

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.

We Need The Following

- For the person shown in Number 1 of the enclosed Application for a Social Security Card, we need documents to show:
 - Identity. Please submit at least one document from Section A on the reverse.
 - Name Change.
 - One document from Section B on the reverse showing your new legal name.
 - One document from Section A on the reverse showing your prior name.
 - Age. Please submit at least one document from Section C on the reverse.
 - U.S. Citizenship. Please submit at least one document from Section D on the reverse.
 - Correct information on your record. Please submit documents to support the requested change.
- We need proof of your identity because you are applying for a card for someone else. Please send a document from Section A on the reverse.
- 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. **We must see an original document or a copy certified by the Agency that issued it. We cannot accept uncertified photocopies or notarized copies of documents.**

Enclosure:

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 IDENTITY

We must see your U.S. driver's license, U.S. State issued non-driver identity card, or U.S. passport.

If you do not have one of these documents and cannot get a replacement within 10 days, we may accept your U.S. military identity card, Certificate of Naturalization, Certificate of U.S. Citizenship, final adoption decree, medical records, health insurance or U.S. Medical card, school identity card, or life insurance policy.

Identity documents must show your legal name and either biographical information (your date of birth, age, or parents' names) or physical information (your photograph, or a photograph and physical description). If you provide a picture ID but do not appear in person, the document must also show biographical information. Identity documents must be of recent issuance (unexpired documents or documents without an expiration date must have been issued to an adult within the past two years or to a child within the past four years).

B. DOCUMENTS THAT SHOW A LEGAL NAME CHANGE

For a name change, we accept a marriage document, divorce decree, amended birth certificate, Certificate of Naturalization, or court order name change. If the name change event occurred over two years ago or the document does not provide sufficient biographical information, we will also request an identity document(s).

C. DOCUMENTS THAT SHOW AGE

In general, we must see your birth certificate. In some situations, we may accept another document that shows your age. Some documents we may accept are:

- U.S. hospital record of your birth created at the time of your birth
- Religious record established before age five showing your age or date of birth
- U.S. passport
- Final adoption decree that indicates the birth data was taken from the original birth certificate.

Call us for advice if you cannot obtain one of these documents.

D. DOCUMENTS THAT SHOW U.S. CITIZENSHIP

- U.S. public birth certificate
- U.S. passport (valid for more than five years from issuance)
- Consular Report of Birth
- Certificate of Citizenship
- Certificate of Naturalization

If you do not have one of these documents, we may accept certain other evidence that contains your name, U.S. place of birth, and age and/or date of birth.