



North Carolina Department of Health and Human Services
Division of Public Health • Epidemiology Section
1912 Mail Service Center • Raleigh, North Carolina 27699-1912
Tel 919-733-0820 • Fax 919-733-8493

Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

February 25, 2003

MEMORANDUM

TO: Asbestos and Lead-Based Paint Training Providers

FROM: John J. 'Pat' Curran, CIH
Manager, Health Hazards Control Unit (HHCU)

SUBJECT: Student Refusal to Provide a Social Security Number

Recently, an individual attending a Lead-Based Paint Abatement Supervisor class refused to provide her Social Security Number (SSN) to the training provider for identification purposes. The training provider had checked the individual's photo identification at the beginning of the class, and the individual felt that was adequate verification of her identity.

If this happens, the training provider should request a written and signed statement from the student. The statement should include the name of the course, date, training provider name, and, of course, that the student did not wish to submit his/her SSN (see attached example format).

The training provider should document on the course roster (if the course roster includes SSN's), that the SSN was not available. Also, the individual's training certificate should say "SSN Not Provided - Documentation Pending" in the space in which the Social Security Number would normally be added. A copy of the student's signed statement should be attached to the student's original training course certificate.

Both the signed statement and the original course certificate should be submitted to the HHCU when applying for lead certification or asbestos accreditation. The HHCU will then assign those individuals not providing a SSN, with a unique identification number for internal tracking purposes.

Thank you very much for your cooperation with this matter.



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Refusal to Provide Social Security Number

I, _____, have refused to present my
(please print full name)

Social Security Number to the training provider. I did, however, present my photo driver's license or photo identification card as proof of my identity.

I attended the _____
(please print name of course)

presented by _____
(please print name of training provider)

on this date: _____
(please print inclusive dates of course)

(original signature)

(today's date)

ATTACH COPY OF FORM TO COURSE CERTIFICATE