADVERSE ACTION AGAINST ANY INDIVIDUAL WITHOUT FURTHER INVESTIGATION TO VERIFY THE DEATH LISTED.

If you, as a subscriber to SSA's DMF are making available/selling SSA's DMF information to others, you **MUST ALSO PROVIDE THEM WITH A COPY OF THIS NOTICE.**

NOTE: DO NOT TELL ANYONE TO CONTACT NTIS OR SSA HEADQUARTERS FOR CORRECTIONS! CORRECTIONS MUST BE MADE AT THE LOCAL SOCIAL SECURITY OFFICE SERVICING THE INDIVIDUAL.

DEATH MASTER FILE EXTRACT OUTPUT RECORD SPECIFICATIONS 11/2011**

RECORD LOCATION	FIELD DESCRIPTION	FIELD SIZE	
01	BLANK OR A (ADD), C (CHANGE), OR D (DELETE)***	1	
02-10	SOCIAL SECURITY NUMBER	9	
11-30	LAST NAME	20	*
31-34	NAME SUFFIX	4	*
35-49	FIRST NAME	15	*
50-64	MIDDLE NAME	15	*
65	V or P CODE (VERIFIED OR PROOF CODE)****	1	*
66-73	DATE OF DEATH (MM,DD,CC,YY)	8	*
74-81	DATE OF BIRTH (MM,DD,CC,YY)	8	*
82-83	BLANKS *****		**
84-88	BLANKS *****		**
89-93	BLANKS *****		**
94-100	BLANKS		

* Revised 3/2001 to expand the name field, add the middle name, suffix and V/P fields, and adjust remaining field positions accordingly.

** Revised November 1, 2011 to remove the State/Country Code of Residence, Zip code – Last Residence, and Zip code – Lump Sum Payment fields as a result of no longer publishing protected state records.

 *** BLANK = ONLY ENTIRE REPLACEMENT FULL FILES WILL HAVE A BLANK IN POSITION 1 (ADDs, CHANGEs, and DELETEs ARE ONLY ON MONTHLY OR WEEKLY UPDATES).

A = NEW DEATHS TO BE ADDED TO YOUR MASTER DMF DATABASE, OR REPLACE ANY CURRENT MASTER FILE ENTRIES (AS IF CHANGES). FOR VARIOUS REASONS, YOU MAY FIND THAT: AN UPDATE "A" IS FOR AN IDENTICAL ENTRY ON YOUR MASTER DMF--SO REPLACE CURRENT ENTRY OR IGNORE THIS UPDATE "A;" OR AN UPDATE "A" IS FOR SAME SSN ON YOUR MASTER FILE, BUT WITH SOME OTHER DIFFERENT DATA--SO REPLACE CURRENT ENTRY WITH THIS LATEST DATA.

C = CHANGES MADE TO THE RECORDS ON THE DMF DURING THAT MONTHLY/WEEKLY PERIOD (SUCH AS IN DATE OF BIRTH OR DEATH, ETC). THIS ENTIRE "C" RECORD FOR THAT SSN SHOULD REPLACE ANY CURRENT RECORD YOU HAVE ON YOUR MASTER DMF, OR BE ADDED IF NO ENTRY FOUND ON YOUR MASTER DMF. (AGAIN FOR VARIOUS REASONS, YOU MAY NOT FIND THE SSN ON YOUR MASTER DATABASE THAT YOU HAVE BEEN KEEPING UP-TO-DATE.)

D = DELETES: FOR ANY SSN RECORD PREVIOUSLY ON THE DMF WHICH WAS FOUND TO BE ERRONEOUS AND SHOULD BE REMOVED FROM YOUR MASTER DMF; OR IF (FOR VARIOUS REASONS) NO CURRENT RECORD ON YOUR MASTER FILE, IGNORE THIS DELETE.

**** V (VERIFIED) = REPORT VERIFIED WITH A FAMILY MEMBER OR SOMEONE ACTING ON BEHALF OF THE FAMILY.

P (PROOF) = DEATH CERTIFICATE (OR REQUIRED INFORMATION) OBSERVED.

N or BLANK = PRIOR TO USING V or P CODES, OR FAIRLY RELIABLE SOURCE, BUT NO INFORMATION MEETING V or P REQUIREMENTS.

***** Always blank after November 1, 2011. Please see ATTACHED list for valid values prior to November 1, 2011.

NOTE: DMF SUBSCRIBERS MUST NOT TAKE ANY ADVERSE ACTION AGAINST ANY INDIVIDUAL WITHOUT FURTHER INVESTIGATION TO VERIFY ANY DEATH LISTED, EVEN IF V OR P CODES ARE PRESENT. FURTHER, SSA DOES NOT GUARANTEE THE ACCURACY OF THE DEATH MASTER FILE.

DMF – STATE /COUNTRY /OTHER SOURCE CODE

STATE CODES

01 ALABAMA
02 ALASKA
03 ARIZONA
04 ARKANSAS
05 CALIFORNIA
06 COLORADO
07 CONNECTICUT
08 DELAWARE
09 DISTRICT OF COLUMBIA
10 FLORIDA
11 GEORGIA
12 HAWAII
13 IDAHO
14 ILLINOIS
15 INDIANA
16 IOWA
17 KANSAS
18 KENTUCKY
19 LOUISIANA
20 MAINE
21 MARYLAND
22 MASSACHUSETTS
23 MICHIGAN
24 MINNESOTA
25 MISSISSIPPI
26 MISSOURI
27 MONTANA
28 NEBRASKA
29 NEVADA
30 NEW HAMPSHIRE
31 NEW JERSEY
32 NEW MEXICO
33 NEW YORK
34 NORTH CAROLINA
35 NORTH DAKOTA
36 OHIO
37 OKLAHOMA
38 OREGON
39 PENNSYLVANIA
40 PUERTO RICO
41 RHODE ISLAND
42 SOUTH CAROLINA
43 SOUTH DAKOTA
44 TENNESSEE
45 TEXAS
46 UTAH
47 VERMONT
48 VIRGIN ISLANDS
49 VIRGINIA
50 WASHINGTON

51 WEST VIRGINIA
52 WISCONSIN
53 WYOMING
54 NEW YORK CITY

COUNTRY CODES

55 ASIA
56 CANADA
57 CENTRAL AMERICA AND WEST INDIES
58 EUROPE
59 MEXICO
60 OCEANIA (AUSTRALIA AND ISLANDS IN
THE PACIFIC
61 PHILIPPINE ISLANDS
62 SOUTH AMERICA
63 AREAS UNDER U.S.ADMINISTRATION:
[CANAL ZONE,CANTON ISLANDS,
CAROLINE ISLANDS,
MARIANA ISLANDS (OTHER THAN GUAM),
MARSHALL ISLANDS,
MIDWAY ISLANDS,
WAKE ISLANDS]
64 AMERICAN SAMOA
65 GUAM
97 NORTHERN MARIANA ISLANDS
SPACES

**NOTE: IF ANY OTHER VALUES ARE SHOW IN
THESE TWO CODE POSITIONS, YOU SHOULD
IGNORE THEM. FOR YOUR PURPOSES, IT
MEANS THAT SSA DOES NOT HAVE A
STATE/COUNTRY CODE FOR YOU.**