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# Main Menu

The screenshot shows the SSNAP Main Menu. On the left is a vertical menu with the following items: [New Application](#), [Retrieve Application](#), [Browse Applications](#), [Forms/Letters](#), [Lists](#), [Delete Disallowed Application](#), [Unit Code](#), [Add/Delete Spins](#), [IRS Update](#), [Transfer Jurisdiction](#), [Special FO Processing](#), [TSC Processing](#), [Administrator](#), and [Update Paper G845 \(update mode only\)](#). The main content area on the right has a header "Welcome to **SSNAP**" and a large circular logo for the Social Security Administration (USA). At the bottom right of the main area is an "Exit SSNAP" button. In the top right corner, there is a "Links:" dropdown menu and a "Go" button.

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

The screenshot shows the "Retrieve Application" screen. The left menu has "Retrieve Application" highlighted in red. The main content area displays the following: "Welcome to **SSNAP**" header, a red message "No application found", and the question "Do you want to create a new application for this numberholder" with a "Create Application" button. Below this is the "Retrieve Application:" section with four search options: "Search by reference number:" with a text input and "Search" button; "Search by name (first, middle, last, suffix):" with four text inputs; "Date of birth (mmddccyy):" with a text input and "Search" button; and "Search by SSN:" with a text input and "Search" button. At the bottom, there is a "Search by ARN" section with a text input and "Search" button, and a row of four buttons: "Back", "Cancel", "Refresh", and "Continue". In the top right corner, there is a "Links:" dropdown menu and a "Go" button.

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

SSN<sub>AP</sub>

Links:

Name: ZOE ARYANNE PHILLIPS DOB: 05/06/2007 Reference Number: 11088016965

<p><b>Applicant Info</b></p> <p><b>NH Info</b></p> <p><a href="#">NH Address</a></p>	<p><b>Number Holder Information</b></p> <p>* Has numberholder ever filed for or received a Social Security Number? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know</p> <p>SSN last received or used: 491-02-2104</p> <p>SSN is now protected. If SSN is not correct, you will need to delete the application and re-key</p> <p>* Is this a single name? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* Numberholder name (First, middle, last, suffix): ZOE ARYANNE PHILLIPS</p> <p>* Date of birth (mddccyy): 05/06/2007</p> <p><b>Name on Numident</b> (First, middle, last, suffix): ZOE , ARYANNE , PHILLIPS ,</p> <p><b>Date of birth on Numident</b> (mddccyy): 05/06/2007</p> <p>* Name to be shown on Card: ZOE ARYANNE PHILLIPS</p> <p>Name to be shown on Card(Display only): ZOE ARYANNE PHILLIPS</p> <p><input type="button" value="Center Name"/></p> <p>* Citizenship: <input checked="" type="radio"/> U.S. <input type="radio"/> Lawful Alien <input type="radio"/> Other</p> <p>Update proof of age code: <input type="checkbox"/></p> <p>* Date Evidence Received: 03/29/2011</p> <p>* Is the applicant requesting a new SSN in a U.S. citizen adoption case? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>If any of these exclusions apply, this application will be processed for a replacement card:</b></p> <p>* Please Check all that apply: <input checked="" type="checkbox"/> Child is continuing to receive Title II auxiliary or Title XVI benefits</p> <p><input type="checkbox"/> Child knows the previously assigned SSN</p> <p><input type="checkbox"/> Child knows he or she is adopted</p> <p><input type="checkbox"/> Adopting parent is a stepparent</p> <p><input type="checkbox"/> Adopting parent is a grandparent</p> <p><input type="checkbox"/> Child has worked</p> <p><input type="checkbox"/> None of the above</p> <p>* Is the numberholder present for the interview? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
--	--

# Numberholder Address

## U.S. is Default Selection

**SSNAP** Links:

NH: **Joann LastName**    DOB: **12/12/2000**    Reference: **999988877**

Mailing address:  U.S.    Foreign    Military

Street address 1:

Street address 2 (opt.):

Street address 3 (opt.):

Street address 4 (opt.):

City, State, Zip, Sub zip:

Daytime phone number:  U.S.    Foreign    None

Number:     Ext:

       

## Foreign Address Selected

**SSNAP** Links:

NH: **Joann LastName**    DOB: **12/12/2000**    Reference: **999988877**

Mailing address:  U.S.    Foreign    Military

Street address 1:

Street address 2 (opt.):

Street address 3 (opt.):

City:     Province or Region:

Country:     Postal Code:

Consular Code:

Daytime phone number:  U.S.    Foreign    None

Number:     Ext:

       

## Military Address Selected

**SSNAP** Links:

NH: **Joann LastName**    DOB: **12/12/2000**    Reference: **999988877**

Mailing address:  U.S.    Foreign    Military

Street address 1:

Street address 2 (opt.):

Street address 3 (opt.):

Street address 4 (opt.):

Location, zip code, sub zip:

Daytime phone number:  U.S.    Foreign    None

Number:     Ext:

# 12 or Older Interview Questions

## U.S. Citizen 12 or Older Interview Questions

**SSNAP** Links:  Go

NH: John LastName    DOB: 04/13/1994    Reference: 999988877

**Applicant info**  
[Proof of Identity Other than Self](#)  
[NH Info](#)  
[NH Address](#)  
**12 or older**

**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.)

**Has John LastName ever:**

- \*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 a U.S. savings or checking account in a bank, credit union, or other financial institution, or ever owned stocks or bonds? Did the parents or other relatives ever open an account or buy U.S. Savings Bonds for the applicant?  Yes  No
- \*Filed a U.S. Federal or State 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 type of U.S. governmental assistance such as TANF, Food Stamps, WIC, Medicaid, medical assistance, public job training or summer youth employment?  Yes  No
- \*Lived outside the U.S. for a prolonged period of time?  Yes  No

\*Interviewer: Have you completed the investigation of the answers above?  Yes  No

When you have completed your investigation, explain the answers provided above and describe the evidence you obtained:

**Answers in this box to propagate to the printed application**

remaining 400 char, Max. Length: 400 Chars

Back    Cancel    Refresh    Continue

## Non U.S. Citizen 12 or Older Interview Questions

**SSNAP** Links:  Go

NH: John LastName    DOB: 04/13/1994    Reference: 999988877

**Applicant info**  
[Proof of Identity Other than Self](#)  
[NH Info](#)  
[NH Address](#)  
**12 or older**

**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.)

**Has John LastName ever:**

- \*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 a U.S. savings or checking account in a bank, credit union, or other financial institution, or ever owned stocks or bonds? Did the parents or other relatives ever open an account or buy U.S. Savings Bonds for the applicant?  Yes  No
- \*Filed a U.S. Federal or State 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 type of U.S. governmental assistance such as TANF, Food Stamps, WIC, Medicaid, medical assistance, public job training or summer youth employment?  Yes  No
- \*Ever visited or resided in the U.S.  Yes  No

\*Interviewer: Have you completed the investigation of the answers above?  Yes  No

When you have completed your investigation, explain the answers provided above and describe the evidence you obtained:

**Answers in this box to propagate to the printed application**

remaining 400 char, Max. Length: 400 Chars

Back    Cancel    Refresh    Continue

# Additional Information

**SSNAP** Links:

---

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

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[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.

---

# Verify and Sign

SSNAP

Links:

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:

Enter application for another family member?  Yes  No

Same parents?

Same address?

Same Proper Applicant?



# Voluntary Race and Ethnicity Identification

Social Security Number Application Process - Windows Internet Explorer  
http://s3dc00f.ba.ad.ssa.gov:9080/ssnapWeb/AdditionalInfo.do

SSN<sub>AP</sub> Links:  Go

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%