

NPN:

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

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 (SSN) for the individual named. When the requested action has been taken, please sign and date page 2 of this form and give it to the individual for return to the county assistance office.

Name: _____ SSN (if applicable): _____

☐ **TO APPLY FOR A SOCIAL SECURITY NUMBER**

The U.S. citizen or Lawful Permanent Resident applicant indicates no previously assigned number. Evidence of age, identity and citizenship status has been discussed with the applicant.

☐ **TO APPLY FOR A RESTRICTED SOCIAL SECURITY NUMBER**

The noncitizen individual indicates no previously assigned number. Evidence of age, identity and noncitizen status has been discussed with the individual. The individual named is eligible to receive the benefits selected below and must be issued an SSN in order to maintain eligibility for public assistance benefits in accordance with 45 CFR § 205.52, 42 CFR § 435.910, 42 CFR § 435.920, 42 CFR § 457.340 (b), 7 CFR 273.2(f)(1)(v), Pennsylvania Statute 62 P.S. § 432.2(b)(3) and Pennsylvania Regulation 55 Pa. Code § 155.2 and 601.105

☐ TANF ☐ SNAP ☐ MA ☐ LIHEAP ☐ CHIP

Systematic Alien Verification for Entitlements (SAVE) Number _____

Passport Number _____

☐ **TO VERIFY A PREVIOUSLY ASSIGNED SOCIAL SECURITY NUMBER**

☐ Individual has an SSN but cannot remember the number.

☐ Individual has more than one number. Please provide the correct number.

☐ Individual reports a name change from name on card.

☐ 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: _____

☐ Other: _____

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

COUNTY ASSISTANCE OFFICE NAME

COUNTY ASSISTANCE OFFICE SIGNATURE

COUNTY ASSISTANCE OFFICE ADDRESS

TELEPHONE NUMBER

DATE

TO BE COMPLETED BY THE SOCIAL SECURITY ADMINISTRATION

SSA rep. _____
SIGNATURE

Branch _____

Date _____

Telephone Number _____

ACTION TAKEN:

☐ Application for a new SSN

☐ Application Not Processed
(See individual's letter of explanation)

☐ Application for a Replacement
(Duplicate or Corrected) Card

☐ Other

COMMENTS:

EVIDENCE DOCUMENTS 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 evidence of your identity.

EVIDENCE OF AGE:

- ☐ Individual birth record
- ☐ Hospital certification of birth
- ☐ 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
- ☐ An official document that is at least one year old and shows the applicant's name and date of birth or age.

EVIDENCE OF IDENTITY:

- ☐ Driver's license
- ☐ State identity card
- ☐ School record or school identification card
- ☐ Divorce decree
- ☐ Court order for name change
- ☐ Marriage record
- ☐ Work badge or building pass
- ☐ Adoption records
- ☐ U.S. Military I.D. active duty, retiree, national guard or dependent
- ☐ U.S. passport or U.S. ID card
- ☐ Clinic, doctor, or hospital records
- ☐ Health insurance policy or health insurance card
- ☐ Any documents with applicant's name and picture or signature
- ☐ Church membership or confirmation record (if not used as evidence of age)

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

- ☐ Consular Report of Birth Abroad (CRBA FS-240)
- ☐ Foreign Birth Certificate and U.S. Citizen ID card, U.S. Passport, Certificate of Citizenship or Naturalization issued by U.S. Citizenship and Immigration Services (USCIS)

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

- ☐ Documents from USCIS or Department of Homeland Security
- ☐ Permanent Resident Card (Form I-551)
- ☐ Arrival / Departure Record (Form I-94)

A personal interview at SSA will be required for a restricted non-work SSN.