

## HOW TO APPLY FOR A SOCIAL SECURITY NUMBER/CARD

New Rules Effective October 1, 2017

### Original (First Time) Social Security Card under Age 12

Required application and certified true copies or original documents (no photocopies):

1. A completed **form SS5-FS**; ([Google Search](#) < First option: "Form SS-5-FS – Social Security" PDF < **Type online** < **Print**)
2. The child's birth certificate (if born in the U.S.) or Consular Report of Birth Abroad (if born outside the U.S.), and
3. The **signed** unexpired child's full-validity US passport; and
4. The signed unexpired US or Japanese full-validity passport of the parent who signed the child's form SS5-FS; or  
The unexpired military identification card (front/ back) of the parent who signed the child's form SS5-FS; or  
The unexpired US driver's license of the parent who signed the child's form SS5-FS; or  
The unexpired US State-issued identification card of the parent who signed the child's form SS5-FS; or  
The unexpired Form I-551 (Green Card – front/back) of the parent who signed the child's form SS5-FS.

**\*\*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 Over

An in-office appointment is required. Please contact the Federal Benefits Unit, Embassy Tokyo at [FBU.Tokyo@ssa.gov](mailto:FBU.Tokyo@ssa.gov) for specific guidance.

### Replacement Social Security Card for US Citizens or Legal Permanent Residents

1. Required application and certified true copies or original documents (no photocopies):
2. A completed form SS5-FS; and
3. The signed unexpired US full-validity passport; or  
The unexpired military identification card; or  
The unexpired US driver's license; or  
The unexpired US State-issued identification card; or  
The unexpired Form I-551 (Green Card); and
4. If the parent is applying for a child, the signing parent's unexpired identification from one of the items listed above or their unexpired Japanese full-validity passport.
5. If the applicant got married or divorced and is trying to change their name, they will submit a certified true copy or original of their marriage certificate or divorce decree with original certified translation (if translation is applicable)

Mail the application and certified true copies or original documents (no photocopies)

#### • CERTIFIED COPIES: **\*\*FOR CERTIFIED COPIES ONLY\*\***

American Embassy, Box 205 Consular Section, Passport Branch, 10-5 Akasaka 1-Chome, Minato-Ku, Tokyo 107-8420, Japan.

Please buy **1 Japan Post Letter Pack** for **600 yen** from the off base post office and bring it to the appointment; do not write anything on the letter pack envelope.

#### • ORIGINALS: **\*\*FOR ORIGINAL DOCUMENTS ONLY\*\***

U.S. Embassy Tokyo, Consular Section, FBU, 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 Japan.

Please buy **2 Japan Post Letter Packs** for **1,200 yen**, one will be self-addressed to you, you will fold the one addressed to you in half and include it in the one that will be sent to the embassy; or

• If you prefer to apply in person at the US Embassy Tokyo, please write to [FBU.Tokyo@ssa.gov](mailto:FBU.Tokyo@ssa.gov) with your daytime contact information (preferably cellphone number) to schedule an appointment.

# HOW TO APPLY FOR A SOCIAL SECURITY NUMBER/CARD

**\*\* PLEASE PAY CLOSE ATTENTION TO DETAIL \*\***

New Rules Effective October 1, 2017

## **Original (First Time) Social Security Card under Age 12**

Required application and certified true copies or original documents (no photocopies):

1. A completed form S55-FS; (Google Search < First option: "Form S5-5-FS – Social Security" PDF < Type online < Print)
2. The child's birth certificate (if born in the U.S.) or Consular Report of Birth Abroad (if born outside the U.S.), and
3. The signed unexpired child's full-validity US passport; and
4. The signed unexpired US or Japanese full-validity passport of the parent who signed the child's form S55-FS; or  
The unexpired military identification card (front/ back) of the parent who signed the child's form S55-FS; or  
The unexpired US driver's license of the parent who signed the child's form S55-FS; or  
The unexpired US State-issued identification card of the parent who signed the child's form S55-FS; or  
The unexpired Form I-551 (Green Card – front/back) of the parent who signed the child's form S55-FS.

**\*\*NOTE\*\*The parent who signs the S55-FS Form will be the one to provide one of the options from step 4**

## **Original (First Time) Social Security Card Age 12 or Over**

An in-office appointment is required. Please contact the Federal Benefits Unit, Embassy Tokyo at [FBU.Tokyo@ssa.gov](mailto:FBU.Tokyo@ssa.gov) for specific guidance.

## **Replacement Social Security Card for US Citizens or Legal Permanent Residents**

1. Required application and certified true copies or original documents (no photocopies):
2. A completed form S55-FS; and
3. The signed unexpired US full-validity passport; or  
The unexpired military identification card; or  
The unexpired US driver's license; or  
The unexpired US State-issued identification card; or  
The unexpired Form I-551 (Green Card); and
4. If the parent is applying for a child, the signing parent's unexpired identification from one of the items listed above or their unexpired Japanese full-validity passport.
5. If the applicant got married or divorced and is trying to change their name, they will submit a certified true copy or original of their marriage certificate or divorce decree with original certified translation (if translation is applicable)

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Please buy 1 Japan Post Letter Pack for 600 yen from the off base post office and bring it to the appointment; do not write anything on the letter pack envelope.

### **▪ ORIGINALS: \*\*FOR ORIGINAL DOCUMENTS ONLY\*\***

U.S. Embassy Tokyo, Consular Section, FBU, 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 Japan.

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or

- If you prefer to apply in person at the US Embassy Tokyo, please write to [FBU.Tokyo@ssa.gov](mailto:FBU.Tokyo@ssa.gov) with your daytime contact information (preferably cellphone number) to schedule an appointment.

## IMPORTANT THINGS TO PAY ATTENTION

TO:

- **MAKE SURE TO PUT THE MOTHER'S MAIDEN NAME IN BLOCK 2 PART A.**

(A lot of times the mother's married name will be put on the application which is incorrect. please put her maiden name.)

- **MAKE SURE THAT THE S55-FS FORM IS TYPED.**

(Handwriting the form is not acceptable.)

- **WHOEVER SIGNS THE S55-FS FORM WILL NEED TO BE THE ONE TO PROVIDE AN UNEXPIRED FORM OF THEIR ID.**

**\*\* Must be a wet signature \*\*** // Parent who signs the form must be the one present at the appointment.)

- **DON'T FORGET TO BUY 1 JAPAN POST LETTER PACK.**

(The Letter pack is 600 yen (each), please bring this to your appointment; please keep in mind that if you are sending certified copies you will only need 1 letter pack but if you are sending original documents then you will need 2 letter packs; one addressed to yourself and one addressed to the embassy.)

**\*\* DO NOT WRITE ANYTHING ON THE LETTERPACK ENVELOPE, THIS WILL BE DONE AT THE APPOINTMENT. \*\***