

Bureau of Vital Statistics

State Processing Guidelines for Enumeration at Birth



Securing today
and tomorrow



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Enumeration at Birth (EAB)

Introduction

In 1987, Social Security Administration (SSA) implemented the Enumeration at Birth (EAB) pilot in three states (New Mexico, Iowa, and Indiana) to test the feasibility of assigning Social Security Numbers (SSNs) to newborns automatically, with permission of the parent(s) based on available state birth registration data. The pilot, nationally implemented in 1989, was in use by 1997 in all 50 states, two jurisdictions, and Puerto Rico.

SSA has two processes to issue social security cards to U.S. born citizens under age one:

- Parents, or other proper applicants on behalf of the child, can apply for SSNs through local SSA field offices by submitting the appropriate evidence of age, identity and U.S. citizenship for the child, as well as evidence of identity for the person applying on behalf of the child; or
- A parent, when providing birth registration information at the hospital or birthing center, may request that an SSN be assigned to the newborn. This process is known as EAB.

The documents in this package outline the system related aspects of this process. Included are the keying instructions and descriptions of the reports.

Parents' SSNs: Requirements of the Taxpayer Relief Act of 1997

In addition to the information that states collect and electronically transmit to SSA for assignment of SSNs to newborns, the Taxpayer Relief Act of 1997 requires SSA to obtain from states the SSNs of the newborn's parents. Since 1999, SSA has passed this information to the Internal Revenue Service (IRS) to help them administer the provisions of the earned income tax credit relating to tax benefits based on support and residence of children. As a result of this federal law, SSA also asks that if the mother and/or father of the newborn has an SSN, the state Bureau of Vital Statistics (BVS) office should transmit those SSNs to SSA as part of the SSN application data.

Collecting Information for EAB

To comply with federal law, the hospital or birthing center representative should ask for the parents' SSNs when collecting information to register the child's birth. While most parents have SSNs and should be able to provide them, SSA recognizes that there are situations where parents will not be able to provide SSNs. In these cases, the representative should assure parents who cannot provide SSNs that they can still apply for and receive an SSN for their child.

Note: U.S. born children are generally considered to be U.S. citizens, and as such, are eligible for SSNs without regard to the parents' immigration status.

Providing Form SSA-2853 EAB Receipt to Parents

The hospital or birthing center representative should provide Form SSA-2853 (Message from Social Security) to parents applying for SSNs for their newborns as proof that they have elected that an SSN be assigned to their child through the EAB process. In addition to proving that an SSN has been requested, Form SSA-2853 provides a suggested time frame within which the parent should expect to receive the card for his/her child. The form is available in both English and Spanish.

There are five versions of each form, with the only difference being the length of time (as appropriate for the individual state) that it takes to get the card. The different versions of SSA-2853 are as follows:

English Version	Spanish Version	Weeks
SSA-2853 OP2	SSA-2853 OP2 SP	3 weeks
SSA-2853 OP1	SSA-2853 OP1 SP	4 weeks
SSA-2853	SSA-2853 SP	5 weeks
SSA-2853 OP3	SSA-2853 OP3 SP	6 weeks
SSA-2853 OP4	SSA-2853 OP4 SP	10 weeks

To determine which version of the Form SSA-2853 is appropriate:

- Hospitals and birthing centers can find the SSN processing time for their state at Social Security Online: http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/2309.
- Hospitals and birthing centers should use the appropriate version of the SSA-2853 based on the processing time of their state. In doing so, the parents are provided with a realistic timeframe as to when to expect delivery of their child's SSN card.

A Form SSA-2853 may be requested:

- In person through a local Social Security office.
- E-mail to OFSM.OSWM.RQCT.Orders@ssa.gov.
- FAX to 410-965-2037.

Requests must include all the following information:

- The name and telephone number of a personal contact.
- Mailing address.
The name and version number of the form (e.g., Form SSA-2853 OP2, Message from Social Security)
- The number of "UNITS" being requested (forms are mailed in units of 100).

EAB Technical Overview

Hospitals collect the data necessary for Enumeration and send it to their state agency, which then transmits it to SSA. The states transmit EAB records to SSA for enumeration of infants born within the past 12 months. EAB only issues original SSN cards; it does not issue replacement cards.

These files are electronically transmitted to SSA's National Computer Center through electronic interfaces with the state BVS.

EAB files are transmitted:

- Mainframe to mainframe via Connect:Direct or Cyberfusion software.
- Personal Computer (PC) to mainframe and then mainframe to PC over the Government Services Online (GSO) system.

An automated control invoked within SSA's EAB processing ensures the EAB input file has not been previously processed. The EAB records are edited, reformatted and processed.

An EAB process notice file, which contains statistics, counts, and exceptions for a state submitting an EAB file, is created electronically and sent to the submitting state, and a copy is maintained at SSA. In addition, if duplicate records are found (but with different birth certificate numbers), the submitting state is notified with a separate process notice.

A daily electronic feedback report file of SSN(s) assigned is also provided to the states upon request. Data on the EAB feedback report is returned to the submitting state with the permission of the parent.

The report links the Birth Certificate Number (BCN) with the SSN assigned to that EAB input record. In addition to BCN and SSN, the feedback report also contains the following data: Child's Name, Child's Date of Birth (DOB), Place of Birth (POB) City and State, and Mother's Maiden Name.

EAB File Layout and Specifications

The EAB file consists of a Header Record, an EAB Data Record and a Trailer Record. This section provides data entry guidelines and the file layout.

EAB Header Record

The following table provides specifications for each field in the header record. If the record does not follow these specifications, the file will not be processed.

Position	Size	Field Name	Specifications
1-6	6	File Name	Mandatory Value must be 'ESEAB.'
7-8	2	State Abbreviations	Mandatory <i>(See Appendix 1 for valid state abbreviations)</i>
9-14	6	State Process Date	Mandatory Format is MMDDYY Valid Values: <ul style="list-style-type: none"> Month (MM) must be 01-12 Day (DD) must be 01-31 and not exceed the maximum number of days in the month entered (Example: February cannot have 30 or 31 days) Year (YY) must be a current or previous
15-20	6	Volume Serial Number	Mandatory Valid Values: <ul style="list-style-type: none"> 0-9 Invalid values: <ul style="list-style-type: none"> Space
21-380	360	Filler	Spaces

EAB Data Record

The following table provides specifications for each field in the EAB Data Record.

Positions 1-57: Child's Name

Position	Size	Field Name	Specifications
1-16	16	Child's First Name	<p>Mandatory/ Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 1 must contain A-Z</p> <p>The last entry may be A-Z, or an apostrophe (')</p> <p>A hyphen (-) may be the last entry only if it is entered in position 16</p> <p>Multiple or compound names are accepted must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Name abbreviations must be separated by a space. The abbreviation must be spelled out if it is in the middle of a multiple or compound name</p> <p>If the child has one name only, enter UNKNOWN as Child's First Name</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Space • UNKNOWN <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces • Question mark (?) • The words BABY, BABYBOY, BABYGIRL, BABY BOY, BABY GIRL, INFANT, NONAME, NO NAME, TEST, UNK, VOID • UNKNOWN if there is middle name. <p><i>See Appendix 6 for name formatting examples</i></p>

Position	Size	Field Name	Specifications
17-32	16	Child's Middle Name	<p>Conditional</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 17 may contain A-Z or a space</p> <p>If position 17 is a space, then positions 18-32 must be all spaces</p> <p>The last entry may be A-Z, or an apostrophe (')</p> <p>A hyphen (-) may be the last entry only if it is entered in position 32</p> <p>If 'UNKNOWN' is the Child's First Name, positions 17-32 must be spaces</p> <p>If the child has one name only, positions 17-32 must be spaces</p> <p>Multiple or compound names are accepted must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Name abbreviations must be separated by a space. The abbreviation must be spelled out if it is in the middle of a multiple or compound name</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Space <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces • Question mark (?) • UNKNOWN <p><i>See Appendix 6 for name formatting examples</i></p>

Position	Size	Field Name	Specifications
33-53	21	Child's Last Name	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 33 must contain A-Z</p> <p>The last entry in this field may be A-Z, or an apostrophe (')</p> <p>If the child has one name only, enter the name in this field</p> <p>Multiple or compound names are accepted must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Name abbreviations must be separated by a space. The abbreviation must be spelled out if it is in the middle of a multiple or compound name</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Space <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces • Question mark (?) • UNKNOWN <p><i><u>See Appendix 6 for name formatting examples</u></i></p>
54-57	4	Surname Suffix	<p>Conditional</p> <p>Left Justified</p> <p><i><u>See Appendix 5 for valid suffix entries</u></i></p>

Positions 58-164: Mailing Address

Position	Size	Field Name	Specifications
58-97	40	Street Line 1	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 58 must be filled</p> <p>If no mailing address is present, enter a question mark (?) in position 58 and leave spaces in positions 59-97</p> <p>When more than 40 positions for Line 1 are needed, stop at a logical breaking point and continue on Line 2 Do not stop in the middle of a contiguous string of letters or numbers when going from line 1 to line 2</p> <p>Key C/O in the first three positions of line 1 to indicate an in-care-of address followed by the name, institution, etc. Key the street portion in the Street Address Line 2 field</p> <p>Valid values for position 58:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Question mark (?) <p>Valid values for positions 59-97:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Hyphen (-) • Slash (/) • Space <p>Invalid values:</p> <ul style="list-style-type: none"> • A hyphen (-) or slash (/) in position 97 • Consecutive combinations of hyphens (--), slashes (/), and/or spaces • Punctuation marks such as periods (.), commas (,), and pound signs (#) <p><u>See Appendix 2 for street address standardized abbreviations</u></p> <p><u>See Appendix 3 for domestic address examples</u></p> <p><u>See Appendix 4 for foreign address formatting examples</u></p>

Position	Size	Field Name	Specifications
98-137	40	Street Line 2	<p>Conditional</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>If no mailing address is present, positions 98-137 must be spaces</p> <p>Valid values for position 98:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Question Mark (?) <p>Valid values for positions 99-137:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Hyphen (-) • Slash (/) • Space <p>Invalid values:</p> <ul style="list-style-type: none"> • A hyphen (-) or slash (/) in position 137 • Consecutive combinations of hyphens (--), slashes (/), and/or spaces • Punctuation marks such as periods (.), commas (,), question marks (?) and pound signs (#) <p><u>See Appendix 2 for street address standardized abbreviations</u></p> <p><u>See Appendix 3 for domestic address examples</u></p> <p><u>See Appendix 4 for foreign address formatting examples</u></p>

Position	Size	Field Name	Specifications
138-164	27	City	<p>For Domestic Addresses Only</p> <p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Positions 159-164 are reserved for foreign addresses. Any keyed data after position 159 will be dropped</p> <p>Valid values for position 138:</p> <ul style="list-style-type: none"> • A-Z • 0-9 <p>Valid values for positions 139-159:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Hyphen (-) • Slash (/) • Space <p>Invalid values:</p> <ul style="list-style-type: none"> • A question mark (?) is not valid in position 138 • Consecutive spaces between alphabetic and numeric characters • Punctuation marks such as periods (.), commas (,), and pound signs (#) <p><u>See Appendix 3 for domestic address examples</u></p>

Position	Size	Field Name	Specifications
138-164	27	City	<p>For Foreign Addresses Only</p> <p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Canada and Mexico are the only acceptable country entries in this field</p> <p>Data must be in the following order: City, Province (or State), Country and Foreign Postal code</p> <p>Abbreviate foreign city/province names as much as possible, (ex ON for Ontario, PE for Prince Edward Island, SK for Saskatchewan, BC for Baja California, SLP for San Luis Potosi, VC for Vera Cruz)</p> <p>For Canada, the foreign postal code must be keyed as space, alpha, numeric, alpha, space, numeric, alpha, numeric</p> <p>For Mexico, the foreign postal code must be keyed as five (5) consecutive digits, preceded by a space</p> <p>Valid values for position 138:</p> <ul style="list-style-type: none"> • A-Z • 0-9 <p>Valid values for positions 139-164:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Spaces • CA, CAN, CDA, and CANADA • MX, MEX, MXO, and MEXICO <p>Invalid values:</p> <ul style="list-style-type: none"> • A question mark (?) is not valid in position 138 • Consecutive combinations of hyphens (--), slashes (/), and/or spaces <p><i>See Appendix 4 for foreign address formatting examples</i></p>

Position	Size	Field Name	Specifications
165-166	2	State/Territory	<p>Mandatory</p> <p>Left Justified</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Alpha state abbreviations (<i>See Appendix I</i>) • 'FF' to indicate a foreign address ('FF' may be used with mailing addresses in Canada and Mexico only) <p><i>Note: All records that contain 'FF' but do not have a Canada or Mexico address will be dropped</i></p>
167-175	9	Zip Code	<p>Mandatory (for domestic mailing addresses)</p> <p>Left Justified</p> <p>Must contain five numeric values (if the Zip Code is present, and both the Zip Code and state/territory are valid)</p> <p>Positions 167-169 must be consistent with the mailing address state abbreviation, unless it is a valid special zip code for the state</p> <p>For Canada and Mexico, no entry in this field is allowed</p> <p>Valid values:</p> <ul style="list-style-type: none"> • 0-9

Positions 176-183: Date of Birth

Position	Size	Field Name	Specifications
176-183	8	Date of Birth	<p>Mandatory</p> <p>Left Justified</p> <p>The format is MMDDCCYY</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Month (MM) must be 01-12 • Day (DD) must be 01-31 and not exceed the maximum number of days in the month entered (Example: February cannot have 30 or 31 days) • Century (CC) must be 20 • Year (YY) must be a current or previous <p><i>Note: The file will not be processed for children over 12 months old (birth date to SSA process date)</i></p>

Position 184: Sex Code

Position	Size	Field Name	Specifications
184	1	Sex Code	<p>Mandatory</p> <p>All entries must be in capital letters</p> <p>Valid values:</p> <ul style="list-style-type: none"> • 'M' to indicate male • 'F' to indicate female <p>Invalid value:</p> <ul style="list-style-type: none"> • 'U' to indicate UNKNOWN

Positions 185-211: City of Birth

Position	Size	Field Name	Specifications
185-211	27	City of Birth	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>A question mark (?) may be in position 185, only if positions 186-211 are all spaces</p> <p>Valid values for position 185:</p> <ul style="list-style-type: none"> • Question mark (?) • A-Z • 0-9 <p>Valid values for positions 186-211:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Question mark (?) • Hyphen (-) • Non-consecutive spaces

Positions 212-213: State of Birth

Position	Size	Field Name	Specifications
212-213	2	State of Birth	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Alpha state abbreviations (<i>See Appendix I</i>)

Positions 214-270: Mother's Name

Position	Size	Field Name	Specifications
214-229	16	Mother's First Name	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 214 may be A-Z or a question mark (?)</p> <p>The last entry in this field may be A-Z or an apostrophe (')</p> <p>A question mark (?) may be in position 214, only if positions 215-229 are all spaces</p> <p>A hyphen (-) may be the last entry of the name only if it is entered in position 229</p> <p>For Multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Question mark (?) • Space • UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown) <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid <p><i>See Appendix 6 for name formatting examples</i></p>

Position	Size	Field Name	Specifications
230-245	16	Mother's Middle Name	<p>Conditional</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 230 may be A-Z or a question mark (?)</p> <p>The last entry in this field may be A-Z or an apostrophe (')</p> <p>A question mark (?) may be in position 230, only if positions 231-245 are all spaces</p> <p>A hyphen (-) may be the last entry of the name only if it is entered in position 245</p> <p>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Question mark (?) • Space • Multiple or compound names • UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown) <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid <p><i>See Appendix 6 for name formatting examples</i></p>

Position	Size	Field Name	Specifications
246-266	21	Mother's Maiden Name	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 246 may be A-Z or a question mark (?)</p> <p>The last entry in this field may be A-Z or an apostrophe (')</p> <p>A question mark (?) may be in position 246, only if positions 247-266 are all spaces</p> <p>A hyphen (-) may be the last entry of the name only if it is entered in position 266</p> <p>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Question mark (?) • Space • Multiple or compound names • UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown) <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid <p><i>See Appendix 6 for name formatting examples</i></p>
267-270	4	Mother's Surname Suffix	<p>Conditional</p> <p>Left Justified</p> <p><i>See Appendix 5 for valid suffix entries</i></p>

Positions 271-327: Father's Name

Position	Size	Field Name	Specifications
271-286	16	Father's First Name	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 271 may be A-Z or a question mark (?)</p> <p>The last entry in this field may be A-Z or an apostrophe (')</p> <p>A question mark (?) may be in position 271 only if positions 272-286 are all spaces</p> <p>A hyphen (-) may be the last entry of the name only if it is entered in position 286</p> <p>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Question mark (?) • Space • Multiple or compound names • UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown) <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid <p><i>See Appendix 6 for name formatting examples</i></p>

Position	Size	Field Name	Specifications
287-302	16	Father's Middle Name	<p>Conditional</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 287 may be A-Z or a question mark (?)</p> <p>The last entry in this field may be A-Z or an apostrophe (')</p> <p>A question mark (?) may be in position 287, only if positions 288-302 are all spaces</p> <p>A hyphen (-) may be the last entry of the name only if it is entered in position 302</p> <p>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Question mark (?) • Space • Multiple or compound names • UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown) <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid <p><i>See Appendix 6 for name formatting examples</i></p>

Position	Size	Field Name	Specifications
303-323	21	Father's Last Name	<p>Mandatory</p> <p>Left Justified</p> <p>All entries must be in capital letters</p> <p>Position 303 may be A-Z or a question mark (?)</p> <p>The last entry in this field may be A-Z or an apostrophe (')</p> <p>A question mark (?) may be in position 303, only if positions 304-323 are all spaces</p> <p>A hyphen (-) may be the last entry of the name only if it is entered in position 323</p> <p>For multiple or compound names, each part of the name within the field must be separated by a space, an apostrophe ('), or a hyphen (-)</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • Apostrophe (') • Hyphen (-) • Question mark (?) • Space • Multiple or compound names • UNKNOWN (may be used in lieu of a question mark if the birth registration document actually indicates that the name is unknown) <p>Invalid values:</p> <ul style="list-style-type: none"> • Consecutive combinations of hyphens (--), apostrophes (''), and/or spaces are not valid <p><i>See Appendix 6 for name formatting examples</i></p>
324-327	4	Father's Surname Suffix	<p>Conditional</p> <p>Left Justified</p> <p><i>See Appendix 5 for valid suffix entries</i></p>

Position 328: Citizenship Code

Position	Size	Field Name	Specifications
328	1	Citizenship Code	Mandatory Must always be '1'

Position 329: Filler

Position	Size	Field Name	Specifications
329	1	Filler	Must always be a space

Position 330: Multiple Birth Code

Position	Size	Field Name	Specifications
330	1	Multiple Birth Code	Mandatory Valid values: <ul style="list-style-type: none"> • 'Y' to indicate multiple births are involved • 'N' to indicate multiple births are not involved • Space to indicate the information is unavailable

Position 331: Feedback Release

Position	Size	Field Name	Specifications
331	1	Feedback Release	Conditional Valid values: <ul style="list-style-type: none"> • 'Y' to indicate permission is granted • 'N' to indicate permission is not granted • Space to indicate the information is unavailable <p><i>Note: The purpose of this field is to indicate if permission has been granted for SSA to disclose the assigned SSN to the state</i></p>

Position 332-342: Birth Certificate Number

Position	Size	Field Name	Specifications
332-342	11	Birth Certificate Number	<p>Mandatory</p> <p>Left Justified</p> <p>Positions 332-334 must contain a valid BCN code. (The two character alpha state abbreviation associated with the BCN must match the state used for place of birth)</p> <p>Positions 335-336 must be the current or prior year and must match the DOB year</p> <p>Positions 337-342 may contain A-Z and 0-9</p> <p><i>Note: The file will not be processed if it contains duplicate BCNs</i></p> <p><u>See Appendix 1 for valid BCN codes</u></p>

Position 343-351: Mother's SSN

Position	Size	Field Name	Specifications
343-351	9	Mother's SSN	<p>Conditional</p> <p>Left Justified</p> <p>If present, must be nine numeric characters</p> <p>Must be a valid SSN</p> <p>Valid values:</p> <ul style="list-style-type: none"> • 0-9 • All spaces

Position 352-360: Father's SSN

Position	Size	Field Name	Specifications
352-360	9	Father's SSN	Conditional Left Justified If present, must be nine numeric characters Must be a valid SSN Valid values: <ul style="list-style-type: none"> • 0-9 • All spaces

Position 361-380: Filler

Position	Size	Field Name	Specifications
361-380	20	Filler	Must be all spaces

EAB Trailer Record

The following table defines the trailer record control data.

Position	Size	Field Name	Specifications
1-6	6	File Name	Mandatory Value must be "ESEAB."
7-8	2	State Abbreviations	Mandatory <i>See Appendix 1 for state abbreviations</i>
9-14	6	State Process Date	Mandatory Format is MMDDYY Valid Values: <ul style="list-style-type: none"> Month (MM) must be 01-12 Day (DD) must be 01-31 and not exceed the maximum number of days in the month entered (Example: February cannot have 30 or 31 days) Year (YY) must be a current or previous
15-20	6	Volume Serial Number	Mandatory Valid Values: <ul style="list-style-type: none"> 0-9 Invalid Values: <ul style="list-style-type: none"> Space
21-26	6	Birth Record Count	Mandatory Valid Values: <ul style="list-style-type: none"> 0-9
27-32	6	Birth Record Universe	Mandatory Valid Values: <ul style="list-style-type: none"> 0-9
33-380	348	Filler	Spaces

Note: The first twenty positions of the trailer record and header record must match.

EAB Process Notice Reports

EAB Process Notice Report

The Process Notice Report is an output file that is provided to the states. This report displays the processing results of each file that the state submitted.

File Identification Data

This section displays the following general data and record counts:

- Volume Serial - The six (6) alpha/numeric serial number submitted in the first control record
- State Process Date - The six (6) numeric digits in the first control record (header record) to indicate the date the file was created
- Birth Record Universe - The six (6) numeric digits from the last control record (trailer record) that indicates the total births in a state (entity) for the fiscal year
- Records Input - The six (6) numeric digits from the last control record (trailer record) that indicates the number of records actually input
- Percent of Universe - This percentage compares the number of babies enumerated (records input) with total births for the fiscal year (Birth Record Universe)
- EAB Duplicate Records - The number of input records which had duplicate birth certificate numbers
- Birth Records That Exceed 2 Months - The number of records for which the child's Date of Birth was greater than 2 months
- Number of Exception Records - This is the number of input records that did not process due to error(s) in the data
- Error Rate - The percentage of records rejected due to errors
- Records Processed - This number represents the number of records successfully processed
- Process Message - One of the following messages is displayed in this column to indicate the processing status:

Message	Description
File Processed	No format, count inconsistencies or excessive error conditions were processed
File processed but your record count = [X] Receipt count = [Y]	The birth record count provided did not agree with the number of records processed
File Not Processed, errors GT 5% Tolerance	The file could not be processed because more than 5% of the records submitted contained errors. <i>Correct and re-submit.</i>
File Not Processed, 1st control record in error:	The file could not be processed because the first control record did not conform to the requirements stated in the EAB Header Record. <i>Correct and re-submit.</i>
File Not Processed, last control record in error:	The file could not be processed because the last control record did not conform to the requirements stated in the EAB Trailer Record. <i>Correct and re-submit.</i>
File Not Processed, Not Auth:	The file could not be processed because the state is not certified for EAB.
File Not Processed, Duplicate File:	The file could not be processed because it is a duplicate.
File Not Processed; No Data Records on File	The file could not be processed because the header and trailer records contained no data. <i>Correct and resubmit.</i>

Error Summary

This section lists the field number, field name and total field error counts for the records that did not process because they contained errors. If a record has more than one field in error, each error is included in the field error count.

See Error/Alert Recap section Page 2 of the report. Review message under “Input Data” and “Error Message” to determine the reason the record was not processed.

Alert Summary

This section displays conditions and total alert counts for fields that were electronically corrected by SSA.

See Error/Alert Recap section on page two of the report. If the legend under “Error Message” equals one of the alert conditions below, the field was corrected and the record processed.

The following alert conditions may be displayed:

- Literal Blank in Position 329 - Converted to blank
- Invalid Feedback Release Indicator - If field did not contain ‘Y’, ‘N’, or blank, converted to blank
- Invalid Multiple Birth Code - If field did not contain ‘Y’, ‘N’, or blank, converted to blank
- Invalid Citizenship Code - Number of input records which had an invalid Citizenship Code. Citizenship Code must always be ‘1’ and is automatically converted to ‘1’

Feedback Yes Count

This section provides the number of input records containing a ‘Y’ in the Feedback Release Count field.

Input Statistics by Month

This section shows a statistical breakdown of the input records processed in the file by birth month.

- Earliest Birth - Earliest birth date on the file
- Latest Birth - Latest birth date on the file

Error/Alert Recap

This section lists a summary of any errors or alerts.

Line 1 displays data from the input record:

- Birth Number - The birth certificate number submitted
- First Name - The child's first name
- Middle Name - The child's middle name
- Last Name - The child's last name
- Suffix - The suffix following the child's surname (if applicable)
- DOB - The child's date of birth

Line 2 displays information for fields that contained errors:

- Field - The field number indicated in the Error Summary. If an Alert Condition is displayed, no number will be present
- Input Data - The keyed data from field that was not accepted
- Error Messages - The reason that the field was not accepted

Sample Process Notice Report

MM/DD/CCYY

ENUMERATION AT BIRTH PROCESS NOTICE FOR (state)

PAGE 1 OF 2

FILE IDENTIFICATION DATA (V3)

VOLUME SERIAL	STATE PROCESS DATE	BIRTH RECORD UNIVERSE	RECORDS INPUT	PERCENT OF UNIVERSE	EAB DUPLICATE RECORDS	BIRTH RECORDS THAT EXCEED 2 MONTHS	NUMBER OF EXCEPTION RECORDS	ERROR RATE	RECORDS PROCESSED	PROCESS MESSAGE
XXXXXX	MMDDYY	999,999	999,999	999	999999	999999	999999	99	999,999	XXXXXXXXXX

ERROR SUMMARY

ALERT SUMMARY

FIELD NUMBER	FIELD NAME	FIELD ERRORS	ALERT CONDITION	
1	CHILDS FIRST NAME	999	INVALID FEEDBACK RELEASE INDICATOR	999
2	CHILDS MIDDLE NAME	999	INVALID MULTIPLE BIRTH CODE	999
3	CHILDS SURNAME	999	INVALID CITIZENSHIP CODE	999
4	CHILDS SURNAME SUFFIX	999	TOTAL ALERTS	99999
5	STREET ADDRESS 1 ST LINE	999		
6	STREET ADDRESS 2 ND LINE	999		
7	STREET ADDRESS 3 RD LINE	999		
8	STREET ADDRESS 4 TH LINE	999		
9	CITY ADDRESS	999		
10	STATE ADDRESS	999		
11	ZIP CODE	999		
12	FOREIGN POSTAL CODE	999	FEEDBACK YES COUNT	999,999
13	FOREIGN COUNTRY	999		
14	CONSULAR CODE	999		
15	DATE OF BIRTH	999		
16	SEX	999		
17	CITY/COUNTY OF BIRTH	999		
18	STATE OF BIRTH	999		
19	MOTHERS FIRST NAME	999		
20	MOTHERS MIDDLE NAME	999		
21	MOTHERS MAIDEN NAME	999		
22	MOTHERS SURNAME SUFFIX	999		
23	FATHERS FIRST NAME	999		
24	FATHERS MIDDLE NAME	999		
25	FATHERS SURNAME	999		
26	FATHERS SURNAME SUFFIX	999		
27	BIRTH CERTIFICATE NUMBER	999		
	TOTAL ERRORS	9999		

EAB Duplicate Records Process Notice 2 Report

An additional report is generated when multiple files are received on the same day from the same state, and duplicate records are encountered.

The report is comprised of two sections:

File Identification Data

This section lists the field number, field name, and total field errors of the duplicate records that did not process because they failed to meet data entry requirements. This is a BVS report created for duplicate records where all other data elements are the same except for the BCN, or the BCN is the same and data is different. A report is not created if there are no duplicate records

- Field 28: Different BCN - Same Data
- Field 29: Same BCN

Error Recap

This section displays a summary of the errors with no section headers.

Line 1 displays pertinent data from the input record including:

- Birth Certificate Number submitted
- Child's First Name
- Child's Middle Name
- Child's Last Name
- Child's Suffix
- Child's Date of Birth

Line 2 displays information relating to the field that was not acceptable in accordance with the requirements:

- Field number indicated in the 'File Identification Data; (Field 28 or 29)
- Message stating the information received in the field was determined to be unacceptable
- Reason the field was determined to be unacceptable

Note: Line 1 and 2 information will be presented for each duplicate record

Appendices

Appendix 1 – State/Territory Abbreviations and BCN Codes

<u>State/Territory</u>	<u>Abbrev</u>	<u>BCN</u>
Alabama	AL	101
Alaska	AK	150
American Samoa Mailing	AS	161
American Samoa POB State	AQ	161
Arizona	AZ	102
Arkansas	AR	103
California	CA	104
Colorado	CO	105
Connecticut	CT	106
Delaware	DE	107
District of Columbia Mailing	DC	108
District of Columbia POB State	DC	108
Florida	FL	109
Georgia	GA	110
Guam Mailing	GU	160
Guam POB State	GQ	160
Hawaii	HI	151
Idaho	ID	111
Illinois	IL	112
Indiana	IN	113
Iowa	IA	114
Kansas	KS	115
Kentucky	KY	116
Louisiana	LA	117
Maine	ME	118
Maryland	MD	119
Massachusetts	MA	120
Michigan	MI	121
Minnesota	MN	122
Mississippi	MS	123

<u>State/Territory</u>	<u>Abbrev</u>	<u>BCN</u>
Missouri	MO	124
Montana	MT	125
Nebraska	NE	126
Nevada	NV	127
New Hampshire	NH	128
New Jersey	NJ	129
New Mexico	NM	130
New York City Mailing	NY	156
New York City POB State	NQ	156
New York State	NY	131
North Carolina	NC	132
North Dakota	ND	133
Commonwealth of Northern Mariana Islands Mailing	MP	162
Commonwealth of Northern Mariana Islands POB State	CQ	162
Ohio	OH	134
Oklahoma	OK	135
Oregon	OR	136
Pennsylvania	PA	137
Puerto Rico Mailing	PR	152
Puerto Rico POB State	RQ	152
Rhode Island	RI	138
South Carolina	SC	139
South Dakota	SD	140
Tennessee	TN	141
Texas	TX	142
Utah	UT	143
Vermont	VT	144

State Processing Guidelines for Enumeration at Birth

<u>State/Territory</u>	<u>Abbrev</u>	<u>BCN</u>
Virgin Islands Mailing	VI	153
Virgin Islands POB State	VQ	153
Virginia	VA	145

<u>State/Territory</u>	<u>Abbrev</u>	<u>BCN</u>
Washington	WA	146
West Virginia	WV	147
Wisconsin	WI	148
Wyoming	WY	149

Appendix 2 – Standardized Abbreviations of Street Address Information

<u>Address</u>	<u>Abbrev</u>
Academy	ACAD
Air Force Base	AFB
Agency	AGNCY
Airport	ARPRT
Alley	ALY
Annex	ANX
Arcade	ARC
Arsenal	ARSL
Avenue	AVE
Bayou	BYU
Beach	BCH
Bend	BND
Big	BG
Black	BLK
Boulevard	BLVD
Bluff	BLF
Bottom	BTM
Branch	BR
Bridge	BRG
Brook	BRK
Burg	BG
Bypass	BYP
Camp	CP
Canyon	CYN
Cape	CPE
Causeway	CSWY
Center	CTR
Central	CLT
Church	CHR
Churches	CHRS
Circle	CIR
City	CY
Clear	CLR
Cliffs	CLFS

<u>Address</u>	<u>Abbrev</u>
College	CLG
Club	CLB
Common	CMM
Corner	COR
Corners	CORS
Course	CRSE
Court	CT
Courts	CTS
Cove	CV
Creek	CRK
Crescent	CRES
Crossing	XING
Dale	DL
Dam	DM
Depot	DPO
Divide	DV
Drive	DR
East	E
Estates	EST
Expressway	EXPY
Extended	EXT
Extension	EXT
Fall	FL
Falls	FLS
Farms	FRMS
Ferry	FRY
Field	FLD
Fields	FLDS
Flats	FLT
Ford	FRD
Forest	FRST
Forge	FRG
Fork	FRK
Forks	FRKS

<u>Address</u>	<u>Abbrev</u>
Fort	FT
Fountain	FTN
Freeway	FWY
Furnace	FURN
Gardens	GDNS
Gateway	GTWY
Glen	GLN
Grand	GRND
Great	GR
Green	GRN
Ground	GRD
Grove	GRV
Harbor	HBR
Haven	HVN
Heights	HTS
High	HI
Highlands	HGLDS
Highway	HWY
Hill	HL
Hills	HLS
Hollow	HOLW
Hospital	HOSP
Hot	H
House	HSE
Inlet	INLT
Institute	INST
Island	IS
Islands	IS
Isle	IS
Junction	JCT
Key	KY
Knolls	KNLS
Landing	LNDG
Lake	LK
Lakes	LKS
Lane	LN

<u>Address</u>	<u>Abbrev</u>
Light	LGT
Little	LTL
Loaf	LF
Locks	LCKS
Lodge	LDG
Loop	LOOP
Lower	LWR
Mall	MALL
Manor	MNR
Meadows	MDWS
Meeting	MTG
Memorial	MEM
Middle	MDL
Mile	MLE
Mill	ML
Mills	MLS
Mines	MNS
Missions	MSN
Mound	MND
Mount	MT
Mountain	MTN
National	NAT
Naval Air Station	NAS
Neck	NCK
New	NW
North	N
Orchard	ORCH
Oval	OVAL
Palms	PLMS
Park	PARK
Parkway	PKY
Pass	PASS
Path	PATH
Pike	PIKE
Pillar	PLR
Pines	PNE

<u>Address</u>	<u>Abbrev</u>
Place	PL
Plain	PLN
Plains	PLNS
Plaza	PLZ
Point	PT
Port	PRT
Prairie	PR
Radial	RADL
Ranch	RNCH
Ranches	RNCHS
Rapids	RPDS
Resort	RESRT
Rest	RST
Ridge	RDG
River	RIV
Road	RD
Rock	RK
Row	ROW
Run	RUN
Rural	R
Saint	ST
Sainte	ST
San	SN
Santa	SN
Sante	SN
School	SCH
Seminary	SMNRY
Shoal	SHL
Shoals	SHLS
Shore	SHR
Shores	SHRS
Siding	SDG
South	S
Space Flight Center	SFC
Speedway	SPDWY
Spring	SPG

<u>Address</u>	<u>Abbrev</u>
Springs	SPGS
Spur	SPUR
Square	SQ
State	ST
Station	STA
Street	ST
Stream	STRM
Sulphur	SLPHR
Summit	SMT
Switch	SWCH
Tannery	TNRY
Tavern	TVRN
Terminal	TERM
Terrace	TER
Ton	TN
Tower	TWR
Town	TWN
Trace	TRCE
Track	TRAK
Trail	TRL
Trailer	TRLR
Tunnel	TUNL
Turnpike	TPKE
Upper	UPR
Union	UN
University	UNIV
Valley	VLY
Viaduct	VIA
View	VW
Village	VLG
Ville	VL
Vista	VIS
Walk	WALK
Water	WTR
Way	WAY
Wells	WLS
West	W

State Processing Guidelines for Enumeration at Birth

<u>Address</u>	<u>Abbrev</u>
White	WHT
Works	WKS

<u>Address</u>	<u>Abbrev</u>
Yards	YDS

Appendix 3 – Domestic Address Formats

Address	Field Name	Key As
123 Main Way Salt Lake City, Utah 84024	Street Line 1	123 MAIN WAY
	Street Line 2	
	City	SALT LAKE CITY
	State	UT
	Zip Code	84024
Hummingbird Circle Apartment Number 104 Omaha, Nebraska 68057	Street Line 1	HUMMINGBIRD CIR APT NUMBER 104
	Street Line 2	
	City	CITY
	State	ST
	Zip Code	68057
Care of University General Hospital 6301 Lombard Street Baltimore, Maryland 21208	Street Line 1	C/O UNIVERSITY GENERAL HOSPITAL
	Street Line 2	6301 LOMBARD ST
	City	BALTIMORE
	State	MD
	Zip Code	21208

Address	Field Name	Key As
1234 Calle Aurora Mayaguez, Puerto Rico 00680-1233	Street Line 1	1234 CALLE AURORA
	Street Line 2	
	City	MAYAGUEZ
	State	PR
	Zip Code	006801233
123 Agnes Fancy St. Thomas, Virgin Islands 00802-1222	Street Line 1	123 AGNES FANCY
	Street Line 2	
	City	ST THOMAS
	State	VI
	Zip Code	008021222
?	Street Line 1	?
	Street Line 2	
	City	
	State	
	Zip Code	

Appendix 4 – Canada and Mexico Address Formats

Address	Field Name	Key As
10 Tarragon Court Apt 1b Calgary, Alberta, Canada A2v 4z3	Street Line 1	10 TARRAGON CT APT 1B
	Street Line 2	
	City	CALGARY ALBERTA CN A2V 4Z3
	State/Territory	FF
	Zip Code	
10-123 1/2 Main Street SE Montreal, Quebec H3z 2y7	Street Line 1	10-123 1/2 MAIN ST SE
	Street Line 2	
	City	QUEBEC CAN H3Z 2Y7
	State/Territory	FF
	Zip Code	
P O Box #24-A, 4 Applegate Lane Henry Hudson Apts 7 th Floor St John, New Brunswick, Canada C7k 8z2	Street Line 1	P O BOX 24-A 4 APPLGATE LA
	Street Line 2	HENRY HUDSON APTS 7TH FL
	City	ST JOHN NB CDA C7K 8Z2
	State/Territory	FF
	Zip Code	

State Processing Guidelines for Enumeration at Birth

Address	Field Name	Key As
4547 Solar Flare Road Boisenberry Delightful Towers Chateauguay Quebec Canada	Street Line 1	4547 SOLAR FLARE RD
	Street Line 2	BOISENBERRY DELIGHTFUL TOWERS
	City	CHATEAUGUAY QUEBEC CANADA
	State/Territory	FF
	Zip Code	
C/O Hank Long, 65 Norm Place Apt 1 Baja California Norte Mexico 87953	Street Line 1	C/O HANK LONG 65 NORM PL APT 1
	Street Line 2	
	City	BCN MXO 87953
	State/Territory	FF
	Zip Code	
12 Holly Lane @ Ford Street, Apt #3 5 th Floor Tower Villagran Mex Tamaul	Street Line 1	12 HOLLY LANE AT FORD ST APT 3
	Street Line 2	5TH FLOOR TOWER
	City	VILLAGRAN TAMAUL MEX
	State/Territory	FF
	Zip Code	

State Processing Guidelines for Enumeration at Birth

Address	Field Name	Key As
900 Fountain Road, Green Acres Farmers Estate On The Sonora Ciudad, Juarez Chihuahua, Mexico 61088	Street Line 1	900 FOUNTAIN ROAD
	Street Line 2	GREEN ACRES FARMERS ESTATE ON THE SONORA
	City	CIUDAD JUAREZ CHIHUAHUA MEXICO 61088
	State/Territory	FF
	Zip Code	
Pozo Nopol, Mexico 87823	Street Line 1	?
	Street Line 2	
	City	POZO NOPOL MX 87823
	State/Territory	FF
	Zip Code	

Appendix 5 – Suffix Formats

Surname Suffix	Abbrev
Junior	JR
Senior	SR
1st	I
2nd	II
3rd	III
4th	IV
5th	V
6th	VI
7th	VII
8th	VIII
9th	IX
10th	X
11th	XI
12th	XII
13th	XIII
14th	XIV
15th	XV
16th	XVI
17th	XVII

Appendix 6 – Name Formats

Name	Field Name	Key As
Test Name	First Name	TEST
	Middle Name	
	Last Name	NAME
	Surname Suffix	
Test Name One	First Name	TEST
	Middle Name	NAME
	Last Name	ONE
	Surname Suffix	
Test Name One Jr	First Name	TEST
	Middle Name	NAME
	Last Name	ONE
	Surname Suffix	JR
First Compound Test Name	First Name	FIRST COMPOUND
	Middle Name	TEST
	Last Name	NAME
	Surname Suffix	
First-Compound Test Name	First Name	FIRST-COMPOUND
	Middle Name	TEST
	Last Name	NAME
	Surname Suffix	

Name	Field Name	Key As
T'est Name	First Name	T'EST
	Middle Name	
	Last Name	NAME
	Surname Suffix	
Nameislongerthan Sixteen Test	First Name	NAMEISLONGERTHA-
	Middle Name	SIXTEEN
	Last Name	TEST
	Surname Suffix	
Test Nameislongerthan Sixteen	First Name	TEST
	Middle Name	NAMEISLONGERTHA-
	Last Name	SIXTEEN
	Surname Suffix	
Test One Namelongerthantwentyone	First Name	TEST
	Middle Name	ONE
	Last Name	NAMELONGERTHANTWENTY-
	Surname Suffix	
Test Name One-Two	First Name	TEST
	Middle Name	NAME
	Last Name	ONE-TWO
	Surname Suffix	

Name	Field Name	Key As
St Test Name	First Name	ST TEST
	Middle Name	
	Last Name	NAME
	Surname Suffix	
Name	First Name	UNKNOWN
	Middle Name	
	Last Name	NAME
	Surname Suffix	



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Social Security Administration
Bureau of Vital Statistics: State Processing Guidelines for Enumeration at Birth
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