



DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)

Enumeration Referral

DCYF OFFICE	TELEPHONE NUMBER
DATE	DCYF WORKER

CASE NAME

CASE NUMBER

The individual(s) identified below are applicants for services, or recipients of benefits under the Social Security Act and/or Food Stamp Act. They must apply for an original Social Security number or obtain a determination of a previously assigned number before we can authorize benefits.

We have provided the individual(s) with a list of the information needed to apply for a Social Security number and have explained these requirements.

NAME OF DCYF APPLICANT/RECIPIENT	FOR SSA RESPONSE ONLY		
	APPLICATION NOT ACCEPTED	DATE APPLIED	SOCIAL SECURITY NUMBER
	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
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Department of Children, Youth, and Families	SSA REPRESENTATIVE'S SIGNATURE		
	TITLE		DATE
Attention: COMMENTS: (DCYF OR SSA)			

Application Requirements for Applying for A Social Security Card Are Listed On The Back Of This Form.

EVIDENCE YOU WILL NEED

The Social Security law requires that you furnish evidence of your age, identity, and U.S. citizenship or lawful alien status when you apply for a Social Security card. The evidence you must submit will depend on your circumstances. There are four different categories described below. Find the one which applies to you and read the instructions carefully. If you apply for a Social Security number for your child or a child for whom you are legal guardian or legal custodian, you must also furnish evidence of your identity. See List B below.

NOTE: All documents submitted as evidence may be retained temporarily and verified with the custodian of the original records.

If you have any questions or need help in obtaining your documents, please call or visit your nearest Social Security office.

1. U.S. Citizen – Born in the U.S. Applying for Original Social Security Number

Please submit one document from List A and at least one from List B.

List A. Evidence of Age and Citizenship

One of the following records established before your 5th birthday:

- Public birth certificate (This is the preferred document. You should submit it if at all possible).
- Religious record showing age or date of birth.
- Hospital record of birth (if signed by authorized hospital records custodian).

If your birth was never recorded or the public record no longer exists, submit documents from List B. for evidence of age and citizenship. At least one document must show your name, age or date of birth, and your place of birth. It should be at least one-year-old.

List B. Evidence of Identity (A birth record is not evidence of identity).

- State identity card
- Insurance policy
- Driver's license
- School ID card
- Vaccination certificate
- Adoption record
- School record or report card
- Clinic, doctor or hospital record
- Church membership or confirmation record.
- U.S. passport or U.S. citizen ID card
- Record of child's membership in Boy Scouts, Girl Scouts or other youth organization
- Marriage or divorce record
- Work badge or building pass
- Voter's registration card
- Military record
- Newspaper notice of birth
- Welfare ID card
- Military dependent's ID
- Court
- Day care or nursery school record
- Labor union or fraternal organization record
- Any document providing identifying data sufficient to establish proper identity

2. U.S. Citizen – Born Outside the U.S. Applying for Original Social Security Number

If you were born outside the U.S., but are a U.S. citizen, you should submit either:

- a. U.S. consular report of birth (FS 240 or FS 545) and evidence of your identity (See Category I, List B.), or
- b. Your foreign birth certificate (if available) and one of the following:
 - U.S. citizen ID card
 - U.S. passport
 - Citizenship certificate
 - Certificate of Naturalization

3. Alien – Not a U.S. Citizen Applying for Original Social Security Number

If you are an alien living in or visiting the U.S., you should bring in your foreign birth certificate (if available) or passport and one or more of the following:

- Alien Registration Card I 151 or I 551
- U.S. Immigration Form I 20 ID, I 94, I 181a, I 185, I 186, I 210, or I 586 (and I 444 if applicable).

NOTE: Do not mail these documents – bring them in.

We can assign you a Social Security number to use for work only if you are a permanent resident alien or are otherwise authorized to work by the Immigration and Naturalization Service (INS).

If you are a lawfully admitted alien but not permitted to work and you have a valid need for a Social Security number for a reason other than work, we will issue you a number if you present evidence of such need. However, we will mark your record and the card will show that the number is not valid for employment. If you ever use the number in a job, we will notify INS of the unauthorized work. In addition, any information obtained in connection with this application can be given to INS.

4. Any Applicant Requesting a New Card (correction or Replacement Card)

You must present at least evidence of your identity such as one or more of the documents in Categories 1 (List B.), 2, or 3. In addition, if you are foreign born (or U.S. born but no longer a U.S. citizen), you must submit evidence of your current U.S. citizenship or alien status. After we examine your documents, you may be asked for additional evidence of your age or U.S. citizenship or alien status.

If you are changing your name, you must provide evidence identifying you under both your old and new names. We will accept one document if it shows both the old and new names or multiple documents if each shows only one name. If the name change is due to marriage or divorce, your marriage certificate or divorce decree is usually sufficient if the document shows both your previous and new names.