

How to apply for a Social Security Number for a child:

1. Apply for Consular Report of Birth Abroad (CRBA) and Passport, either fee or no fee
2. Complete and print off SS-5 Social Security application; (<https://www.ssa.gov/forms/ss-5.pdf>)
3. Schedule an appointment with our office to create a Statement of Verification by phone DSN: 253-5591 or email: lwakuni_legal_assistance@usmc.mil
 - a. The Statement of Verification will be used in lieu of you having to send in the original CRBA or child's passport.
4. At your appointment please bring the following:
 - a. Consular Report of Birth Abroad (CRBA)
 - b. Child's passport (either fee or no fee)
 - c. Signer's (either parent) unexpired ID
 - d. SS-5 application
 - e. 1 single letter pack if sending directly to the embassy
5. Once your Statement of Verification is created you will mail those documents with your SS-5 application to the embassy. Average processing time is 6-8 weeks. There are two ways offered for submitting the application:
 - a. Using a MPS envelope provided by our office. You will be responsible for dropping the application off at the local military post office. *Please note there is no tracking available for this option. Your application will be sent back to the US and routed through the MPS system, then sent back to the US Embassy in Tokyo.
 - b. Provide 1 single letter pack, our office will supply preprinted labels. This method does provide tracking and will be sent directly to the embassy. You will be responsible for dropping the letter pack off at any of the local Japanese post offices.

If it has been more than 8 weeks since you sent in your application, you can submit an online inquiry form directly to the Federal Benefits and Assistance office at the US Embassy; (<https://jp.usembassy.gov/services/social-security/fbo-contact/>).