

# **SOCIAL SECURITY**

935 ALLWOOD RD  
CLIFTON, NJ 07012  
TOLL FREE: 1-800-772-1213  
FAX: (973)614-1535  
[www.socialsecurity.gov](http://www.socialsecurity.gov)

## **Applying for a Social Security Card:**

<http://www.socialsecurity.gov/ssnumber/>

## **Retirement Benefits:**

To learn what information you will need, go to: <http://www.socialsecurity.gov/online/ssa-1.html>

The applicant should mail or bring to SSA the following original documents or certified copies (social security will make photocopies and return the documents):

- Applicant's Social Security number
- Applicant's birth certificate
- Applicant's military separation papers if military service occurred (DD-214, NGB-23)
- Birth certificate and Social Security number for the applicant's spouse/children, if he or she is applying for benefits
- Proof of U.S. citizenship or lawful alien status if the applicant (or a spouse or child applying for benefits) was not born in the United States
- Direct Deposit information - the Routing Number which identifies the applicant's bank or financial institution and the Account Number.

## **Disability Benefits: Adults**

1. "What You Should Know Before You Apply For Social Security Disability Benefits" at [http://www.socialsecurity.gov/disability/Adult\\_StarterKit\\_Factsheet.pdf](http://www.socialsecurity.gov/disability/Adult_StarterKit_Factsheet.pdf).
2. "Disability Report", available at <http://www.ssa.gov/adultdisabilityreport/>. (not an application).
3. Adult Disability Interview Checklist: [http://www.socialsecurity.gov/disability/Adult\\_StarterKit\\_Checklist.pdf](http://www.socialsecurity.gov/disability/Adult_StarterKit_Checklist.pdf)
4. Worksheet: Medical and Job Worksheet [http://www.ssa.gov/disability/disability\\_starter\\_kits\\_adult\\_eng.htm](http://www.ssa.gov/disability/disability_starter_kits_adult_eng.htm)

## **Medical Release Forms:**

To apply for a disability decision or appeal a disability decision, you need FORM-827, available at <http://www.ssa.gov/online/ssa-827.pdf>.

- Print, complete, sign and submit one Form SSA-827. The form should have an original signature on it.
- Another adult should sign in the space marked "witness".
- Do not complete the "FROM WHOM" section.
- SSA forms must be printed on 8 1/2" x 11" white paper. Use blue or black ink. Complete front and back.

## **Disability Benefits: Children**

"What You Should Know Before You Apply For SSI Disability Benefits for Your Child", available at [http://www.socialsecurity.gov/disability/Child\\_StarterKit\\_Factsheet.pdf](http://www.socialsecurity.gov/disability/Child_StarterKit_Factsheet.pdf)

Worksheet: Medical and School Worksheet - Child -

[http://www.ssa.gov/disability/disability\\_starter\\_kits\\_child\\_eng.htm](http://www.ssa.gov/disability/disability_starter_kits_child_eng.htm) The worksheet can help you prepare for a disability interview for a child. It lists information we will ask you and provides space to write down this information. We will ask for this information during your disability interview.

1. Complete submit electronically a "Child Disability Report", available at <http://www.ssa.gov/childdisabilityreport/>. (not an *application* for Disability).
2. Read "Child Disability Interview Checklist" [http://www.socialsecurity.gov/disability/Child\\_StarterKit\\_Checklist.pdf](http://www.socialsecurity.gov/disability/Child_StarterKit_Checklist.pdf)
3. SSA requires a Child Function Report which asks for information about the child's functional ability. If you don't receive one when you first contact SSA, you may obtain one of these by contacting your local office.

### **Medical Release Forms:**

To apply for a disability decision or appeal a disability decision, you need FORM-827, available at <http://www.ssa.gov/online/ssa-827.pdf>.

- Print, complete, sign and submit one Form SSA-827. The form should have an original signature on it.
- Another adult should sign in the space marked "witness".
- Do not complete the "FROM WHOM" section.
- SSA forms must be printed on 8 1/2" x 11" white paper. Use blue or black ink. Complete front and back.

## **Survivors Benefits**

To apply for Survivor Benefits as a Spouse, the applicant should prepare for the interview by reviewing a list of some of the questions we will ask, available at: <http://www.socialsecurity.gov/online/ssa-10.html>

Applicant should submit the following items to the local office as soon as possible. The applicant can mail or bring them to Social Security. Bring original documents or certified copies.

- Proof of death either from a funeral home or death certificate;
  - Social Security numbers for the applicant as well as the deceased worker;
  - The applicant's birth certificate;
  - The applicant's marriage certificate, if the applicant is a widow or widower;
  - The applicant's divorce papers, if he/she is applying as a divorced widow or widower;
  - Social Security numbers for the applicant's dependent children, if available;
  - W-2 forms or federal self-employment tax return for the most recent year for the deceased worker;
- and
- Direct Deposit information - the Routing Number which identifies the applicant's bank or financial institution and the Account Number.

For a list of SSA's online services, go to <http://www.socialsecurity.gov/onlineservices/>. If you would like to request informational pamphlets from SSA, you can have them faxed to you by going to <http://www.socialsecurity.gov/pubs/faxindex.html>.