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**Effective Dates: 07/09/2024 - Present (Go to [History](#))**

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**TN 14 (07-24)**

# **RM 10214.110 Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents**

When an alien applies for a Social Security Number (SSN), the Social Security Administration (SSA) uses the Department of Homeland Security's (DHS) Systematic Alien Verification for Entitlements (SAVE) program to verify the applicant's lawful alien status or United States (U.S.) citizenship. This verification process may consist of several steps starting with the initial verification (IV).

## **A. When to submit an IV request**

Before submitting a SAVE request, review the document for authenticity. See the policy on reviewing evidence in [RM 10210.085](#) and [RM 10210.210](#).

**Always** verify the person's status with DHS before processing the SSN application when an applicant, who must prove their alien status or U.S. citizenship, submits one of the following:

- a DHS document indicating lawful alien status; or
- an N-550 or N-570 (Certificate of Naturalization) or N-560 or N-561 (Certificate of Citizenship.)

## **B. Submitting an IV request**

When taking an SSN application, **ALWAYS** access SAVE through the Social Security Number Application Process (SSNAP). Follow the [SSNAP User Guide](#) to submit the IV request to SAVE.

**IMPORTANT: DO NOT** attempt a SAVE IV request through I-MAIN web-based SAVE before entering the application into SSNAP to determine if the applicant's document and lawful alien status or U.S. citizenship verifies.

When using SSNAP to enter the application data:

- SSNAP submits the IV request to SAVE when the "Yes" radio button associated with the question "Submit Initial Verification Request to SAVE" and the "Continue" buttons are selected on the SSNAP SAVE Verification screen.
- If the document types and data submitted in the SAVE verification are from an I-766 (EAD card or an I-551 (Permanent Resident Card (PRC)), SAVE will return a photo of the individual applying. The Field Office (F/O) representative will compare the SAVE photo to the photo displayed on the SSN applicant's immigration document. The F/O representative will select "YES" indicating the photo matches the individual; or "NO" the photo does not match. Selecting "YES" enables SAVE to receive the IV request. (b) (7)(E)

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- SSNAP compares the data entered in the SSN application with the data from the IV response using the criteria in [RM 10214.120](#) to make a verified or not verified decision.

**NOTE:** On rare occasions, SSNAP may be unable to connect to SAVE. When this occurs, SSNAP displays the message "Error: SAVE Error occurred and SSNAP is unable to retrieve the SAVE response - Continue with the application and return to SAVE at a later time." If this occurs, pend the application until the next business day, and then submit the SAVEIV request through SSNAP. If you receive the same error with the next day's IV request, contact your enumeration Regional Coordinator so they can inform OPSOS.

## C. IV response time frames

SAVE provides an immediate IV response within SSNAP.

**See Also:**

[RM 10213.095](#) Procedure for Verifying a Person's Status (Lawful Alien Status or U.S. Citizenship) with the Department of Homeland Security (DHS)

# Section History

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## Action Item Explanation

### Effective Date Title

07/27/2018	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
05/22/2014	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
04/04/2013	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
02/06/2012	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
1/25/2012	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
11/28/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
03/29/2011	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
12/30/2010	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
11/04/2010	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
10/28/2010	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>

## Prior Versions of Section

Effective Date	Title
07/09/2024 - 07/08/2024	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
07/13/2018 - 07/08/2024	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
07/13/2018 - 07/26/2018	<a href="#">Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration Documents</a>
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04/02/2013 -	<a href="#"><u>Requesting Systematic Alien Verification for Entitlements (SAVE) Initial Verification (IV) of Immigration</u></a>
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