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|  | *General Person Council* |  |

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| **SOP:** 5.1.8.3 | **Title:** Creating Dummy SSNs |

**Creating Dummy SSNs**

* **Overview**: Dummy SSNs may have to be created for people who either don’t have one or are not willing to provide one, or if a currently-used SSN is on the wrong person’s records and needs to be moved to the correct person (see Section 5.1.8.2, *Updating SSN,* in the General Person Procedures and Standards Manual)
* **What office(s) may perform this action:**

Registrar, GEO, Admissions, Employment Data Centers, and branch offices who perform these functions

* **Under what circumstances may this action be performed:**
* A person requires an SSN, but either doesn’t have one or is not willing to provide it.
* An SSN is proven to be incorrect on a person’s records.
* **Paperwork required to initiate this action:**
* No paperwork is required to initiate the creation and assignment of a dummy SSN
* Note: Students are now required to provide their SSN if they have one.
* **Method:**

1. Retrieve the person’s data on SPAIDEN or PPAIDEN
2. Click on the Biographical Tab
3. Enter **UNM000** in the SSN box (note that those are zeroes, not the letter O)
4. Click Save
5. Click Rollback
6. Click on the Biographical Tab again to see the new dummy SSN beginning with 000
7. A SPACMNT entry will automatically be created using the 800 comment type code stating that it is a dummy SSN
8. If replacing a bad SSN, add a **100** comment explaining why the SSN needed to be removed.