



SSN DOCUMENTATION SUPPORT CHECKLIST

Please bring the following documents.

Personal Information

- Full legal name
- Date of birth
- Place of birth
- Mailing address
- Contact phone/email

Required Documentation

- Proof of Identity (passport, DL, ID, military ID, employee ID)
- Proof of U.S. Citizenship or Immigration Status (birth certificate, naturalization/citizenship, green card, EAD)

Application Forms

- Form SS-5
- Supporting documentation attached
- Signed and dated by applicant

Special Situations

- Name change
- Lost or stolen SSN card
- Replacement of damaged card
- First-time issuance for a child

Submission & Follow-Up

- Submit to SSA office (in person or by mail)
- Keep copies of submitted docs
- Track SSA confirmation/receipt
- Follow up for card issuance (7-14 business days)

Additional Notes

- Minors require parent/guardian
- Non-U.S. citizens may require work permit
- Ensure all names match



Plan ahead to avoid delays