



Ordering a Social Security Trace

- 1.) Complete the Informative Research Social Trace Processing Request form – we need this information to process and return your order:
 - a. IR Customer Name/Broker Name
 - b. IR Customer Account Number
 - c. IR Customer phone number (To be used if IR requires additional order information or needs to authorize use of your on-file credit card [for accounts on credit card only billing].)
 - d. Subject's First & Last Name
 - e. Subject's Social Security Number
 - f. Subject's Date of Birth
 - g. Fax # to return the order once it has been processed 'or' email address to return the order once it has been processed
- 2.) Fax the Social Trace Processing Request Form to Informative Research at **800-800-0451** – please complete the form electronically and print for faxing.
- 3.) The verification normally takes 1-3 business hours to process.
 - a. **Note:** if your account is on credit card only billing, you will receive a call to authorize your on-file card for the Social Security Trace service.
- 4.) Once your order has been processed, Informative Research will send the report to you via:
 - a. Fax – to the number provided on the Processing Request Form
 - b. Emailed – to the email address provided on the Processing Request Form

To check on the status of a Social Security Trace Order, please send an email to ssnverification@informativeresearch.com. Please include your IR Account Number and the subject's First & Last Name in your e-mail.



Social Security Trace Service	
Standard pricing will apply to your Social Security Trace order as follows:	
Per Borrower SSN:	\$5.00
Important:	Please ensure an account administrator has authorized the use of this product with Informative Research.
(800) 473-4633	

Social Security Trace Processing Request Form

In order to assist with the processing of your order, please complete the following form.

Fax the completed form, to Informative Research at: **800-800-0451**.

Important: Please ensure an account administrator has authorized the use of this product with Informative Research.

Once your order has been placed with Informative Research you can check on the status of your order by sending an email to **ssnverification@informativeresearch.com**.

Order Information
IR Customer Name: (your company name)
IR Customer Account #:
Order Contact Name:
Phone Number: (Required: Your contact phone number is required. We may have questions about your order; for credit card only billing customers we will call this number to obtain a verbal credit card authorization for your order – your order will not be processed without this verbal authorization.)

Social Security Trace - Subject Information	
First Name:	Social Security #:
Last Name:	Suffix: (Sr, Jr)
Date of Birth:	
Street Address 1:	Street Address 2:
City:	State:
Zip:	

How would you like your order returned once Informative Research has completed processing your request?

- Return my order to the following Fax Number:
- Return my order to the following email address:

Fax Number or Email Address:
(Provide fax number with area code or email address.)

IMPORTANT: Please double-check your subject information to ensure an accurate report.
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