SOCIAL SECURITY

Refer to:
S9H: 2027-PA-00095

November 3, 2026

Mr. John Gabriel Avila
[redacted]

Dear John Gabriel Avila:

This letter is in response to the request that you submitted on October 22, 2026 and waiver of fees.

Please note that section 1106(c) of the Social Security Act (42 U.S.C. § 1306(c)) provides that we charge full cost for search and reproduction of records when the request is for a purpose not directly related to the administration of a program under the Social Security Act. If you are requesting this information for a purpose not directly related to the administration of the Social Security Act, we may be unable to waive the fee.

We would like to be as responsive as possible; however, we do not have the information you requested available in this office. You have access rights to your own records under the Privacy Act (5 U.S.C. § 552a); therefore, your request for your own records that are covered by a Privacy Act system of record is not processed under the FOIA.

Our records are generally confidential. We do not disclose information about individuals unless they are deceased or we have their written consent.

If you are interested in obtaining information from your own record, I wanted to make you aware of the many things you can do by creating an account on *my* Social Security (*my*SSA). *my*SSA is an online portal through which registered users can access their Social Security Administration (SSA) related information. Even before you start to receive benefits from SSA, you can use your account to access your Social Security Online Statement, as well as get estimates of future benefits, and verify the accuracy of your earnings. Once you start to receive benefits from SSA, you can use *my*SSA to manage and get instant proof of benefits, change your address and phone number, start or change Direct Deposit information, etc. To learn more about *my*SSA, please visit https://www.ssa.gov/myaccount/.

If you do not want to use your online *my* Social Security account, are unable to create a *my* Social Security account, or encounter a problem with your existing account, you may call our National 800 Number, 1-800-772-1213 (1-800-325-0778, if deaf or hard-of-hearing) for assistance. The representatives there will be available to provide further assistance.

Below are additional instructions to assist you in your request for other records:

Claims Records or Service:

Per our regulations at 20 C.F.R. § 401.40(c), to request access to your own record, please visit your local Social Security office or write to the manager of the SSA system of records that maintains the records you are seeking. To determine the location of your nearest local Social Security office, please visit our website at www.socialsecurity.gov/locator or call Toll-Free 1-800-772-1213.

When you visit the office, please bring proper identification and it may be helpful to bring a copy of this letter. If you submit a written request to your local office, please include all of the following information:

- Name
- Address
- Signature
- Social Security number
- An original, notarized statement of identity OR a signed statement that you are the individual to whom the record pertains and you understand there are criminal penalties for making a knowing and willful request for access to records concerning another individual under false pretenses.

The representatives at your local office will be glad to provide you further assistance with your request.

Alternatively, you can submit a written request electronically on our website for access to records related to your claim(s) for benefits from SSA. Please visit www.ssa.gov/privacy/electronic_request_for_access_to_your_records.html for more information and to submit your electronic request. Please do not submit both an electronic request and a paper request for the same records.

To learn about the agency's systems of records and view the Systems of Records Notices (SORN) that cover the agency's collection, maintenance, and use of personally identifiable information, please review the agency's SORNs located at https://www.ssa.gov/privacy/sorn.html.

Social Security Card:

You may use a *my* Social Security account to apply for a replacement Social Security card online if you:

- Are a U.S. citizen age 18 or older with a U.S. mailing address (this includes APO, FPO, and DPO addresses);
- Are not requesting a name change or any other change to your card; and
- Have a driver's license or a state-issued identification card from one of the currently approved States.

Please visit www.ssa.gov/ssnumber/#issnrc for a list of states that are not approved yet. If you do not qualify to apply online for a card, you must apply for a Social Security number (SSN) card in your local Social Security office, by mail, or at one of the Social Security card centers.

I have enclosed a blank SS-5 for your convenience. This form is also available online at https://www.ssa.gov/forms/ss-5fs.pdf. You can use this form to apply for a replacement Social Security card. This is the correct avenue to obtain your unknown SSN. The form includes instructions for completing the application and discusses the evidence required. All documents submitted must either be originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. In most cases, you can take or mail the application with your documents to your local Social Security office. We will return any documents that you mail to us. To determine the location of your nearest local Social Security office, please visit our web site at www.socialsecurity.gov/locator or call our toll-free number 1-800-772-1213. Your local office will process your application.

Numident or Application for a Social Security Card:

If you are interested in obtaining a copy of your Numident or a copy of your original Application for a Social Security Card (SS-5), you must provide the following information:

- Name
- Address
- Signature
- Social Security number
- A signed statement that you are the individual to whom the record pertains and you understand there are criminal penalties for making a knowing and willful request for access to records concerning another individual under false pretenses.

You may submit your request using the enclosed Form SSA-L996 to obtain a copy of your Numident or original SS-5. The fee for a copy of the Numident is $22.00 and the fee for a copy of the SS-5 is $23.00. If you would like your records to be certified, the certification fee is an additional $10.00 per record. We will not process your request without correct payment. We accept Visa, MasterCard, Discover, American Express, and Diner's Club. To pay by credit card, complete and sign the enclosed Form SSA-714. We also accept checks or money orders payable to SSA.

Please submit your request with payment to:

Social Security Administration
OEIO, FOIA Workgroup
P.O. Box 33022
Baltimore, MD 21290-3022

Earnings Records:

You may submit your request using the enclosed Form SSA-7050 to obtain a copy of your detailed or yearly Social Security Earnings Information. Detailed earnings information includes periods of employment or self-employment and the names and addresses of employers. Certified

yearly earnings information includes total earnings for each year; however, it does not include the names and addresses of employers.

There are standard fees for copies of the Social Security Earnings Information. The standard fees are:

- $49.00 for a non-certified detailed (itemized) earnings statement; and
- $79.00 for a certified detailed (itemized) earnings statement.

Please submit your request with payment to:

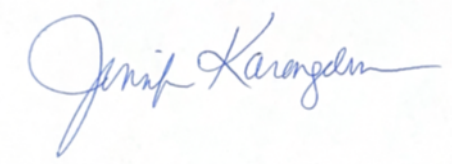
Social Security Administration
Division of Earnings and Business Services
P.O. Box 33011
Baltimore, MD 21290-3003

We will not process your request without correct payment. We accept Visa, MasterCard, Discover, American Express, and Diner's Club. We also accept checks or money orders payable to SSA.

You may obtain non-certified yearly earnings totals using Form SSA-7004, *Request for Social Security Statement,* or through our free online service portal, *my*SSA. Online Social Security Statements display uncertified yearly earnings, free of charge, and do not show any employer information.

If you have questions or would like further assistance with your request, you may contact our FOIA Public Liaison by email at FOIA.Public.Liaison@ssa.gov; by phone at 410-965-1727, by choosing Option 2; or facsimile at 833-795-0132.

Sincerely,



Jennifer Karangelen
Acting Privacy Officer
Office of Privacy and Disclosure

Enclosures:
SS-5
SSA-L996
SSA-714
SSA-7050