

**Addendum for Non-Substantive Changes for Forms SS-5, SS-5-FS
Application for a Social Security Number (SSN) Card, the Social Security Number
Application Process (SSNAP), the Internet SSN Replacement Card (iSSNRC) application
and the Online Social Security Number Application Process (oSSNAP)
20 CFR 422.103-422.110
OMB No. 0960-0066**

Background

As part of the Social Security Administration's IT Mod revisions, we are creating the new Online Social Security Number Application Process (oSSNAP). oSSNAP will be a combined Internet/Intranet application that will allow certain applicants for a Social Security number (SSN) replacement card to apply by completing a prescribed Internet application journey online and then submitting the required evidence in person at an SSA office.

We anticipate that, as a result of the implementation of the oSSNAP modality, we will experience a net decrease in the estimated total annual burden hours on the public as indicated in #12 of the associated Supporting Statement.

Intended Implementation Date: We intend to begin implementation in September 2020, and will complete the rollout of the new oSSNAP modality by the end of calendar year 2020.

Revision to the Collection Instrument

- **Change #1:** We will allow some members of the public to start a replacement SSN card application electronically through the Internet, and then complete the process in person at an SSA office.

Justification #1: Currently, individuals can apply for a replacement SSN card by completing Form SS-5 and submitting it, in person or via mail, to their local field office (FO) or a Social Security Card Center, or through an in-office interview while one of our representatives files an application electronically through the Social Security Number Application Process (SSNAP). The applicants must also present, or mail in, supporting documentary evidence.

In addition, some individuals who meet eligibility requirements, such as being a U.S. Citizen age 18 or over; having no other pending SSN applications; and having not reached their annual/lifetime card limits, can file for an SSN replacement card using the iSSNRC process through our online, Intranet process, after registering through the **my Social Security** portal.

oSSNAP will allow certain applicants who do not qualify to use iSSNRC, or get through the **my Social Security** registration, to file for replacement card online and then complete the application process at an SSA office through our Intranet SSNAP screens.

During the oSSNAP application process, we will securely collect required information electronically (for example, identifying information, or custody and responsibility information, if the applicant is applying on someone else's behalf), and provide the applicant with a list of needed evidentiary documents. Moving this service online will allow customers to complete a request at any time, and potentially reduce the wait time to process the application in the office. It will also help the public by allowing our employees to focus more on other vital services, such as taking claims for benefits and conducting program integrity work.

Under the new oSSNAP modality, adult any U.S. citizen applying for himself or herself, or on behalf of someone else, and who is not reporting certain changes to the record (e.g., place of birth or date of birth), will have the option to file for an SSN replacement card online through the new oSSNAP process.

- **Change #2:** We are making a minor change to correct a typo within the Perjury Statement in item #17.

Justification #2: The current Perjury Statement on Form SS-5 contains incorrect grammar because of the usage of the word “to” instead of “of.” It currently reads, “I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best **to** my knowledge.” The last portion should be "to the best of my knowledge" but it shows "to the best to my knowledge".

We are updating this statement to correct the grammar and states, “I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best **of** my knowledge.”

- **Change #3:** We are revising the Privacy Act Statement for all modalities of this application.

Justification #3: SSA's Office of the General Counsel is conducting a systematic review of SSA's Privacy Act Statements on agency forms and applications. As a result, SSA is updating the Privacy Act Statement on all of the modalities for this application.

- **Change #4:** We are revising the PRA statement on this form.

Justification #4: We are revising the PRA statement to reflect our current boilerplate language. The current language, which dates back to the last reprint of the form, is now outdated.