

Policy Instruction

[Help](#) [Search](#) [Previous](#) [Next](#)

07/12/2002 at 10:34:45 AM

Identification Number	EM-02086	Effective Date:	07/12/2002
Intended Audience:	All RCs, ARCs, ADs, FOs, TSCs, OCO CSTs and RPAOs		
Originating Office:	SSA, ODISP, OPB		
Title:	Enumeration - New Interim Instructions for Processing SSN Applications from Aliens		
Type:	EM - Emergency Messages		
Program:	Records Maintenance (Earnings & Enumeration)		
Link To	EM-02091		
Reference:	<u>BOS 02-020 GS</u>		

Document:

RETENTION DATE: March 31, 2003

**SUBJECT: ENUMERATION: New Interim Instructions for Processing Social Security Number Applications From Aliens (Permanent Instructions Will Follow Shortly)---
ACTION**

This message contains the following:

New Interim Instructions for Processing Social Security Number Applications From Aliens (Outline)

Changes to the Alien-Enumeration Process

New Procedures for Processing SSN Applications Filed by Aliens

If the Alien Has Been in the U.S. for Less than 30 Days

If the Alien Has Been in the U.S. for 30 Days or More

Modifications to the SAVE Query Screen

Attachments

Attachment A – SAVE Nonimmigrant and Alien Status Verification Display

Attachment B – Interpreting the SAVE Query Response

These are interim instructions pending a phase-in of new verification procedures that will be effective for all offices no later than September 1, 2002. A separate EM will be released to notify offices of additional directives.

CHANGES TO THE ALIEN-ENUMERATION PROCESS

The following changes are effective upon receipt of this EM.

1. SSA employees will now have the capability to verify the status of all aliens using the SAVE online query.

INS has now included in SAVE-ASVI:

- Information on nonimmigrants (i.e., aliens who have been issued I-94s as evidence of their temporary alien status), and
- Employment Authorization Documents (EADs) (I-688Bs and I-766s)

You should query SAVE by entering the:

- Nonimmigrant's Admission Number (11 digits) as shown on the I-94, or
- Immigrant's A-Number (9 digits) as shown on the alien's I-551, temporary I-551, EAD, etc.

NOTE: If an alien has both an A-Number and an Admission Number, first query SAVE using the A-Number. If you do not get a positive verification of alien status/work authorization, requery SAVE using the alien's Admission Number.

(See Modifications to the SAVE query/response screen, below.)

2. In keeping with INS' more stringent policies such as fingerprinting for nonimmigrants (i.e., aliens presenting I-94s) from certain countries, effective immediately SSA will verify alien status with INS before processing an SSN application from natives or citizens of the countries listed below. Thus, this applies to any individual born in any one of these countries, even if he/she is now a resident or citizen of another country.

- Iran
- Iraq
- Libya
- Sudan

EXCEPTIONS: The above restrictions do not apply to the individuals below who will be processed under the rules that apply to aliens from all other countries:

- Natives or citizens of the above countries who are now permanent resident aliens of the U.S.
- Natives of the above countries who are now naturalized citizens of the U.S.
- Natives or citizens of the above countries who are representing a foreign government or an international organization ("A" and "G" Classes of Admission)

NEW PROCEDURES FOR PROCESSING SSN APPLICATIONS FILED BY ALIENS

The procedures to follow continue to depend upon how long the alien has been in the U.S. Check the alien's date of entry into the U.S. as reflected on the INS documents.

Follow these procedures in processing applications filed by aliens for both original and replacement SSN cards.

IF THE ALIEN HAS BEEN IN THE U.S. FOR LESS THAN 30 DAYS

1. Review the alien's SS-5 and supporting documents using the security guidelines contained in SSA's Administrative Confidential Memorandum and viewing the documents under a black light (RM 00203.720).). If the documents do not appear to be valid, go to step 2.c. and following, below. If the documents appear to be genuine, go to step 2.

2. Attempt to verify the alien's documents with INS by querying SAVE .

a. If you receive verification of status via the SAVE online response (RM 00203.740), process the alien's SS5. Code the EVC block "Y" and annotate the Evidence Submitted block with the INS documents number, e.g., I-94, the Alien or Admission Number, the nonimmigrant classification, e.g., E-1, if applicable and the SAVE-ASVI verification number (RM 00202.255 and RM 00203.740E.1).

NOTE: The VERIFICATION NUMBER on the SAVE query response represents the control number of your SAVE query. It does not indicate that a SAVE record was established. Check the ELIGIBILITY STMT field to determine if SAVE is verifying the alien' status.

You should also compare all of the fields on the SAVE query response to the documents presented by the alien. If there is a discrepancy in the information, e.g., name, date of birth, the documents presented by the alien may be fraudulent, even though SAVE reflects that INS documents were issued to an alien with that Alien Number or Admission Number. Verify any discrepant documents presented by the applicant by sending a G 845, Document Verification Request, to INS, rather than relying on the SAVE query response.

b. If you are unable to obtain verification via SAVE, but the documents appear to be valid, process the SSN application. Code the EVC block "Y" and annotate the Evidence Submitted block with the INS documents number, e.g., I-94, the Alien or Admission Number, and the nonimmigrant classification, e.g., E-1, if applicable (RM 00202.255).

c. HOWEVER, if the documents do not appear to be valid, input the SS-5:

- Coding the Evidence of Citizenship/Alien Status (EVC) block with "S" for suspect,
- Annotating the Evidence Submitted block with the INS documents number, e.g., I-94, the Alien or Admission Number, the issue/expiration date, the nonimmigrant classification, e.g., E-1, if applicable, and identifying the document(s) with "needs verification," and
- Leaving the employee signature and date block (DCL) blank—do not certify the SS-5 while INS verification is pending.

AND request verification by sending a G845, Document Verification Request, to INS (RM 00202.237 and RM 00203.720).

NOTE: Information about suspect evidence is kept on the enumeration transaction file until the 120-day diary has expired. If verification or denial is not received within 120 days, reinput the SS-5 data and code the EVC block " S."

d. If you receive INS' G-845 response,

· and INS verifies the alien's status , process the SSN application. Change the "S" in the EVC block to "Y" and annotate the reference to the INS document(s) in the Evidence Submitted block to "acceptableG-845 verified" (RM 00202.237D).

· but INS is unable to verify the alien's documents , change the EVC code on the SS-5 to "F" for fraudulent and annotate the Evidence Submitted block to show that the INS documents were not verified (RM 00202.237). Do not certify the SS-5 in the DCL block. The initial interviewer and a member of management should sign their names, positions and date in the Evidence Submitted block of the SS-5. Copy the SS-5 and put it in your holding file after you have triggered the SS-5. Prepare an electronic SSA8551 per GN 04110.005 and GN 04111.010. The original SS-5 and the related documentation should be retained in the FO pending OIG's response to the electronic SSA-8551.

· but INS checks Item 11 of the G-845 (Legal alien pending further information) , consider this response as an interim reply and wait for the final decision. If you do not receive a response to your G-845 after 20 working days, follow e., below (RM 00203.720A.6.g).

e. If you do not receive a response to your G-845 after 20 working days, follow up by telephone. If INS does not respond after two follow-ups, refer the case to your RO (RM 00203.720A.7).

NOTE: The procedures above do not apply to nonimmigrants (i.e., aliens presenting I-94s) who are natives or citizens of Iran, Iraq, Libya, or Sudan. The status of these nonimmigrants must be verified with INS (either via online SAVE query response or G845 response from INS) before being assigned an SSN.

EXCEPTIONS: The above restrictions do not apply to the individuals below who will be processed under the rules that apply to aliens from all other countries:

· Natives or citizens of the above countries who are now permanent resident aliens of the U.S.

· Natives of the above countries who are now naturalized citizens of the U.S.

· Natives or citizens of the above countries who are representing a foreign government or an international organization ("A" and "G" Classes of Admission)

IF THE ALIEN HAS BEEN IN THE U.S. FOR 30 DAYS OR MORE

1. Review the alien's SS-5 and supporting documents using the security guidelines contained in SSA's Administrative Confidential Memorandum and viewing the documents under a black light (RM 00203.720). If the documents appear to be fraudulent, go to step 2.b. and following, below. If the documents appear to be genuine, go to step 2.

2. Attempt to verify the alien's documents with INS by querying SAVE.

a. If SAVE online verifies immigration status or employment authorization, process the SS5. Code the EVC block "Y" and annotate the Evidence Submitted block with the INS documents number, e.g., I-94, the Alien or Admission Number, the issue/expiration date, the nonimmigrant classification, e.g., E-1, if applicable and the SAVE-ASVI verification number (RM 00202.255 and RM 00203.740E.1).

NOTE: The VERIFICATION NUMBER on the SAVE query response represents the control

number of your SAVE query. It does not indicate that a SAVE record was established. Check the ELIGIBILITY STMT field to determine if SAVE is verifying the alien' status.

b. If SAVE online does not verify immigration status or work authorization , i.e., you get an "Institute Secondary Verification" response, input the SS-5:

- Coding the EVC block with "S" for suspect,
- Annotating the Evidence Submitted block with the INS documents number, e.g., I-94, the Alien or Admission Number, the issue/expiration date, the nonimmigrant classification, e.g., E-1, if applicable, and identifying the document(s) with "needs verification,"
- (RM 00202.255 Leaving the employee signature and date block (DCL) blank (do not certify the SS-5 while INS verification is pending), and
- Possibly entering "SAVE" in the Unit Code to identify the SS-5 as one from an alien. (You may wish to use the weekly listing that MES produces to control these applications. The unit code of SAVE will help you quickly identify them. You could use the remaining 2 allowable characters in this field to identify the employee or unit.)

AND send a G-845, Document Verification Request to INS (RM 00202.237 and RM 00203.720).

3. If you receive verification of alien status from INS via G-845 response, or via subsequent querying of SAVE online, you may process the SSN application. Change the "S" in the EVC block to "Y", and annotate the reference to the INS document(s) in the Evidence Submitted block to " acceptable" (RM 00202.237D). Show "ASVI" and include the SAVE-ASVI verification number if you obtained verification via SAVE-ASVI. Show "G-845 verified" if you obtained verification via a G-845 (RM 00203.740E.1).

(We realize that the above policy may mean that INS will respond to a G-845 where you already received verification via SAVE online. However, there is currently no means of "recalling" G-845s from INS that would not be more labor-intensive than just having INS to respond to the G-845.)

4. If you receive INS' G-845 response,

· but INS is unable to verify the alien's documents , change the EVC code on the SS-5 to "F" for fraudulent, and annotate the Evidence Submitted block to show that the INS documents were not verified (RM 00202.237). Do not certify the SS-5 in the DCL block. The initial interviewer and a member of management should sign their names, positions and date in the Evidence Submitted block of the SS-5. Copy the SS-5 and put it in your holding file after you have triggered the SS-5. Prepare an electronic SSA8551 per GN 04110.005 and GN 04111.010. The original SS-5 and the related documentation should be retained in the FO pending OIG's response to the electronic SSA-8551.

· but INS checks Item 11 of the G-845 (Legal alien pending further information) , consider this response as an interim reply and wait for the final decision. If you do not receive a response to your G-845 after 20 working days, follow 4., below (RM 00203.720A.6.g).

5. If you do not receive a response to your G-845 after 20 working days, follow up by telephone. If INS does not respond after two follow-ups, refer the case to your RO (RM 00203.720A.7).

NOTE: The procedures above do not apply to nonimmigrants (i.e., aliens presenting I-94s) who are natives or citizens of Iran, Iraq, Libya, or Sudan. The status of these nonimmigrants must be verified with INS (either via online SAVE query response or G845 response from INS) before being assigned an SSN.

EXCEPTIONS: The above restrictions do not apply to the individuals below who will be processed under the rules that apply to aliens from all other countries:

- Natives or citizens of the above countries who are now permanent resident aliens of the U.S.
- Natives of the above countries who are now naturalized citizens of the U.S.
- Natives or citizens of the above countries who are representing a foreign government or an international organization ("A" and "G" Classes of Admission)

MODIFICATIONS TO THE SAVE QUERY SCREEN (See Attachments A and B)

SSA employees will continue to use the SAVE query screen available through SSA's Master File Query. Three fields have been added:

- **ADMISSION NUMBER** - to enter a nonimmigrant's Admission Number, as shown on the I-94
- **INS STATUS** - will continue to reflect the alien's classification
- **DATE ADMITTED TO** - to enable the SSA employee to determine if a nonimmigrant's status is still valid.

NOTE: SSN applications should not be processed for aliens whose status has expired, or will expire within 14 days of the date the SS-5 would be input. This is to prevent an alien's receipt of the SSN card after his/her status has expired. Aliens whose current status is about to expire but who have applied for an extension/change in status should be told to return to SSA when they are in possession of their extended/new documents.

- **ELIGIBILITY STMT** – The Eligibility Statement will provide further clarification of the alien's status. It will also continue to instruct FOs to "INSTITUTE SECONDARY VERIFICATION," i.e., request verification of the alien's status by submitting a G-845 to INS (RM 00203.720) when SAVE is unable to verify the alien's status.
- **COUNTRY OF CITZSHIP** - Country of Citizenship may assist SSA employees in reviewing other documents submitted by both immigrants and nonimmigrants.

Attachment A - SAVE QUERY/RESPONSE SCREEN

Attachment B - EXPLANATION OF SAVE QUERY RESPONSES

Direct all program related and technical questions to your RO support staff or PC OA staff. RO support staff or PC OA staff may refer questions or problems to their Central Office contacts.

INSTRUCTIONS AFFECTED: RM 00202.237, RM 00202.255, RM 00203.460, RM 00203.470, RM 00203.480, RM 00203.500, RM 00203.600, RM 00203.720, RM 00203.740

and MSOM 207-U.

RETENTION DATE: October 31, 2002

IMMIGRATION AND NATURALIZATION SERVICE

Attachment A

SAVE

NON-IMMIGRANT INFORMATION AND ALIEN STATUS VERIFICATION DISPLAY

ALIEN NUMBER:

ADMISSION NUMBER:

LAST NAME:

FIRST NAME:

DATE OF BIRTH:

COUNTRY OF BIRTH:

ALTERNATE ID:

SSN:

DATE OF ENTRY:

VERIFICATION NUMBER:

INS STATUS:

DATE ADMITTED TO:

ELIGIBILITY STMT:

COUNTRY OF CITZSHP:

INTERPRETING THE SAVE QUERY RESPONSE

Attachment B

Compare all of the fields on the SAVE query response to the documents presented by the alien. If there is a discrepancy in the information, e.g., name, date of birth, the documents presented by the alien may be fraudulent, even though SAVE reflects that INS documents were issued to an alien with that Alien Number or Admission Number. Verify any discrepant documents presented by the applicant by sending a G 845, Document Verification Request, to INS, rather than relying on the SAVE query response.

SSN

The SSN shown on the SAVE query response is the SSN that is shown in INS records

(which may or may not be accurate). It has nothing to do with the SSN input by the SSA employee. (The SAVE query is part of a group of queries that require an SSN; hence, if the alien has not been assigned an SSN, all 9's should be input).

VERIFICATION NUMBER

The VERIFICATION NUMBER represents the control number of your SAVE query. It is used for query audit-trail purposes. It does not indicate that a SAVE record was established for the alien.

DATE ADMITTED TO

The DATE ADMITTED TO enables the SSA employee to determine if a nonimmigrant's status is still valid.

NOTE: SSN applications should not be processed for aliens whose status has expired, or will expire within 14 days of the date the SS-5 would be input. This is to prevent an alien's receipt of the SSN card after his/her status has expired. Aliens whose current status is about to expire but who have applied for an extension/change in status should be told to return to SSA when they are in possession of their extended/new documents.

INS STATUS

CLASS OF DESCRIPTION (this field will include the class ADMISSION descriptions found in

- RM 00203.600)**
- A1 Ambassador, public minister, career diplomat, or consular officer;
 - A2 ALSO: Spouse or child of principal A-1 alien
Other foreign government official or employee
 - A3 ALSO: Spouse of child of principal A-2 alien
Attendant, servant, or personal employee of principal A-1 or A-2 alien
 - ABD Abandonment of residency + (applies only to LAPRs)
 - AS Asylee applicant
 - AS1 Asylum granted, principal
 - AS2 Asylum granted, spouse of principal asylee
 - AS3 Asylee + AS3- asylum granted, child of principal asylee
 - ASD Asylum denied
 - ASR Asylum status revoked
 - B1 Visitor for business (See RM 00203.500C.2 for certain exceptions)
 - B2 Visitor for pleasure
 - BE Bering Strait entry
 - C1 Alien in transit through the U.S.
 - C2 Alien in transit to UN Headquarters
 - C3 Foreign government official in transit through the U.S.

ALSO: Attendant, servant, personal employee,

C4	spouse or child of principal C-3 alien C4 – Transit without visa (someone traveling through the U.S. to another country; e.g., traveling from South Africa to Mexico with a several hour layover in the U.S. These people generally do not leave the airport)
CC	Cuban Parolee
CFA/FSM	Citizen of a Compact of Free Association State (Federated States of Micronesia)
CFA/MIS	Citizen of a Compact of Free Association State (Republic of the Marshall Islands)
CFA/PAL	Citizen of a Compact of Free Association State (Palau)
CFA/RMI	Citizen of a Compact of Free Association State (Republic of the Mariana Islands)
CH	Parolee
CP	Parolee
D1	Crew Member
D2	Crew Member
DA	Parolee
DE	Deferred Inspection
DT	Parolee
E1	Treaty trader
E2	ALSO: Spouse or child of principal E-1 alien Treaty investor
EWI	ALSO: Spouse or child of principal E-2 alien Entered without inspection
F1	Academic student (See RM 00203.470)
F2	Spouse or child of F-1 alien
G1	Resident representative of a recognized foreign government member to an international organization
G2	ALSO: Spouse or child of principal G-1 alien and staff Other temporary representative of a recognized foreign government member to an international organization
G3	ALSO: Spouse or child of principal G-2 alien Representative of unrecognized or nonmember foreign government to an international organization ALSO: Spouse or child of principal G-3 alien
G4	Representative of an international organization (officer or employee)
G5	ALSO: Spouse or child of principal G-4 alien Attendant, servant or personal employee of principal G-1, G-2, G-3, or G-4 alien
GB	ALSO: Spouse or child of principal G-5 alien Guam visitor for business

GT	Guam visitor for pleasure
H1B	Professional occupation
H1C	Nurse
H2A	Agricultural worker
H2B	Non-agrarian seasonal worker
H3	Trainee
H4	Spouse or child of H-1A, H-1B, H-2A, H-2B, or H-3 alien
I	Foreign information media representative ALSO: Spouse or child of principal I alien
I1	Foreign information media representative
	ALSO: Spouse or child of principal I alien
IN	Parolee
J1	Exchange visitor (See RM 00203.480)
J2	Spouse or child of J-1 alien
K1	Fiancé' or fiancée' of a U.S. citizen
K2	Minor child of K-1 alien
K3	Spouse of a U.S. citizen under the LIFE Act, (enacted December 21, 2000)
K4	Child of a U.S. citizen under the LIFE Act, (enacted December 21, 2000)
L1	Intracompany transferee
L2	Spouse or minor child of L-1 alien
M1	Nonacademic student (See RM 00203.470)
M2	Spouse or child of M-1 alien
N1	Principal permanent NATO representative and immediate family members)
	NATO officer, representative, or personnel
	Spouse or child of principal NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, or NATO-6 alien
N2	Other representatives of NATO member states and immediate family members)
N3	N3 (Official clerical staff of member state to NATO body and immediate family members)
N4	N4 (Officials other than NATO-1 and immediate family members)
N5	N5 (NATO experts other than NATO-4 employed in NATO mission and immediate family members
N6	N6 (Members and dependents of civilian component accompanying a force entering with NATO status of forces agreement)
N7	Attendant, servant, or personal employee of principal NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, or NATO-6 alien
	ALSO: Spouse or child of NATO-7 alien
N8	Parent of an alien granted permanent residence
N9	Child of an alien granted permanent residence
O1	Alien with extraordinary ability in sciences, arts, education, business, or athletics
O2	Alien accompanying O-1 alien
O3	Spouse or child of O-1 or O-2 alien
OP	Parolee

PEN	Pending INS action
P1	Internationally recognized athlete or entertainer in an internationally recognized group
P2	Artist or entertainer in an exchange program
P3	Artist or entertainer in a culturally unique program
P4	Spouse or child of P-1, P-2, or P-3 alien
Q1	Cultural exchange visitor
Q2	Irish Peace Process and Cultural Training Program
Q3	Spouse or child of Q2
R1	Religious worker with a nonprofit religious organization
R2	Spouse or child of R-1 alien
RE	Refugee
RE1	Refugee after 4/1/80
RE 2	RE2 – spouse of RE1
RE 3	Child of RE1
RE 4	Person who derives refugee status from RE1
RE 5	Haitian refugee
RF	Refugee
S1	Special agricultural worker
S2	Special agricultural worker
S5	Alien supplying critical information relating to a criminal organization or enterprise
S6	Alien supplying critical information relating to counterterrorism
S7	Spouse or child of S-5 or S-6 alien
S9	S9- - H2A Emergency farm worker
ST	ST – stowaway
T1	Victim of trafficking
T2	Victim of trafficking
T3	Victim of trafficking
T4	Victim of trafficking
TC	Professional business person from Canada (United States-Canada Free Trade Act)
TD	Spouse or child of TN alien
TN	Professional business person from Canada or Mexico (North American Free Trade Agreement)
UN	Unknown
UU	Unknown
V1	Spouse of lawful permanent resident under the LIFE Act
V2	Child of a lawful permanent resident under the LIFE Act
V3	Child of V-1 or V-2 under the LIFE Act
W1	Temporary Resident
W2	Temporary Resident
WB	Visa waiver visitor for business (B-1)
WI	Entered without inspection
WT	WT – Visa waiver visitor for pleasure (B-2)

ELIGIBILITY STMT

The Eligibility Statement will provide further clarification of the alien's status. It will also instruct to "INSTITUTE SECONDARY VERIFICATION," i.e., request verification of the alien's status by submitting a G-845 to INS (RM 00203.720), when SAVE-ASVI is unable to

verify the alien's status.

The following legends may be shown in the ELIGIBILITY STMT:

Employment Authorized

· **If Principal, Temp EA** = For some classes of admission, the principal alien, spouse, and child all have the same visa symbol. Only the principal has temporary work authorization by virtue of the class; other family members must obtain employment authorization documents (EADs, i.e., I-766s or I-688Bs) in order to work. SSA employees must ask the applicant if he or she is the principal to make this determination.

· **Institute Secondary Verification** = SAVE is unable to verify the alien's status; send a G-845, Document Verification Request to INS for verification

· **Refugee-Employment Authorized**

Temp EA = Temporary Employment Authorization

Temp Empl Auth = Temporary Employment Authorization

EM-02086 - Enumeration - New Interim Instructions for Processing SSN Applications from Aliens - 07/12/2002
Go to [PolicyNet Home Page](#)

Do you need to link to this document?

Use *this* value (highlight and copy as needed):

<http://policy.net.ba.ssa.gov/reference.nsf/links/07122002103445AM>