

# Program Letter

United States  
Railroad Retirement Board  
Office of Programs



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Quality Reporting Service Center

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Letter No. 2024-04

Date: September 26, 2024

TO: **Certification Registration, Retirement and Unemployment Contact Officials**

SUBJECT: **Changes to BA-12 Regarding Identity Proofing Requirements**

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**Please distribute this notice to all individuals within your organization who may need the information in connection with their work.**

The Railroad Retirement Board (RRB) has updated the requirements for granting access to the Employer Reporting System (ERSNet) based on the [National Institute of Standards and Technology \(NIST\) Digital Identity Guidelines Special Publication 800-63A](#). All certified contact officials will now act as trusted referees on behalf of the RRB. In this capacity trusted referees must resolve, validate, and verify a state and/or federal government-issued photo ID to identity proof the user seeking access to ERSNet. These requirements are reflected in changes to form BA-12, Application for Employer Reporting Access.

### **Changes to the BA-12**

Section E, Item 4 previously stated:

“I have signature authority to approve this request and authorize the RRB to grant access as indicated above. I understand that I am responsible for notifying the RRB if, in the future, this individual's access should be terminated.”

Now, Section E, Item 4 states:

“I have signature authority to approve this request and authorize the RRB to grant access as indicated above. I understand that I am acting as a trusted referee on behalf of the RRB and I have identity proofed the applicant by resolving, validating, and verifying a state and/or federal government-issued photo ID from the applicant. I also understand that I am responsible for notifying the RRB if, in the future, this individual's access should be terminated.”

### **Estimated Completion Time Change**

We estimate this change will add five minutes to completion time of the BA-12, increasing the completion time from 20 to 25 minutes. Responses include the time needed for reviewing the instructions, getting the needed data, and reviewing the completed form. Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless

it displays a valid OMB number. If you wish, send any comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing the completion time, to the Associate Chief Information Officer for Policy and Compliance, Railroad Retirement Board, 844 North Rush Street, Chicago, IL 60611-1275.

### **Questions**

If you have any questions about the contents in this letter, feel free to review the [National Institute of Standards and Technology \(NIST\) Digital Identity Guidelines Special Publication 800-63A](#), or contact the Quality Reporting Service Center by e-mail at [qrsc@rrb.gov](mailto:qrsc@rrb.gov) or by telephone at (312)751-4992.