

S/S 2 August 1983  
w/ch 1

**Personnel-General**

**Name and Birth Data, and Social Security Number**

**Summary.** This regulation sets up procedures for use of name and birth data and social security number (SSN) as personnel identifiers; announces establishment of the Department of the Army Name, SSN Central Registry System (DANSCRS); and provides procedures for change of record of name and birth data.

**Applicability.** This regulation applies to the Active Army, US Army Reserve (USAR), and Army National Guard (ARNG). Use of DA Form 4187 (Personnel Action) is not mandatory for ARNG personnel not on active duty.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA(DAPC-EPH-MP), ALEX VA 22332.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the US Army Military Personnel Center (MILPERCEN). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC-EPH-MP), ALEX VA 22332.

**Contents**

	Paragraph
Purpose .....	1
References .....	2
Responsibilities .....	3
How to record names on military records .....	4
Authority for change of record of name and birth data .....	5
When to submit a change of record of name and birth data .....	6
How to change record of name .....	7
How to change record of birth data .....	8
Procedures for changing records of birth data .....	9
Records of birth to be changed .....	10
Social security number .....	11

**1. Purpose**

This regulation prescribes procedures governing procuring, issuing, recording, and changing three items of personal information normally used as personnel identifiers: name, birth data, and social security number. It prescribes DA Form 4187 (Personnel Action) to request a change of name and Form SSA 5 (Department of Health and Human Services, Social Security Administration, Application for a Social Security Number Card (original, replacement, or correction)) to request a social security card. Included are instructions on how to complete the forms.

**2. References**

*a. Required publications.*

- (1) AR 640-2-1 (Personal Qualification Records). Cited in paragraph 4c.

(2) DA Pam 600-8 (Military Personnel Management and Administrative Procedures). Cited in paragraphs 3b(4), 7, and 9.

*b. Related publications.*

- (1) AR 15-185 (Army Board for Correction of Military Records).
- (2) AR 601-210 (Regular Army and Army Reserve Enlistment Program).

**3. Responsibilities**

*a. Commanders.* Commanders will insure that—

- (1) Each individual is assigned only one SSN and that the number is recorded correctly on all records.
- (2) Individuals requesting a change of name or birth data are counseled and assisted in completing DA Form 4187.

*b. Military personnel offices.* The military personnel offices will—

- (1) Assist individuals in completing and documenting DA Form 4187 as required.
- (2) Check correspondence pertaining to DA Form 4187 for accuracy and validity of request and insure that required documentation is attached.
- (3) Insure that required forms and records are changed when DA Form 4187 is received requesting a change of name, birth date, or correction of SSN.
- (4) Make distribution of the approved DA Form 4187 per DA Pam 600-8, procedure 9-5, step 10.

*c. Individuals.* The individual will—

- (1) Submit DA Form 4187 with documentation when requesting a change of name or birth data.
- (2) Submit Form SSA 5 to correct previous report

data sent to the Social Security Administration (SSA) or to obtain a new or duplicate social security card.

#### 4. How to record names on military records

All military personnel will follow these instructions to record names on their military records. These instructions apply to all military personnel records.

a. Complete last name, full first name, and full middle name, if any, will be recorded in that order on all military records. When parts of names (such as "Jr" and "II") are used, they will appear after the middle name. In the absence of a middle name, these parts of names will be entered immediately following the first name. The abbreviations "NMI" (no middle initial) and "IO" (initial only) will not be used. Examples of how to record names are as follows: Anderson, Thomas Frank; Benjamin, Judy Marie; Clark, Edward Karl, Jr.; Davis, William, Jr.; and Evans, John William, II.

b. These instructions will not apply to signature blocks. (See AR 340-15 for instructions on names in signature blocks.)

c. The name that appears in item 1 of DA Form 2-1 (Personnel Qualification Record), per AR 640-2-1, will be presumed to be the correct official name. This form becomes the source document to update all personnel files. The form is normally filed in the local Military Personnel Office (MILPO).

#### 5. Authority for change of record of name and birth data

a. The individual must request a change of record.

b. The authority to approve a change of record is delegated to the commander or his or her authorized representative (e.g., adjutant) having responsibility for unit administration.

c. A change of record will be authorized only when the evidence required by this regulation is presented.

#### 6. When to submit a change of record of name and birth data

Action to change a record will be initiated only when there is a reasonable assurance that action can be completed during the individual's stay at an installation. Action normally will not be undertaken during assignments of brief duration (e.g., basic combat training, advanced individual training, and service schools) since delay is frequently encountered in obtaining documentation.

#### 7. How to change record of name

The service member must submit a signed request (DA Form 4187) to his or her commanding officer to change the name on his or her records. It will contain the current name, new name, and reason for the desired change

(DA Pam 600-8, procedure 9-5). The service member will attach the appropriate documentation.

a. *Addition, deletion, or correction.* "Junior," "Senior," "III," middle name, and corrections involving transposed names or slight changes in spelling may be added or deleted on the individual's signed request.

b. *Naturalization.* The law (18 USC 1426) forbids reproduction of certificates of naturalization. The individual must retain the original. Therefore, the commander or authorized representative will state, on the DA Form 4187, that he or she has seen the original certificate and that the name on that document agrees with that shown on the request. The certificate number will be included in the statement.

c. *Marriage or divorce.* The change request will be accompanied by an authenticated copy of a certificate of marriage or a divorce decree (a final decree is required in some States).

d. *Court order.* The change request must be accompanied by an authenticated copy of the court order of decree.

e. *Other than court order.* An authenticated copy of public record of birth filed at or near the time of birth or, if no public record exists, a statement to that effect by the proper public official is required. It will be accompanied by one of the following documents of evidence:

(1) Authenticated copy of baptismal certificate.

(2) Affidavits from both parents, if living.

(3) Affidavits from two or more persons (preferably disinterested) who will fully identify themselves, state their ages, and give name, date, and place of birth of claimant together with the source of their information.

#### 8. How to change record of birth data

The service member must submit a signed request (DA Form 4187) to his or her commanding officer, stating his or her correct birth date, place of birth, and reason for the erroneous data shown on Army records. The following evidence must be attached:

a. A birth certificate or authenticated copy that agrees in all respects with the data in the request. If the name on the birth certificate does not agree with that shown on the request for a change, the reason for the discrepancy will be included in the request.

b. If no public record of birth exists, a statement to that effect by the proper public official will be required. It will be accompanied by as much of the evidence listed below as is reasonably available.

(1) Authenticated copy of baptismal certificate.

(2) Affidavit from physician or midwife in attendance at birth.

(3) Affidavits from both parents, if living.

(4) A statement by the individual's commanding officer that he or she has seen the passport that authorized entry into the United States and that the birth date and



place of birth on the passport is the same as shown in the request for change.

(5) Affidavits from two or more persons (preferably disinterested) who will fully identify themselves, state their ages, and give name, date, and place of birth of claimant together with the source of their information. The affidavits should also state the full name of the father and maiden name of the mother of the claimant and the address (or last known address) of the parent or parents of the claimant, if living.

(6) Authenticated copy of school record from the first school attended, showing date of birth or age on admittance.

(7) Authenticated extract from the family Bible or other family record.

c. If evidence in *b* above is unobtainable or is insufficient to change the birth data, Bureau of Census Form 600 (Application for Search of Census Records) will be prepared. This will request the report of first census taken after birth. This report may be submitted as additional evidence.

#### 9. Procedures for changing records of birth data

a. In order to complete the change of information, the personnel clerk will draw a single line through the entry and enter the new data above, preferably by typewriter or with a blue-black pen, on DA Form 2-1 (Personnel Qualification Record), DD Form 93 (Record of Emergency Data), and DD Form 4 series (Enlistment Contract). Felt-tip pens will not be used. The old entry will not be obliterated. (See DA Pam 600-8, procedure 9-5.)

b. ARNG personnel not on active duty will submit approved documentation as follows:

(1) For officers and warrant officers, submit documentation to the Army National Guard Personnel Center, ATTN: NGB-ARP-CA, 5600 Columbia Pike, Falls Church, VA 22041.

(2) For enlisted personnel, documentation will be retained in each service member's Military Personnel Records Jacket (MPRJ).

c. The US Army Reserve Components Personnel Administration Center (RCPAC), St. Louis, Mo., may issue DD Form 1343 (Notification of Change in Service Member's Official Records) for members of the USAR control groups. This will result in updating the individual's official record. The completed form will be under the administrative jurisdiction of RCPAC.

#### 10. Records of birth to be changed

Only records of birth pertaining to the current period of service will be amended. These include, but are not limited to, DA Form 2-1, DD Form 93, and the DD Form 4 series. Distribute approved DA Form 4187 per DA Pam 600-8, procedure 9-5, step 10.

#### 11. Social security number

a. *DANSCRS (Department of the Army Name, SSN Central Registry System)*. Commanders at all echelons will insure that the correct social security number is recorded on personnel records and that only one SSN is assigned to an individual. To assist commanders in fulfilling this responsibility, the US Army Military Personnel Center operates DANSCRS. The system is located at Alexandria, Va. This system enables the Army to verify numbers with the Social Security Administration. Commanders will be advised of the results of these verification procedures and of the need for corrective action to resolve unverified cases.

b. *Safeguarding SSN card*. The SSN card issued to an individual is evidence of his or her account with the SSA. It will not be retained with military records. Each service member will be cautioned to safeguard his or her SSN card to prevent loss or mutilation.

c. *SSN forms availability*.

(1) Form SSA 5 can be requisitioned through normal publications supply channels.

(2) Form OA-702 (Social Security Card) is issued to individuals only by the SSA.

d. *Procurement of new SSN*. A person contemplating entering military service who does not have an SSN card will obtain one before entry. If an SSN card has never been issued, advise the individual to apply for one through his or her local SSA office. The local SSA is the SSA district or branch office servicing the area or installation or other place of duty assignment for personnel stationed in the United States, Puerto Rico, the Virgin Islands, Guam, and other overseas areas. The local SSA may assist the individual in completing the necessary forms. The individual will be advised that the normal processing time to obtain a new SSN card is 6 weeks. If a service member cannot locate his or her SSN card when entering on active service, the individual should have available other documentary evidence (such as, State motor vehicle driver's license, tax return, payroll slip, or wage statement) of their assigned SSN.

e. *Military entrance processing stations (MEPS) procedures on SSN verification*. MEPS commanders will insure that no person will be tested or processed for enlistment without an SSN. Verification information follows.

(1) The SSN can be verified by the SSN card, retained portion of the SSN card, driver's license, IRS W-2 form, or other documents such as employment records or DD Form 214 (Certificate of Release or Discharge from Active Duty) if the individual has prior military service.

(2) For persons who do not have an SSN, the MEPS commander verifies the applicant's age, citizenship, and identity, completes the Form SSA 5, and notes

on the form "FOR ENLISTMENT IN THE US ARMY." The completed application is sent to the local SSA office.

(3) Training activity personnel will verify that the SSN has been recorded on the individual's records.

(4) Recruiting stations, MEPS, and training activity commanders should be aware of and direct service members and potential service members to use DANSCRS procedures for electronic verification of alleged numbers.

(5) Telephone verification is not authorized.

(6) Commercially produced facsimiles of SSN cards are not authorized for SSN verification.

*f. Procuring duplicate SSN cards or changing personal data in SSN records.*

(1) When an SSN card has become lost or mutilated after a person enters the service, he or she should apply for a duplicate by sending a completed Form SSA 5 to the nearest SSA office. The service member's name must be reported exactly as shown on military personnel records.

(2) When the personal data reported in a previous application (Form SSA 5) change or if these personal data are incorrect, Form SSA 5 will be submitted to correct this data. This procedure may be used to correct date of birth, mother's name, father's name, etc. The SSA will not acknowledge corrected data.

(3) When the name of the service member is changed because of marriage, divorce, or other reasons, Form SSA 5 will be prepared. Send Form SSA 5 to the SSA office with the official change of name in personnel records, but not before such change is officially authorized and effected. A duplicate SSN card bearing the same number as the old card will be issued when a person's name has been officially changed.

(4) If an individual has two SSNs or two individuals have been assigned the same SSN, the SSA will verify the correct SSN and notify DANSCRS electronically. If the correction results in the need for a change to personnel records, follow the procedures in *g* and *h* below.

(5) The submission of Form SSA 5 is not required for the changes listed below.

(a) Changes in employment or military status.

(b) Changes in civilian or military mailing addresses.

(c) Translation into English of social security cards issued to Spanish-speaking people in the Spanish language that are otherwise correct.

(d) When only the middle initial is shown on the SSN card and the personnel records show a full name or two middle names or initials (e.g., a social security card has been issued bearing the name "Bill Jones" but the personnel records of the individual show his name as "William Smith Jones").

(e) When only adding or deleting a suffix, such as "Jr." or "Sr."

*g. How to prepare Form SSA 5.*

(1) Prepare only one copy of the form. Type or print in blue-black ink. Entries will be in accordance with instructions on the back of the form with changes as follows:

(a) Item 1. Enter name exactly as shown on personnel records.

(b) Item 13. Sign name in ink using the signature that is used for official purposes.

(2) An application prepared to obtain a duplicate SSN card or to change SSA records may be mailed to the nearest SSA office.

(3) For application prepared for initial request of an SSN, an individual must report in person to the nearest SSA office with evidence of age, identity, and US citizenship or lawful admission status.

*h. Recording in military records.* The SSN will be recorded as soon as possible after first point of contact on entering the US Army. Verbal verification will not be accepted as a basis for recording. When the individual enters on active duty without an SSN card but has documented evidence of an assigned SSN, this number will be accepted for the records. The SSN will be recorded on the DA Form 2-1 from the actual SSN card or stub. However, the documented evidence cited above may be used only at the time of initial entry on military duty. The SSN recorded on military records will be considered the correct SSN if discrepancies occur in various military records. The SSN may be transcribed from one record to another without verification from the card or stub. If the SSN card is not available, follow the procedures in *e*(2) above.

By Order of the Secretary of the Army:

E. C. MEYER  
General, United States Army  
Chief of Staff

Official:

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General



Distribution: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General: Active Army, ARNG, USAR--A.