

YOUR COMPLIMENTARY HANDBOOK TO

# SSDI

How to Apply for SSDI



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# How to Apply for SSDI



If you're interested in obtaining disability benefits through the Social Security Administration (SSA), you'll need to complete the application process. Based on your eligibility, you have the option to select one of the following methods to apply:

1. Applying Online
2. Applying by Phone
3. Applying in Person

## **Required Documents and Information for SSDI Application**

To initiate your SSDI application, gather the following important documents

1. Your birth certificate or an alternative proof of birth.
2. Confirmation of U.S. citizenship (or evidence of legal alien status if you were not born in the United States).
3. U.S. military discharge papers if you had military service before 1968.
4. W-2 forms or self-employment tax returns from the previous year.
5. An Adult Disability Report including details about your medical conditions, injuries, illnesses, and work history.
6. Medical evidence, containing medical records, doctor's reports, and recent test results that support your disability claim.
7. Proof of any workers' compensation benefits, letters of approval, payment records, or settlement contracts.
8. Documentation showing your banking or direct deposit information.



**You'll also need to provide the following personal information:**

- Your name and gender.
- Your Social Security Number (SSN).
- Your birth name (if it differs from your current name).
- Your date and birthplace.
- Your marital status, including your spouse's name, date of birth, and SSN if married.
  - If previously married, the names, dates of birth, and SSNs (if known) of any former spouses.

**Details about your marriages, including dates and reasons for any ended marriages.**

- Names of unmarried children under 18, those aged 18 to 19 in secondary school, and those disabled before turning 22.
- Information regarding any children under age 3 living with you during a year when you had no earnings.
- Details about a parent who relied on you for at least half of their financial support when you first became disabled.
- Past filings for Social Security, Medicare, or SSI benefits on your behalf, including the linked Social Security record.
- Any use of another Social Security Number.
- Your pre-1968 military service history, including dates and prior qualifications for benefits.

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- Information on if your spouse has worked in the railroad industry.
- Whether you've earned Social Security credits under another country's Social Security system.
- Whether you qualify for or anticipate receiving a pension or annuity based on your federal or state government employment.
- The date you became unable to work.
- Your current ability to work.
- Details about any workers' compensation you received.
- Your annual earnings from 1978 to the present day.
- Names of employers and your work history.
- Any income received from an employer since your inability to work.
- Information about any felony convictions or outstanding arrest warrants.

## How to Submit an Online Application

To apply for SSDI benefits online, you must meet these eligibility criteria

- Be at least 18 years old.
- Not currently receiving your own Social Security benefits.
- Unable to work due to a medical condition expected to last at least 12 months or result in death.
- Have not been denied disability benefits in the past 60 days.
  - For more information on benefit denials and appeals, check the "SSDI Application Rejections and the Appeals Process" guide.

If you meet these conditions, follow these steps to apply for SSDI online:

- Access the Disability Benefit Application portal by visiting this link: <https://secure.ssa.gov/iClaim/dib>
- To apply online, sign in to your mySocialSecurity account. If you don't have one, create a free account at this link: <https://secure.ssa.gov/RIL/SiView.action>



- Gather all necessary documents and required information.
  - For more information, refer to the “Required Documents and Information for SSDI Application” section.
- Input all the required information as instructed.
  - The online application procedure typically takes between one to two hours to finish. You have the option to save your progress and continue at a later time.
- Receive confirmation from the SSA.
  - The SSA will send you either an email or mail confirmation regarding your disability application.

## How to Apply for SSDI via Telephone

To apply for SSDI by phone, contact the SSA during their office hours, 8 AM to 7 PM, Monday through Friday, at:

### Phone Number for SSDI Application:

1 (800) 772-1213

**For individuals who are deaf or hard of hearing, the SSA offers a dedicated TTY line. You can reach them at: 1 (800) 325-0778**

## Applying for SSDI In-Person

If you prefer to apply for SSDI in a face-to-face manner, follow these steps:

- Locate your nearby Social Security office. You can easily find it by searching using your ZIP code at this link: <https://secure.ssa.gov/ICON/main.jsp>

*Please take note: Make sure to contact your local office and arrange an appointment before you visit in person. For instructions on checking the status of your application, please see the section below.*

## How to Monitor Your Application Progress

After submitting your SSDI application, monitor its status via your mySocialSecurity account. To check, follow these steps:

- Log in to your mySocialSecurity account.
- Visit this link: <https://www.ssa.gov/myaccount/>
- Scroll to “Your Benefit Applications.”
- Click “View Details” under “More Info.”
- Go to “Current Status” to view your application status.