SSN Alias Flowchart

SSN (Item #2320)

**Scenario 1:**
SSN is not missing and SSN found from another source

- Check most frequently occurring/priority SSN. Enter best SSN in original SSN and enter 2nd best SSN in SSN Alias field.

**Scenario 2:**
SSN is '999999999' and 1 SSN found from another source

- Replace 999999999 with new SSN leave SSN alias blank.

**Scenario 3:**
SSN is '999999999' and 2 or more different SSN's found from other sources

- Replace 999999999 with most frequently occurring / highest priority SSN and enter next priority in SSN alias field.

**Scenario 4:**
Case only uses Spouse’s SSN (no other SSN found)

- Enter 999999999 in actual SSN (Item #2320) and enter spouse’s SSN in SSN alias field.

**Priority of alternative sources:**

1) LA Death Certificate/Host on Demand
2) Social Security Death Index
3) Accurint (Person Search or Voter Registration)

Note: Review multiple sources and choose the SSN that occurs most frequently.
Birth Date Alias Flowchart

Birth Date (Item #240)

Scenario 1:
DOB is not missing and DOB found from another source __

Check most frequently occurring/priority DOB. Enter best DOB in original DOB and enter 2nd best DOB in DOB Alias field.

Replace 99 with new DOB leave DOB alias blank.

Scenario 2:
DOB has ‘99’ in day/month and 1 DOB found from another source

Replace 99 with most frequently occurring/highest priority DOB and enter next priority in DOB alias field.

Scenario 3:
DOB has ‘99’ in day/month and 2 or more different DOB’s found from other sources

Priority of alternative sources:
1) LA Death Certificate/Host on Demand
2) Social Security Death Index
3) Accurint (Person Search or Voter Registration)

Scenario 4:
Case only uses Spouse’s DOB (no other DOB found)
Enter 99 in actual DOB (Item #240) and enter spouse’s DOB in DOB alias field.

Note: Review multiple sources and choose the DOB that occurs most frequently.