

Organization Information Extracted from: sections 216-220.docx

****PART 1: INFORMATION FOR ROPSSA****

1. **Social Security Numbers and Cards:**

- The Social Security Administration assigns a unique Social Security number to each employee contributor.
- The number is printed on a Social Security card, which is issued to the employee upon request.
- Palauan citizens need to provide birth certificate or passport when applying for a Social Security number.
- Foreigners must provide a valid provisional visa, passport with more than six months before expiration, and other appropriate identification when applying.
- The Administration cannot issue a Social Security number to students, temporary, tourist, foreign military personnel, foreign diplomats, or crew members of commercial carriers.
- Foreign students at Palau Community College (PCC) are issued a Social Security Number marked "Not for Employment" for work at PCC but not outside of it.

2. **Employer Retention Requirements:**

- Employers must retain a copy of each employee's Social Security Card for reporting purposes.

3. **Legal Name:**

- The legal name used for Social Security purposes is the name shown on employment, school, and other records.
- If a person uses a different legal name than on their birth certificate, they must submit evidence to prove the change.

4. **Non-Issuance of Social Security Numbers:**

- Employers or owners with existing or past business debts to the Social Security Administration are not eligible to obtain new Social Security numbers for employees without first executing a payment agreement or remitting full payment.

****PART 2: INFORMATION FOR HCF (ROPHCF)****

1. **Social Security Numbers and Cards:**

- The Health Care Fund (HCF) issues Social Security numbers and cards to eligible individuals.
- The number is printed on a Social Security card, which is issued to the individual upon request.
- The Administration does not have specific requirements for Palauan citizens or foreigners applying for Social Security numbers in this context.

2. **Employer Retention Requirements:**

- HCF does not mention any specific retention requirements for employers regarding Social Security cards.

3. **Legal Name:**

- The legal name used for Social Security purposes is the name shown on employment, school, and other

records.

- If a person uses a different legal name than on their birth certificate, they must submit evidence to prove the change.

4. ****Non-Issuance of Social Security Numbers:****

- HCF does not mention any specific conditions under which Social Security numbers would not be issued to individuals or employers.