



Procedure to Seek Correction of Information Under Section 515

Important Note: Do not seek correction of personal information through the procedures described below. To seek correction of information related to individual records, benefits, or earnings, please call us at 1-800-772-1213 or [contact us](#).

Background In accordance with Section 515 of Public Law 106-554, codified at 44 U.S.C. § 3516, note, the Social Security Administration (SSA) has developed a procedure to allow you to seek and obtain correction of information SSA maintains and disseminates.

What you must do To seek a correction of information under section 515, follow the procedure described below:

- State that your request for correction of information is submitted under Section 515 of Public Law 106-554
- Include your name, mailing address, fax number, or email address, and telephone number and organizational affiliation, if any. We need this information to respond to your request and contact you if required. Do **not** send us your Social Security Number.
- Clearly describe the information you believe is in error and want corrected. Include the name of the report or data product where the information is located, the date of issuance, and a detailed description of the information to be corrected.
- State specifically why the information should be corrected and, if possible, recommend specifically how it should be corrected. Provide supporting documentary evidence, such as comparable data or research results on the same topic, to help in the review of your request.

What we will do Based on a review of the information provided, we will:

- Determine whether a correction is warranted, and, if so, what action to take. The nature, influence, and timeliness of the information involved, the significance of the correction on the use of the information, and the magnitude of the correction will determine the level of review and any corrective action.
- Respond to you by letter, e-mail, or fax. Our response will explain the findings of the review and the actions SSA will take.
- Respond to your request for correction of information within forty-five working days of receipt. If the request requires more than forty-five working days to resolve, we will tell you

that more time is required, state the reason why, and include an estimated decision date.

Your right to appeal our decision

If we deny your request for correction, we'll grant you an administrative appeal and advise you how to apply for it.

How to submit your request

You must seek correction of information under section 515 in writing and send it to SSA by mail, fax, email, or online as follows:

Mail:	Social Security Administration Office of Public Inquiries Section 515 Windsor Park Building Baltimore, MD 21235-6401
Fax:	410-965-0695
Email:	^SSA.OMB.515@ssa.gov
Online:	http://www.ssa.gov/515/form.htm

Privacy Act Statement

We are authorized to collect the information you provide under section 515 of the Treasury Government Appropriations Act for Fiscal Year 2001. The information is needed to process your request for correction of information and to allow us to reply to you. You do not have to give us the information, but failure to do so may prevent your request from being processed. The information you furnish will almost never used for any purpose other than to process and respond to your request. However, the information may be disclosed by the Social Security Administration to another person or government agency with respect to Social Security programs and to comply with Federal laws requiring the exchange of information between Social Security and other agencies.