Social Security Number Card Application Checklist

1. Original (First Time) SSN Card Under Age 12. All the documents must be original.

	Things to Bring:	✓
1	A completed form SS5-FS <https://www.ssa.gov/forms/ss-5fs.pdf>	
2	The child's birth certificate (if born in the U.S.) or Consular Report of Birth Abroad (if born outside the U.S.)	
3	A photocopy of #2	
4	Child's signed unexpired full-validity US passport	
5	A photocopy of #4	
6	Proof of the identity of the parent signing the application- a parent can sign the form for a child up to age 18; a child can sign the form above age 12. ♣ Unexpired signed full-validity U.S. passport (OR) ♣ Unexpired U.S. driver's license (OR) ♣ Unexpired U.S. military ID card	
7	A photocopy of #6	

2. Original (First Time) Social Security Card Age 12 or Over

An in-office appointment is required. Please contact the Federal Benefits Unit, U.S. Embassy Tokyo at FBU.Tokyo@ssa.gov for specific guidance.

3. Replacement Social Security Card for US Citizens or Lawful Permanent Residents. All the documents must be original.

	Things to Bring:	✔
1	A completed form SS5-FS <https://www.ssa.gov/forms/ss-5fs.pdf>	
2	♣ Unexpired signed full-validity U.S. passport (OR) ♣ Unexpired U.S. driver's license (OR) ♣ Unexpired U.S. military ID card (OR) ♣ Unexpired Form I-551 (Green Card)* *Lawful Permanent Residents must bring an unexpired Form I-551 (Green Card).	
3	A photocopy of #2	
4	Proof of the identity of the parent signing the application- a parent can sign the form for a child up to age 18; a child can sign the form above age 12. ♣ Unexpired signed full-validity U.S. passport (OR) ♣ Unexpired U.S. driver's license (OR) ♣ Unexpired U.S. military ID card	
5	A photocopy of #4	

4. Name change Social Security Card for US Citizens or Lawful Permanent Residents. All the documents must be original.

	Things to Bring:	✔
1	A completed form SS5-FS <https://www.ssa.gov/forms/ss-5fs.pdf>	
2	♣ Marriage or divorce certificate (OR) ♣ For a legal name change: a court order from the U.S. court is needed to prove the name change. The document must show the exact date the name change was recorded (OR) ♣ Adoption decree, if adopted	
2	♣ Unexpired signed full-validity U.S. passport (OR) ♣ Unexpired U.S. driver's license (OR) ♣ Unexpired U.S. military ID card (OR) ♣ Unexpired Form I-551 (Green Card)* *Lawful Permanent Residents must bring an unexpired Form I-551 (Green Card).	
3	A photocopy of #2	
4	Proof of the identity of the parent signing the application- a parent can sign the form for a child up to age 18; a child can sign the form above age 12. ♣ Unexpired signed full-validity U.S. passport (OR) ♣ Unexpired U.S. driver's license (OR) ♣ Unexpired U.S. military ID card	
5	A photocopy of #4	