Social Security Number Denial Letter — COVID-19

In the United States, a Social Security number (SSN) is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents. The number is issued to an individual by the Social Security Administration. Its primary purpose is to track individuals for taxation purposes. Social Security numbers are available only to those international students and scholars who have secured employment in the U.S. If you have previously applied for and been granted an SSN, this number is yours for life. You should not apply for a second number.

To apply for a Driver’s License or Photo ID, individuals who do not have an SSN, and do not have an on-campus job, must obtain a Social Security Number “Denial Letter” before they apply for a Driver’s License or Photo ID.

Obtaining a Social Security Number “Denial Letter” does not prevent you from obtaining a SSN in the future, when you are eligible to do so.

During COVID-19, the Social Security Administration has a special procedure in place for individuals to obtain a Social Security Number “Denial Letter”:

**Step 1: Prepare Materials**
- Write a brief cover letter, including your name, address, and telephone number, stating that this request is 'for a denial letter for a driver’s license.'
- Complete Form SS-5
- Include photocopies of your:
  - passport’s biographical page (the page with your photo and date of birth)
  - F-1 or J-1 visa stamp page
  - Form I-20 or DS-2019
  - I-94 record

**Step 2: Send Materials**
- Mail the cover letter, SS-5, cover letter, and photocopies of your passport, visa stamp, Form I-20 or DS-2019, and I-94 record, to the local Social Security Administration office that is assigned to your personal address’s ZIP Code.
- Verify your Social Security Administration office at [https://www.ssa.gov/locator/](https://www.ssa.gov/locator/)
- Most likely, your office is either:

  - Social Security Administration
    - 6117 Station Street
    - Pittsburgh, PA 15206
    - (addresses in Oakland, Shadyside, Squirrel Hill)
  - Social Security Administration
    - 700 Grant Street
    - Room 1204
    - Pittsburgh, PA 15219
    - (addresses in Downtown area)

The Social Security Administration office will mail the SSN Denial Letter to your home address in about 7 days.

After you receive your Social Security Number Denial Letter, you can apply for a Pennsylvania Driver’s License / Photo ID:
- Review OIS’ Fact Sheet about how to apply for a Driver’s License or Photo ID.
- Go to a PennDOT office to apply for a Driver’s License / Photo ID.