

## WHY OUR CLIENTS NEED TO APPLY

CHANCES ARE IF YOU'RE ASSISTING A CLIENT AT THE SSA THEN YOU ARE APPLYING FOR A SOCIAL SECURITY CARD. OBTAINING A SOCIAL SECURITY CARD IS ESSENTIAL FOR OUR CLIENTS IN FINDING EMPLOYMENT, APPLYING FOR SOCIAL BENEFITS, AND EARNING THEIR PATH TO CITIZENSHIP. OBTAINING A CARD WITHIN THE FIRST MONTH IS CRUCIAL.

## NECESSARY ITEMS

COMPLETED APPLICATION FOR EACH INDIVIDUAL APPLYING

I-94 FORM  
(REDACTED EXAMPLE COPY HAS BEEN SENT TO YOU)

TRANSPORTATION BOARDING LETTER  
(REDACTED EXAMPLE COPY HAS BEEN SENT TO YOU)

## INSTRUCTIONS

THE EARLIER IN THE DAY YOU GO, THE SHORTER THE WAIT TIME IS. SIGN IN AT THE MACHINE ON THE LEFT AND GRAB A NUMBER.

YOU WILL NEED THE FULL NAME OF EVERYONE IN THE FAMILY APPLYING FOR SOCIAL SECURITY (THIS INFORMATION IS ON THE COMPLETED APPLICATION).

WHEN THE NUMBER IS CALLED, YOU SHOULD ALL HEAD TO THE WINDOW TO MEET WITH THE SSA CASEWORKER.

FOLLOW UP WITH VOLUNTEER COORDINATOR AFTER APPOINTMENT.

# SOCIAL SECURITY ADMINISTRATION

[SSA]

## APPOINTMENT ADDRESS

8530 KINGSTON PIKE,  
KNOXVILLE, TN, 37919

## VOLUNTEER COORDINATOR CONTACT

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