

October 9, 2014

Update to Instructions for Renewal Application

The Board is pleased to offer applicants for renewal an option to providing their Social Security numbers (SSN) on the renewal application. For many years the Board was required to collect each licensee's SSN on a form certifying status with regard to taxes due to the State of Vermont. When the Board moved to the online process for renewals, that form was built into the new, electronic system. A few weeks ago one of our licensees expressed concern about providing the SSN each renewal, noting that the Board already has each licensee's number. After careful consideration of that request and examination of our processes, we sought permission from the Tax Department to omit the SSN from the renewal form. The Tax Department has agreed that it is not necessary to collect the SSN each time. For the time being, the question is on the form and it's too late to change it. **However, for the renewal form, you have the option to enter all zeroes in the field that asks you to enter your SSN.**

The Board wishes to stress that this is being done only in response to a licensee's request. There are no indications that our systems have been compromised in any way. This step is being taken because the Board concurs with the concept that use of the SSN should be limited to those processes in which it is truly necessary in order to protect this important piece of personal information. The Board also wishes to thank the licensee who took the time to raise this concern and thereby improve our process.



David K. Herlihy
Executive Director

