

SSN Application

HOW TO APPLY

➤ **Original (First Time) Social Security Card under age 12:**

1. A completed SS5-FS form; (Google search < First option: "Form SS-5-FS – Social Security" PDF < type online < Print
2. Child's birth certificate (if born in U.S.A) or Consular Report of Birth Abroad (CRBA) (if born outside the U.S.A)
3. Child's signed **unexpired** full validity U.S. Passport
4. *Any of the following **unexpired** documents of the parent who signs the child's application:*
 - U.S. Passport
 - Japanese passport
 - Military ID (front & back)
 - Driver's license (front & back)
 - U.S. State issued ID card (front & back)
 - Green card (front & back)
5. ****1 Japan post Letter-Pack Envelope** from the post office **off base**.

****NOTE**** The parent who signs the SS5-FS form will be the one to provide one of the options from step 4.

➤ **Original (First Time) Social Security Card age 12 or older:**

An in-office appointment is required. Please contact the Federal Benefits Unit, Embassy Tokyo at FBU.Tokyo@SSA.GOV for specific guidance.

➤ **Replacement Social Security Card for U.S. Citizens or Legal Permanent Residents**

1. A completed SS5-FS form; (Google search < First option: "Form SS-5-FS – Social Security" PDF < type online < Print
2. *Any of the following **unexpired** documents:*
 - U.S. Passport
 - Japanese passport
 - Military ID (front & back)
 - Driver's license (front & back)
 - U.S. State issued ID card (front & back)
 - Green card (front & back)
3. If the parent is applying for a child, the signing parent's unexpired identification from one of the items listed above in addition to child's passport.
4. If the applicant got married or divorced or just a name change and is trying to change their name on their SSN, they will submit original Marriage certificate, divorce decree, or court order with original certified translation (if translation is applicable).
5. ****1 Japan post Letter-Pack Envelope** from the post office **off base**.

Please see opposite side of page for important things to pay attention to when preparing for your appointment.>>

SSN Application

IMPORTANT THINGS TO PAY ATTENTION TO THAT ARE OFTEN OVERLOOKED:

1. *Make sure to put Mother's maiden name in block 9A of SS5-FS form.*
2. *Make Sure that the SS5-FS form is typed.*
3. *Whoever signs the SS5-FS form will need to be the one to provide an unexpired form of their I.D.*
4. *Don't forget to buy 1 Japan Post Letter-pack envelope from the post office off base; they are 520 yen.*