

SOCIAL SECURITY NUMBER INFORMATION SHEET

*If applying for a **new baby** born overseas....*

An application for a Social Security Number for a newborn child overseas can only be submitted after receiving the original consular Report of Birth Abroad (CRBA) and Passport from a U.S. Embassy Tokyo/ U.S. Consulate in Japan.

Please collect these items and come to LSST, Bldg. 608. Our office hours are Monday - Friday 0800-1100 or 1300-1600.

Please bring the original AND copies (ID's front and back).

1. Original CRBA and Unexpired Passport (Tourist or Special Issuance) for applicant.
2. Completed and printed off SS-5 Social Security Application (www.ssa.gov/forms/ss-5.pdf)
3. Parent ID of the parent that signed the SS-5 form. Acceptable forms are unexpired Passport, Military ID, valid State ID or I-551 card

Legal Assistance Office will compare your copies to the original documents and provide a Statement of Verification. This allows parents to retain original documents and not need to apply for the SSN in person.

The package will need to be mailed by the parents/ applicant either for free through MPS or via Japan Post Letter Pack. The package will include the SS-5 and copies of documents made by LSST. If using Japan Post, LSST has address stickers upon request.

By USPS:

U.S. Embassy Tokyo

Federal Benefits Unit

PSC 471 Box 111

FPO AP 96324

By Japan Post Service:

U.S. Embassy Tokyo

Federal Benefits Unit

1-10-5 Akasaka Minato-ku

Tokyo 107-8420

*If the applicant is 12 years or older as the first-time applicant, he/she needs to appear in person at the nearest U.S. Consulate or Embassy Office.

After the SSN application is received and processed by the Social Security Administration, you will receive the SSN card from the Baltimore, MD office to the PSC address listed on your application.

U.S. Embassy Tokyo contact information should you have any questions, need to set an appointment, or check the status if it has been more than 8 weeks:

Phone (03) 3224-5000 (Tuesdays and Thursdays 0900-1200) or DSN: 224-5000

Fax: (03) 3224-5144 or DSN 224-5144

If an adult is applying to replace, change or correct your Social Security Card...

If your Social Security Card has been misplaced/destroyed or you need to make a correction/ change to your name, you will need to complete a SS-5 form and send in required documents to the Tokyo Embassy.

Please collect these items and come to LSST, Bldg. 608. Our office hours are Monday - Friday 0800-1100 or 1300-1600. **Please bring the original AND copies (ID's front and back).**

1. Original birth certificate *if applicable*
2. Unexpired Passport (Tourist or Special Issuance) for applicant *if applicable*
3. Completed and printed off SS-5 Social Security Application (www.ssa.gov/forms/ss-5.pdf)
4. Valid photo ID. Acceptable forms are unexpired Passport, Military ID, valid State ID or I-551 card
5. Court Documents showing approval/proof of name change *if applicable*

Legal Assistance Office will compare your copies to the original documents and provide a Statement of Verification. This allows parents to retain original documents and not need to apply for the SSN in person.

The package will need to be mailed by the applicant either for free through MPS or via Japan Post Letter Pack. The package will include the SS-5 and copies of documents made by LSST. If using Japan Post, LSST has address stickers upon request.

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