

Social Security Online

# POMS Recent Change

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04/30/2013

**Intended Audience:** See Transmittal Sheet**Originating Office:** ORDP ODEEMP**Title:** SSN Evidence Requirements**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 10 - SSN Evidence Requirements**  
**Transmittal No. 16, 04/30/2013**

**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

April 30, 2013

## Background

This transmittal updates the list of acceptable alien identity documents for a Social Security number (SSN) as a result of the Department of

Homeland Security (DHS) changes to add the admission stamp in the unexpired foreign passport as a type of lawful alien document.

## Summary of Changes

### RM 10210.420 Priority List of Acceptable Evidence of Identity Documents

The section title has been changed.

For each list of primary evidence for a lawful alien we:

- clarified when to document foreign passport information on the Social Security Number Application Process(SSNAP) Summary Screen, and
- added "Admission stamp in unexpired foreign passport" as a document.

## RM 10210.420 Priority List of Acceptable Evidence of Identity Documents

Use the following chart of identity documents to help determine the identity of an applicant for a Social Security number (SSN). The documents listed in this section are acceptable as evidence of identity only if they:

- meet the stated primary, secondary, and third level evidence requirements (e.g. unexpired, issued within the timeframe stated) listed in RM 10210.405.
- are originals or certified by the issuing agency.

We do not accept any document that clearly states it is not valid, or not for identification purposes. Limited and temporary documents are generally unacceptable as proof of identity documents, unless approved by your Regional Office (RO).

### A. Documents for children from birth through age 5

Use the following chart of identity documents to help determine the identity of an applicant for an SSN.

U.S. CITIZEN: Birth through age 5	ALIEN: Birth through age 5
1. Primary Evidence	1. Primary Evidence

Request one of the following documents:

- Unexpired valid United States (U.S.) State issued non-driver identity card (issued by the same State agency that issues driver's licenses/State-level agency with issuing authority over the State's identity cards)
- U.S. Passport/Passport card (valid and unexpired)

**NOTE:** Some States may issue State non-driver identification cards to children under age six.

Request a current U.S. lawful alien document and an unexpired foreign passport.

Enter the Department of Homeland Security (DHS) document as the primary proof of identity document and enter the foreign passport information (i.e., name, date of birth, passport number, country name, issue date, and expiration date) in the Evidence Submitted field on the Social Security Number Application Process (SSNAP) summary screen, when the information is not already in the passport number field.

- Form I-551, Permanent Resident Card (includes temporary I-551 stamp/machine readable immigrant visa (MRIV) in combination with an unexpired foreign passport when DHS has not issued the I-551 Permanent Resident Card). **EXCEPTION:** You may accept an expired I-551 in combination with a Notice of Action (Form I-797) and an unexpired foreign passport. For instructions on documenting the I-797 and entering an extended expiration date for the I-551 based on the I-797, see RM 10211.025C.1.d.
- Form I-94, Arrival/Departure Record in combination with an unexpired foreign passport. **NOTE:** Select "I-94 w/Unexpired Foreign Passport" from the Primary Proof of Identity Document drop-down menu. For instructions on entering in SSNAP, see RM 10211.140A.
- Admission stamp in an

	<p>unexpired foreign passport  <b>NOTE:</b> An admission in the unexpired foreign stamp passport and an unexpired passport are two separate documents. See Policy for Number of Documents Required for an SSN Card, RM 10210.020C.3.</p> <ul style="list-style-type: none"> <li>• Form I-766, Employment Authorization card</li> <li>• Form I-872, American Indian Card (<b>only</b> members of the Texas Band of Kickapoos are eligible for this card, see RM 10211.075C and RM 10210.425A.6.)</li> </ul> <p><b>NOTE:</b> In some cases, the alien may have a current lawful alien document but may not have an unexpired foreign passport (e.g., a refugee or an applicant who may have entered the U.S. without inspection or who may have an American Indian Card). In these situations, accept the lawful alien document alone.</p>
<p><b>2. Secondary Evidence</b></p> <p>If primary evidence is not available (available means the document exists and the applicant can access or obtain it within 10 business days), request one of the following secondary evidence documents:</p> <ul style="list-style-type: none"> <li>• U.S. Diplomatic Passport</li> <li>• U.S. Official Passport</li> <li>• U.S. military dependent identification card</li> <li>• Certificate of Naturalization</li> <li>• Certificate of U.S. Citizenship</li> </ul>	<p><b>2. Secondary Evidence</b></p> <p>When a child does not possess a U.S. lawful alien document, but meets the requirements in RM 10211.075 (Evidence for an SSN Card for an Alien Lawfully in the U.S. Without Immigration Documents), RM 10211.600 (Requests for an SSN from an Alien without Work Authorization), or RM 10211.500 (Evidence for an SSN Card for an Undocumented Alien) for an SSN card for a non-work reason, then accept any one of the following documents as evidence of identity:</p> <ul style="list-style-type: none"> <li>• Unexpired valid U.S. State issued non-driver identity card</li> </ul>

- U.S. Indian Tribal card approved by the RO as an acceptable identity document
- Final adoption decree issued by the court where the recent adoption occurred, showing in addition to the child's name, the child's date of birth (DOB) or the names of the adopting parent(s). If the adoption took place more than a year previously, a more recent identity document should be available (e.g., medical record). See RM 10210.405C.5. for information on availability of documents based on a child's age.
- Certified copy of medical record (clinic, doctor, or hospital), immunization record, or letter providing extract data from the medical record showing, in addition to the applicant's name, the applicant's DOB or age (for certification by custodian, see GN 00301.030A.3.)  
**NOTE:** The issue date of the immunization record is either the date parents received the document, or the date of child's first recorded shot. Ensure that the document is less than four years old (see RM 10210.405C.5.). If the issue date is four-years old or more, check the date of the child's last recorded shot. If date of last recorded shot is less than four years from the current date, use that date as the issue date and annotate in SSNAP remarks. If the date of the child's last shot was four years or longer, you must request another document. Do not accept a receipt or a record of treatment recorded or maintained by the applicant or the applicant's family.
- Health insurance or U.S. Medicaid card showing, in addition to the (issued by the same State agency that issues driver's licenses/State-level agency with issuing authority over the State's identity card)
- U.S. military dependent identification card
- Canadian Band card (Certificate of Indian status) issued to Indian members of Canadian tribes
- Final adoption decree issued by the court where the recent adoption occurred, showing in addition to the child's name, the child's date of birth (DOB) or the names of the adopting parent(s). See RM 10210.405C.5. for information on availability of documents based on a child's age.
- Certified copy of medical record (clinic, doctor, or hospital) or letter providing extract data from the medical record showing, in addition to the applicant's name, the applicant's DOB or age (for certification by custodian see GN 00301.030A.3.).  
**NOTE:** Do not accept a receipt or a record of treatment recorded or maintained by the applicant or the applicant's family.
- Health insurance or U.S. Medicaid card showing, in addition to the child's name, either a photograph of the child, the child's age or DOB, or parent(s)' name (**card must be current**). For information on identity documents that do not have an expiration date see RM 10210.405C.5. A health

child's name, either a photograph of the child, the child's age or DOB, or parent(s)' name (**card must be current**). For information on identity documents that do not have an expiration date see RM 10210.405C.5. A health insurance or U.S. Medicaid card is unacceptable as a secondary proof of identity document, if it does not have a photo or biographical data.

- Certified childcare facility or other pre-school or school record (**must be for the current or prior year**) showing the child's age or DOB or parent(s)' name(s).
- Religious record (cradle roll, naming certificate, bris certificate, baptismal record, Amish or Mennonite bishop's letter) showing the child's age or DOB or parents' name(s).

insurance or U.S. Medicaid card is unacceptable as a secondary proof of identity document, if it does not have a photo or biographical data.

- Certified child care facility or other pre-school or school record (**must be for the current or prior year**) showing the child's age or DOB or parent(s)' name(s)
- Religious record (cradle roll, naming certificate, bris certificate, baptismal record, Amish or Mennonite bishop's letter) showing the child's age or DOB or parent(s)' name(s)

**3. Handle the following situations on a case-by-case basis and follow the instructions in RM 10210.415B.5. When an applicant:**

- presents a primary or secondary document not listed in RM 10210.420A.1. or RM 10210.420A.2. of this section or in the Proof of Identity drop down in the Enumeration System, or
- states that a primary or secondary identity document is not available (available means the document exists and the applicant can access or obtain it within 10 business days).

**NOTE: REGIONAL OFFICE** – In locating evidence of identity, consider the age of the child. For example, in the case of a newborn, hospital records (not a souvenir birth certificate issued by the hospital) created at the time of birth

**3. Handle the following situations on a case-by-case basis and follow the instructions in RM 10210.415B.5.**

**When an applicant:**

- presents a primary or secondary document not listed in RM 10210.420A.1. or RM 10210.420A.2. of this section or in the Proof of Identity drop down in the Enumeration System, or
- states that a primary or secondary identity document is not available (i.e., current lawful alien document or identity document listed in RM 10210.420A.1. or RM 10210.420A.2. of this section).

should exist. Otherwise, you may use a medical record of the physician or midwife attending the birth and attesting to the facts of the birth and identity of the child in conjunction with the birth record when no other evidence exists for a newborn. After two weeks of age, most children routinely see a physician for immunization shots and check-ups.

## B. Documents for children age 6 through 17

Use the following chart of identity documents to help determine the identity of an applicant for an SSN.

<b>U.S. CITIZEN: Children age 6 through 17</b>	<b>ALIEN: Children age 6 through 17</b>
<p><b>I. Primary Evidence</b></p> <p>Request one of these documents:</p> <ul style="list-style-type: none"> <li>• Unexpired valid U.S. driver's license (excludes licenses that are suspended, revoked, or temporary). For more information on temporary driver's licenses see <b>EXCEPTION</b> in RM 10210.425A.1.).</li> <li>• Unexpired valid U.S. State issued non-driver identity card (issued by the same State agency that issues driver's licenses/State-level agency with issuing authority over the State's identity cards)</li> <li>• U.S. Passport/Passport (valid and unexpired)</li> </ul> <p><b>NOTE:</b> Most States issue driver's licenses and State non-driver identification cards to children age 16 to 17 when they meet the requirements. Some States may issue State non-driver identification cards to children under age 16.</p>	<p><b>I. Primary Evidence</b></p> <ul style="list-style-type: none"> <li>• Request a current U.S. lawful alien document and an unexpired foreign passport. Enter the DHS document as the primary proof of identity document and enter the foreign passport information (i.e., name, date of birth, passport number, country name, issue date, and expiration date) in the Evidence Submitted field on the SSNAP summary screen, when the information is not already in the passport number field.</li> <li>• Form I-551, Permanent Resident Card (includes temporary I-551 stamp/machine readable immigrant visa (MRIV) in combination with an unexpired foreign passport when DHS has not issued the I-551 Permanent Resident Card).</li> </ul> <p><b>EXCEPTION:</b> You may accept an expired I-551 in combination with a Notice of Action (Form I-797) and an unexpired foreign passport. For instructions on documenting the I-797 and entering an extended expiration</p>

	<p>date for the I-551 based on the I-797, see RM 10211.025C.1.d.</p> <ul style="list-style-type: none"> <li>• Form I-94, Arrival/Departure Record in combination with an unexpired foreign passport. <b>NOTE:</b> Select "I-94 w/Unexpired Foreign Passport" from the Primary Proof of Identity Document drop-down menu. For instructions on entering in SSNAP, see RM 10211.140A.</li> <li>• Admission Stamp in unexpired foreign passport <b>NOTE:</b> An admission stamp in the unexpired foreign passport and an unexpired passport are two separate documents. See RM10210.020C.3, Policy for Number of Documents Required for an SSN Card.</li> <li>• Form I-766, Employment Authorization card</li> <li>• Form I-872, American Indian Card (<b>only</b> members of the Texas Band of Kickapoos are eligible for this card, see RM 10211.075C and RM 10210.425A.6.) <b>NOTE:</b> In some cases, the alien may have a current lawful alien document but may not have an unexpired foreign passport (e.g., a refugee or an applicant who may have entered the U.S. without inspection or who may have an American Indian Card). In these situations, accept the lawful alien document alone.</li> </ul>
<p><b>2. Secondary Evidence</b></p> <p>If a primary document is not available (available means the document exists and the applicant can access or obtain it within 10 business days), request one of these secondary evidence documents:</p>	<p><b>2. Secondary Evidence</b></p> <p>When a child does not possess a U.S. lawful alien document, but meets the requirements in RM 10211.075 (Evidence for an SSN Card for an Alien Lawfully in the U.S. Without Immigration Documents), RM</p>

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| <ul style="list-style-type: none"> <li>• U.S. Diplomatic Passport</li> <li>• U.S. Official Passport</li> <li>• U.S. military dependent identification card</li> <li>• Certificate of Naturalization</li> <li>• Certificate of U.S. Citizenship</li> <li>• U.S. Indian Tribal card approved by the RO as an acceptable identity document</li> <li>• Final adoption decree issued by the court where the recent adoption occurred, showing in addition to the child's name, the child's DOB or the names of the adopting parent(s). If the adoption took place more than a year previously, a more recent identity document should be available (e.g., medical record). See RM 10210.405C.5. for information on availability of documents based on a child's age.</li> <li>• Certified copy of medical record (clinic, doctor, or hospital) or letter providing extract data from the medical record showing, in addition to the applicant's name, the applicant's DOB or age (for certification by custodian see GN 00301.030A.3.).<br/><b>NOTE:</b> Do not accept a receipt or a record of treatment recorded or maintained by the applicant or the applicant's family. Do not accept immunization records from applicants age 6 through age 17. Applicants 6 years through 17 years of age should have one of the documents listed in RM 10210.420B.</li> </ul> | <p>10211.600 (Requests for an SSN from an Alien without Work Authorization), or RM 10211.500 (Evidence for an SSN Card for an Undocumented Alien) for an SSN card for a non-work reason, then accept any one of the following documents as evidence of identity:</p> <ul style="list-style-type: none"> <li>• Unexpired valid U.S. driver's license (excludes licenses that you know are suspended or revoked)</li> <li>• Unexpired valid U.S. State issued non-driver identity card (issued by the same State agency that issues driver's licenses/State-level agency with issuing authority over the State's identity cards)</li> <li>• U.S. military dependent identification card</li> <li>• Canadian Band card (Certificate of Indian status) issued to Indian members of Canadian tribes</li> <li>• Final adoption decree issued by the court where the recent adoption occurred, showing in addition to the child's name, the child's DOB or the names of the adopting parent(s). See RM 10210.405C.5. for information on availability of documents based on a child's age.</li> <li>• Certified copy of medical record (clinic, doctor, or hospital) or letter providing extract data from the medical record showing in addition to the applicant's name, the applicant's DOB or age (for certification by custodian see GN 00301.030A.3.)<br/><b>NOTE:</b> Do not accept a receipt or a record of treatment recorded or maintained by the applicant or the applicant's family. Do not accept immunization records from applicants age 6 through age 17.</li> </ul> |
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<ul style="list-style-type: none"> <li>• Health insurance or U.S. Medicaid card showing in addition to the child’s name either a photograph of the child or the child’s age, DOB or parent(s)’ name(s) (<b>card must be current</b>). For information on identity documents that do not have an expiration date see RM 10210.405C.5. A health insurance or U.S. Medicaid card is unacceptable as a secondary proof of identity document, if it does not have a photo or biographical data.</li> <li>• School identity card, certified school record, transcript or report card (<b>must be for the current or prior year</b>) and show, in addition to the child’s name, either a photograph of the child, the child’s DOB, or parent(s) names). <b>NOTE:</b> For Student identification cards follow identity documents instructions in RM 10210.405C.5.</li> <li>• Life insurance policy for the child showing in addition to the child’s name, the child’s age or DOB</li> <li>• Religious record (cradle roll, naming certificate, bris certificate, baptismal record, Amish or Mennonite bishop’s letter) showing in addition to the child’s name the child’s age or DOB, or parent(s)’ name(s)</li> </ul>	<p>Applicants 6 years through 17 years of age should have one of the documents listed in RM 10210.420B.</p> <ul style="list-style-type: none"> <li>• Health insurance or U.S. Medicaid card showing, in addition to the child’s name, either a photograph of the child, the child’s age or DOB, or parent(s)’ name(s) (<b>card must be current</b>). For information on identity documents that do not have an expiration date, see RM 10210.405C.5. A health insurance or U.S. Medicaid card is unacceptable as a secondary proof of identity document, if it does not have a photo or biographical data.</li> <li>• School identity card, certified school record, transcript, or report card (<b>must be for the current or prior year</b>) and show, in addition to the child’s name, either a photograph of the child, the child’s DOB, or parent(s)’ name(s). <b>NOTE:</b> For validity of Student Identity cards follow identity documents instructions in RM 10210.405C.5.</li> <li>• Life insurance policy for the child showing in addition to the child’s name, the child’s age or DOB</li> <li>• Religious record (cradle roll, naming certificate, bris certificate, baptismal record, Amish or Mennonite bishop’s letter) showing in addition to the child’s name, the child’s age or DOB, or parent(s)’ name(s)</li> </ul>
<p><b>3. Handle the following situations on a case-by-case basis and follow the instructions in RM 10210.415B.5.</b></p> <p><b>When an applicant:</b></p>	<p><b>3. Handle the following situations on a case-by-case basis and follow the instructions in RM 10210.415B.5.</b></p> <p><b>When an applicant:</b></p> <ul style="list-style-type: none"> <li>• presents a primary or secondary</li> </ul>

<ul style="list-style-type: none"> <li>• presents a primary or secondary document not listed in the charts in RM 10210.420 or in the Proof of Identity drop down in the Enumeration System, or</li> <li>• states that a primary or secondary identity document is not available (available means the document exists and the applicant can access or obtain it within 10 business days).</li> </ul>	<p>document not listed in the charts in RM 10210.420B.1. or RM 10210.420B.2. of this section or in the Proof of Identity drop down in the Enumeration System, or</p> <ul style="list-style-type: none"> <li>• states that a primary or secondary identity document is not available (i.e., current lawful alien document or identity document listed in RM 10210.420B.1. or RM 10210.420B.2. of this section).</li> </ul>
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### C. Documents for an adult age 18 or older

Use the following chart of identity documents to help determine the identity of an applicant for an SSN who is age 18 or older.

<p><b>U.S. CITIZEN: Adult age 18 or older</b></p>	<p><b>ALIEN: Adult age 18 or older</b></p>
<p><b>1. Primary Evidence</b></p> <p>Request one of these documents:</p> <ul style="list-style-type: none"> <li>• Unexpired valid U.S. driver’s license (excludes licenses that are suspended, revoked, or temporary). For more information on temporary driver’s license see EXCEPTION in RM 10210.425A.1.)</li> <li>• Unexpired valid U.S. State issued non-driver identity card (issued by the same State agency that issues driver’s licenses/State-level agency with issuing authority over the State’s identity cards)</li> <li>• U.S. Passport/Passport card (valid and unexpired)</li> </ul> <p><b>NOTE:</b> We prefer a driver’s license for people age 18 or older. If the applicant does not submit a passport, driver’s license, or State-issued non-</p>	<p><b>1. Primary Evidence</b></p> <p>Request a current U.S. lawful alien document and an unexpired foreign passport. Enter the DHS document as the primary proof of identity document and enter the foreign passport information (i.e. name, date of birth, passport number, country name, issue date, and expiration date) in the Evidence Submitted field on the SSNAP summary screen, when the information is not already in the passport number field.</p> <ul style="list-style-type: none"> <li>• Form I-551, Permanent Resident Card (includes temporary I-551 stamp/machine readable immigrant visa (MRIV) in combination with an unexpired foreign passport when DHS has not issued the I-551 Permanent Resident Card).</li> </ul> <p><b>EXCEPTION:</b> You an expired I-551 in combination may accept with a Notice of Action (Form I-797) and an unexpired foreign passport. For instructions on</p>

driver identification card, ask the applicant if the State issued him or her a current driver's license or State-issued identification card for non-drivers. If the applicant does not have such a document, ask why not. The applicant's response may assist you in helping the applicant find a suitable proof of identity document.

documenting the I-797 and entering an extended expiration date for the I-551 based on the I-797, see RM 10211.025C.1.d.

- Form I-94, Arrival/Departure Record in combination with an unexpired foreign passport.  
**NOTE:** Select "I-94 w/Unexpired Foreign Passport" from the Primary Proof of Identity Document drop-down menu. For instructions on entering in SSNAP, see RM 10211.140A.
- Admission Stamp in unexpired foreign passport  
**NOTE:** An admission the unexpired foreign passport stamp in and an unexpired passport are two separate documents. See RM 10210.020C.3, Policy for Number of Documents Required for an SSN Card.
- Form I-766, Employment Authorization card
- Form I-872, American Indian Card (**only** members of the Texas Band of Kickapoos are eligible for this card, see RM 10211.075C and RM 10210.425A.6.)

**NOTE:** In some cases, may have a current lawful alien the alien document but may not have an unexpired foreign passport (e.g., a refugee or an applicant who may have entered the U.S. without inspection or who may have an American Indian Card). In these situations, accept the lawful alien document alone.

## 2. Secondary Evidence

If primary evidence is not available (available means the document exists and the applicant can access or obtain it within 10 business days), request one

## 2. Secondary Evidence

When an applicant does not possess a U.S. lawful alien document, but meets the requirements in RM 10211.075 (Evidence for an SSN Card for an Alien

of these documents:

- U.S. Diplomatic Passport
- U.S. Official Passport
- U.S. military identification card, (Department of Defense (DOD) Common Access Card), (active duty, retiree, national guard, or dependent)
- Certificate of Naturalization
- Certificate of U.S. Citizenship
- U.S. Indian Tribal card approved by the RO as an acceptable identity document
- U.S. government employee identification card (Form OF-55, U.S. Government Identification, or other document issued by the employing agency)
- Non-government employee identity card/badge card showing the applicant's name and either a photograph or the applicant's DOB
- Marriage document (see RM 10210.410 and RM 10210.420.) showing, in addition to the applicant's name, either the applicant's DOB or age

**NOTE:** A marriage document is acceptable evidence of identity only when submitted in name change situations to support the application for a name change. For more information on name change documents see RM 10212.010.

- Certified copy of medical record (clinic, doctor, or hospital) or letter providing extract data from

Lawfully in the U.S. Without Immigration Documents), RM 10211.600 (Requests for an SSN from an Alien without Work Authorization), or RM 10211.500 (Evidence for an SSN Card for an Undocumented Alien) for an SSN for non-work reasons, then you may accept any one of the following documents as evidence of identity:

- Unexpired valid U.S. driver's license (excludes licenses that you know are suspended or revoked)
- U.S. State issued non-driver identity card (issued by the same State agency that issues driver's licenses/State-level agency with issuing authority over the State's identity cards)
- U.S. military identification card (DOD Common Access Card) (active duty, retiree, national guard, or dependent)
- Canadian Band card (Certificate of Indian status) issued to Indian members of Canadian tribes
- Marriage document (see RM 10210.410 and RM 10210.420) showing the applicant's name and either the applicant's DOB or age

**NOTE:** A marriage document is acceptable evidence of identity only when submitted in name change situations to support the application for a name change. For more information on name change documents, see RM 10212.010.

- Certified copy of medical record (clinic, doctor, or hospital) or letter providing extract data from the medical record showing, in addition to the applicant's name, the applicant's DOB or age (for certification by custodian, see GN

the medical record showing in addition to the applicant's name, the applicant's DOB or age (for certification by custodian see GN 00301.030A.3.)

**NOTE:** A receipt or a record of treatment recorded and/or maintained by the applicant or the applicant's family is not acceptable.

- Health insurance or Medicaid card showing in addition to the applicant's name either a photograph of the person or the person's DOB (**card must be current**). For information on identity documents that do not have an expiration date see RM 10210.405C.5. A health insurance or U.S. Medicaid card is unacceptable as a secondary proof of identity document, if it does not have a photo or biographical data.
- School identity card or certified school record or transcript (**for current school year**) showing, in addition to the applicant's name, either a photograph of the applicant or the applicant's DOB). The two year policy in RM 10210.405C.5, does not apply for these type of documents. An adult applicant should be able to obtain one of these documents for the **current** school year.
- Life insurance policy for the person showing his/her age or DOB

00301.030A.3.)

**NOTE:** Do not accept a receipt or a record of treatment recorded or maintained by the applicant or the applicant's family.

- Health insurance or Medicaid card showing, in addition to the applicant's name, either a photograph of the person or the person's DOB (**card must be current**). For information on identity documents that do not have an expiration date, see RM 10210.405C.5. A health insurance or U.S. Medicaid card is unacceptable as a secondary proof of identity document, if it does not have a photo or biographical data.
- School identity card or certified school record or transcript (**for current school year**) showing, in addition to the applicant's name, either a photograph of the applicant or the applicant's DOB. The two year policy in RM 10210.405C.5. does not apply for school identity cards, certified school records, or transcripts. An adult applicant should be able to obtain one of these documents for the current school year.
- Life insurance policy for the person showing his or her age or DOB.

**3. Handle the following situations on a case-by-case basis and follow the instructions in RM 10210.415B.5.**

**When an applicant:**

**3. Handle the following situations on a case-by-case basis and follow the instructions in RM 10210.415B.5.**

**When an applicant:**

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| <ul style="list-style-type: none"> <li>• presents a primary or secondary document not listed in RM 10210.420C.1. or RM 10210.420C.2. of this section or in the Proof of Identity drop down in the Enumeration System, or</li> <li>• states that a primary or secondary identity document is not available (available means the document exists and the applicant can access or obtain it within 10 business days).</li> </ul> | <ul style="list-style-type: none"> <li>• presents a primary or secondary document not listed in RM 10210.420C.1. or RM 10210.420C.2. of this section or in the Proof of Identity drop down in the Enumeration System, or</li> <li>• states that a primary or secondary identity document is not available (i.e., current lawful alien document or identity document listed in RM 10210.420C.1. or RM 10210.420C.2. of this section).</li> </ul> |
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**NOTE:** An elderly adult (age 70 or older), particularly one who is less active or in a nursing home, may not have a current identity document, but may have an expired driver's license or State non-driver's identification card issued several years ago that would, in this situation, generally be acceptable in conjunction with other evidence readily available (e.g. medical records).

## D. Additional Documents that can be used as evidence for a proper applicant

An applicant filing on behalf of someone else may use an acceptable U.S. document or an approved foreign document as evidence of identity. The drop down in the Enumeration System lists approved foreign documents as "OIO DOC" (Office of International Operations documents). Interviewers should also check the National Identity Document Database (NIDD) at <http://nynet.ny.ssa.gov/identitydocument/> for recently approved foreign documents.

## E. References

- GN 00301.030 Acceptability of Documentary Evidence
- RM 10210.020 Policy for Number of Documents Required for an SSN Card
- RM 10210.210 Reviewing Age, Identity, Citizenship and Lawful Alien Status Evidence for an SSN Card
- RM 10210.405 Evidence of Identity for an SSN Card

- RM 10210.410 How Do you Examine, Evaluate, and Assess Documents Submitted as Evidence of Identity
- RM 10210.415 How to Prioritize Acceptable Identity Documents
- RM 10210.425 What are the Procedures for Specific Document Situations
- RM 10210.430 What Documents Are Not Evidence of Identity for an SSN Card
- RM 10210.555 Reviewing U.S. Passports (This section includes information on U.S. Passport Cards)
- RM 10211.025 Evidence of Lawful Permanent Resident (LPR) Status for an SSN Card
- RM 10211.075 Evidence for an SSN Card for an Alien Lawfully in the U.S. Without Immigration Documents
- RM 10211.135 Evidence of Non-immigrant Status for an SSN Card
- RM 10211.140 Entering Information from Form I-94 (Arrival/Departure Record) into the Enumeration System
- RM 10211.500 Evidence for an SSN Card for an Undocumented Alien
- RM 10211.600 Requests for an SSN from an Alien without Work Authorization
- RM 10212.010 Evidence of a Name Change on the SSN

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