

# Social Security Administration

## Important Information

Office Address:

Office Hours:

Phone:

Date:

We are returning your request for a Social Security card with any documents you sent us. We cannot process your application because we do not have everything we need. It usually takes about 2 weeks to issue a Social Security card once we have everything we need.

### We Need The Following

- For the person shown in number 1 of the enclosed application, we need documents that show:
  - Age and U.S. Citizenship. Please submit at least one document from List A on the reverse.
  - Identity. Please submit at least one document from List B on the reverse. If you are requesting a change to the information on your Social Security record, you must submit a document that supports your requested change.
- We need a document from List B on the reverse to show your identity because you are applying for a card for someone else.

We must see an original document or a copy certified by the agency that issued it. We cannot accept uncertified photocopies.

- We need to interview \_\_\_\_\_ in person.
- Please fill in the items checked on the enclosed Application for a Social Security Card.
- Please sign the enclosed Application for a Social Security Card.

### What You Should Do

Please submit the documents listed above along with everything we are returning with this letter to this Social Security office. We will return all documents to you.

Enclosures:  
Application(s) for a Social Security Card

See Other Side

## **If You Have Any Questions**

If you have any questions, please call us at the number shown on the first page of this letter. We can answer most questions over the phone. You also can write or visit any Social Security office.

If you do call or visit us, please have this letter with you. It will help us answer your questions. Also, if you plan to visit an office, you may call ahead to make an appointment.

## **DOCUMENTS WE NEED**

---

### **A. DOCUMENTS THAT SHOW AGE AND U.S. CITIZENSHIP**

- Public birth certificate (This is the preferred document and should be submitted if at all possible.)
  - Hospital record of birth created at the time of birth.
  - Religious record showing age earlier than 3 months old.
  - Passport
  - Adoption record indicating that birth data was taken from original birth certificate.
- 

### **B. DOCUMENTS THAT SHOW IDENTITY**

- Drivers' license
- Employee ID card
- Passport
- Marriage or divorce record
- Adoption record (only if not being used to establish age)
- Health insurance card (not Medicare)
- Military record
- Life insurance policy
- School ID card

Identity document must show the name you want shown on your card and must be of recent issuance so we can be certain of your continued existence. We prefer to see a document with a photograph but can generally accept a non-photo identity document with sufficient information to identify you. A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD OR CARD STUB, OR SOCIAL SECURITY RECORD IS NOT PROOF OF IDENTITY.