

REQUIREMENTS FOR OBTAINING AN ORIGINAL OR REPLACEMENT SOCIAL SECURITY CARD FOR CHILDREN WHO ARE WARDS OF THE STATE

Public Law 108-458, The Intelligence Reform and Terrorism Prevention Act of 2004 changed what documentation is needed to obtain a social security card. The new regulations went into effect 12/17/05.

To apply for a **replacement** card for a ward we must have the following 3 items:

- 1.) **Proof of identity for the child.** This may be a Medicaid card, a medical record (hospital, clinic, doctor's office, or shot record) showing the child's name *and* either DOB, age, or parent names, or a current-year school record (such as report card, school ID, or progress report) which shows both the child's name *and* either DOB or photo.
- 2.) **Proof of identity for the DCS employee who is signing the child's application.** This must be a current driver's license or photo ID card issued by the BMV, or a current U.S. Passport. *An employee ID card may not be used as proof of identity, but will be requested to verify the individual signing the form is a DCS employee.*
- 3.) **Proof of relationship.** In all cases we must continue to see an original copy of the court order establishing that the child is a ward of the state.

To apply for an **original** card for a child who has never been assigned an SSN, we must have all of the above *plus* an original birth certificate. *Note: We are not able to assign an SSN to an infant who has not yet been named.*

Please be aware that Social Security cannot accept any photocopies of the required documents. Any documents that cannot be proven to be originals, such as computer print outs, must be certified. Thanks!