

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

Arizona State Office
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In Reply Refer to:

1372, 3809 (AZ-954.54) - P

January 28, 2004

EMS TRANSMISSION: 01/29/2004
Instruction Memorandum No. AZ-2004-017
Expires: 9/30/2005

To: AZ-954, All Field Managers
Attn: Geologists, Mineral Surface Protection Specialists, & Information Access Centers

From: Deputy State Director, Business & Support Services

Subject: Use of Taxpayer Identification/Social Security Number Request Form 1372-6

Purpose: To establish procedures for collecting and filing Taxpayer Identification/Social Security Numbers when implementing the 3809 mining regulations.

Background: The Surface Management regulations at 43 CFR 3809.301(b)(1) require that anyone filing a notice with the BLM must include a taxpayer identification number (TIN) for the operator(s). When the operator is an individual, the TIN is that person's Social Security Number (SSN). A BLM form (1372-6) for the collection of TIN/SSN information was approved by OMB No. 1004-0187 in July, 1999, and was recently extended to December 31, 2005. Washington Office Instruction Memorandum (IM) No. 99-171 provided initial guidance for collecting this information. That IM has been renewed and is still in effect; a copy is attached for reference.

Policy/Action: Form 1372-6 is to be used when collecting TIN/SSN information in compliance with 43 CFR 3809.301(b)(1). This is the only form that is to be used to collect this type of information. If this information is submitted in any other written documentation (i.e., a copy of another agency permit), that document must be returned to the operator for removal (redaction) of the TIN/SSN.

Form 1372-6 must be kept in a locked file (or safe) in your accounting office. It is the designated Collection Officer's responsibility to safeguard these forms. The forms should be placed in alphabetical order within a single file folder (or expandable file folder) with a "Proprietary/Confidential Information" Form 1273-2 on the cover, and retained in a locked file or safe. **Under no circumstances are these forms to be placed in the case file or other unsecured location.** SSNs are protected by the Privacy Act and a violation is a misdemeanor and can result in a fine up to \$5000.

Each Field Office has a supply of Form 1372-6 printed on bright orange cardstock paper. Additional copies can be obtained from the Printed Materials Distribution Services (PMDS) through your office Records Manager. (Note: A hand-written correction to the expiration date on this form is authorized. The correct expiration date is December 31, 2005.)

Form 1372-6 is part of the Mining Claim Case File even though it is filed outside of the serialized case file. The retention requirement for these forms is the same as the rest of the serialized case file as shown in the General Records Schedule, Schedule 4, Item 22 c.

Time Frame: This policy is in effect immediately.

Manual/Handbook Sections Affected: BLM Manual 1372 – Collections (§ .12 Collection Officers Responsibilities) and BLM Manual 3809 – Surface Management (§ .13(A) Notice – Format).

Contact: Questions on this IM can be addressed to Toni Klimek, State Records Administrator, at (602) 417-9364. Questions on the Surface Management program should be addressed to Ralph Costa, Mining Law Program Lead, at (602) 417-9349.

Signed by: Bob Kritzstein
Group Administrator for
Lonna M. O'Neal
DSD, Business & Support Services

Authenticated by: Christa Moser
Clerical Staff

Attachments:

1 - Washington Office IM No. 99-171 (3 pp.)