Appendix C: SSNAP Screen Designs

Main Menu

Options in the left menu will depend on the user's profile.

This is an example of selecting Retrieve Application from the Main Menu and entering data for a person who has never applied for a SSN. The user is then given the opportunity to create a new application.

Applicant Info – Select Applicant

SSNAP
Links: [▼] [Go]

Reference Number:

Applicant Info

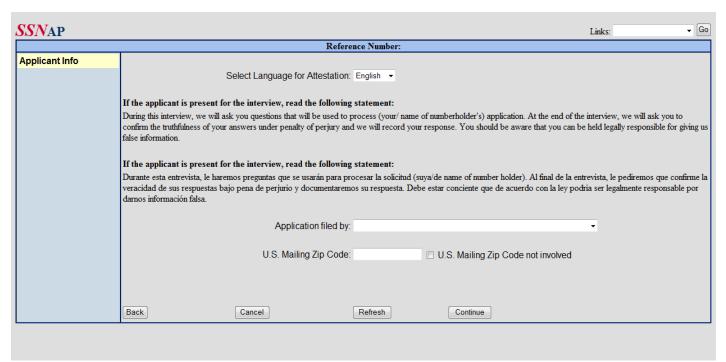Select Language for Attestation: English ▼

If the applicant is present for the interview, read the following statement:

During this interview, we will ask you questions that will be used to process (your/ name of numberholder's) application. At the end of the interview, we will ask you to confirm the truthfulness of your answers under penalty of perjury and we will record your response. You should be aware that you can be held legally responsible for giving us false information.

If the applicant is present for the interview, read the following statement:

Durante esta entrevista, le haremos preguntas que se usarán para procesar la solicitud (suya/de name of number holder). Al final de la entrevista, le pediremos que confirme la veracidad de sus respuestas bajo pena de perjurio y documentaremos su respuesta. Debe estar conciente que de acuerdo con la ley podria ser legalmente responsable por darnos información falsa.

Application filed by: [▼]

U.S. Mailing Zip Code: [   ]   ☐ U.S. Mailing Zip Code not involved

[Back]   [Cancel]   [Refresh]   [Continue]

The user is able to select the language of the attestation that is to be presented to the applicant. The corresponding attestation is presented on the screen. The US Mailing Zip Code is requested to ensure that the applicant is in the proper jurisdiction to best be served. SSA has Card Centers in major cities with their sole function to issue original and replacement SSNs.

SSNAP
Links: [▼] [Go]

Applicant Info

Application filed by: [NONE OF THE ABOVE ▼]

NONE OF THE ABOVE
SELF
LEGAL GUARDIAN
CUSTODIAL MOTHER
CUSTODIAL FATHER
ADMINISTRATOR OF ESTATE
RELATIVE WITH CUSTODY
AGENCY WITH LEGAL CUSTODY
OTHER (CAN ESTABLISH RELATIONSHIP AND RESPONSIBILITY)

[Back]   [Cancel]   [Refresh]   [Continue]

This is the dropdown menu with the possible choices of a proper applicant.

Numberholder Information

SSNAP

Links: [_____ ▼] [Go]

Applicant Info
NH Info
NH Address

Number Holder Information

* Has numberholder ever filed for or received a Social Security Number? ◉ Yes   ○ No   ○ Don't know

SSN last received or used: [491-02-2104]

SSN is now protected. If SSN is not correct, you will need to delete the application and re-key

* Is this a single name? ○ Yes ◉ No

* Numberholder name (First, middle, last, suffix): [ZOE] [ARYANNE]

[PHILLIPS] [▼]

* Date of birth (mmddccyy): [05/06/2007]

Name on Numident
(First, middle, last, suffix): **ZOE , ARYANNE , PHILLIPS ,**
Date of birth on Numident
(mmddccyy): **05/06/2007**

* Name to be shown on Card: [ZOE ARYANNE]

[PHILLIPS]

Name to be shown on Card(Display only):
```
        ZOE ARYANNE
          PHILLIPS
```
[Center Name]

* Citizenship: ◉ U.S.   ○ Lawful Alien   ○ Other

Update proof of age code: ☐

* Date Evidence Received: [03/29/2011]

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* Is the applicant requesting a new SSN in a U.S. citizen adoption case? ◉ Yes ○ No

If any of these exclusions apply, this application will be processed for a replacement card:

* Please Check all that apply: ☑ Child is continuing to receive Title II auxilary or Title XVI benefits

☐ Child knows the previously assigned SSN

☐ Child knows he or she is adopted

☐ Adopting parent is a stepparent

☐ Adopting parent is a grandparent

☐ Child has worked

☐ None of the above

---

* Is the numberholder present for the interview? ◉ Yes ○ No

[Back]   [Cancel]   [Refresh]   [Continue]

Numberholder Address

U.S. is Default Selection

Foreign Address Selected

Military Address Selected

12 or Older Interview Questions

U.S. Citizen 12 or Older Interview Questions

Non U.S. Citizen 12 or Older Interview Questions

Additional Information

Links: [▾] [Go]

NH: **Joann LastName**   DOB: **12/12/1990**   Reference: **999988877**

Applicant Info	
NH info	
NH Alerts	
Mailing address	
In person interview	
Additional info	

Is a new number being requested? ○ Yes ◉ No

Reason for new number request: [▾]

Suppress card issuance? ○ Yes ◉ No

Replacement card count: ANNUAL: 3   LIFETIME: 7

Prior Legend: [ ]

Limit met - issue or deny: [▾]

Letter from third party: [▾]

Third party remarks: [ ]

Reason for name change: ◉ NUMIDENT name correction   ○ Legal name change

NUMIDENT name correction reason: [▾]

Numberholder's gender: ○ Male   ○ Female

Numberholder's place of birth: [Enter city] [Select State from the dropdown ▾]
(City, State or Country) [Select from the foreign country dropdown list ▾]

Is this a single name? ○ Yes ○ No

Name used at birth, if different: [ ] [ ] [ ] [▾]
(first, middle, last, suffix)

Are there any other names used? ○ Yes ○ No

Is this a single name? ○ Yes ○ No

Other name used by numberholder: [ ] [ ] [ ] [▾]
(first, middle, last, suffix)

Is this a single name? ○ Yes ○ No

Alternate name used by numberholder: [ ] [ ] [ ] [▾]
(first, middle, last, suffix)

Parent / Mother's name unknown: ☐

Is this a single name? ○ Yes ○ No

Parent / Mother's name at her birth: [ ] [ ] [ ] [▾]
(first, middle, last, suffix)

Parent / Mother's SSN: [ ]   ☐ Unknown SSN   ☐ Hide SSN

Parent / Father's name unknown: ☐

Is this a single name? ○ Yes ○ No

Parent / Father's name [ ] [ ] [ ] [▾]
(first, middle, last, suffix):

Parent / Father's SSN: [ ]   ☐ Unknown SSN   ☐ Hide SSN

☐ I Have verified all pre-populated information above with the applicant.

[Back]   [Cancel]   [Refresh]   [Continue]

Verify and Sign

SSNAP

Links: [▼] Go

NH: **Joann LastName**   DOB: **05/03/1976**   Reference: **999988877**

- [Applicant info](#)
- [Proof of Identity Other than Self](#)
- [NH Info](#)
- [NH Address](#)
- [12 and Older](#)
- [Additional Info](#)
- [Race and Ethnicity](#)
- [Proof of Age](#)
- [Proof of Identity](#)
- [Summary](#)
- **Verify Sign**

If the applicant is present for the interview, read the following statement:

Here is a printed copy of the information that will be used to process (your/name of numberholder's) application. Please review all the information carefully and tell us if anything needs to be corrected.

If the applicant is present for the interview, read the following statement:

Aquí está una copia impresa de la información que se usará para procesar la solicitud (suya/de name of number holder). Favor de revisar toda la información cuidadosamente y díganos si hay algo que tengamos que corregir.

If the applicant is present for the interview, ask the following questions:

Do you understand that the information you gave us and examined will be used to process (your/ name of number holder's) application? Do you declare under penalty of perjury that this information is true and correct to the best of your knowledge?

If the applicant is present for the interview, ask the following questions:

Entiende que la información que nos dio y revisó se usará para procesar la solicitud (suya/de name of number holder)? Declara usted bajo pena de perjurio que esta información es cierta y verdadera según su mejor entender?

*Type of signature: ○ Attestation   ○ Signature on Application   ○ Refusal

Auxiliary/Survivor claim number (opt.): [   ]

Notify office of SSN assigned? ○ Yes ● No

*Do you want to clear this application? ○ Yes ○ No   Reason: [Multiple Family ▼]

Enter application for another family member? ○ Yes ● No

☐ Same parents?
☐ Same address?
☐ Same Proper Applicant?

[Back]   [Cancel]   [Refresh]   [Continue]

Voluntary Race and Ethnicity Identification

Social Security Number Application Process - Windows Internet Explorer

http://s3dc00f.ba.ad.ssa.gov:9080/ssnapWeb/AdditionalInfo.do

Live Search

File Edit View Favorites Tools Help

Social Security Number Application Process

Links: _____ Go

SSNAP

Name: JOSEPH LEON GOULET DOB: 02/17/1905 Reference Number: 11102001244

Applicant Info
NH Info
NH Address
Additional Info
Race and Ethnicity
Proof Of US Citizenship

Voluntary Race and Ethnicity Identification

The next two questions are about ethnicity and race.

To ensure that all of our customers are treated fairly, we are requesting information about your/his/her race and ethnicity. **Providing this information is voluntary**, and it will not affect decisions about your/his/her application. The information is being requested for research and statistical purposes only. The categories and definitions below are the same as those used by other Federal agencies. The information will be kept private and used for authorized Federal agency reporting purposes only.
More Information

Are you (is he/she) Hispanic or Latino? (Select one):
Ethnicity Definitions
○ Yes
○ No
○ No Response

What is your/his/her race? (Read list, select one or more):
Race Definitions

☐ Alaska Native
☐ American Indian
☐ Asian
☐ Black/African American
☐ Native Hawaiian
☐ Other Pacific Islander
☐ White
☐ No Response Race (Do not use if actual race selected)

More Information

Done   Local intranet | Protected Mode: Off   100%