



Getting A Social Security Card Or Social Security Number Printout

Whether your clients need a Social Security card or a Social Security number printout, they must show us documents to prove their:

- Identity;
- Age; and
- U.S. citizenship or lawful immigration status.

Before sending clients to a Social Security office, please direct them to www.socialsecurity.gov. There, your clients will find a list of documents they must bring to our office. That way your clients will save time.

The parts of the Social Security website that offer the most relevant details include:

- Documents You Need For A Social Security Card (www.socialsecurity.gov/ssnumber/ss5doc.htm);
- Frequently Asked Questions (www.socialsecurity.gov/faqs); and
- Get A Publication (www.socialsecurity.gov/pubs).

Your clients also may want to take a look at the specific online fact sheets and publications that address the requirements for getting a printout or card. Also available at www.socialsecurity.gov, they include:

- *U.S. Citizen/Adult — Social Security Card And Number Printout* (SSA Publication No. 05-10512);
- *U.S. Citizen/Child — Social Security Card And Number Printout* (SSA Publication No. 05-10514); and
- *Non-U.S. Citizen/Adult — Social Security Card And Number Printout* (SSA Publication No. 05-10515).

Employers and third parties can find out how to verify Social Security numbers at www.socialsecurity.gov/employer.

All documents submitted must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents.