

Mandatory In-Person Interview Worksheet
SSN Applicant, U.S. CITIZEN, Age 12 or Older – Original SSN

Determine if the applicant has previously been assigned, or has used, an SSN by asking the questions about circumstances under which he or she may have needed an SSN. The questions listed in this worksheet are not all inclusive; additional questions may be necessary to ensure an SSN was not previously assigned and to prevent the assignment of an SSN to an individual assuming a false identity. Document all interview and development results.

Applicant Name: _____

Applicant Address: _____

1. Has the applicant ever held a full-time, part-time or temporary job in the U.S.?
☐ No ☐ Yes If yes, explain: _____
2. Has the applicant ever had a U.S. State-issued driver's license, U.S. State ID card?
☐ No ☐ Yes If yes, explain: _____
3. Has the applicant ever taken any U.S. Scholastic Achievement Test or other college-related entrance tests?
☐ No ☐ Yes If yes, explain: _____
4. Has the applicant ever attended or applied for admittance to a U.S. college, university or technical/vocational school?
☐ No ☐ Yes If yes, explain: _____
5. Has the applicant ever had a U.S. savings account in a bank, credit union, or other financial institution or ever owned U.S. stocks or U.S. bonds? Did the parents or other relatives ever open an account or buy U.S. savings bonds for the applicant?
☐ No ☐ Yes If yes, explain: _____
6. Has the applicant or his/her spouse ever filed a U.S. Federal or State income tax return or been claimed as a dependent on a Federal tax return?
☐ No ☐ Yes If yes, explain: _____
7. Has the applicant ever served in the U.S. military service or registered to vote in the U.S.?
☐ No ☐ Yes If yes, explain: _____
8. Has the applicant or the applicant's family ever applied for any type of U.S. governmental assistance such as TANF, Food Stamps, WIC, Medicaid, medical assistance, public job training or summer youth employment?
☐ No ☐ Yes If yes, explain: _____
9. Has the applicant been living outside the U.S. for a prolonged period?
☐ No ☐ Yes If yes, explain: _____

Indicate if there were any problems with the applicant's responses and/or if there were any indications that the responses or evidence was fraudulent.

Signature/Title of Approved Person Who Conducted Interview

Date

**Statement of Late Filing in Connection to SSN Application
(Required for 1st time applicants 12 years old and over)**

I have never applied before for a Social Security Number

☐ for myself
☐ for my child;

because – _____

I give the Social Security Administration permission to verify my birth record with the Bureau of Vital Statistics or other issuing agency in order to complete the processing of my request for a Social Security Number.

Name: _____

Date/ Place of Birth: _____

**Signature Over Printed Name of Applicant or
Person Answering the Form for the Applicant**

Date: _____

**OFFICE USE ONLY
Mandatory Interview Certificate
Required for 1st time applicants 12 years old and over**

To: Social Security Administration

FROM: _____
U.S. Embassy / Consulate / U.S. Military Command

I certify that _____, whose date of birth is _____
personally appeared before me to apply for a Social Security Number. The person stated that he/she has
never applied for ***nor*** been assigned a Social Security Number before.

Name and Signature of Certifying Officer

Official Designation:

Office Address:

Contact Numbers:

Date