

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF HUMAN SERVICES
OFFICE OF INCOME MAINTENANCE
REFERRAL TO THE
SOCIAL SECURITY
ADMINISTRATION

Dear SSA Worker:

We are referring this individual to your office to apply for or verify a Social Security Number for the client named. When the requested action has been taken, please sign and date this form and give it to the client for return to the county assistance office.

RETURN TO CAO BY _____

CLIENT'S NAME: _____
CLIENT'S SSN, IF APPLICABLE: _____

NPN:

3	9																		
State Code	Co code	Dist code	7 Digit Record #							Line #									

TO APPLY FOR A SOCIAL SECURITY NUMBER

Applicant indicates no previously assigned number. Evidence of age, identity and citizenship or alien status has been discussed with the applicant.

TO VERIFY A PREVIOUSLY ASSIGNED SOCIAL SECURITY NUMBER

Client has an SSN but cannot remember the number.

Client has more than one number. Please provide the correct number.

Client reports a name change from name on card.

Other _____

Existing number cannot be posted to our database or validated by SSA due to one or more of the following mismatches:

FIRST NAME _____ SEX _____

LAST NAME _____ BIRTH _____

SSN _____

Evidence of identity has been discussed with the applicant. The applicant has been advised to provide you with the needed verification.

TO BE COMPLETED BY THE SOCIAL SECURITY ADMINISTRATION	
SSA rep. _____ <small>SIGNATURE</small>	Branch _____
Date _____	Telephone Number _____
ACTION TAKEN:	
<input type="checkbox"/> Application for a new SSN	<input type="checkbox"/> Application Not Processed (See individual's letter of explanation)
<input type="checkbox"/> Application for a Replacement (Duplicate or Corrected) Card	<input type="checkbox"/> Other
COMMENTS:	

COUNTY ASSISTANCE OFFICE NAME

COUNTY ASSISTANCE OFFICE SIGNATURE

COUNTY ASSISTANCE OFFICE ADDRESS

TELEPHONE NUMBER

DATE

PROOFS NEEDED TO APPLY FOR A SOCIAL SECURITY NUMBER

YOU MUST SHOW THE SOCIAL SECURITY OFFICE THE ORIGINAL DOCUMENT OR A CERTIFIED COPY.

If you are applying for a child, you also need to show proof of your identity.

For a United States citizen - born in the U.S.: You need one proof for age and one proof for identity.

PROOFS OF AGE:

- Client birth record
- Church record of birth or baptism showing age or date of birth, if issued before age five
- Certified notice of birth registration, if issued before age five
- Birth certificate as a result of adoption, if issued before age five
- Hospital certification of birth
- An official document that is at least one year old and shows the applicant's name and date of birth or age.

PROOFS OF IDENTITY:

- Driver's license
- State identity card
- Court order for name change
- School record or school identification card
- Marriage record
- Divorce Decree
- Work badge or building pass
- Draft card for military ID
- U.S. passport or U.S. ID card
- Military discharge papers or draft record
- Any documents with applicant's name and picture or signature
- Insurance policy or Health Insurance Card
- Adoption records
- Clinic, doctor or hospital records
- Church membership or confirmation record (if not used as evidence of age)

For a U.S. citizen - born overseas: In addition to proof of age and identity, you need proof of citizenship.

- Consular report of birth
- Foreign Birth Certificate and U.S. Citizen ID card, U.S. Passport, Certificate of Citizenship or Naturalization issued by Immigration and Naturalization Service (INS)

For a person who is not a U.S. citizen: Provide a Birth Certificate or Passport and one of the following:

- Documents from Immigration and Naturalization Service
- Alien Registration Receipt Card (I-151 or I-551)
- Form I-94 Departure Record