

### 03 **Where to Apply - Overview**

**REVISION 26**  
(10/01/13 - 12/31/13)

Applications for benefits may be turned in to ANY [FAA local office](#). For NA, applications may be turned in to the Social Security Administration (SSA) when applicants apply or reapply for SSI. This includes residents of a public institution who apply before their release.

Applications may be turned in using any of the following methods:

- In person
- Through a representative
- By mail
- By fax
- On-line through [Health-e-Arizona Plus](#)

NOTE Public Resource Computers (Kiosks) are available in lobbies of selected FAA offices to assist customers in applying on-line through Health-e-Arizona Plus.

Each FAA local office serves specific ZIP Codes. When an applicant CONTACTS an FAA office that does not serve the applicant's ZIP Code, staff must provide the address and telephone number of the correct office. The applicant must be allowed to submit the application and complete the interview at the first office contacted regardless of the applicant's ZIP code. (See [FAA Offices](#))

When the applicant chooses not to stay for an interview, register the application and upload it to OnBase within one [workday\(g\)](#) of the date it is received.

NOTE Send the original application to the correct local office via interoffice mail.

#### **CA EXCEPTION**

For applications turned in to Region III local offices serving the Navajo reservation, see [Navajo Nation Program for Self Reliance \(NNPSR\) Application Process](#).

For applications turned in to Region III local offices NOT serving the Navajo reservation, see [NNPSR SDA](#).

When an applicant visits an FAA local office that does not service their ZIP code and prefers to turn in the application to the local office that DOES serve their ZIP code, complete the following:

- Inform the applicant of the address and phone number of the correct local office.
- Instruct the applicant to hand carry the application to the correct local office.

NOTE Inform the applicant that CA and NA benefits are prorated to the date of receipt. Delaying the date the application is turned in may result in a lower benefit amount.

ARCHIVED (Valid until 03/26/18)