

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 6.3

REVISED JULY 2002

DISCLOSURE OF SOCIAL SECURITY ACCOUNT NUMBERS

1. AUTHORITY.

a. This order is to ensure compliance by California Highway Patrol with the provisions of Public Law 93-579, the Federal Privacy Act.

b. Section 7(b) of this Federal Law requires that any Federal, State or local government agency which requests an individual to disclose his/her social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.

2. DISCLOSURES INVOLVING STATE EMPLOYEES. Annex A lists all statewide forms that require the disclosure of an employee's social security number. Also indicated is whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

3. DISCLOSURES INVOLVING PRIVATE CITIZENS.

a. Annex B lists all State forms that require the disclosure of a private citizen's social security number. Also indicated is whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

b. It is the responsibility of each Office of Primary Interest (OPI) to establish its own internal procedures ensuring that private citizens being requested to disclose their social security numbers are made aware of the disclosure limitation as detailed in 3.a.

OFFICE OF THE COMMISSIONER

ANNEXES A, B

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ANNEX A

FORMS INVOLVING CHP EMPLOYEES

FORM/OPI	NAME OF FORM	MANDATORY/ VOLUNTARY DISCLOSURE	AUTHORITY	USAGE
TRAINING				
031-103/301	Trainee Sign-In Sheet	V	CHP is required to provide P.O.S.T. with an SSN for all trainees to maintain statewide training records per Penal Code Sections 13503(g) and 13506	Administration of Trainee Program
PAYROLL REPORTS				
CD 38/071	Payroll Warrant Register	M	Sections 6011 and 6051 of Subtitle F of the Internal Revenue Code; Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended	Payroll Records
CHP 71/037	Attendance Report	M	“	Payroll Records
CHP 262/071	Travel Expense Claim	M	“	Payroll Records
SPB 609A/037	Certificate for Merit Salary Adjustment	M	“	Payroll Records
STD 241/037	Beneficiary Designation	M	“	Retirement Purposes
STD 242/037	U.S. Savings Bonds Purchase/Payroll Deduction Authorization	M	“	Payroll Records
STD 243/071	Designation of Persons Authorized to Receive Warrants	M	“	Payroll Records
STD 603/037	Absences Without Pay	M	“	Payroll Records
STD 634/037	Absence & Additional Time Worked Report	M	“	Payroll Records
STD 639/037	Salary Garnishment	M	“	Payroll Records
STD 650/037	Miscellaneous Deduction Changes Report	M	“	Payroll Records
STD 666/037	Payroll Exceptions Report	M	“	Payroll Records
STD 672/037	Attendance Report	M	“	Payroll Records
STD 673/037	Report of Extra Hours to be Paid	M	“	Payroll Records
STD 674/037	Payroll Adjustment Notice	M	“	Payroll Records
STD 675/071	Supplementary Wage Deductions	M	“	Payroll Records
STD 680A/037	Personnel Action Request	M	“	Payroll Records

STD 686/037	Employee Action Request	M	"	Payroll Records
/037	Notice of Personnel Action	M	"	Payroll Records
HEALTH				
CHP 121/039	Employers Report of Occupational Injury or Illness	M	California Administrative Code, Section 14501	Reporting Employee Injury
DE 8501/037	Doctor's Certificate (for NDI)	V	No Specific Authority	Employment Identification
HBD 12/037	Health Benefits Plan Enrollment	V	No Specific Authority	Employment Identification
HBD 12A/037	Declaration of Health Coverage	V	No Specific Authority	Employment Identification
HBD 21/037	Health Benefits Plan, Direct Payment Authorization	V	No Specific Authority	Employment Identification
HBD 85	Group Continuation Coverage	V	No Specific Authority	Employment Identification
STD 692/037	Dental Plan Enrollment Authorization	V	No Specific Authority	Employment Identification
STD 696/037	Dental Benefits Plan – Direct Payment Authorization	V	No Specific Authority	Employment Identification
STD 700	Vision Form	V	No Specific Authority	Employment Identification
STD 701C	Cash Option Enrollment Authorization	V	No Specific Authority	Employment Identification
STD 701R	Reimbursement Account Enrollment Authorization	V	No Specific Authority	Employment Identification
STD 702	Consolidated Benefit Cash Enrollment Election Form	V	No Specific Authority	Employment Identification
STD 703	Vision Plan Direct Pay Authorization	V	No Specific Authority	Employment Identification
APPLICANT INVESTIGATION				
CHP 73/038	Applicant Health Questionnaire	V	No Specific Authority	Applicant Investigation
CHP 73B/038	Medical Examination	V	No Specific Authority	Applicant Investigation
CHP 73C/039	Physical Performance Test	V	No Specific Authority	Applicant Investigation
CHP 73E/039	Visual Acuity	V	No Specific Authority	Applicant Investigation
CHP 150/038	Reference Check	V	No Specific Authority	Applicant Investigation
CHP 150C/038	Employment Inquiry	V	No Specific Authority	Applicant Investigation
CHP 150D/038	Law Enforcement Applicant Questionnaire	V	No Specific Authority	Applicant Investigation
CHP 432B/038	Authorization to Release Information	V	No Specific Authority	Applicant Investigation
CHP 441/038	Commitment to Hire	V	No Specific Authority	Applicant Investigation

CHP 445B/038	Verified Personal Data	V	No Specific Authority	Applicant Investigation
CHP 446/038	Personal History Statement (Cadet)	V	No Specific Authority	Applicant Investigation
CHP 446B/038	Authorization to Release Information	V	No Specific Authority	Applicant Investigation
CHP 446C/038	Request for Military Records	V	No Specific Authority	Applicant Investigation
CHP 446E/038	Applicant Drug Screening Consent and Medical Information Release Authorization	V	No Specific Authority	Applicant Investigation
CHP 446F/038	Cadet Arrest and Citation Questionnaire	V	No Specific Authority	Applicant Investigation
CHP 446G/038	Personal History Questionnaire Scantron	V	No Specific Authority	Applicant Investigation
CHP 446K/038	Personal History Questionnaire Consent Statement	V	No Specific Authority	Applicant Investigation
CHP 447/038	Waiver	V	No Specific Authority	Applicant Investigation
CHP 494/038	Cadet Training Acceptance	V	No Specific Authority	Applicant Investigation
CHP 604/038	Determination of Prior State Employment	V	No Specific Authority	Applicant Investigation
CHP 678/038	Cadet Application	V	No Specific Authority	Applicant Investigation
FBI-FD-258/038	Fingerprint Card	V	No Specific Authority	Applicant Investigation
Form I-9, OMB No. 1115-0136	U.S. DOJ INS Employment Eligibility Verification	V	No Specific Authority	Applicant Investigation
SPB 2066/037	Functional Ability Health Questionnaire	V	No Specific Authority	Applicant Investigation
STD 610/037	Health Questionnaire (with Physician's Report)	V	No Specific Authority	Applicant Investigation
STD 610HQ/037	Functional Ability Health Questionnaire	V	No Specific Authority	Applicant Investigation
STD 678/037	Examination and/or Employment Application	V	No Specific Authority	Applicant Investigation
STD 678 Pg. 5	Equal Employment Opportunity Form	V	No Specific Authority	Applicant Investigation
MISCELLANEOUS				
071-105/071	Moving Expense Packet	M	SAM 8572.1	Income Tax Purposes
BID 7/037	Fingerprint Card	V	Sections 6011 and 6051 of Subtitle F of the Internal Revenue Code; Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended	Employee Identification

CHP 50/031	Out-Service Training Request/Multiple	M	"	State Personnel Board Purposes
CHP 102/037	Address \$ Emergency Information	V	No Specific Authority	Employee Location
CHP 220/037	Request for Transfer	V	No Specific Authority	Employee Transfers
CHP 270/031	Service Record	V	No Specific Authority	Employee Identification
CHP 448/037	Request for Delivery of Warrants of a Deceased Employee	V	No Specific Authority	Employment Information
PERS BAS369S/039	Application for Retirement	M	Sections 6011 and 6051 of Subtitle F of the Internal Revenue Code; Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended	Public Employees' Retirement System
SPB 300-1070/037	State Employee Race/Ethnicity Questionnaire	V	No Specific Authority	For State Personnel Board Purposes
STD 243/071	Designation of Person Authorized to Receive Warrants	M	Government Code Section 12479	Designee Form for Payroll Records

ANNEX B

FORMS INVOLVING PRIVATE CITIZENS

FORMS/OPI	NAME OF FORM	MANDATORY/ VOLUNTARY DISCLOSURE	AUTHORITY	USAGE
CHP 202/051	DUI Arrest/ Investigation Report	V	No Specific Authority	Providing arrest information to the Department of Justice
CHP 208/039	Accident Prevention Report	V	SAM 10510, 8072.3	Required for collection of accident damages due to the State by off-set from funds held by Franchise Tax Board
CHP 251/051	Notice to Appear	V	No Specific Authority	An additional identifier when an individual has no driver's license or is in the military
CHP 216/051	Arrest/ Investigation Report	V	No Specific Authority	Used as an additional identifier
DOJ/ADM 1316/061	Fingerprint Card	M	TITLE 13 CAC, Section 1208	Required to request record of criminal information from Bureau of Criminal Investigation (DOJ) and the Federal Bureau of Investigation
JUS 8715/051	Disposition of Arrest and Court Action	V	"	Maintenance of Department of Justice records

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