COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES OFFICE OF INCOME MAINTENANCE	RETURN TO CAO BY			
REFERRAL TO THE SOCIAL SECURITY		1		
ADMINISTRATION	CLIENT'S NAME:]		
Dear SSA Worker:	CLIENT'S SSN, IF APPLICABLE:	-		
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.	NPN: 39 Co code Dist code 7 Digit Record #	Line #		
TO APPLY FOR A SOCIAL SECURITY NULL Applicant indicates no previously ass alien status has been discussed with the app TO VERIFY A PREVIOUSLY ASSIGNED SO	signed number. Evidence of age, identity and citizer licant.	iship or		
 Client has an SSN but cannot remember the number. Client has more than one number. 	Existing number cannot be posted to our database or validated by SSA due to one or more of the following mismatches:			
 Please provide the correct number. Client reports a name change] SEX		
from name on card.	LAST NAME [SSN]			
Other				
Evidence of identity has been discussed with provide you with the needed verification.	h the applicant. The applicant has been advised to	_		

TO BE COMPLETED BY THE SOCIAL SECURITY ADMINISTRATION					
SSA rep Branch					
Date Telephone Number					
ACTION TAKEN: Application for a new SSN Application Not Processed Application for a Replacement (See individual's letter of explanation) Other					
COMMENTS:					
COUNTY ASSISTANCE OFFICE NAME COUNTY ASSISTANCE OFFICE SIGNATURE					

COUNTY ASSISTANCE OFFICE ADDRESS

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 <u>your</u> 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