

INSTRUCTIONS FOR SOCIAL SECURITY FORM

WHO SHOULD FILL OUT THIS FORM?

This form is only for NEW INTERNATIONAL STAFF, anyone who is NOT a citizen of the United States.

WHAT IF I HAVE TROUBLE FILLING OUT THIS FORM?

This is an easy form to fill out. I will take you step by step through this form below. If you have trouble we will help you fill it out once you get to camp.

WHAT DO I DO WITH THIS FORM ONCE IT IS FILLED OUT?

For this form, DO NOT send it in, just keep it with you until you get to camp. Keep it with your passport, I9 and all your other forms.

DO I NEED ANYTHING ELSE TO ACCOMPANY THIS FORM, WHEN I GET TO CAMP? You will need to make copies of the following when you arrive to camp!

- 1) Your Passport
- 2) Your I-94 Form – This is a little white card that will get stapled into your passport when you enter the United States and you will need this form in order to leave the United States when camp is over.
- 3) Your DS2019 Form – This is your J-1 Visa. This should be on a page in your passport and you will also have a paper that goes along with it, you should have this in your passport.

WHAT PART OF THE FORM GETS FILLED OUT?

You only fill out page 5! I will walk you through this page right now!

Question 1:

Write your current FIRST NAME, MIDDLE NAME (spell this out) and LAST NAME (SURNAME/FAMILY NAME); If you had another name when you were born and have changed it since, put your birth name here. If your name has NOT changed, leave this part BLANK!

Question 2:

Use the following camp address:

STREET ADDRESS: 350 Island Pond Road

CITY: Harrison

STATE: Maine

ZIP CODE: 04040

Question 3:

Check The Box for: **LEGAL ALIAN ALLOWED TO WORK**

Question 4:

Check the Box for “MALE” if you are a man or “FEMALE” if you are woman.

Question 5:

Check the box for your race or ethnicity. Most of you will be WHITE NOT HISPANIC. If you are from Asia you will check ASIAN. If you don't know on this, ask me.

Question 6:

Write your birth date, month, day and then year.

Question 7:

Write where you were born. Write the CITY and then the COUNTRY.

Question 8:

Part A: Write your Mother's Name at Birth (if she changed her name at all during her life you won't write that name, you will use the name she was given at birth)

Part B: LEAVE THIS BLANK

Question 9:

Part A: Write your Father's Name at Birth (if he changed his name at all during his life you won't write that name, you will use the name he was given at birth)

Part B: LEAVE THIS BLANK

Question 10:

This question is asking if you have ever filed for Social Security before. If you have never worked in the United States you probably haven't. Most of you haven't!

If you answer "NO" or "DON'T KNOW" go to Question 14.

If you answer "YES" continue to Questions 11-13.

Question 11: (Only if the answer to Question 10 was "YES"):

Here you will write the social security number that you got when you filled out this form previously. You will have to find your old social security card for this.

Question 12: (Only if the answer to Question 10 was "YES"):

Here you will write your name as it appears on your social security card. You will have to find your old social security card for this.

Question 13: (Only if the answer to Question 10 was "YES"):

Here you will write your date of birth if it was different on your old social security card. If it was the same as listed above in Question 6, you don't have to write anything.

Question 14:

Here you will have to write the date that you are filling out this form. Please write it MONTH, then DAY, then YEAR.

Question 15:

Here write the following CAMP PHONE NUMBER: 207-583-2381

Question 16:

Please sign your name here.

Question 17:

Since most of you are filling this form out yourselves you will check the box: "SELF". If someone else fills this form out for you, you will have to check the box that relates how they are related to you. You should fill this form out yourself.

That is ALL! Do NOT fill out ANY OTHER part of this form!