

**National Technical Information Service
Limited Access Death Master File
Non-federal Licensee Agreement for Use and Resale**

This Agreement is entered into between the National Technical Information Service (NTIS), U.S. Department of Commerce, and [Enter Licensee's Name], hereinafter referred to as "Licensee."

1. **Scope:** For purposes of this Agreement, Licensee is considered a Subscriber and must execute and submit the Certification Form in order to become a Certified Person. If Licensee does not have a current Limited Access Death Master File (LADMF) subscription in place with NTIS, Licensee agrees to pay to NTIS an annual fee, as set forth in Attachments A1 and A2, in consideration for which NTIS agrees to provide Licensee with the Limited Access Death Master File (LADMF), as defined in 15 CFR § 1110.2, for Licensee's use in accordance with the terms of this Agreement. NTIS also grants to Licensee a non-exclusive, non-transferable right to make the Limited Access Death Master File (LADMF) available for use only to Licensee's employees, contractors, subcontractors, and for resale only to customers who are Federal agencies or Persons. Before the Licensee makes the Limited Access Death Master File (LADMF) available to its employees, contractors, subcontractors, or customers who are Persons, Licensee must determine that the Person meets the requirements to be a Certified Person as set forth in regulations found at 15 CFR § 1110.102.

2. **Authority:** NTIS is authorized to enter into this Agreement and receive funds under 15 U.S.C. §§ 1153 and 3704b note. NTIS is authorized to perform the services detailed in this Agreement, including providing the Limited Access Death Master File (LADMF) to Licensee, pursuant to 15 U.S.C. § 3704b and 15 U.S.C. §§ 1151-1157. In addition, NTIS is authorized to establish a certification program under which persons may obtain immediate access to the Limited Access Death Master File (LADMF), pursuant to § 203 of the Bipartisan Budget Act of 2013.

3. Requirements for Licensees:

- (a) Licensee must at all times during this Agreement be a Certified Person as defined in 15 CFR 1110.2.
- (b) Licensee agrees that beginning on the effective date of this Agreement, all provisions of this Agreement apply to any and all Limited Access Death Master File (LADMF) provided to Licensee by NTIS under this Agreement.
- (c) Should any of the information to which it certified on the Certification Form change during the term of this Agreement, Licensee agrees to notify NTIS of the change and whether Licensee believes the change results in loss of Licensee's status as a Certified Person, in writing, immediately, but in no event later than 24 hours after Licensee becomes aware of the change.
- (d) Should Licensee cease to be a Certified Person during the term of this Agreement, Licensee agrees to destroy all Limited Access Death Master File (LADMF) provided to NTIS under this Agreement and will certify to NTIS in writing that is has destroyed all such DMF.

(e) Licensee must include in all contracts and agreements with others under which Licensee will give access to the Limited Access Death Master File (LADMF), provisions that require the recipients of the Limited Access Death Master File (LADMF) who are Persons (Recipients) to comply with the terms of this Agreement and the requirements of 15 CFR Part 1110, and that require the Recipients to flow down those provisions in any subsequent contracts or other agreements of Recipients for access to the Limited Access Death Master File (LADMF);

(f) Licensee agrees that if it uses the LADMF on a continuing basis it must, after receiving an updated complete LADMF, keep that file updated by continually purchasing and incorporating all regular updates (new deaths/changes/deletions), beginning with the same month as the original file.

(g) Licensee agrees to be subject to audit by NTIS to determine Licensee's compliance with the requirements of 15 CFR Part 1110. Licensee agrees that NTIS may conduct periodic and unscheduled audits of the systems, facilities, and procedures of Licensee relating to Licensee's safeguards for, access to, and use and distribution of, Limited Access Death Master File (LADMF), during regular business hours. Licensee understands and agrees that failure to cooperate with any NTIS audit may result in immediate termination of this Agreement.

(h) Licensee agrees to retain a list of all employees, contractors, subcontractors, and customers to which it provides Limited Access Death Master File (LADMF) and to make that list available to NTIS as part of any audits conducted under paragraph (g) above.

4. Authorized Purposes: The rights granted to Licensee under this Agreement are solely for Authorized Purposes. Authorized Purposes are:

(a) Internal Use: Licensee may allow employees of the Licensee organization to search, retrieve, display, download and process data from the Limited Access Death Master File (LADMF) through Licensee's or Licensee's contractors' or partners' computer system for the Licensee organization's own internal needs;

(b) Access: Licensee may combine or integrate the Limited Access Death Master File (LADMF) with other software or technology that Licensee owns or is authorized to use in order to make it easier for Licensee's customers to search the Limited Access Death Master File (LADMF) and retrieve information from it;

(c) Customized Information Products: Licensee may derive information from the Limited Access Death Master File (LADMF) and make that information available to its customers. To obtain such information, customers who are Persons must meet the requirements of a Certified Person. Licensee must inform NTIS of all subsequent value-added products that are created using the Limited Access Death Master File (LADMF). To the extent possible, Licensee should include in such information products the following attribution: "Limited Access Death Master File, NTIS, U.S. Department of Commerce".

(d) Backup: Licensee may make a backup copy of the Limited Access Death Master File (LADMF) provided to it under this Agreement.

5. Prohibited Purposes: Except as provided in paragraph 4. above, Licensee may not:

- (a) sublicense, transfer, assign, or otherwise convey any rights under this Agreement without NTIS's prior approval.
- (b) make the Limited Access Death Master File (LADMF) visible, searchable, harvestable, or in any way discoverable on the World Wide Web.
- (c) make duplicates, distribute, sell, commercially exploit, create derivative works from, or otherwise make available the Limited Access Death Master File (LADMF) or information contained therein, in any form or medium, to any third party.
- (d) assert or authorize anyone to assert any proprietary rights to the Limited Access Death Master File (LADMF) in whole or in part or to represent the Limited Access Death Master File (LADMF) or any part of it as other than a United States Government Database;
- (e) alter the specific data elements contained in Limited Access Death Master File (LADMF) or compromise its integrity, or authorize anyone else to do so, but Licensee may reformat the Limited Access Death Master File (LADMF); or
- (f) make the Limited Access Death Master File (LADMF) in any form available to Licensee's employees, contractors, subcontractors, or customers who are Persons and do not meet the requirements to be a Certified Person as set forth in 15 CFR 1110.102.

6. Security: In order to safeguard the Limited Access Death Master File (LADMF) provided to Licensee under this Agreement, Licensee agrees that:

- (a) Licensee will at all times have security provisions in place to protect the Limited Access Death Master File (LADMF) from being visible, searchable, harvestable or in any way discoverable on the World Wide Web. Licensee represents that it currently has, and will maintain for the term of this Agreement, systems, facilities, and procedures in place to safeguard all Limited Access Death Master File (LADMF), and experience in maintaining the confidentiality, security, and appropriate use of Limited Access Death Master File (LADMF), pursuant to requirements similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986, agrees to satisfy the requirements of such section 6103(p)(4) as if such section applied to Licensee, and agrees to audits as set forth in this Agreement.
- (b) Licensee understands that any successful attempt by any person to gain unauthorized access to or use of the Limited Access Death Master File (LADMF) from Licensee may result in immediate termination of this Agreement. In addition, any successful attempt by any person to gain unauthorized access may under appropriate circumstances result in penalties as prescribed in 15 CFR §1110.200 levied on both Licensee and the person attempting such access. Licensee will take appropriate action to ensure that all persons accessing the Limited Access Death Master File (LADMF) from Licensee are aware of their potential liability for misuse or for attempting to gain unauthorized access. Any such access or attempted access is a breach or attempted breach of security and must immediately be reported to NTIS at dmfcert@ntis.gov.

7. **Payment:** If Licensee does not have a current DMF subscription in place with NTIS, Licensee agrees to pay applicable fees in advance. A fee schedule is attached as Attachments A1 and A2 to this Agreement. NTIS reserves the right to change any fees set forth in Attachments A1 and A2, to establish new fees or to waive fees during the term of this Agreement by giving Licensee 90 days advance notice.

8. **Penalties:** Licensee acknowledges that failure to comply with the provisions of paragraph (3) of the Certification Form may subject the Subscriber to penalties under 15 CFR 1110.200 of \$1,000 for each disclosure or use, up to a maximum of \$250,000 in penalties per calendar year.

9. **Liability:** The U.S. Government/NTIS (a) makes no warranty, express or implied, with respect to information provided under this agreement, including, but not limited to, implied warranties of merchantability and fitness for any particular use; (b) assumes no liability for any direct, indirect or consequential damages flowing from any use of any part of the Limited Access Death Master File (LADMF), including infringement of third party intellectual property rights; and (c) assumes no liability for any errors or omissions in Limited Access Death Master File (LADMF). Licensee hereby waives, relinquishes and releases the U.S. Government/NTIS from any claim for damage or injury arising from its acquisition or use of the Limited Access Death Master File (LADMF) or in any products derived therefrom.

Without limiting in any way the scope and breadth of the foregoing, the parties acknowledge that the Limited Access Death Master File (LADMF) has inaccuracies and that NTIS and the Social Security Administration (SSA), which provides the LADMF to NTIS, do not guarantee the accuracy of the Limited Access Death Master File (LADMF). SSA does not have a death record for all deceased persons. Therefore, the absence of a particular person on the Limited Access Death Master File (LADMF) 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 Limited Access Death Master File (LADMF). Licensee shall include this notification in any sales or usage agreement it enters into with third-parties for the resale of the Limited Access Death Master File (LADMF) or products derived therefrom. (See Attachment B.)

10. **Indemnification and Hold Harmless:** To the extent not prohibited by law, Licensee shall indemnify and hold harmless the U.S. Government/NTIS from all claims, liabilities, demands, damages, expenses, and losses, whether sounding in tort, contract or otherwise, arising from or in connection with Licensee's, Licensee's employees, contractors, subcontractors, or Licensee's customers' use of the Limited Access Death Master File (LADMF). This provision shall survive termination of this Agreement and will include any and all claims or liabilities arising from intellectual property rights.

11. **Governing Law:** This Agreement will be governed by applicable Federal law.

12. **Term and Amendments:** This agreement is effective on the last date of signature by the parties below and will remain in effect for one year or, if Licensee has a current LADMF subscription in place with NTIS, the subscription expiration date, whichever is earlier. This Agreement may be renewed on an annual basis by written amendments signed by both parties for up to five years, contingent upon Licensee executing the current version of the Certification Form annually and fulfilling any and all other requirements set forth in NTIS regulations found at 15 CFR part 1110. This Agreement may be amended

at any time by a written amendment signed by both parties. Licensee must be a Certified Person throughout the term of this Agreement, and subscription will be immediately terminated if Licensee loses status as a Certified Person.

13. Termination: Either party may terminate the Agreement by giving the other 90 days written notice. If Licensee terminates, Licensee will not receive any refund, proration or abatement of any fees paid to NTIS. If NTIS terminates, Licensee will receive a refund for the unused portion of the Annual Fee unless Licensee is in breach of this Agreement, or has violated 15 CFR part 1110, in either case as determined by NTIS. Upon termination of this Agreement by either party, Licensee agrees to destroy all Limited Access Death Master File (LADMF) provided to Licensee by NTIS under this Agreement and will certify to NTIS in writing that is has destroyed all such Limited Access Death Master File (LADMF).

14. Resolution of Disagreements: Should disagreements arise on the interpretation of the provisions of this Agreement or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement or interpretation is not reached within 30 days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

Both parties agree that all claims, disputes, and/or causes of action arising under or related to this Agreement, not resolved in the dispute resolution process, shall be brought in a court/forum of competent Federal jurisdiction.

15. Contact Information:

A. Program Management:

Licensee	Primary	Alternate
Contact Name		
Organization		
Address		
Phone Number	Tel.	
Fax Number	Fax	
Email Address		
NTIS	Primary	Alternate
Contact Name	Daniel Ramsey	
Organization	National Technical Information Service (NTIS); Supervisory Program Manager, Office of Program Management, Program Control	
Address	National Technical Information Service (NTIS) 5301 Shawnee Road Alexandria, Virginia 22312	
Phone Number	703-605-6703	
Fax Number	703-605-6372	
Email Address	dramsey@ntis.gov	

B. Financial:

Licensee	Primary	Alternate
Contact Name		
Organization		
Address		
Phone Number		
Fax Number		
Email Address		
.NTIS	Primary	Alternate
Contact Name	Office of Accounting	Office of Accounting
Organization	NTIS Accounting	NTIS Accounting
Address	5301 Shawnee Road Alexandria, VA 22312	5301 Shawnee Road Alexandria, VA 22312
Phone Number	703-605-6600	703-605-6600
Fax Number	703-605-6743	703-605-6743
Email Address	lharp@ntis.gov	cscott@ntis.gov

LICENSEE:

Authorized Signature

Date

Name:

(License Administrator if different from above):

Corporate Name:

Address:

Phone Number:

NTIS Subscription Number:

NTIS Certification Invoice/Confirmation Number:

Fax this document to:

703-605-6880

National Technical Information Service

U.S. Department of Commerce

5301 Shawnee Rd.

Alexandria, VA 22312

Attachments A1 and A2: Limited Access Death Master File Use and Resale Order Form

Attachment B: Important Information – Mandatory Requirements Death Master File

Limited Access Death Master File:
Online Search Price List and Order Form

Attachment A1

5470: Online Access Interactive Mode – Annual Subscription – Unlimited Queries

Use this product to search for individual Social Security Numbers (SSNs) as needed. "Users" in the chart below refers to the number of simultaneous users. There is no limit on sequential users. This annual subscription allows as many users as you choose to search the Limited Access Death Master File. Each user may log in and look for individual SSNs using advanced search software provided.

<i>Number of Users</i>	<i>Price</i>	<i>Total</i>
Small: Single user	\$1,125	
Medium: Up to 25 concurrent users	\$1,875	
Large: Unlimited concurrent users	6,250	

Please note: ***The DMFMAN, DMFAUT, and DMFWEB subscriptions below will expire when the number of queries purchased has been reached or at the end of one year, whichever occurs first.***

DMFMAN: Customer Driven Online Manual Matching – Annual Subscription - 1 User Plus Queries Level

Use Manual Batch Processing if you need to check a large list of numbers occasionally, for example, to check voter registration lists before an election. You could get a subscription for x number of queries each year to check your list. Don't use Manual Batch Processing to check large lists repeatedly, nor to check just a few numbers at a time.

<i>Order Number</i>	<i>Number of Queries</i>	<i>Price</i>	<i>Total</i>
Small	500 to 4,999 queries	\$1,250	
Medium	5,000 to 49,999 queries	\$3,250	
Large	50,000 to 400,000	\$9,875	

DMFAUT: Customer Driven Online Automated Matching – Annual Subscription - 1 User Plus Queries Level

Use Automated Batch Processing to check large lists of numbers regularly, e.g., a pension fund checking if monthly benefits checks recipients are still alive. The fund could run a list of the recipients weekly or monthly. Don't use Automated Batch Processing if you don't need to run the same numbers repeatedly, nor to run searches a couple of times a year, nor to check a few numbers at a time.

<i>Order Number</i>	<i>Number of Queries</i>	<i>Price</i>	<i>Total</i>
Small	1,000 to 9,999 queries	\$2,750	
Medium	10,000 to 49,999 queries	\$5,250	
Large	50,000 to 400,000 queries	\$9,875	

DMFWEB: Web Services - Customer Driven Programmed Matching – Annual Subscription - 1 User Plus Queries Level

Use this product if you will write your own program to search the database or if you wish to integrate LADMF searches with an existing program, e.g., to verify the SSN of a new bank account holder automatically while setting up the account, or to check voter registration applications. Don't use Web Service if you won't write your own integration programs and don't need to automate SSN checking with an existing program.

<i>Order Number</i>	<i>Number of Queries</i>	<i>Price</i>	<i>Total</i>
Small	5,000 to 14,999 queries	\$1,875	
Medium	15,000 to 49,999 queries	3,750	
Large	50,000 to 400,000 queries	\$9,000	

Subtotal

Please note: ***The Mega Inquiry and Custom Mega Inquiry subscriptions below will expire when the number of queries purchased has been reached or at the end of one year, whichever occurs first.***

Mega Inquiry Products – SSN Matching Service			
To make more than 400,000 SSN queries subscribers must purchase a Mega Search product. Subscribers can upload a text file of SSNs to be checked against the LADMF, and the number of queries made will be deducted from the overall subscription count. The search results will be posted, and the files will be accessible online. We will notify you by email when your results are ready. Then just log in and get the results from the Search Results Page.			
<i>Order Number</i>	<i>Number of Queries</i>	<i>Price</i>	<i>Total</i>
Small	100,000 to 499,000 queries	\$5,000	
Medium	500,000 to 999,999 queries	\$10,000	
Large	1,000,000 queries and above	\$15,000	

Custom Mega Inquiry Products – Name/Date of Birth/Date of Death Matching Service			
To purchase more than 100,000 queries if you don't have a list of SSNs, you must purchase a Custom Mega Search product. Just login and either upload a text file of the filter fields or enter them manually online. The program will check the filters against the LADMF, and the number of queries you make will be deducted from the subscription count. The search results will be posted and the files will be accessible online. We will notify you by email when your results are ready. Then just log in and get the results from the Search Results Page.			
<i>Order Number</i>	<i>Number of Queries</i>	<i>Price</i>	<i>Total</i>
Small	100,000 to 499,000 queries	\$6,250	
Medium	500,000 to 999,999 queries	\$12,500	
Large	1,000,000 queries and above	\$18,750	
Grand Total			

For Subscription Service:

Return your completed order form with payment to NTIS.



U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

SUBSCRIPTION ORDER FORM



SHIP TO / USER ADDRESS (please print or type)

CUSTOMER MASTER NUMBER (IF KNOWN)		DATE
NAME		
ORGANIZATION		DIVISION / ROOM NUMBER
STREET ADDRESS		
CITY	STATE	ZIP CODE
PROVINCE / TERRITORY	INTERNATIONAL POSTAL CODE	
COUNTRY		
PHONE NUMBER		FAX
E-MAIL		
OTHER CONTACT NAME		OTHER CONTACT PHONE

If renewal notices should be sent to a different address please attach details separately.

METHOD OF PAYMENT (please print or type)

DO NOT ENTER YOUR CREDIT CARD NUMBER on this order form if you are faxing or emailing your order. To pay by credit card (Master Card, VISA, American Express, Discover), please send the order and then call the NTIS Subscriptions Department at 800-363-2068 or 703-605-6060 between 8:30 am – 5:00 pm EST, Monday – Friday.

FOR NTIS USE ONLY

Check/Money Order enclosed for \$ _____

(PAYABLE TO NTIS IN U.S. DOLLARS)

Checks will be converted into an electronic fund transfer, see <http://www.ntis.gov/help/eft>.

SUBSCRIPTIONS PREPAYMENT REQUIRED

8:30 am – 5 pm Eastern Time, M-F
Phone: 800-363-2068 or 703-605-6060
FAX: 703-605-6880 (24 hours/7 days a week)
Email: subscriptions@ntis.gov

ORDER BY MAIL

National Technical Information Service
5301 Shawnee Rd.
Alexandria, VA 22312

ALL SALES ARE FINAL

NTIS strives to provide quality products, reliable service, and fast delivery. NTIS LADMF Web site – <https://ladmf.ntis.gov>

This completed order form constitutes an official statement to the United States Government as to the number of users who will have access to the LADMF Data.

U.S. Department of Commerce
National Technical Information Service
Limited Access Death Master File
Raw Data Price List and Order Form

Attachment A2

The Limited Access Death Master File (LADMF) contains records from 1936 to the present. It is mandatory that all subscribers of the LADMF intending to use its data on a continuing basis must keep the base file updated by continually purchasing weekly or monthly updates.

5251: Limited Access Death Master File Base File		
<p>This is the full Limited Access Death Master File (LADMF) to date. It contains more than 90 million records. This file may be purchased for single issue for use for one quarter only. If you intend to use the LADMF on a regular basis, you must purchase the base file only once when you start your subscription and must purchase one of the two subscription options below for weekly or monthly updates. Subscribers who sign the "Use and Resale Agreement" are required to purchase the weekly updates to the base file.</p>		
<i>Format</i>	<i>Price</i>	<i>Total</i>
Download via https	\$2,281.25 (one time only)	

5465: Limited Access Death Master File Weekly Updates		
<p>This is an annual subscription to weekly updates to the LADMF. You must purchase the base file above to start your subscription. Subscribers who sign the "Use and Resale Agreement" are required to purchase the weekly updates to the base file. LADMF update files contain only new deaths, changes, and deletions. Updates are downloadable via Secure File Transfer Protocol which requires testing before initiating subscription.</p>		
<i>Format</i>	<i>Price</i>	<i>Total</i>
Download via https	\$9,375 annually	
Download via Secure File Transfer Protocol	\$12,250 annually	

5446: Limited Access Death Master File Monthly Updates		
<p>This is an annual subscription to monthly updates to the LADMF. You must purchase the base file above to start your subscription. Subscribers who sign the "Use and Resale Agreement" are required to purchase the weekly updates to the base file. LADMF update files contain only new deaths, changes, and deletions. Updates are downloadable via Secure File Transfer Protocol which requires testing before initiating subscription.</p>		
<i>Format</i>	<i>Price</i>	<i>Total</i>
Download via https	\$3,412.50 annually	
Download via Secure File Transfer Protocol	\$5,125 annually	

Prices Subject to Change

Grand Total



U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

SUBSCRIPTION ORDER FORM



SHIP TO / USER ADDRESS (please print or type)

CUSTOMER MASTER NUMBER (IF KNOWN)		DATE
NAME		
ORGANIZATION		DIVISION / ROOM NUMBER
STREET ADDRESS		
CITY	STATE	ZIP CODE
PROVINCE / TERRITORY	INTERNATIONAL POSTAL CODE	
COUNTRY		
PHONE NUMBER		FAX
E-MAIL		
OTHER CONTACT NAME		OTHER CONTACT PHONE

If renewal notices should be sent to a different address please attach details separately.

METHOD OF PAYMENT (please print or type)

DO NOT ENTER YOUR CREDIT CARD NUMBER

on this order form if you are faxing or emailing your order. To pay by credit card (Master Care, VISA, American Express, Discover), please send the order and then call the NTIS Subscriptions Department at 800-363-2068 or 703-605-6060 between 8:30 am – 5:00 pm EST, Monday – Friday.

FOR NTIS USE ONLY

Check/Money Order enclosed for \$ _____

NTIS strives to provide quality products, reliable service, and fast delivery. NTIS LADMF Web site – <https://ladmf.ntis.gov>

(PAYABLE TO NTIS IN U.S. DOLLARS)

Checks will be converted into an electronic fund transfer, see <http://www.ntis.gov/help/eft>.

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8:30 am – 5 pm Eastern Time, M-F
Phone: 800-363-2068 or 703-605-6060
FAX: 703-605-6880 (24 hours/7 days a week)
Email: subscriptions@ntis.gov

ORDER BY MAIL

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5301 Shawnee Rd.
Alexandria, VA 22312

ALL SALES ARE FINAL

This completed order form constitutes an official statement to the United States Government as to the number of users who will have access to the LADMF Data.

IMPORTANT INFORMATION - MANDATORY REQUIREMENTS – LIMITED ACCESS DEATH MASTER FILE

TO ALL SUBSCRIBERS PURCHASING THE SOCIAL SECURITY ADMINISTRATION'S LIMITED ACCESS DEATH MASTER FILE (LADMF):

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 Limited Access Death Master File (LADMF) contains the complete and official Social Security Administration (SSA) database extract, as well as updates to the full file of persons reported to SSA as being deceased. SSA authorizes the use of this database as an identity verification tool. However, you, as a subscriber/purchaser of SSA's (LADMF) are advised at the time of initial purchase that the LADMF does have inaccuracies and SSA DOES NOT GUARANTEE THE ACCURACY OF THE LADMF 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 LADMF. If an individual seeing your copy of the LADMF has a complaint that they find erroneous data/death information on that LADMF, 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 LADMF:

ERRORS - If an individual claims that SSA has incorrectly listed someone as deceased (or has incorrect dates/data on the Limited Access Death Master File (LADMF), 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 to any company, recipient/purchaser of the LADMF that had the error, OR,
- (2) find that SSA already has the correct information on the main NUMIDENT file and LADMF (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 LADMF that had the error.

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

MANDATORY REQUIREMENTS:

It is mandatory that all subscribers of the LADMF intending to use its data on a continuing basis must, after receiving an updated complete LADMF FULLFILE 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 LADMF up-to-date with SSA's records. Thus, you are working with a LADMF with an increased number of unnecessary inaccuracies and possibly adversely affecting an increased number of individuals. NO ONE IS TO SELL THE LADMF WITHOUT REQUIRING CONTINUOUS SUBSCRIBERS TO ADHERE TO THIS MANDATORY REQUIREMENT FOR KEEPING THEIR LADMF UP-TO-DATE.

YOU, AS A LADMF 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 LADMF, are making available/selling SSA's LADMF 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.