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Identification Number **RM 10213 TN 3**

Effective Date: April 30, 2013

Intended Audience: See Transmittal Sheet
Originating Office: ORDP ODEEMP
Title: **Verifying Evidence for an SSN**
Type: POMS Transmittals
Program: **Records Maintenance (Earnings & Enumeration)**
Link To Reference:

PROGRAM OPERATIONS MANUAL SYSTEM
Part 01 - Records Maintenance
Chapter 102 - The Social Security Number, Policy and General Procedures
Subchapter 13 - Verifying Evidence for an SSN
Transmittal No. 03, 04/2013

THIS TRANSMITTAL IS BEING POSTED FOR TRAINING PURPOSES ONLY.
THE EFFECTIVE DATE IS APRIL 30, 2013.

Audience

FO/TSC: CR, CR TII, CR TXVI, DRT, DT, FR, OA, OS, RR, SR, TA, TE, TSC-SR
PSC: CA, SCPS, ICDS, CS, TSA, TST, IES, ISRA, RECONR
MAMPSC: DMS, ISRA, OAS, SPIKE
OCO-OIO: ANC, CR, CAQCR, CTE, FCR

Originating Component

ODEEMP

Effective Date

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Background

This transmittal updates the 10-day hold procedure for verifying evidence of alien status for a Social Security number (SSN) utilizing the Systematic Alien Verification for Entitlements (SAVE) program through the Enumeration system (SSNAP). We are making these changes as a result of Department of Homeland Security (DHS) automation of the Form I-94 Arrival/Departure record and recent DHS information regarding the real-time verification of alien evidence.

AILA InfoNet Doc. No. 13042646. (Posted 4/26/13)

Summary of Changes
RM 10213.305 Procedure when a Social Security Number (SSN) Applicant Files for an SSN within 10 Days of Arriving in the U.S. or Granted a New Status

We updated this section to eliminate the 10-day hold policy for all DHS evidence except DHS Form N-550/N-570 (Certificate of Naturalization) and Form N-560/N-561 (Certificate of Citizenship)

RM 10213.305 Procedure when a Social Security Number (SSN) Applicant Files for an SSN within 10 Days of Arriving in the U.S. or Granted a New Status

Some aliens apply for Social Security numbers (SSNs) within days of arriving in the United States (U.S.) or immediately after a Department of Homeland Security (DHS) change in status. In most cases, DHS updates the Systematic Alien Verification for Entitlements (SAVE) program immediately after the applicant arrives in the U.S. or DHS grants a new status, except DHS Form N-550/N-570 (Certificate of Naturalization) and Form N-560/N-561 (Certificate of Citizenship). DHS personnel manually enter the data from these two documents into DHS databases that feed into SAVE, and it may take up to 10 calendar days for SAVE to update the information.

Follow this procedure when:

- the SAVE Initial Verification (IV) response is “Institute Additional Verification” or “Incomplete”, **and**
- it has been **less** than 10 calendar days since DHS granted the N-550/N-570 or N-560/N-561.

IMPORTANT: Do not refuse an SSN application or ask the applicant to reapply within 10 days of receiving the N-550/N-570 or N-560/N-561, regardless of whether SAVE verifies status.

Step	Action
1	If the SAVE IV response verifies the applicant’s status, continue with the SSN application. If the IV response is “Institute Additional Verification” or “Incomplete,” go to Step 2.

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2	If the document is an N-550/N-570 or N-560/N-561, go to Step 3. If not, immediately request an Additional Verification (AV) per RM 10213.095, step 5.
3	Hold the SSN application 10 calendar days beyond the date on the N-550/N-570 or N-560/N-561. Place a clear and legible copy of both sides of the immigration document(s) in the field office pending file. Go to Step 4.
4	When the 10 calendar day condition is met, submit a new IV request instead of the Additional Verification request. Go to RM 10213.095, step 2.

EXAMPLE: On December 6, 2012, John Doe, applied for an SSN at his local office. His Certificate of Naturalization shows that he became a citizen on December 3, 2012. The office initiated his Social Security Number Application Process (SSNAP) application; however, the IV response was "Institute Additional Verification." The office should hold his application until December 13 (10 calendar days after DHS granted citizenship status), then submit a new IV request via SSNAP.

See Also:

- RM 10205.600 Enumeration-at-Entry
- RM 10211.185 Evidence of Refugee Status for an SSN Card
- RM 10211.205 Evidence of Asylee Status for an SSN Card
- RM 10211.395 Procedure when the Systematic Alien Verification for Entitlements (SAVE) Response is "Refer Student/Exchange Visitor to their School/Program Sponsor"

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