

2



ACA

PRE-EMPLOYMENT
TRAINING

CURRICULUM
PACKAGE

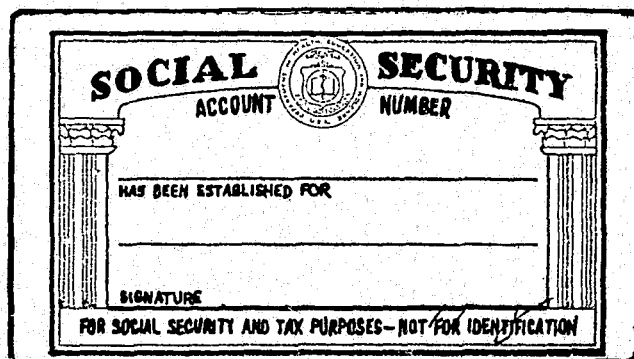
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GETTING YOUR
SOCIAL SECURITY CARD

✓ X
ACA
✓ COMPREHENSIVE WORK
ENTRY PROGRAM

UNIT 2

✓ GETTING YOUR SOCIAL SECURITY CARD



DO NOT WRITE IN THIS BOOKLET

NCJRS

DEC 27 1979

ACQUISITION

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Unit 2 Getting Your Social Security Card

UNIT GOALS

After completing this unit, you will be able to:

Apply for a social security card

Recognize that social security is a program, run by the government, which helps you to take care of yourself after you stop working

Recognize that in order to get a social security card you must give proof of your age, identity and citizenship or alien status

Recognize that you cannot send in photocopies of documents

Recognize that the Social Security Administration will return any documents you send them

Recognize that it usually takes about 4 weeks to get your social security card after you have sent in your application and necessary documents

Identify the documents which can be sent in as proof of age

Identify your birth certificate as preferred proof of your age and place of birth

Identify your church record of birth or baptism as preferred proof of your age and place of birth

Recognize that if neither of the above is readily available any one of a number of other documents can be submitted

Identify your school record as acceptable

Identify your church record as acceptable

Identify your state or federal census record as acceptable

Identify your insurance policy as acceptable

Identify your marriage record which shows your age and date of birth as acceptable

Identify your military discharge papers as acceptable

Identify your delayed birth certificate as acceptable

Identify your draft card as acceptable

Identify your U.S. passport as acceptable

Identify any other record which shows your age or date of birth

Identify the documents which can be sent in as proof of your identity

Identify your driver's license

Identify your state identity card

Identify your voter's registration

Identify your school I.D. card

Identify your work badge or building pass

Identify your draft card or military I.D.

Identify your U.S. passport or U.S. I.D. card

Identify your credit card if your signature is shown

Identify your library card with signature

Identify any other document which shows either your signature or photograph

Recognize that if you were born outside the U.S. but are now a U.S. citizen you should send in one of several documents

- Identify your U.S. passport
- Identify your naturalization certificate
- Identify your U.S. identity card
- Identify your certificate of citizenship
- Identify your consular report of birth

Recognize that if you are an alien living in or visiting the U.S. you should take one of several documents to the Social Security Administration

Recognize that you should not mail these documents

- Identify your alien registration card I-151
- Identify your U.S. immigration form I-94, AR3a, I-186, I-185, SW-434, I-95a, or I-184

Recognize that if you apply for a Social Security Number but do not give proof of your alien status, you cannot receive a number and the Immigration and Naturalization Service will be notified

Recognize that if you apply for a Social Security Number and send in as proof an immigration document that has expired or is invalid you cannot receive a number and the Immigration and Naturalization Service will be notified

Recognize that if you apply for a Social Security Number to use in employment and you are not permitted to work in this country by law, you cannot receive a number and the Immigration and Naturalization Service will be notified

Recognize that if you apply for a Social Security Number for a reason other than work, you can receive a number, but your record will be marked

DIRECTIONS

Before you begin this unit, complete the test items on the Unit Test. Use a blank sheet of paper to write down your answers, or an answer sheet provided by your instructor. DO NOT WRITE IN THIS BOOKLET! When you have finished, check your answers using the Unit Test Key which you will find in the back of the booklet. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -6). After you have finished reading the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

In the unit you will find review questions to check your progress. Answer the review questions on a separate sheet of paper. Then, check your answers using the Review Question Key. You will find the answers printed upside down. If you answer any of the questions wrong, read over the section right before the questions. If you answer all of them right, keep reading.

At the back of the booklet, you will find a list of words and their meanings. If you come across a word you do not understand, look it up in the word list. Words which appear in the list are underlined in the text.

Unit Test

For each of the following test items, circle on your response sheet the letter which most correctly completes the statement.

DO NOT WRITE IN THIS BOOKLET!

1. The social security law requires you to give proof of:
 - a. age
 - b. identity
 - c. citizenship or alien status
 - d. all of the above

2. In sending in documents for a social security card:
 - a. photocopies are acceptable
 - b. the Social Security Administration usually keeps any documents you send them
 - c. it usually takes about 4 weeks to get your card
 - d. all of the above

3. In sending in documents as proof of age:
 - a. birth certificate is preferred
 - b. church record of birth or baptism is preferred
 - c. both a and b
 - d. neither a nor b

4. On your response sheet place a check mark (✓) to the left of those documents which are acceptable if the preferred ones are not available as proof of age.

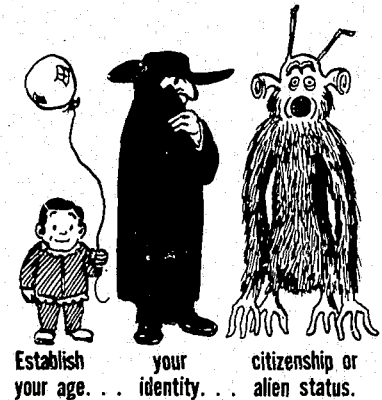
<u> </u> a. school record	<u> </u> g. work I.D.
<u> </u> b. church record	<u> </u> h. military discharge
<u> </u> c. school I.D.	<u> </u> i. delayed birth certificate
<u> </u> d. census record	<u> </u> j. draft card
<u> </u> e. insurance policy	<u> </u> k. U.S. passport
<u> </u> f. marriage record	

5. On your response sheet place a check mark (✓) to the left of those documents which can be sent in as proof of your identity.

<u> </u> a. school record	<u> </u> g. draft card
<u> </u> b. driver's license	<u> </u> h. U.S. passport
<u> </u> c. state identity card	<u> </u> i. credit card
<u> </u> d. voter's registration	<u> </u> j. church record
<u> </u> e. school I.D.	<u> </u> k. library card
<u> </u> f. work I.D.	

6. On your response sheet place a check mark (✓) to the left of those documents of which you should send in ONE if you were born outside the U.S. but are now a U.S. citizen.
- | | |
|---|---|
| <u> </u> a. U.S. passport | <u> </u> d. U.S. identity card |
| <u> </u> b. census record | <u> </u> e. certificate of citizenship |
| <u> </u> c. naturalization certificate | <u> </u> f. consular report of birth |
7. If you are an alien living in or visiting the U.S. you should:
- a. not apply for a Social Security Number
 - b. not mail any documents
 - c. both a and b
 - d. neither a nor b
8. The documents you should take with you if you are an alien living in or visiting the U.S. include:
- a. alien registration card
 - b. immigration forms
 - c. both a and b
 - d. neither a nor b
9. You cannot receive a Social Security Number and the Immigration and Naturalization Service will be notified if:
- a. you do not furnish proof of your alien status
 - b. you submit a document that has expired
 - c. by law, you are not permitted to work in this country and you intend to work
 - d. all of the above
10. You can receive a Social Security Number for reasons other than work
- a. True
 - b. False

Social Security is a program run by the government which helps you to take care of yourself after you stop working. In order to get a social security card, you must give proof of your age, identity and citizenship or alien status. You can do this by sending certain documents to the Social Security Administration. (You cannot send in photocopies of documents.) Any documents you send will be returned to you.



Use evidence from birth certificate, church records,

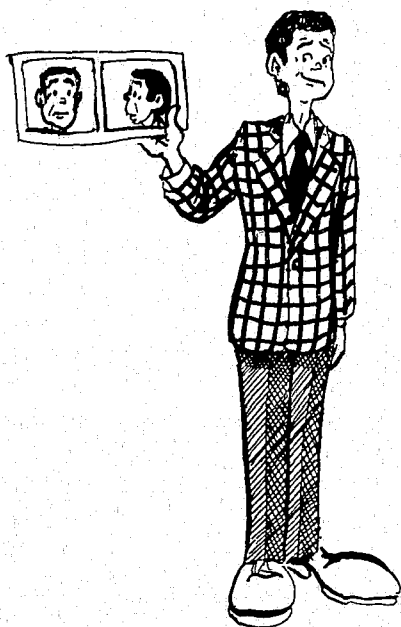
It usually takes about 4 weeks to get your social security card after you have sent in your application and necessary documents. Your birth certificate and your church record of birth or baptism are PREFERRED PROOF OF YOUR AGE AND PLACE OF BIRTH.

If neither of these documents is readily available, any one of the following may be sent in: school record, church record, state or federal census record, life insurance policy, marriage record which shows your age and date of birth, military discharge papers, delayed birth certificate, draft card, U.S. passport, OR ANY OTHER RECORD WHICH SHOWS YOUR AGE OR DATE OF BIRTH. (School or work I.D.'s generally do not have your age or date of birth.)



other documents showing your date of birth.

**To establish IDENTITY,
document must bear your PHOTO or SIGNATURE.**



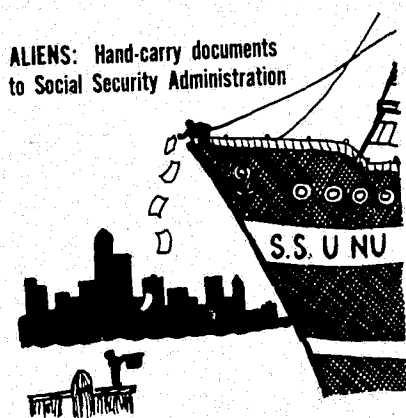
Any ONE of the following may be sent in as PROOF OF YOUR IDENTITY: driver's license, state identity card, voter's registration, school I.D., work I.D., a building pass, draft card or military I.D., U.S. passport or U.S. I.D., credit card with your signature, library card with your signature, OR ANY OTHER DOCUMENT WHICH SHOWS EITHER YOUR SIGNATURE OR PHOTOGRAPH. (Documents such as school or church records generally do not contain your signature or photograph.)

If you were born outside the U.S. but are now a U.S. citizen, you should send ONE of the following: U.S. passport, naturalization certificate, U.S. identity card, certificate of citizenship, or consular report of birth.



If born outside U.S.A., establish CITIZENSHIP.

If you are an alien living in or visiting the U.S. you should hand carry ONE of the following documents to the Social Security Administration: your alien registration card (I-151), or U.S. immigration form (I-94, AR3a, I-186, I-185, SW-434, I-95a, or I-184). But remember: DO NOT MAIL THESE DOCUMENTS!



If you are an alien and you apply for a Social Security Number, you must give proof of your alien status. Be sure the document you send in is valid and has not expired. Do not apply for a number to use in employment if you are not allowed by law to work in this country. (You can apply for a number for reasons other than work, and your social security record will be marked saying so.) If you do not follow these instructions you cannot receive a number, and the Immigration and Naturalization Service will be notified.

Now that you have completed the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

Unit Test Key

- | | |
|-------------------------|--------------|
| 1. d | 6. a c d e f |
| 2. c | 7. b |
| 3. c | 8. c |
| 4. a b d e f h
i j k | 9. d |
| 5. b c d e f g
h i k | 10. a |

WORD LIST

1. alien - foreign; from another country
2. census - an official count of the people of a country
3. citizenship - the status of a citizen (one who belongs to a country)
with its rights and privileges
4. consular - from your country's embassy
5. document - something written or printed that gives information
6. expired - something for which the time or date of usage has passed
7. identity - the state of being a specific person or thing; who you are
8. naturalization - the act of becoming a citizen of a country you
were not born in
9. photocopy - a copy of an original document
10. status - state or condition
11. valid - acceptable

SAMPLE APPLICATION FOR A SOCIAL SECURITY NUMBER

ID: CN: DO: 270

APPLICATION FOR A SOCIAL SECURITY NUMBER

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

Form Approved. OMB No. 72-R0571 No social security number may be issued unless this form is completed (26 CFR, Part 31.6011(b)-2)

1	Print FULL NAME YOU WILL USE IN WORK OR BUSINESS <small>(First Name) (Middle Name or Initial—if none, draw line) (Last Name)</small>		
2	Print FULL NAME GIVEN YOU AT BIRTH	6	YOUR DATE OF BIRTH <small>(Month) (Day) (Year)</small>
3	PLACE OF BIRTH <small>(City) (County if known) (State)</small>	7	YOUR PRESENT AGE <small>(Age on last birthday)</small>
4	MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)	8	YOUR SEX MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
5	FATHER'S FULL NAME (Regardless of whether living or dead)	9	YOUR COLOR OR RACE WHITE <input type="checkbox"/> NEGRO <input type="checkbox"/> OTHER <input type="checkbox"/>
10	HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? <div style="display: flex; justify-content: space-around;"> NO <input type="checkbox"/> DON'T KNOW <input type="checkbox"/> YES <input type="checkbox"/> </div> <small>(If "Yes" Print State in which you applied and Date you applied and Social Security Number if known)</small>		
11	YOUR MAILING ADDRESS <small>(Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code)</small>		
12	TODAY'S DATE		
13	TELEPHONE NUMBER		
14	Sign YOUR NAME HERE (Do Not Print)		

DHEW, Social Security Administration
Form SS-5 (5-78)

☐ RESCREEN ☐ ASSIGN ☐ DUP ISSUED Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

Information Furnished On This Form is CONFIDENTIAL

INSTRUCTIONS

One Number Is All You Ever Need For Social Security And Tax Purposes
Special Attention Should Be Given To Items Listed Below

Fill in this form completely and correctly. If any information is not known and is unavailable, write "unknown." Use typewriter or print legibly in dark ink.

- 1** Your social security card will be typed with the name you show in item 1. However, if you want to use the name shown in item 2, attach a signed request to this form.
- 3** If not born in the USA, enter the name of the country in which you were born.
- 5** If a stepfather, adopting father, or foster father is shown, include the relationship after name; for example, "John H. Jones, stepfather."
- 10** If you have ever before filled out an application like this for a social security, railroad, or tax number, check "yes" even if you never received your card. If you check "yes," give the name of the State and the approximate date on which you applied. Also enter your social security number if you did receive the card and remember the number. You may find your number on an old tax return, payroll slip, or wage statement.
- 11** If you get your mail in the country, without a street address, show your R.D. Route, and Box number; if at the post office, show your P.O. Box No.; if there is no such way of showing your mail address, show the town or post office name. If mail under your name is not normally received at the address which you show, use an "in care of" address.
- 14** Sign your name as usually written. Do not print unless this is your usual signature. (If unable to write, make a mark witnessed by two persons who can write. The witnesses preferably should be persons who work with the applicant and both must sign this application. A parent, guardian, or custodian who completes this form on behalf of another person should sign his own name followed by his title or relationship to the applicant; for example, "John Smith, father.")

FOR DISTRICT OFFICE USE

SOCIAL SECURITY OFFICE 270
2100 M St. NW
Washington, DC 20203

Evidence Reviewed

Interview Conducted Per EM 361.1 ☐

Employee Signature Title Date

FOR BUREAU OF DATA PROCESSING

★ U. S. Government Printing Office: 1979-281-295/8

TEACHER'S NOTES

TEACHER'S NOTES

TEACHER'S NOTES

AMERICAN CORRECTIONAL ASSOCIATION
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END