



U.S. DEPARTMENT OF JUSTICE

Office of the United States Trustee

District of Oregon

620 SW Main Street
Suite 213
Portland, OR 97205

Phone: (503) 326-4000
Fax: (503) 326-7658

Federal Building
211 E. 7th Avenue, Room 285
Eugene, OR 97401

Phone: (541) 465-6330
Fax: (541) 465-6335

January 14, 2002

**OBTAINING A REPLACEMENT OR NEW SOCIAL SECURITY CARD OR
VERIFICATION OF SOCIAL SECURITY NUMBER**

The process for obtaining a new or a replacement social security card or obtaining confirmation of a social security number from the Social Security Administration is outlined below:

- 1. For a new card or a replacement of a lost card or a new card because of a name change.** Instructions and the necessary application form can be obtained through SSA's national toll free number 1-800-772-1213 or from SSA's web site: www.ssa.gov

-or-

Mondays through Fridays at the local office set forth below:

Astoria:
115 West Bond
Astoria, OR 97103
(503) 325-8845

Bend:
Ste. 400
1375 S.E. Wilson Avenue
Bend, OR 97701
(800) 772-1213

Eugene:
2504 Oakmont Way
Eugene, OR 97401
(541) 465-6676

Klamath Falls:
910 South Central Avenue
Medford, OR 97501
(800) 772-1213

Medford:
910 South Central Avenue
Medford, OR 97501
(800) 772-1213

Pendleton:
325 S.E. Buyers Avenue
Pendleton, OR 97801
(800) 772-1213

Portland Area:

1538 S.W. Yamhill
Portland, OR 97405
(800) 772-1213

2625 S.E. 98th Avenue
Portland, OR 97266
(800) 772-1213

17421 S.E. McLoughlin Blvd.
Milwaukie, OR 97267
(800) 772-1213

11975 S.W. 2nd St., Ste. 100
Beaverton, OR 97005
(800) 772-1213

Salem:
530 Center Street N.E.
Suite 530
Salem, OR 97301
(800) 772-1213

Roseburg:
1730 NW Hughwood
Roseburg, OR 97470
(800) 772-1213

2. **An applicant for a replacement or new social security card** must use form SS-5, available at the SSA office or through the SSA website, along with instructions for filling it out. This form is the universal form used for both obtaining a new social security card and number or a replacement for one if the card holder has lost his or her card, or if the card holder's name has changed. **The applicant should receive the new or replacement card within 10 to 14 days.**

For a replacement card, Social Security requires the applicant to furnish one "identifying document," including a driver's license, marriage or divorce record, military records, insurance policy, employer ID card, adoption record, passport, health insurance card or school ID card.

For a name change on a card, Social Security requires documentation showing the applicant's old name and the new name.

Only original documents or certified copies of original documents are acceptable proof.

3. **Quick verification of a person's social security number (known as "Third Party Notification").** The only other method available through Social Security for obtaining confirmation of a person's social security number is called **"Third Party Notification."** By this method, **the verification can be obtained in 4 to 5 days.**

First, the applicant's attorney prepares a letter for the debtor requesting that the local office of Social Security verify the card holder's social security number and notify the U.S. Trustee, of the cardholder's correct number. The letter needs to contain the U.S. Trustee's address. For Portland cases the address is: 620 SW Main St., Suite 213, Portland, OR 97205. For Eugene cases, the address is: Federal Bldg./District Court, 211 E. 7th Avenue, Eugene, OR, 97401. The letter should also contain a brief explanation of the reason for the request.

Second, the card holder takes the letter in person to the local office of Social Security Administration and fills out a form which the local office maintains on computer (**SSA Form 7028**). The applicant must produce identification to SSA (driver's license, military records, etc.)