Requesting CMS's Limited Data Set (LDS) Files

1. Complete the following documents and send them via email (as scanned attachments) to DataUseAgreement@cms.hhs.gov:

   - Written request letter
   - 2-3 page research application/study protocol
   - LDS Data Use Agreement (DUA)
   - LDS Order Form

2. Once you have submitted your request, you will receive a response from the mailbox notifying you of the receipt and estimated timeframe for the processing of your DUA (typically 3-4 weeks).
3. Once your DUA has been processed, you will be notified to submit your payment in Pay.gov and send your Pay.gov transaction number along with the DUA number and CMS tracking number to filesfororder@cms.hhs.gov.
4. CMS will verify your payment upon submission of the Pay.gov information and ensure that your order form contains the necessary information for data processing and dissemination.
5. Your request will be forwarded to the CMS data dissemination contractor for processing. Processing of the data takes approximately 2-4 weeks (depending on the number and years of files being requested).

Please do **NOT** send your initial data request directly to the filesfororder mailbox. This will delay the processing time of your data request. Since all LDS files require a DUA, the requests must be submitted to the privacy office, via the DataUseAgreement mailbox. Only payment and request tracking information should be sent to the filesfororder mailbox and you will be notified by CMS staff to provide this information upon approval of your DUA. Thank you.