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[http://www.jag.navy.mil/legal\\_services/rlso/rlso\\_japan.htm](http://www.jag.navy.mil/legal_services/rlso/rlso_japan.htm)

## Preventative Law Series

## Applying for a Social Security Card

*This handout is provided for general information purposes only and does **not** constitute legal advice or opinion of any kind.*

U.S. Embassy Tokyo, Federal Benefits Unit (FBU) accepts social security card applications by mail and in person. Navy Legal Assistance Offices **cannot** provide certified true copies of original documents and FBU may not accept an affidavit of true copy. You are encouraged to apply with original documents.

### **Applying for an Original (First Time) Social Security Card for Individual Under Age 12**

You will need the following:

1. A completed form SS-5-FS, <https://www.ssa.gov/forms/ss-5fs.pdf>; **and**
2. **ORIGINALS of a)** U.S. Consular Report of Birth Abroad or birth certificate if born in the US; **b)** Signed, unexpired child's full-validity US passport; **and c)** Unexpired identification card of the parent who signed the child's form SS-5-FS (for example: Passport, US driver's license, US State-issued ID, Form I-551 (Green Card), etc.); **OR a notarized "Certification" of copies of original documents** (see template on page 3 – note this certification is only for a newborn child born at a military treatment facility/hospital located in Japan); **and**
4. LetterPack Plus with your address (self-addressed return envelope); **and**
5. LetterPack Plus with 1-5 and mail them to US Embassy (**No photocopies**), Federal Benefit Unit at this address:  
**U.S. Embassy Tokyo, FBU, Consular Section, 1-10-5 Akasaka Minato-ku, Tokyo 107-8420, Japan**
6. For *certified copies* use this address:  
**U.S. Embassy Tokyo, Consular Section, FBU, PSC 471 Box 1111, FPO AP 96347**

### **Applying for an Original (First Time) Social Security Card for Individual Age 12 and over**

An in-office appointment is required. Please request an appointment using the FBU's Inquiry form at <https://jp.usembassy.gov/services/fbu-inquiry-form/>

### **Mandatory Interview Certificates**

If you are seeking a Mandatory Interview Certificate in order to obtain your first-ever Social Security number (in accordance with the U.S.-Japan Totalization Agreement), please go to the following page for more information: <https://jp.usembassy.gov/services/totalization-agreement/>

### **Applying for a Replacement Social Security Card for US Citizen or Legal Permanent Resident (LPR)**

- You will need the following:
1. A completed form SS-5-FS, <https://www.ssa.gov/forms/ss-5fs.pdf>; **and**
  2. **ORIGINAL** unexpired identification card (for example: US Passport, US driver's license, US State-issued ID, Form I-551(Green Card), etc.); **and**
  3. If the parent is applying for a child age 12 and over, the signing parent's unexpired identification from one of the items listed above or their unexpired Japanese full-validity passport; **and**
  4. LetterPack Plus with your address (self-addressed return envelope); **and**
  5. LetterPack Plus with 1-4 and mail them to US Embassy, Federal Benefit Unit at this address:  
**U.S. Embassy Tokyo, FBU, Consular Section, 1-10-5 Akasaka Minato-ku, Tokyo 107-8420, Japan**

- If you prefer to apply in person at the US Embassy Tokyo, please request an appointment using their Inquiry Form at <https://jp.usembassy.gov/services/fbu-inquiry-form/> to schedule an appointment.
- **Additional Online US Embassy References and Instructions are available at:**  
<https://jp.usembassy.gov/services/social-security/social-security-number-card-issues/>

### “Japan Post LetterPack Envelope”

The LetterPack is a pre-paid envelope available at postal counters and some locations that sell postage stamps including convenience stores, which provides express return of your documents and includes a barcode so you can track your documents. For the most up-to-date prices, visit:

[https://www.post.japanpost.jp/service/letterpack/index\\_en.html](https://www.post.japanpost.jp/service/letterpack/index_en.html) or  
<https://jp.usembassy.gov/passports/letterpack-plus/>.

There are two different types of LetterPack envelopes:

- **LetterPack PLUS:** 600 yen, traceable and delivered face-to-face with receipt seal or signature required (*recommended*)

**SAFEST  
DELIVERY  
METHOD!  
PICK UP AT  
YOUR NEAREST  
JAPAN POST  
OFFICE**



- **LetterPack LIGHT:** 430 yen, traceable and delivered to mailboxes, receiver's signature not required

**DELIVERED TO YOUR  
MAIL BOX. BETTER  
OPTION FOR THOSE  
WHO WILL BE  
DEPLOYED AROUND  
TIME OF DELIVERY**



We recommend that you make a copy or take a photo of the tracking number of the envelope, so that you can track delivery of your documents.

To use your on-base PO Box address for your LetterPack PLUS/LIGHT return address, convert your FPO/APO address to the Japanese address as shown in the samples below:

If you have a Yokosuka address:

PSC ### BOX ####  
FPO AP 96349

**US NAVY BASE YOKOSUKA  
PSC ### BOX ####  
→ TOMARI-CHO, YOKOSUKA  
〒 238-0041**

If you have a Sasebo address:

PSC ### BOX ####  
FPO AP 96322

**US NAVY BASE SASEBO  
PSC ### BOX ####  
HIRASE, SASEBO, NAGASAKI  
〒 857-0056**

If you have a ship address:

USS YOUR SHIP  
UNIT ##### BOX ###  
FPO AP #####-####

**USS YOUR SHIP  
UNIT ##### BOX ###  
U.S. NAVY BASE YOKOSUKA or SASEBO  
SEE ABOVE FOR YOKOSUKA OR SASEBO**

If you use your off-base address on LetterPackPLUS, you must receive the packet in person. You will receive a notice of delivery if you are not home when it is delivered. Please arrange a re-delivery or pick up the packet at the post office on the notice. If you are deploying, you may use LetterPackLIGHT or use on-base address so that the packet would not be sent back to the Embassy due to non-receipt.

**REGION LEGAL SERVICE OFFICE WESTERN PACIFIC**

This certification is for use by parents submitting a Social Security Administration Application for a Social Security Card (Form SS-5) for a child born at U.S. Naval Hospital, \_\_\_\_\_, Japan.

The purpose of the certification is to ensure that the documents appear to be genuine and unaltered on the face of the document. This certification is not meant to constitute that the certifier can guarantee that the document is authentic.

I certify the following original documents: U.S. Military ID card for \_\_\_\_\_, U.S. Passport for \_\_\_\_\_, Consular Report of Birth Abroad for \_\_\_\_\_, of which these are copies, appear to be genuine and unaltered and were made at the time purported.

This document consists of \_\_\_\_ pages not including this certification.

\_\_\_\_\_  
Name of Notary: \_\_\_\_\_

Rank: \_\_\_\_\_

Authority: 10 U.S.C. § 1044a.

NO SEAL REQUIRED

\_\_\_\_\_  
Date