

Application Procedures for Social Security Number and Individual Taxpayer Identification Number

NOTE: For foreign nationals who do not have a SSN or an ITIN, departments will have to bear the burden of assisting the foreign nationals to obtain one. You are, however, providing a service to them that will assist them in any future visits to the U.S. for which they expect to receive payment. In any written communication with them, you may wish to add a statement such as: "We are pleased to assist you in obtaining your SSN [or ITIN], and please note that once issued, this will be your permanent number to present in any future situations where you receive payment in the United States."

Rev. 7/01