



Un-redacted SSN Mailed Documents Listing

Pursuant to the Social Security Number Fraud and Prevention Act of 2017 ([Pub. L. 115-59; 42 U.S.C. 405 note](#)) and [10 CFR 1008.22c\(1\)](#), Heads of Headquarters Divisions and Offices and heads of other DOE locations may not include a full Social Security number on a form or document transmitted by physical mail unless:

- 1) The form or document belongs to one of the following categories of forms and documents:
 - a) Payroll
 - b) Human resources
 - c) Taxes
 - d) Security
 - e) Badging
 - f) Privacy Act and FOIA response documents
- 2) The Senior Agency Official for Privacy (SAOP) provides a one-time waiver for the form as provided by 1008.22d.

A request by a current or former DOE employee to have a document or form containing that individual's SSN mailed to the individual does not require a waiver.

If your organization requires a waiver to transmit via physical mail a full Social Security number for a compelling business reason, please send to the Chief Privacy Officer a memorandum that:

- i. Identifies the document that requires transmission via physical mail;
- ii. Explains with specificity the reasons why a full SSN is required to be transmitted via physical mail on the document;
- iii. Provides with specificity details on why the SSN cannot be a partial SSN; and
- iv. Includes any other justification to support the Element's request, including any legal requirement that necessitates the Department sending a full SSN through physical mail for business or mission purposes.

Send the completed memorandum to privacy@hq.doe.gov.