U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

Agreement No. _____

Limited Access Death Master File Non-federal Subscriber Agreement

This Agreement is entered into between the National Technical Information Service (NTIS), U.S. Department of Commerce, and the individual or organization whose authorized signature appears below, (hereinafter, "Subscriber").

1. Scope: If Subscriber does not have a current Death Master File (DMF) subscription in place with NTIS, Subscriber agrees to transfer to NTIS funding consistent with the attached Limited Access Death Master File Subscriber Order Form (Attachment A1) or Limited Access Death Master File: Online Search Price List and Order Form (Attachment A2). In consideration of such payment, NTIS agrees to provide Subscriber with the Limited Access DMF, as defined in 15 CFR § 1110.2. NTIS also grants to Subscriber a non-exclusive, non-transferable right to make the Limited Access DMF available only to Subscriber's employees, contractors, and subcontractors whom Subscriber has determined meet the requirements to be a Certified Person as set forth in regulations found at 15 CFR § 1110.2.

2. Authority: NTIS is authorized to enter into this Agreement and receive funds under 15 U.S.C. §§ 1153 and 3704b note. NTIS is authorized to perform the services detailed in this Agreement, including providing the Limited Access DMF to Subscriber, pursuant to 15 U.S.C. § 3704b and 15 U.S.C. §§ 1151-1157. In addition, NTIS is authorized to establish a certification program under which persons may obtain immediate access to the Death Master File (DMF), pursuant to § 203 of the Bipartisan Budget Act of 2013.

3. Requirements for Subscribers:

(a) Subscriber must at all times during this Agreement be a Certified Person as defined in 15 CFR §1110.2.

(b) Subscriber agrees that beginning on the effective date of this Agreement, all provisions of this Agreement apply to any and all Limited Access DMF provided to Subscriber by NTIS under this Agreement.

(c) Should any of the information to which it certified on the Subscriber Certification Form change during the term of this Agreement, Subscriber agrees to notify NTIS of the change and whether Subscriber believes the change results in loss of Subscriber's status as a Certified Person, in writing, immediately, but no later than 24 hours after Subscriber becomes aware of the change.

(d) Should Subscriber cease to be a Certified Person during the term of this Agreement, Subscriber agrees to destroy all Limited Access DMF provided to Subscriber by NTIS prior under this Agreement, and will certify to NTIS in writing that is has destroyed all such DMF.

(e) Subscriber agrees that if it uses the DMF on a continuing basis it must, after receiving an updated complete DMF, keep that file updated by continually purchasing and incorporating all regular updates (new deaths/changes/deletions), beginning with the same month as the original file.

(f) Subscriber agrees to be subject to audit by NTIS to determine Subscriber's compliance with the requirements of 15 CFR Part 1110. Subscriber agrees to permit NTIS to conduct periodic and unscheduled audits of the systems, facilities, and procedures of Subscriber relating to Subscriber's safeguards for, access to, and use and distribution of, Limited Access DMF, during regular business hours. Subscriber understands and agrees that failure to cooperate with any NTIS audit may result in immediate termination of this Agreement.

(g) Subscriber agrees to retain a list of all employees, contractors, and subcontractors to which it provides Limited Access DMF and to make that list available to NTIS as part of any audits conducted under paragraph (f) above.

4. Authorized Purposes: The rights granted to Subscriber under this Agreement are solely for Authorized Purposes. Authorized Purposes are limited to search, retrieval, display, downloading and processing of Limited Access DMF by Subscriber and Subscriber's employees, contractors and subcontractors who meet the requirements to be a Certified Person as set forth in 15 CFR 1110.102, through Subscriber's computer system on Subscriber's premises.

Limited Access Death Master File Non-federal Subscriber Agreement

5. Prohibited Purposes: Sale or redistribution of Limited Access DMF, or copying, modifying, or posting all or a portion of Limited Access DMF for the purpose of modifying it, or posting modified DMF on the public Internet are expressly prohibited under this Agreement. In addition, sublicensing or re-distributing the Limited Access DMF to another party, making it available to other parties via the World Wide Web or other gateway, or to otherwise making it available to users who are not Subscriber's employees, contractors, or subcontractors who meet the requirements to be a Certified Person as set forth in 15 CFR 1110.102, are also prohibited.

6. Security: In order to safeguard the Limited Access DMF provided to Subscriber under this Agreement, Subscriber agrees that:

(a) Subscriber will at all times have security provisions in place to protect the Limited Access DMF from being visible, searchable, harvestable, or in any way discoverable on the World Wide Web. Subscriber represents that it currently has, and will maintain for the term of this Agreement, systems, facilities, and procedures in place to safeguard all Limited Access DMF, and experience in maintaining the confidentiality, security, and appropriate use of Limited Access DMF, pursuant to requirements similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986, agrees to satisfy the requirements of such section 6103(p)(4) as if such section applied to Subscriber, and agrees to audits as set forth in this Agreement.

(b) Subscriber understands that any successful attempt by any person to gain unauthorized access to or use of the Limited Access DMF from Subscriber may result in immediate termination of this Agreement. In addition, any successful attempt by any person to gain unauthorized access may under appropriate circumstances result in penalties as prescribed in 15 CFR §1110.200 levied on both Subscriber and the person attempting such access. Any unauthorized access or attempted unauthorized access is a breach or attempted breach of security and must immediately be reported to NTIS at dmfcert@ntis.gov.

7. Payment: If Subscriber does not have a current DMF subscription in place with NTIS, Subscriber agrees to pay applicable fees in advance in accordance with the fee schedules in Attachment A1 or Attachment A2 to this Agreement, as applicable. NTIS reserves the right to change any fees set forth in Attachment A1 or Attachment A2, to establish new fees or to waive fees during the term of this Agreement by giving Subscriber 90 days advance notice.

8. Penalties: Subscriber acknowledges that failure to comply with the provisions of paragraph (3) of the Subscriber Certification Form may subject the Subscriber to penalties under 15 CFR 1110.200 of $1,000 for each disclosure or use, up to a maximum of $250,000 in penalties per calendar year.

9. Liability: The U.S. Government/NTIS (a) makes no warranty, express or implied, with respect to information provided under this agreement, including, but not limited to, implied warranties of merchantability and fitness for any particular use; (b) assumes no liability for any direct, indirect or consequential damages flowing from any use of any part of the Limited Access DMF, including infringement of third party intellectual property rights; and (c) assumes no liability for any errors or omissions in Limited Access DMF. The Limited Access DMF does have inaccuracies and NTIS and the Social Security Administration (SSA), which provides the DMF to NTIS, do not guarantee the accuracy of the Limited Access DMF. SSA does not have a death record for all deceased persons. Therefore, the absence of a particular person on the Limited Access DMF is not proof that the individual is alive. Further, in rare instances, it is possible for the records of a person who is not deceased to be included erroneously in the Limited Access DMF. (See Attachment B.)

Limited Access Death Master File Non-federal Subscriber Agreement

10. Indemnification and Hold Harmless: Subscriber shall indemnify and hold harmless NTIS and the Department of Commerce from all claims, liabilities, demands, damages, expenses, and losses arising from or in connection with Subscriber's or Subscriber's employees, contractors, or subcontractors use of the Limited Access DMF. This provision will survive termination of this Agreement and will include any and all claims or liabilities arising from intellectual property rights.

11. Governing Law: This Agreement will be governed by applicable Federal law.

12. Term of Agreement and Amendments: This agreement is effective on the last date of signature by the parties below and will remain in effect for one year or, if Subscriber has a current DMF subscription in place with NTIS, the subscription expiration date, whichever is earlier. This Agreement may be renewed on an annual basis by written amendments signed by both parties for up to five years, contingent upon Subscriber executing the current version of the Subscriber Certification Form annually and fulfilling any and all other requirements set forth in NTIS regulations found at 15 CFR part 1110. This Agreement may be amended at any time by a written amendment signed by both parties. Subscriber must be a Certified Person throughout the term of this Agreement, and subscription will be immediately terminated if Subscriber loses status as a Certified Person.

13. Termination: Either party may terminate the Agreement by giving the other 90 days written notice. If Licensee terminates, Licensee will not receive any refund, proration or abatement of any fees paid to NTIS. If NTIS terminates, Licensee will receive a refund for the unused portion of the Annual Fee unless Licensee is in breach of this Agreement, or has violated 15 CFR part 1110, in either case as determined by NTIS.

14. Resolution of Disagreements: Should disagreements arise on the interpretation of the provisions of this Agreement or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party and presented to the other party for consideration. If agreement or interpretation is not reached within 30 days, the parties shall forward the written presentation of the disagreement to respective higher officials for appropriate resolution.

Both parties agree that all claims, disputes, and/or causes of action arising under or related to this Agreement, not resolved in the dispute resolution process, shall be brought in a court/forum of competent Federal jurisdiction.

Agreement No. _____

Limited Access Death Master File Non-federal Subscriber Agreement

15. Contact Information:

A. Program Management:

Subscriber	Primary	Alternate
Contact Name		
Organization		
Address		
Phone Number		
Fax Number		
Email Address		
NTIS	**Primary**	**Alternate**
Contact Name		
Organization		
Address		
Phone Number		
Fax Number		
Email Address		

Agreement No. _____

Limited Access Death Master File
Non-federal Subscriber Agreement

B. Financial:

Subscriber	Primary	Alternate
Contact Name		
Organization		
Address		
Phone Number		
Fax Number		
Email Address		
NTIS	**Primary**	**Alternate**
Contact Name		
Organization		
Address		
Phone Number		
Fax Number		
Email Address		

U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

Agreement No. _____

Limited Access Death Master File
Non-federal Subscriber Agreement

SUBSCRIBER:

Authorized Signature

_____

Name: _____

Corporate Name: _____

Address: _____

_____

Phone Number: _____

NTIS Subscription Number: _____

NTIS Certification Invoice/Confirmation Number: _____

_____

Subscription Administrator _____

_____

_____

Date _____

Fax to 703-605-6880
National Technical Information Service
U.S. Department of Commerce
5301 Shawnee Rd.
Alexandria, VA 22312

Attachment A1: Limited Access Death Master File Subscriber Order Form
Attachment A2: Limited Access Death Master File: Online Search Price List and Order Form
Attachment B: Important Information – Mandatory Requirements Death Master File

DMF Terms and Conditions Revised 3-21-2014

U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

Attachment A1

Limited Access Death Master File Subscriber Order Form

SHIP TO / USER ADDRESS (please print or type)

CUSTOMER MASTER NUMBER (IF KNOWN)	DATE
NAME	
ORGANIZATION	DIVISION / ROOM NUMBER
STREET ADDRESS	
CITY	STATE / ZIP CODE
PROVINCE / TERRITORY	INTERNATIONAL POSTAL CODE
COUNTRY	
PHONE NUMBER	FAX
E-MAIL	
OTHER CONTACT NAME	OTHER CONTACT PHONE

If renewal notices should be sent to a different address please attach details separately.

METHOD OF PAYMENT (please print or type)

DO NOT ENTER YOUR CREDIT CARD NUMBER or DEPOSIT ACCOUNT NUMBER on this order form if you are faxing or emailing your order. To pay by credit card (MasterCard, VISA, American Express, Discover) or NTIS deposit account, please send the order and then call the NTIS Subscriptions Department at (800) 363-2068 or (703) 605-6060 between 8:30 am - 5:00 pm EST, Monday - Friday.

FOR NTIS USE ONLY

☐ Check / Money Order enclosed for $ _____
(PAYABLE TO NTIS IN U.S. DOLLARS)

Checks will be converted into an electronic fund transfer, see **http://www.ntis.gov/help/eft.aspx**.

National Technical Information Service
5301 Shawnee Rd
Alexandria, VA 22312-2312

NTIS Web Site —
www.ntis.gov/products/ssa-dmf.aspx

SUBSCRIPTIONS PREPAYMENT REQUIRED

8:30 a.m.–5:00 p.m., Eastern Time, M–F
Phone: 1-800-363-2068 or (703) 605-6060
FAX: (703) 605-6880 (24 hours/7 days a week)
E-mail: subscriptions@ntis.gov

ORDER BY MAIL

National Technical Information Service
5301 Shawnee Road
Alexandria, VA 22312-2312

ALL SALES ARE FINAL

NTIS strives to provide quality products, reliable service, and fast delivery. Please contact us for a replacement within 30 days if the item you receive is defective or if we have made an error in filling your order.

SINGLE ISSUES WITHOUT UPDATES

Shipping and handling fees will apply.
Contact the NTIS Sales Desk for details.
8:00 a.m. – 6:00 p.m., Eastern Time, M–F
1-800-553-6847 or (703) 605-6000.
E-mail: orders@ntis.gov

FOR NTIS USE ONLY

U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

Limited Access Death Master File Subscriber Price List and Order Form

PRODUCT SELECTION (please print or type)

NTIS Web Site — www.ntis.gov/products/ssa-dmf.aspx

SUB-5251: Limited Access Death Master File: Full File[1]		
Please Select a Format	**Price**	**Total**
___ DVD or ___ CD-ROM	$7,245	

Purchasers of the Full File[1], who intend to keep their Death Master File current ARE REQUIRED to purchase a subscription to the DMF Weekly or Monthly Updates file, beginning with the week or month following the closing date of the current Full File[1]. This is a MANDATE from the Social Security Administration.

SUB-5251: Limited Access Death Master File: Full File[1]		
___ DVD or ___ CD-ROM Single Issue	$1,825	

SUB-5465: Limited Access Death Death Master File Weekly Updates (single issues are not available)		
Format	**Price**	**Total**
___ Electronically, via https	$7,500	
___ sFTP[2]	$9,800	

SUB-5446: Limited Access Death Master File Monthly Updates (single issues are not available)		
Format	**Price**	**Total**
___ Electronically, via https	$2,730	
___ sFTP[2]	$4,100	

The Limited Access Death Master Update files contains new deaths, changes and deletions to the Death Master File (DMF). New subscribers to this file are required to begin their subscription with the current quarterly Full File[1] and all subsequent monthly or weekly updates issued after the closing date of that Full File[1].

[1]Limited Access Death Master File: Full File contains records form 1936 to present, not including updates

[2]Secure FTP requires testing before initiating subscription

Prices Subject to Change

GRAND TOTAL ____

National Technical Information Service
5301 Shawnee Rd
Alexandria, VA 22312-2312

Thank you for your order!

U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

Attachment A2

Limited Access Death Master File: Online Search Price List and Order Form

SHIP TO / USER ADDRESS (please print or type)

CUSTOMER MASTER NUMBER (IF KNOWN)	DATE
NAME	
ORGANIZATION	DIVISION / ROOM NUMBER
STREET ADDRESS	
CITY / STATE / ZIP CODE	
PROVINCE / TERRITORY	INTERNATIONAL POSTAL CODE
COUNTRY	
PHONE NUMBER	FAX
E-MAIL	
OTHER CONTACT NAME	OTHER CONTACT PHONE
AGENCY LOCATION CODE (ALC)	TREASURY ACCOUNTING SYMBOL (TAC)

If renewal notices should be sent to a different address please attach details separately.

METHOD OF PAYMENT (please print or type)

DO NOT ENTER YOUR CREDIT CARD NUMBER or DEPOSIT ACCOUNT NUMBER on this order form if you are faxing or emailing your order. To pay by credit card (MasterCard, VISA, American Express, Discover) or NTIS deposit account, please send the order and then call the NTIS Subscriptions Department at (800) 363-2068 or (703) 605-6060 between 8:30 am - 5:00 pm EST, Monday - Friday.

FOR NTIS USE ONLY

☐ Check / Money Order enclosed for $ _____
(PAYABLE TO NTIS IN U.S. DOLLARS)

Checks will be converted into an electronic fund transfer, see **http://www.ntis.gov/help/eft.aspx**.

National Technical Information Service
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NTIS Web Site —
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PREPAYMENT REQUIRED
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ALL SALES ARE FINAL
NTIS strives to provide quality products, reliable service, and fast delivery. Please contact us for a replacement within 30 days if the item you receive is defective or if we have made an error in filling your order.

FOR NTIS USE ONLY

U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

Limited Access Death Master File: Online Search Price List and Order Form

These databases are available from the National Technical Information Service. Return your completed order form with payment to NTIS. For questions call the NTIS Subscriptions Department at 1-800-363-2068 or (703) 605-6060.

SUB-5470: Interactive Mode – Annual Subscription – Unlimited Queries		
Number of Users	*Price*	***Total***
Single user	$995	
Up to 5 concurrent users	$1,495	
Up to 10 concurrent users	$2,450	
Up to 25 concurrent users	$4,995	
Up to 50 concurrent users	$9,575	
51+ concurrent users	$14,500	
DMFMAN: Manual Batch Processing – Annual Subscription - 1 User Plus Queries Level		
Number of Queries	*Price*	***Total***
1,000	$600	
2,500	$1,000	
5,000	$1,500	
15,000	$3,000	
25,000	$3,500	
50,000	$4,000	
100,000	$4,500	
200,000	$7,000	
400,000	$8,800	
DMFAUT: Automated Batch Processing – Annual Subscription - 1 User Plus Queries Level		
Number of Queries	*Price*	***Total***
1,000	$650	
2,500	$1,050	
5,000	$1,650	
15,000	$3,300	
25,000	$3,750	
50,000	$4,000	
100,000	$4,500	
200,000	$7,000	
400,000	$8,800	
DMFWEB: Web Services – Annual Subscription - 1 User Plus Queries Level		
Number of Queries	*Price*	***Total***
5,000	$1,500	
15,000	$2,850	
25,000	$3,500	
50,000	$3,750	
100,000	$4,000	
200,000	$6,000	
400,000	$8,800	
Subtotal		

Please note: ***The subscription will expire when the number of queries purchased has been reached or at the end of one year, whichever occurs first.***

U.S. Department of Commerce
National Technical Information Service
Alexandria, VA 22312

Limited Access Death Master File: Online Search Price List and Order Form

Limited Access Death Master File (DMF) Mega Inquiry Products

NTIS Web Site — www.ntis.gov/products/ssa-dmf.aspx

Order Number	Number of Queries	Price	Total
DMF100K	100,000	$4,500	
DMF200K	200,000	$7,000	
DMF400K	400,000	$8,800	
DMF750K	750,000	$11,250	
DMF1Million	1 million	$12,000	

Limited Access Death Master File (DMF) Custom Mega Inquiry Products

Order No.	Number of Queries	Price	Total
DMF100C	100,000	$5,400	
DMF200C	200,000	$8,400	
DMF400C	400,000	$10,560	
DMF750C	750,000	$13,500	
DMF1000C	1 million	$14,400	

For Subscription Service:

Return your completed order form with payment to NTIS.

Prices Subject to Change

GRAND TOTAL

National Technical Information Service
5301 Shawnee Rd
Alexandria, VA 22312-2312

Thank you for your order!

Attachment B

Important Information-Mandatory Requirements Death Master File

IMPORTANT INFORMATION – MANDATORY REQUIREMENTS
DEATH MASTER FILE

TO ALL SUBSCRIBERS PURCHASING THE SOCIAL SECURITY ADMINISTRATION'S (SSA) DEATH MASTER FILE (DMF):

As a result of a court case under the Freedom of Information Act, SSA is required to release its death information to the public. SSA's DMF contains the complete and official SSA database extract, as well as updates to the full file of persons reported to SSA as being deceased. However, you, as a subscriber/purchaser of SSA's DMF, are advised at the time of initial purchase that the DMF does have inaccuracies and **SSA DOES NOT GUARANTEE THE ACCURACY OF THE DMF FILE.** SSA does not have a death record for all deceased persons. Therefore, the absence of a particular person on this file is not proof that the individual is alive. Further, in rare instances it is possible for the records of a person who is not deceased to be included erroneously in the DMF. If an individual seeing your copy of the DMF has a complaint that they find erroneous data/death information on that DMF, you should advise them to follow the procedures listed below. In fact, **you should be providing the information below in your publication, if any,** of the DMF:

ERRORS – If an individual claims that SSA has incorrectly listed someone as deceased (or has incorrect dates/data on the DMF), the individual should be told to contact their local Social Security office (with proof) to have the error corrected. The local Social Security office will:

(1) make the correction to the main NUMIDENT file at SSA and give the individual a verification document of SSA's current records to use to show any company, recipient/purchaser of the DMF that had the error; OR,

(2) find that SSA already has the correct information on the main NUMIDENT file and DMF (probably corrected sometime prior), and give the individual a verification document of SSA's records to use to show to any company subscriber/purchaser of the DMF that had the error.

In the latter case (2 above), the DMF subscriber (you) probably received the incorrect death data sometime prior to the correction of SSA's main records. (The only way you can now get an updated DMF with the correction would be to again purchase the entire DMF file and keep it current with all of the **MONTHLY OR WEEKLY UPDATES** – See MANDATORY REQUIREMENTS below.) You should accept proof from the individual (his/her own records or the verification s/he received from the local Social Security office) and correct your copy of the DMF. You should also notify any organization to which you sold the DMF that this correction needs to be made.

MANDATORY REQUIREMENTS:

It is mandatory that all subscribers of the DMF intending to use its data on a continuing basis must, after receiving an updated complete **DMF FULL FILE**, keep that file updated by continually purchasing all **MONTHLY OR WEEKLY UPDATES** (NEW DEATHS/CHANGES/DELETIONS), beginning with the same month as the Full File. If you are not meeting SSA's requirements because you are not receiving the **MONTHLY OR WEEKLY UPDATES ON A CONTINUING BASIS** immediately after receiving the **FULL FILE**, then you are **NOT** keeping your DMF up-to-date with SSA's records. Thus, you are working with a DMF with an increased number of unnecessary inaccuracies and possibly adversely affecting an increased number of individuals. **NO ONE IS TO SELL THE DMF WITHOUT REQUIRING CONTINUOUS SUBSCRIBERS TO ADHERE TO THIS MANDATORY REQUIREMENT FOR KEEPING THEIR DMF UP-TO-DATE.**

YOU, AS A DMF SUBSCRIBER, ARE REMINDED THAT YOU SHOULD NOT TAKE ANY ADVERSE ACTION AGAINST ANY INDIVIDUAL WITHOUT FURTHER INVESTIGATION TO VERIFY THE DEATH LISTED.

If you, as a subscriber to SSA's DMF are making available/selling SSA's DMF information to others, you **MUST ALSO PROVIDE THEM WITH A COPY OF THIS NOTICE.**

NOTE: DO NOT TELL ANYONE TO CONTACT NTIS OR SSA HEADQUARTERS FOR CORRECTIONS! CORRECTIONS MUST BE MADE AT THE LOCAL SOCIAL SECURITY OFFICE SERVICING THE INDIVIDUAL.