

SSN Card Decision Tree Questions

No.	Attributes	Question	Next question	What we know
1	<p>Situation</p> <p>Always ask this question.</p>	<p>What would you like to do?</p> <ul style="list-style-type: none"> a. I plan to apply for myself b. I plan to apply for someone else c. I am searching for general information 	<p>If the answer is:</p> <p>Any: Go to question 2 (NH age)</p>	<p>If the answer is:</p> <p>A or C: PROPER APPLICANT = Self B: PROPER APPLICANT = Blank</p>
2	<p>NH age</p> <p>Always ask this question.</p> <p>If PROPER APPLICANT = Self, ask 1st question, else ask 2nd.</p>	<p>What is your age? What is this person's age?</p> <ul style="list-style-type: none"> a. Birth - age 4 b. 5 c. 6 - 11 d. 12 - 17 e. 18 or over 	<p>If the answer is:</p> <p>Any and PROPER APPLICANT = Self: Go to question 9 (Request type)</p> <p>A - D and PROPER APPLICANT = Blank: Go to question 6 (Relationship-child)</p> <p>E and PROPER APPLICANT = Blank: Go to question 3 (Capability for adult)</p>	<p>If the answer is:</p> <p>Any: NH AGE [insert selection]</p>
3	<p>Capability for adult</p> <p>Ask when PROPER APPLICANT = Blank and NH AGE = 18 or over</p>	<p>Which of these statements best describes the person for whom you will apply?</p> <ul style="list-style-type: none"> a. The person is physically capable of traveling to a Social Security office and can understand and respond to questions needed to file an application for a Social Security card b. The person can provide the information needed on a paper application and sign the form c. The person is deceased and you are the administrator of the estate d. None of the above 	<p>If the answer is:</p> <p>A or B: Go to question 5 (Research for someone else)</p> <p>C: Go to question 7 (Proper applicant age range)</p> <p>D: Go to question 4 (Relationship-adult)</p>	<p>If the answer is:</p> <p>A or B: NH CAPABLE = Yes C or D: NH CAPABLE = No</p> <p>A or B: PROPER APPLICANT = Self</p> <p>C: PROPER APPLICANT = Administrator of the Estate</p> <p>C: PARENT = No</p>

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4	<p>Relationship-adult</p> <p>Ask when PROPER APPLICANT = Blank and NH AGE = 18 or over</p>	<p>Which of these statements describes your relationship to the person for whom you will apply?</p> <ul style="list-style-type: none"> a. I am a court-appointed legal guardian b. I represent an agency who is the court-appointed legal guardian c. I represent a state or state-licensed agency who has legal custody d. I am an individual who can show relationship and responsibility for the person 	<p>If the answer is:</p> <p>Any: Go to question 7 (Proper applicant age range)</p>	<p>If the answer is:</p> <p>Any: PROPER APPLICANT= [insert selection]</p> <p>Any: PARENT = No</p>
5	<p>Research for someone else</p> <p>Ask when NH CAPABLE = Yes</p>	<p>Display message on screen: When an adult is capable of filing an application on his or her own behalf, another person cannot file for him or her. However, we can show you a list of documents a capable adult would need to show Social Security when he or she files an application.</p> <p>Would you like to see the list?</p> <ul style="list-style-type: none"> a. Yes b. No 	<p>If the answer is:</p> <p>A: Display message on screen: Please answer the following questions on behalf of the person for whom you are inquiring. Go to question 9 (Request type)</p> <p>B – Stop</p>	
6	<p>Relationship-child</p> <p>Ask when PROPER APPLICANT = Blank and NH AGE = Birth-4, 5, 6-11, or 12-17</p>	<p>What is your relationship to the child?</p> <ul style="list-style-type: none"> a. Natural parent with custody b. Court-appointed legal guardian c. Adoptive parent with custody of a U.S.-born child d. Adoptive parent with custody of a foreign-born child e. Step-parent with custody f. Administrator of the estate g. Relative with custody h. State or state-licensed agency with legal custody i. Individual who can establish relationship and responsibility j. Natural parent without custody k. Adoptive parent of a U.S.-born child without custody l. Adoptive parent of a foreign-born child without custody m. Step-parent without custody 	<p>If the answer is:</p> <p>Any: Go to question 7 (Proper applicant age range)</p>	<p>If the answer is:</p> <p>Any: PROPER APPLICANT= [insert selection]</p> <p>A, C, D, E, J, K, L or M: PARENT = Yes</p> <p>B, F, G, H, I: PARENT = No</p>

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7	<p>Proper applicant age range</p> <p>Ask when PROPER APPLICANT ≠ Self</p>	<p>Are you age 18 or older?</p> <p>a. Yes</p> <p>b. No</p>	<p>If the answer is:</p> <p>Any: Go to question 8 (Proper applicant citizenship)</p>	<p>If the answer is:</p> <p>A: PROPER APPLICANT AGE = 18 or over</p> <p>B: PROPER APPLICANT AGE = Under 18</p>
8	<p>Proper applicant citizenship</p> <p>Ask when PROPER APPLICANT ≠ Self</p>	<p>Are you a U.S. citizen or U.S. national?</p> <p>a. Yes</p> <p>b. No</p>	<p>If the answer is:</p> <p>Any: Go to question 9 (Request type)</p>	<p>If the answer is:</p> <p>A: PROPER APPLICANT CIT = US citizen/national</p> <p>B: PROPER APPLICANT CIT = Non-citizen</p>
9	<p>Request type</p> <p>Ask after “proper applicant” questions are asked, and you didn’t hit stop.</p>	<p>What type of card are you requesting?</p> <p>a. Original card</p> <p>b. Replacement/corrected card with changes to the record</p> <p>c. Replacement card with no changes to the record</p>	<p>If the answer is:</p> <p>A: Go to question 12 (U.S. Born)</p> <p>B: Go to question 10 (Change type)</p> <p>C: Go to question 15 (Citizenship, Immigration/ Work Auth)</p>	<p>If the answer is:</p> <p>A: REQUEST TYPE = Original</p> <p>B or C: REQUEST TYPE = Replacement</p> <p>A or C: CHANGE TYPE = None</p> <p>B: CHANGE TYPE = Blank</p>

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10	<p>Change type</p> <p>Ask when CHANGE TYPE = Blank</p> <p>Choose all that apply.</p>	<p>What are you updating? (Check all that apply)</p> <ul style="list-style-type: none"> a. Name b. Date of birth c. Citizenship d. Mother's name e. Father's name f. Employment authorization status 	<p>If the answer:</p> <p>Includes A: Go to question 11 (Name change reason)</p> <p>Does not include A or B: Go to question 15 (Citizenship, Immigration/ Work Auth)</p> <p>Does not include A but does include B: Go to question 12 (U.S. Born)</p>	<p>If the answer is:</p> <p>Any: CHANGE TYPE = [insert all change types selected]</p> <p>(e.g., Name, DOB, Citz, Parent, Work auth status, Gender)</p>
11	<p>Name change reason</p> <p>Ask this question when CHANGE TYPE = Name.</p> <p>If NH AGE = birth-4, show 1st question & answer set.</p> <p>If NH AGE = 5 or 6-11, show 2nd question & answer set.</p> <p>If NH AGE = 12-17, show 3rd question & answer set.</p>	<p>1st set (birth-4)</p> <p>Why is the name being updated?</p> <ul style="list-style-type: none"> a. A name error was made on the Social Security card issued to my child at birth b. U.S. state-issued amended birth certificate (includes paternity affidavit) c. U.S. court order (includes adoption) d. Naturalization <p>2nd set (5 or 6-11)</p> <p>Why is the name being updated?</p> <ul style="list-style-type: none"> a. U.S. state-issued amended birth certificate (includes paternity affidavit) b. U.S. court order (includes adoption) c. Naturalization d. Social Security's records do not show my legal name, but no name change event occurred (e.g., no marriage or divorce) <p>3rd set (12-17)</p> <p>Why is the name being updated?</p> <ul style="list-style-type: none"> a. U.S. state-issued amended birth certificate (includes paternity affidavit) b. U.S. court order (includes adoption) 	<p>If the answer is:</p> <p>Any: If CHANGE TYPE = DATE OF BIRTH: Go to question 12 (U.S. Born).</p> <p>Any: If CHANGE TYPE ≠ DATE OF BIRTH: Go to question 15 (Citizenship, Immigration/ Work Auth)</p>	<p>If the answer is:</p> <p>Any: NAME CHANGE REASON = [insert selection]</p> <p>(e.g., US ceremonial marriage, Other US marriage, Foreign marriage, Divorce/annulment, Naturalization, US court order, Correction, US amended BC, EAB)</p>

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	<p>If NH AGE = 18 or over, show 4th question and answer set.</p>	<ul style="list-style-type: none"> c. Naturalization d. Social Security's records do not show my legal name, but no name change event occurred (e.g., no marriage or divorce) e. U.S. ceremonial marriage f. U.S. common-law or same-sex marriage, civil union or domestic partnership g. Foreign marriage or same-sex marriage U.S. or foreign divorce, dissolution or annulment <p>4th set (18 or over or blank)</p> <p>Why is the name being updated?</p> <ul style="list-style-type: none"> a. U.S. ceremonial marriage b. U.S. common-law or same-sex marriage, civil union or domestic partnership c. Foreign marriage or same-sex marriage U.S. or foreign divorce, dissolution or annulment e. Social Security's records do not show my legal name, but no name change event occurred (e.g., no marriage or divorce) f. Naturalization g. U.S. court order (includes adoption) 		

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12	<p>U.S. Born</p> <p>Ask this question when REQUEST TYPE = Original, or CHANGE TYPE = DOB</p> <p>If PROPER APPLICANT = Self, ask 1st question.</p> <p>If PARENT = Yes, ask 2nd question.</p> <p>If PARENT = No, ask 3rd question.</p>	<p>Where were you born? Where was the child born? Where was the individual born?</p> <ol style="list-style-type: none"> a. In one of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, Northern Mariana Islands or American Samoa b. Other (none of the above) 	<p>If the answer is:</p> <p>Any: Go to question 13 (U.S. Citizen at birth)</p>	<p>If the answer is:</p> <p>A: US BORN = Yes</p> <p>B: US BORN = No</p>
13	<p>U.S. Citizen at birth</p> <p>Ask this question when REQUEST TYPE = Original, or CHANGE TYPE = DOB</p> <p>If PROPER APPLICANT = Self, ask 1st question.</p> <p>If PARENT = Yes, ask 2nd question.</p> <p>If PARENT = No, ask 3rd question.</p>	<p>Were you a U.S. citizen or U.S. national at birth? Was the child a U.S. citizen or U.S. national at birth? Was the individual a U.S. citizen or U.S. national at birth?</p> <ol style="list-style-type: none"> a. Yes b. No 	<p>If the answer is:</p> <p>Any: Go to question 15 (Citizenship, Immigration/ Work Auth)</p>	<p>If the answer is:</p> <p>A: US CITIZEN AT BIRTH = Yes</p> <p>B: US CITIZEN AT BIRTH = No</p>

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15	<p>Citizenship, Immigration/Work Auth (not American Samoa)</p> <p>Always ask this question.</p> <p>If PROPER APPLICANT = Self, ask 1st question.</p> <p>If PARENT = Yes, ask 2nd question.</p> <p>If PARENT = No, ask 3rd question.</p>	<p>What is your citizenship or U.S. immigration status?</p> <p>What is the child's citizenship or U.S. immigration status?</p> <p>What is the individual's citizenship or U.S. immigration status?</p> <ol style="list-style-type: none"> U.S. citizen or U.S. national Asylum granted Refugee Parolee with employment authorization Lawful permanent resident International student (F1) with employment authorization Exchange visitor (J1) with employment authorization Temporary non-immigrant with employment authorization (other than F1, J1) Temporary non-immigrant without employment authorization (including F1, J1) Canadian-born American Indian (not in American Samoa or the Northern Mariana Islands) Mexican-born Kickapoo Indian Undocumented non-U.S. citizen or non-U.S. national 	<p>If the answer is:</p> <p>A, B, C, D, E, H, J, or K: Stop</p> <p>F: Go to question 18 (Student (F1) employment type)</p> <p>G: Go to question 19 (Exchange visitor (J1) category)</p> <p>I or L: If REQUEST TYPE = Original, go to question 22 (Current non-work reason)</p> <p>I or L: If REQUEST TYPE = Replacement, go to question 21 (Old non-work reason)</p>	<p>If the answer is:</p> <p>Any: CITIZENSHIP = [insert selection] (US, LPR, Asylee, Refugee, Parolee work, LPR, F1 work, J1 work, Temp work auth, Temp no work auth, CBAI, MBKI, Undocumented)</p> <p>B, C, D, E, F, G, H, J or K: WORK AUTH = Yes</p> <p>I or L: WORK AUTH = No</p>
18	<p>Student (F1) employment type</p> <p>Ask this question when CITIZENSHIP = F1 work</p> <p>If PROPER APPLICANT = Self, ask 1st question.</p> <p>If PARENT = Yes, ask 2nd question.</p> <p>If PARENT = No, ask 3rd question.</p>	<p>Select the item that best describes your employment authorization:</p> <p>Select the item that best describes the child's employment authorization:</p> <p>Select the item that best describes the individual's employment authorization:</p> <ol style="list-style-type: none"> General on-campus employment (includes student receiving scholarships or reduced tuition) On-campus employment with a fellowship or graduate assistantship Curricular practical training (CPT) Optional practical training (OPT) Employment with a recognized international organization Employment as a result of economic hardship Other off-campus employment not listed above 	<p>If the answer is:</p> <p>Any: Stop</p>	<p>If the answer is:</p> <p>A: F1 EMPLOYMENT TYPE = Gen on Campus</p> <p>B: F1 EMPLOYMENT TYPE = Fellowship, graduate assistantship</p> <p>C: F1 EMPLOYMENT TYPE = Curricular Practical Training</p> <p>D, E, F or G: F1 EMPLOYMENT TYPE = Other</p>

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19	<p>Exchange visitor (J1) category</p> <p>Ask this question when CITIZENSHIP = J1 work</p> <p>If PROPER APPLICANT = Self, ask 1st question.</p> <p>If PARENT = Yes, ask 2nd question.</p> <p>If PARENT = No, ask 3rd question.</p>	<p>Select the item that has the "exchange visitor category" shown in number 4 on your form DS-2019 (Certificate of Eligibility for Exchange Visitor (J1) Status):</p> <p>Select the item that has the "exchange visitor category" shown in number 4 on your child's form DS-2019 (Certificate of Eligibility for Exchange Visitor (J1) Status):</p> <p>Select the item that has the "exchange visitor category" shown in number 4 on the individual's form DS-2019 (Certificate of Eligibility for Exchange Visitor (J1) Status):</p> <ol style="list-style-type: none"> 1. Alien physician, au pair, camp counselor, government visitor, intern, professor, research scholar, short-term scholar, specialist, summer work/travel or teacher 2. Student, student intern or international visitor 	<p>If the answer is:</p> <p>Any: Stop</p>	<p>If the answer is:</p> <p>Any: J1 VISITOR CAT = [insert selection]</p>
21	<p>Old non-work reason-replacement</p> <p>Ask this question when REQUEST TYPE = Replacement and WORK AUTH = No</p> <p>If PROPER APPLICANT = Self, ask 1st question.</p> <p>If PARENT = Yes, ask 2nd question.</p> <p>If PARENT = No, ask 3rd question.</p>	<p>Why did you receive a Social Security card in the past?</p> <p>Why did the child receive a Social Security card in the past?</p> <p>Why did the individual receive a Social Security card in the past?</p> <ol style="list-style-type: none"> a. Social Security/Supplemental Security Income (SSI) benefit b. Medicare due to end-stage renal disease c. Medicaid d. Temporary Assistance to Needy Families (TANF) e. Supplemental Nutrition Assistance Program (SNAP) f. Another federal program that requires a Social Security number g. Another state or local program that requires a Social Security number h. I was work authorized in the past but don't have work authorized status now 	<p>If the answer is:</p> <p>Any: go to question 22 (Current non-work reason)</p>	<p>If the answer is:</p>

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22	<p>Current Non work reason</p> <p>Ask this question when WORK AUTH = No</p> <p>If REQUEST TYPE = Original and: -PROPER APPLICANT = Self, ask question 1; -PARENT = Yes, ask 2; -PARENT = No, ask 3.</p> <p>If REQUEST TYPE = Replacement and: -PROPER APPLICANT = Self, ask 4; -PARENT = Yes, ask 5; -PARENT = No, ask 6.</p>	<ol style="list-style-type: none"> 1. Why do you need a Social Security card? 2. Why does your child need a Social Security card? 3. Why does the individual need a Social Security card? 4. Why do you need a Social Security card now? 5. Why does your child need a Social Security card now? 6. Why does the individual need a Social Security card now? <ol style="list-style-type: none"> a. Social Security/Supplemental Security Income (SSI) benefit b. Medicare end-stage renal disease c. Medicaid d. Temporary Assistance to Needy Families (TANF) e. Supplemental Nutrition Assistance Program (SNAP) f. Another federal program that requires a Social Security number g. Another state or local program that requires a Social Security number 	<p>If the answer is:</p> <p>Any: STOP</p>	<p>If the answer is:</p> <p>Any: CURRENT NON-WORK REASON = [insert selection] (e.g., SSA/SSI, Medicare ESRD, Medicaid, TANF, SNAP, Other Federal, Other State/Local)</p>