RM 00202.142 Form SS-5 Item 8.B. — Mother's SSN

A. POLICY - ENTERING THE MOTHER'S SSN

An entry in item 8.B. reflects the mother's SSN when provided by the applicant. An entry is required on applications for original SSN cards for children unless the applicant has a valid reason for not providing the mother's SSN.

B. POLICY - VALID REASON FOR NOT PROVIDING MOTHER'S SSN

Valid reasons for not providing the mother's SSN are as follows:
* The mother does not have an SSN.
* **REMINDER:** Needing an SSN for an IRS tax purpose is not a valid reason to assign an SSN. Refer the alien to IRS to obtain an Individual Taxpayer Identification Number (ITIN) for tax purposes. Do not show the mother's ITIN on the SS-5.
* The mother's SSN is unknown, the applicant is other than the mother and the applicant cannot be reasonably expected to obtain the SSN. (For example, the child is in State custody for foster care or has been given up for adoption.).

C. PROCEDURE - OBTAINING MISSING SSN

Follow the procedures below to develop for the mother's SSN.
NOTE: See RM 00202.147C. if the father's SSN is also missing.

1. Application received by mail

a. Applicant is mother

* If all evidence needed to process the application was provided but the mother's SSN is missing, first try to obtain it by telephone. If obtained, enter it in item 8.B. and annotate as an "FO WRITE-IN".
* If unable to reach the mother by telephone, return the application and evidence with Form SSA-795 using Exhibit A language (RM 00202.142F.) to request that she include her SSN on the SS-5. (Destroy the SSA-795 if a decision is subsequently made to process the SS-5.)
* If the mother has a valid reason per RM 00202.142B. for not providing her SSN, write the words "NO SSN" or "UNKNOWN", as appropriate, and annotate as an "FO WRITE-IN".
* If the mother is unwilling to provide her own SSN or sufficient identifying information for SSA to clearly identify her assigned SSN, follow RM 00202.142D.

b. Applicant is other than mother

- If all evidence needed to process the application was provided but the mother's SSN is missing, first try to obtain the missing SSN by telephone. If obtained, enter it in item 8.B. and annotate as an "FO WRITE-IN".
- If unable to reach the applicant by telephone, return the application and evidence with Form SSA-795 using Exhibit B language (RM 00202.142G.) to request that the mother's SSN be included on the SS-5. (Destroy the SSA-795 if a decision is subsequently made to process the SS-5.)
- If the applicant has a valid reason per RM 00202.142B. for not providing the mother's SSN, write the words "NO SSN" or "UNKNOWN", as appropriate, and annotate as an "FO WRITE-IN".
- If the applicant knows the mother's SSN but is unwilling to provide it, follow RM 00202.142D.

2. Application taken in person at FO

a. Applicant is mother

- If the mother does not know her own SSN, ask for complete identifying information to do an alpha-search for her SSN.
- If the mother has a valid reason per RM 00202.142B. for not providing her SSN, write the words "NO SSN" or "UNKNOWN", as appropriate, and annotate as an "FO WRITE-IN".

b. Applicant is other than mother

- DO NOT conduct an alpha-search for the mother's SSN.
- If the applicant has a valid reason for not providing the mother's SSN per RM 00202.142B., write the words "NO SSN" or "UNKNOWN", as appropriate, and annotate as an "FO WRITE-IN".
- If the applicant knows the mother's SSN but is unwilling to provide it, follow RM 00202.142D.

D. PROCEDURE - UNWILLINGNESS TO PROVIDE MOTHER'S SSN

Provide the applicant with written notice per RM 00204.330explaining why no SSN can be assigned to the child if:

- The applicant is the mother and is unwilling to provide her own SSN or sufficient identifying information for SSA to clearly identify her assigned SSN.
- The applicant is other than the mother but knows the mother's SSN and is unwilling to provide it.

REMINDER: Per RM 00204.330B.3. FOs do not need to retain any material when an SSN cannot be assigned. The SS-5 and r elated material are returned to the applicant with the appropriate written notice explaining why no SSN can be assigned.

E. PROCEDURE - ENTERING THE MOTHER'S SSN IN ITEM 8.B.

1. Initial Entry

- Enter the mother's nine-digit SSN as initially provided by the applicant or as provided after the additional development described in <u>RM 00202.142C.</u>
- If the mother does not have an SSN or the mother's SSN is unknown, write the words "NO SSN" or "UNKNOWN", as appropriate, and annotate as an "FO WRITE-IN".
- Key the paper SS-5 into MES using the non-interview mode.

2. SSN Does Not Verify - Additional Actions

Since the applicant will not be present, proceed as follows when the enumeration feedback message indicates the SSN does not verify:

- Try to obtain the correct SSN from the applicant by telephone. If obtained, enter it in item 8.B. and identify as an "FO WRITE-IN".
- If unable to reach the applicant by telephone, return the application and evidence with Form SSA-795 using Exhibit A or Exhibit B language, as appropriate, (<u>RM 00202.142F.</u> or <u>RM 00202.142G.</u>) to request that the mother's correct SSN be included on the SS-5. (Destroy the SSA-795 if a decision is made to process the SS-5.)
- **Do not process the SS-5** but provide the applicant with written notice per RM 00204.330 explaining why no SSN can be assigned to the child if:
  - the applicant is the mother and is unwilling to provide her own SSN or sufficient identifying information for SSA to clearly identify her assigned SSN, or
  - the applicant is other than the mother but knows the mother's SSN and is unwilling to provide it.
- Continue to process the SS-5 even though the mother's SSN does not verify if the applicant is other than the mother and the response shows there is a valid reason per <u>RM 00202.142B.</u> for not providing the mother's SSN.

REFERENCE: See MSOM 301-J for keying parents' SSNs.

F. EXHIBIT A - LANGUAGE FOR SSA-795 (PARENT IS APPLICANT)

When you completed the enclosed Form SS-5 (Application for a Social Security Card) for your child, you did not provide the Social Security numbers (or the correct numbers) for the parents listed in items 8A. and 9A.

<u>If you and the other parent have Social Security numbers</u>, we need to know the correct numbers before we can assign a number to your child. However, if you are unable to provide your number and the other parent's number, we need to know why you cannot provide them.

<u>If you cannot provide the parents' numbers</u> because neither parent has a Social Security number or because any of the other reasons listed below apply, we will still assign a Social Security number to your child if all other requirements are met.

We will not share the information you provide on this statement, other than the parents' Social Security numbers, with anyone. We are required to share the parents' Social Security numbers with the Internal Revenue Service.

To help us complete the processing of your application for a Social Security number for your child, please enter the parents' Social Security numbers in items 8.B. and 9.B. on Form SS-5. Otherwise, please give us the information below:

1. REASON WHY YOU ARE NOT PROVIDING YOUR SOCIAL SECURITY NUMBER

   _ I do not have a Social Security number.

   _ I do not know my Social Security number.

   _ Other (explain)

2. YOUR IDENTIFYING INFORMATION - This allows us to search our records for your Social Security number.

   Your full first, middle, and last name:
   Your date of birth:
   Your place of birth:
   Your mother's full first, middle and maiden name:
   Your father's full first, middle and last name:

3. REASON WHY YOU ARE NOT PROVIDING THE OTHER PARENT'S SOCIAL SECURITY NUMBER

   _ Other parent does not have a Social Security number.

   _ Other parent's Social Security number is not known.

   _ Other (explain)

G. EXHIBIT B - LANGUAGE FOR SSA-795 (APPLICANT IS OTHER THAN PARENT)

When you completed the enclosed Form SS-5 (Application for a Social Security Card) for the child, you did not provide the Social Security numbers (or the correct numbers) for the parents listed in items 8. and 9.

If the parents have Social Security numbers, we need to know the correct numbers before we can assign a number to the child. However, if you are unable to provide the parents' numbers, we need to know why you cannot provide them.

If you cannot provide the parents' numbers because neither parent has a Social Security number or because any of the other reasons listed below apply, we will still assign a Social Security number to the child if all other requirements are met.

We will not share the information you provide on this statement, other than the parents' Social Security numbers, with anyone. We are required to share the parents' Social Security numbers with the Internal Revenue Service.

To help us complete the processing of your application for a Social Security number for the child, please enter the parents' Social Security numbers in items 8.B. and 9.B. on Form SS-5. Otherwise, please give us the information below:

1. MOTHER'S SOCIAL SECURITY NUMBER NOT PROVIDED
    _ Mother does not have a Social Security number.
    _ Mother's Social Security number is not known.
    _ Other (explain)
2. FATHER'S SOCIAL SECURITY NUMBER NOT PROVIDED
    _ Father does not have a Social Security number.
    _ Father's Social Security number is not known.
    _ Other (explain)