

Guide on how to obtain a Social Security Card

The Social Security Administration (SSA) issues a nine-digit Social Security number to U.S. citizens, permanent residents, and temporary (working) residents which shows a person's name and Social Security number. SSA is a federal agency, the process for replacing a Social Security card is the same across the country.

Three types of Social Security cards:

- Cards that are issued to U.S. citizens and U.S. permanent residents
- Cards that are issued to people who have temporary work authorization in the United States and read "valid for work only with DHS [Department of Homeland Security] authorization"
- Cards that read "not valid for employment," which are issued to people who are lawfully admitted to the U.S. without work authorization from the DHS but have a valid non-work reason for needing a Social Security number, or who need a number because of a federal law requiring a Social Security number to get a benefit or service.

Steps for Replacing a Social Security Card

Gather required documents: SSA maintains a list of documents that are needed to obtain, replace, or correct a Social Security card for an adult or child who is a U.S.-born citizen, foreign-born citizen, or noncitizen. To apply for a replacement Social Security card, one document is needed to establish identity.

○ Proof of identity: An acceptable document must be current (not expired) and show the person's legal name, date of birth or age, and a recent photograph. As proof of identity, Social Security must see the person's

- U.S. driver's license,
- state-issued non-driver identification card, or
- U.S. passport.

In some circumstances, SSA may ask for additional documentation to establish citizenship or age, such as when applying for an original Social Security card or if the individual was born outside of the United States. Requested documentation may include the following.

○ Proof of citizenship: a U.S. birth certificate or a U.S. passport is used.

○ Proof of age: If the person has a birth certificate, it is required. If a birth certificate does not exist, other acceptable documents include

- Religious record made before the age of five showing your date of birth;
- U.S. hospital record of their birth, or
- U.S. passport.

○ Secondary sources: If the person seeking a new Social Security card does not have any of these specific documents or cannot get a replacement within 10 days, SSA will ask to see other documents, including



- employee identification card,
- school identification card,
- health insurance card (not a Medicare card), or
- U.S. military identification card.

- Submit the application: You can submit a [paper application](#) [PDF] (Form SS-5) to the local SSA office or complete the application online using a my Social Security Account on ssa.gov.

Documents must be original or have a signature, stamp, or raised seal from the issuing agency. Photocopies are not accepted.

Call the Social Security office at 1-800-772-1213 (Monday through Friday 8:00 AM to 7:00 PM) to tell them that you or the person you are serving prefers to speak with SSA in a different language, the social security office can provide an interpreter for free. At your local SSA Office, you can also get an interpreter if requested when you visit in person.

Local SSA Office

Address: 9500 CENTER STREET, MANASSAS, VA 20110

Phone # 1-800-772-1213 **TTY #** 1-800-325-0778 **Fax #** 1-833-612-0144

Office Hours: Monday through Friday 9:00 AM – 4:00 PM

Costs

No Fee

A Social Security card can be replaced for free if it is lost or stolen, but only three replacement cards will be issued per year and 10 per lifetime. Legal name changes and other exceptions, such as changes in immigration status, do not count toward these limits.

Do not have a Social Security Number?

Anyone age 12 or older requesting an original Social Security number must appear in person for an interview. SSA will ask for evidence to show they do not have a Social Security number. Below are examples of documents used to prove a Social Security number was never assigned.

- If the person lived outside the U.S. for an extended period:
 - Current or previous passport
 - School and/or employment records
 - Any other record that shows long-term residence outside the United States
- If the person lived in the United States and is applying for an original Social Security number:
 - Information about schools attended
 - Copies of tax records that show a Social Security number was never assigned

Additional information in link for how to obtain [U.S. Born Child Social Security number/card](#). This includes newborns from hospital and adoption.