

# **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; and
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.

## **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.

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

- **CERTIFIED COPIES:**  
U.S. Embassy Tokyo, Consular Section, FBU, PSC 471 Box 1111, FPO AP 96347; or
- **ORIGINALS:**  
U.S. Embassy Tokyo, Consular Section, FBU, 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 Japan. Include one self-addressed Japan Post "LetterPack" envelope (please fold it in half if necessary) LetterPack; 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.