

Social Security

Official Social Security Website

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Program Operations Manual System (POMS)

TN 4 (10-09)

RM 10205.130 Entering other Names of NH in SSNAP

A. Name at birth

Many people have a legal name different from their name at birth. The name given at birth is helpful to associate subsequent applications and ensure the SSN actually belongs to the number holder (NH).

When provided on the original or amended birth certificate or the adoption decree, enter the name at birth on the Additional info screen in SSNAP.

Do not return a mailed-in application if the name at birth is blank unless it is doubtful that the name shown on Line 1 was the name at birth.

B. Other names used

This question appears on the paper SS-5 and includes any names that the NH ever used. These names help ensure the SSN actually belongs to the NH and provide information needed to screen for a previously assigned SSN. When provided, enter these other names on the Additional info screens in SSNAP.

When this item is completed with names that do not appear on the Numident, obtain an Alphadent query to determine if an SSN was previously assigned in that name.

NOTE: If the name shown in the NH name field is different than the name shown on the immigration document submitted by the applicant, enter the name shown on the immigration document in the “Other name used by number holder” field on the “Additional info” screen in SSNAP. If the individual has a single name and the immigration document shows FNU (First Name Unknown) or other acronym indicating the person does not have a first name, process the SSN in the applicant’s single name. In addition, enter the acronym (e.g., FNU) in the first name field and the last name shown on the immigration document in the last name field in the “Other name used by

number holder” field. For instructions on verifying immigration document with a single name, see RM 10214.115A. However, if the applicant insists on issuing the SSN card using the acronym shown on the immigration document (e.g., FNU) as the first name, this is not a single name request. Process the SSN card request in the name exactly as shown on the immigration document.

To Link to this section - Use this URL:

<http://policy.ssa.gov/poms.nsf/lnx/0110205130>

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