

# How to Apply for Social Security Benefits

- You can apply for Social Security Benefits in one of three ways:
  - Over the phone, by calling the Social Security Administration at 800-772-1213;
  - By making an appointment at your local Social Security Office; or
  - On-line at <http://www.ssa.gov/disability.html>
  
- Each County or District has a Social Security Office. To locate your local office, you can look up the phone number in the government pages of your local phone book or call the Social Security Administration at 800-772-1213.
  
- The length of time it takes to receive a decision on your disability claim is from 3 to 5 months; though, it can vary depending on several factors.

## **You will need to provide the following information to Social Security:**

- ❑ Your social security number
- ❑ Your birth certificate or other evidence of your date of birth
- ❑ Your military discharge papers if you were in the military
- ❑ Your spouse's birth certificate and Social Security number
- ❑ Your checking or savings account information so that your benefits can be directly deposited if approved.
- ❑ Names, addresses and phone numbers of your doctors, hospitals, clinics, and any institution that has treated you.
- ❑ Names of all medications you are currently taking
- ❑ Medical records from your doctors, therapists, hospitals, clinics, and caseworkers.
- ❑ Laboratory and other test results.
- ❑ A summary of where you worked in the past 15 years and the type of work you did.
- ❑ A copy of your W-2 Form or federal tax return for the past year.
- ❑ Dates of prior marriages if your spouse is applying as well.

**\*\*\*Do not delay applying for benefits just because you do not have all the information you need. The Social Security office will help you.\*\*\***