

**FORMS SS-5, SS-5-FS
APPLICATION FOR A SOCIAL SECURITY NUMBER CARD (U.S. RESIDENTS, U.S.
CITIZENS LIVING OUTSIDE THE U.S.)**

20 CFR 422.103 -.110

OMB No. 0960-0066

ADDENDUM TO THE SUPPORTING STATEMENT

Below we describe the changes we are planning to forms SS-5 and forms SS-5-FS.

Change 1: Updating of Race/Ethnicity Categories in Question #5

Question #6 on these forms asks about the racial and ethnic identity of the people completing these forms. The categories we currently use in the question are not in compliance with OMB's 1997 updated guidelines for race/ethnicity questions. We are updating the question to reflect OMB's categories. Please see "Current SS-5" and "Revised Form SS-5" (in the IC section) to compare the old and new versions of the question.

Change 2: Addition of SSNAP

The Social Security Number Application Process (SSNAP) is an internal-use system in which SSA enters the data from forms SS-5 or SS-5-FS in standardized fields for the purpose of issuing original or replacement SSN cards. The data collection corresponds to the questions on the paper applications. SSNAP enables applicants who visit an SSA office in person to complete their application in an interview situation without first completing a paper SS-5/SS-5-FS. An additional screen, U.S. Citizen 12 or Older, contains information not found on form SS-5/SS-5-FS for rare situations when an applicant is filing for a new SSN and is age 12 or older. This screen is a tool for FOs to use in order to determine if SSA already assigned an SSN.

Beginning August 31, 2009, SSA will roll out SSNAP in SSA FOs, Social Security Card Centers, and U.S. Foreign Service Posts over a period of several months. When SSNAP is in place, SSA will electronically store the data collected from the application and we will destroy or return paper versions of the form (if applicants completed them). Applicants who visit an SSA office in person will receive a printed copy of their application showing the information entered into SSNAP. They will be asked to attest to the accuracy of that information (we do not require a wet signature), and SSA will document the applicant's attestation on the "Verify and Sign" screen. When SSA enters information into SSNAP from a paper application and the applicant is not in the office, SSA will electronically witness the signature on the "Verify and Sign" and destroy the paper application. This process mirrors the electronic signature language and practices used in SSA's claims processes.

It is important to note that SSNAP represents a significant change only for SSA employees – i.e.,

Addendum to the Supporting Statement
SS-F, SS-5-FS
2/3/2021

it presents an easier and more visually appealing means of entering and storing SS-5 data. With the exception of not having to first complete a paper form and wait for an employee to enter the results, members of the public will not experience changes due to the implementation of SSNAP.

Change 3: Minor Changes to Forms SS-5 and SS-5-FS Instructions

We are making several minor changes to the forms' instructions based on feedback from the SSA field office staff who work with the public. We designed these changes to improve the Social Security card application process in SSA's field offices and reduce the number of applications that require re-contact due to 1) incorrect completion of the application and 2) failure to submit the proper documents with the application. We anticipate these changes will also make the form easier to understand for the public.

Page 1 provides important information needed to effectively file an application for a SSN card. Page 2 covers acceptable documents needed to support the application. Page 3 covers how to complete and submit the application. Page 4 gives guidance for protecting the SSN number and card as well as information on the Paperwork/Privacy Act. Specific changes follow below.

Page 1:

We changed the last bullet in the following section to clarify this application is used to change or correct information to the SSN record, and not other Social Security records such as wage records.

USE THIS APPLICATION TO:

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

Based on the experience of SSA field offices, we found it important to include the most important information on page 1. Therefore, the following new paragraph states information crucial to effective completion of the application. Previously, we included this information in various sections of forms SS-5/SS-5-FS.

IMPORTANT: You MUST provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at www.socialsecurity.gov.

The following three sections --Original Social Security Card, Replacement Social Security Card, and Changing Information on your Social Security Record-- give instructions related to the individual need of the applicant and guide the applicant to the applicable section of the application package for an explanation of documents acceptable based on their need. Previously, we included this information on pages 1 and 2 of the forms.

The next section, LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS, was on page 2 of the previous version.

The information from the next section, IF YOU HAVE ANY QUESTIONS, was previously found on page 1 under HOW TO SUBMIT THIS APPLICATION. We separated this information and included information about the SSN Card Centers.

Page 2

Page 2 provides information on the documents needed to support an application for an SSN card. We previously included this information on page 3 on the previous version of forms SS-5/SS-5-FS.

Page 3

Page 3 provides information needed to complete the application and, when the application package is opened, sits directly beside the application.

We provide the following instruction about the expanded race/ethnicity question (question #6) on the application:

Providing race/ethnicity information is voluntary and is requested for informational and statistical purposes only. Your information is confidential and used for authorized Federal agency reporting purposes only.

We moved HOW TO SUBMIT THIS APPLICATION from page 1 on the previous version of form SS-5/SS-5-FS to the current page 3..

Page 4

We moved PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD to page 4 and added the following sentence:

Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

We added two new paragraphs to THE PAPERWORK/PRIVACY ACT AND YOUR APPLICATION to address the change in race/ethnicity data categories.

Paragraph 3:

We ask for your race and ethnicity information as a result of an Office of Management and Budget directive for Federal agencies to collect race and ethnicity information using standards consistent throughout the Federal Government. The information we will collect will be used for statistical research purposes and will not be used in any way to make a determination about the business you are conducting with Social Security. If you provide this information, we will treat it very carefully.

Paragraph 5:

We may disclose your race and ethnicity information when there are safeguards that the record will be used solely as a statistical or research record and your information cannot be identified from any information in the record, or to facilitate statistical research and audit activities necessary to assure the integrity and improvement of the Social Security programs (e.g., to the Bureau of the Census and private concerns under contract to Social Security).

Page 5

Based on recommendations of field office staff with extensive experience helping the public with this form, the application was reordered as follows:

1. Name – Unchanged
2. Social Security Number previously assigned to person in item 1 (item 11 on previous version)
3. Place of birth (item 7 on previous version)
4. Date of Birth (item 6 on previous version) Fill-in changed to --/--/----
5. Citizenship (item 3 on previous version)
6. Race/Ethnic Description (item 5 on previous version) Options expanded to meet OMB directive for Federal agencies
7. Sex (item 4 on previous version)
8. Mother's Name at Birth/SSN - Unchanged
9. Father's Name/SSN – Unchanged
10. Has the person in item 1 received a SSN before – Unchanged
11. Name shown on most recent SSN card (item 12 on previous version)
12. Different date of birth if used on an earlier application for a card - (item 13 on previous version)

Addendum to the Supporting Statement
SS-F, SS-5-FS
2/3/2021

- 13. Date (item 14 on previous version)
- 14. Phone (item 15 on previous version)
- 15. Mailing address (item 2 on previous version)
- 16. and 17. – Unchanged

We provided the current and new versions of both forms in the IC section of this ICR submission. Please note the new forms are mock-ups; once OMB approves the changes, we will create professional-quality revisions of the new forms.