

**Addendum to the Supporting Statement for Forms SS-5, SS-5-FS
Application for a Social Security Number Card, and the Social Security Number
Application Process (SSNAP)
20 CFR 422.103 - 422.110
OMB No. 0960-0066**

Revisions to the Collection Instrument

The Social Security Number Application Process (SSNAP):

SSNAP is a system in which the SSA field office personnel enter data from forms SS-5 or SS-5-FS in standardized fields and issue original or replacement SSN cards. This electronic data collection corresponds to the questions on the paper applications. Applicants who visit an SSA field office (FO) in person may complete their application through an interview situation without completing a paper SS-5 or SS-5-FS.

We are adding an additional screen, “U.S. Citizen 12 or Older, or Non-U.S. Citizen 12 or Older,” that contains information not found on Form SS-5 or SS-5-FS. Applicants who are age 12 and older filing for a new SSN respond to the questions on this screen. This screen is a tool FOs use to identify situations for which an SSN may have been required and to locate a previously assigned SSN before taking an application for a new SSN.

NOTE: Names, DOBs, and SSNs shown on SSNAP screens are fictitious and display the data propagated to the screen.

Revisions to the U.S. Citizen 12 or Older screen:

Change 1: We are changing the introductory language at the top of the screen.

Old Language: This screen pertains to individuals, age 12 or older, applying for a Social Security Number for the first time. Please ask questions similar to the following:

Note: This list is not all-inclusive. Depending on the situation, ask additional questions based on the individual circumstances to determine if an SSN has already been assigned or another identity has been used. (For additional information, see RM 10205.110.)

New Language: This screen pertains to individuals who are U.S. citizens, age 12 or older, applying for a Social Security number (SSN) for the first time. Please ask questions similar to the following:

Note: This list is not all-inclusive. Ask additional questions, as necessary, to determine if the applicant already has an SSN or has used another identity. (For additional information, see RM 10205.112.)

Justification 1: We are specifying that this screen applies to U.S. citizens, correcting the procedural reference in the Note, and revising instructions to conform to plain language standards.

Revisions to the Non-U.S. Citizen 12 or Older screen:

Change 2: We are changing the language in the Note at the top of the screen.

Old Language: This screen pertains to individuals, age 12 or older, applying for a Social Security Number for the first time. Please ask questions similar to the following:

Note: This list is not all-inclusive. Depending on the situation, ask additional questions based on the individual circumstances to determine if an SSN has already been assigned or another identity has been used. (For additional information, see RM 10205.110.)

New Language: This screen pertains to individuals who are non-U.S. citizens, age 12 or older, applying for a Social Security number (SSN) for the first time. Please ask questions similar to the following:

Note: This list is not all-inclusive. Ask additional questions, as necessary, based on the individual circumstances to determine if the applicant already has an SSN or has used another identity. (For additional information, see RM 10205.113.)

Justification 2: We are specifying that this screen applies to non-U.S. citizens, correcting the procedural reference in the Note, and revising instructions to conform to plain language standards.

Change 3: We are changing the questions we ask applicants who are non-U.S. citizens.

Old Language:

Held a full-time, part-time or temporary job in the U.S?	Yes	No
Had a U.S. State-issued identification card or driver's license?	Yes	No
Taken the Scholastic Achievement Test or any other U.S. college-related entrance exam?	Yes	No
Attended or applied for admittance to a U.S. college, university or technical/vocational school?	Yes	No
Had an U.S. savings or checking account in a bank, credit union, or other financial institution?	Yes	No
Filed a U.S. Federal or State federal income tax return or been claimed as a dependent on a U.S. Federal tax return of a parent or other relative?	Yes	No

Registered for the U.S. draft or to vote in the U.S.?	Yes	No
Applied for or received any of U.S. governmental assistance such as TANF, Food Stamps, WIC, Medicaid, medical assistance, public training or summer youth employment?	Yes	No

Ever visited or resided in the U.S.?	Yes	No
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New Language :

Visited or lived in the United States?	Yes	No
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Applied for or received a U.S. Federal or State-funded benefit such as TANF, Food Stamps, WIC, Medicaid, medical assistance, public job training or summer youth employment?	Yes	No
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The following two “conditional” questions appear in the path when the applicant responds “Yes” to one of the questions above.

Had an Employment Authorization Document (EAD), I-766 or I-688, issued by the Department of Homeland Security (DHS)?	Yes	No
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Had a DHS Form I-94 (Arrival/Departure Record) that grants permission to work in the United States?	Yes	No
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Justification 3: We made the questions relevant for non-U.S. citizens. The questions now focus on situations in which a non-U.S. citizen applicant may have previously received an SSN in order to avoid issuing a second SSN to the same person.

In addition, we are making the following revisions to the SSA-2935-OP1, SSA-L2937, and SSA-L2938:

We are revising the PRA statements for the SSA-2935-OP1 and the accompanying cover letters, SSA-L2937 and SSA-L2938 to reflect the correct time estimates.

SSA’s Office of the General Counsel is conducting a systematic review of SSA’s Privacy Act Statements on agency forms. As a result, SSA is updating the Privacy Act Statement on the SSA-L2937 and SSA-L2938.