

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

Inside is the form you need to apply for a Social Security card. You can also use this form to replace a lost card or to change your name on your card. This service is free. But before you go on to the form, please read through the rest of this page. We want to cover some facts you should know before you apply.

IF YOU HAVE NEVER HAD A SOCIAL SECURITY NUMBER

If you were born in the U.S. and have never had a Social Security number, you must complete this form and show us documents that show your age, citizenship, and who you are. Usually, all we need from you are:

- Your birth certificate; AND
- Some form of identity, such as a driver's license, school record, or medical record. See page 2 for more examples.

We prefer to see your birth certificate. However, we will accept a hospital record of your birth made before you were 5 years old, or a religious record of your age or birth made before you were 3 months old. **We must see original documents or certified copies. Uncertified photocopies are not acceptable.** You may apply at any age, but if you are 18 or older when you apply for your first Social Security card, **you must apply in person. Please see the special requirements on page 4 if you were born outside the U.S., if you are not a U.S. citizen or if you need a card for a child.**

IF YOU NEED TO REPLACE YOUR CARD

To replace your card, all we usually need is one type of identification and this completed form. See page 2 for examples of documents we will accept. If you were born outside the U.S., you must also submit proof of U.S. citizenship or lawful alien status. Examples of the documents we will accept are on page 4. **Remember, we must see original documents or certified copies.**

IF YOU NEED TO CHANGE YOUR NAME ON YOUR CARD

If you already have a number, but need to change your name on our records, we need this completed form and a document that identifies you by both your old and new names. Examples include a marriage certificate, a divorce decree or a court order that changes your name. Or, we will accept two documents—one with your old name and one with your new name. See page 2 for examples of documents we will accept. If you were born outside the U.S., you must also show proof of U.S. citizenship or lawful alien status. Examples of documents we will accept are on page 4.

HOW TO APPLY

First complete this form, using the instructions on page 2. Then take or mail it to the nearest Social Security office. Be sure to take or mail the originals or certified copies of your documents along with the form. We will return your documents right away.

IF YOU HAVE ANY QUESTIONS

If you have any questions about this form, or about the documents you need to show us, please contact any Social Security office. A telephone call will help you make sure you have everything you need to apply for your card.

DOCUMENTS THAT SHOW YOUR IDENTITY

Here are some examples of identity documents that we will accept.

- Driver's license
- U.S. government or state employee ID card
- Your passport
- School ID card, record, or report card
- Marriage or divorce record
- Health insurance card
- Clinic, doctor, or hospital records
- Military records
- Court order for name change
- Adoption records
- Church membership or confirmation record (if not used as evidence of age)
- Insurance policy

We will NOT accept a birth certificate or hospital record as proof of your identity. We will accept other documents if they have enough information to identify you. **Remember, we must see original documents or copies certified by the county clerk or other official who keeps the record.**

HOW TO COMPLETE THE FORM

Most questions on the form are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the form. **If you are completing this form for someone else, please answer the questions as they apply to that person.** Then, sign your own name in question 16.

1. Your card will show your full first, middle, and last names **unless you show otherwise**. If you have ever used another name, show it on the third line. You can show more than one name on this line. Do not show a nickname unless you have used it for work or business.
2. Show the address where you want your card mailed. If you do not usually get mail at this address, please show an "in care of address", for example, c/o John Doe, 1 Elm Street, Anytown, U.S.A. 00000.
3. If you check "other" under Citizenship, please attach a statement that explains your situation and why you need a Social Security number.
5. You do not have to answer our question about race/ethnic background. We can issue you a Social Security card without this information. However, this information is important. We use it to study and report on how Social Security programs affect different people in our nation. Of course, we use it only for statistical reports and do not reveal the identities of individuals.
13. If the date of birth you show in item 6 is different from the date of birth you used on an earlier application, show the date of birth you used on the earlier application on this line.
16. If you cannot sign your name, sign with an "X" mark and have two people sign beneath your mark as witnesses.

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Form Approved
OMB No. 0960-0066

INSTRUCTIONS

- Please read "How To Complete This Form" on page 2.
- Print or type using black or blue ink. **DO NOT USE PENCIL.**
- After you complete this form, take or mail it along with the required documents to your nearest Social Security office.
- If you are completing this form for someone else, answer the questions as they apply to that person. Then, sign your name in question 16.

1 NAME

To Be Shown On Card

FIRST _____ **FULL MIDDLE NAME** _____ **LAST** _____

FULL NAME AT BIRTH
IF OTHER THAN ABOVE

FIRST _____ **FULL MIDDLE NAME** _____ **LAST** _____

OTHER NAMES USED _____

2 MAILING ADDRESS

Do Not Abbreviate

STREET ADDRESS, APT. NO., PO BOX, RURAL ROUTE NO. _____

CITY _____ **STATE** _____ **ZIP CODE** _____

3 CITIZENSHIP

(Check One)

U.S. Citizen Legal Alien Allowed To Legal Alien Not Allowed To Work Foreign Student Allowed Restricted Conditionally Legalized Alien Other (See Instructions)

4 SEX

Male Female

5 RACE/ETHNIC DESCRIPTION

(Check One Only - Voluntary)

Asian, Asian-American Or Pacific Islander Hispanic Black (Not Hispanic) North American Indian Or Alaskan Native White (Not Hispanic)

6 DATE OF BIRTH

MONTH DAY YEAR

7 PLACE OF BIRTH

(Do Not Abbreviate)

CITY STATE OR FOREIGN COUNTRY FCI

Office Use Only

8 MOTHER'S MAIDEN NAME

FIRST _____ **FULL MIDDLE NAME** _____ **LAST NAME AT HER BIRTH** _____

9 FATHER'S NAME

FIRST _____ **FULL MIDDLE NAME** _____ **LAST** _____

10 Has the person in item 1 ever received a Social Security number before?

Yes (If "yes", answer questions 11-13.) No (If "no", go on to question 14.) Don't know (If "don't know", go on to question 14.)

11 Enter the Social Security number previously assigned to the person listed in item 1.

□ □ □ - □ □ - □ □ □ □

12 Enter the name shown on the most recent Social Security card issued for the person listed in item 1.

FIRST _____ **MIDDLE** _____ **LAST** _____

13 Enter any different date of birth if used on an earlier application for a card.

MONTH DAY YEAR

14 TODAY'S DATE

MONTH DAY YEAR

15 DAYTIME PHONE NUMBER

()

AREA CODE

DELIBERATELY FURNISHING (OR CAUSING TO BE FURNISHED) FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH.

16 YOUR SIGNATURE



17 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:

Self Natural Or Adoptive Parent Legal Guardian Other (Specify)

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)									
NPN			DOC		NTI		CAN		ITV
PBC	EVI	EVA	EVC	PRA		NWR	DNR	UNIT	
EVIDENCE SUBMITTED						SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW			
						DATE			
						DATE			

**IF YOU ARE A
UNITED STATES
CITIZEN BORN
OUTSIDE THE U.S.**

If you are a United States citizen who was born outside the U.S., we need to see your consular report of birth (FS-240 or FS-545), if you have one. We also need to see one form of identification. See page 2 for examples of identity documents we will accept.

If you do not have your consular report of birth, we will need to see your foreign birth certificate and one of the following: a U.S. Citizen ID card, U.S. passport, Certificate of Citizenship, or a Certificate of Naturalization. Remember, you must show us the original documents.

**IF YOU
ARE NOT A
U.S. CITIZEN**

If you are not a U.S. citizen, you must show us your birth certificate or passport, and the documents given to you by the Immigration and Naturalization Service (INS). **We must see original documents, not photocopies.** Examples of INS documents are: your Alien Registration Receipt Card (Form I-151 or I-551) or Form I-94. Because these documents should not be mailed, you should apply in person.

Even though you may not be authorized to work in this country, we can issue you a Social Security card if you are here legally and need it for some other reason. Your card will be marked to show that you cannot work, and if you do, we will notify INS.

**IF YOU NEED A
CARD FOR A CHILD
OR SOMEONE ELSE**

If you apply for a card for a child or someone else, you need to show us that person's original or certified birth certificate and one more document showing the person's identity. For example, for a child we will accept a doctor or hospital bill, a school record or any similar document that shows the child's identity. For an adult, see page 2 for examples of identity documents we will accept.

Also, if you sign the form, we need to see some kind of identification for you. Please see the list on page 2 for examples of documents we will accept. Be sure to answer the questions on the application form as they apply to the person needing the card.

THE PAPERWORK/PRIVACY ACT AND YOUR APPLICATION

The Social Security Act (sections 205(c) and 702) allows us to collect the facts we ask for on this form. We use most of these facts to assign you a Social Security number or to issue you a card. You do not have to give us these facts, but without them we cannot issue you a Social Security number or a card. Without a number, you could lose Social Security benefits in the future and you might not be able to get a job.

We give out the facts on this form without your consent only in certain situations that are explained in the Federal Register. For example, we must give out this information if Federal law requires us to, if your Congressman or Senator needs the information to answer questions you ask them, or if the Justice Department needs it to investigate and prosecute violations of the Social Security Act.

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it.

Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices. If you want to learn more about this, contact any Social Security Office.

The **Paperwork Reduction Act of 1995** requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB control number.

We estimate that it will take you about 8 minutes to complete this form. This includes the time it will take to read the instructions, gather the necessary facts and fill out the form. If you have comments or suggestions on this estimate, write to the Social Security Administration, ATTN: Reports Clearance Officer, 1-A-21 Operations Bldg., Baltimore, MD 21235-0001. **Send only comments relating to our "time it takes" estimate to the office listed above. All requests for Social Security cards and other claims-related information should be sent to your local Social Security office, whose address is listed under Social Security Administration in the U.S. Government section of your telephone directory.**