



# SOCIAL SECURITY CARD APPLICATION



## SOCIAL SECURITY: AN OVERVIEW

Social Security reaches almost every family, and at some point, touches the lives of nearly all Americans. The current Social Security system works like this: when you work, you pay taxes into Social Security. The Social Security Administration uses the tax money to pay benefits to: People who have already retired; People who are disabled; survivors of workers who have died; and dependents of beneficiaries. Depending on your circumstances, you may be eligible for Social Security at any age. In fact, Social Security pays more benefits to children than any other government program. For more information about Social Security programs, see the Social Security Administration's (SSA) pamphlet, *Understanding the Benefits* at [www.ssa.gov/pubs/EN-05-10024.pdf](http://www.ssa.gov/pubs/EN-05-10024.pdf).

## WHY DO YOU NEED A SOCIAL SECURITY NUMBER (SSN)?

Social Security is based on a simple concept: when you work, you pay taxes into the system; when you retire or become disabled, you, your spouse, and your dependent children receive monthly benefits based on your earnings. By law, you must have a social security number to get a job, hold an account with any financial institution that pays you interest and pay taxes. Your children must have an SSN in order for you to declare them as dependents on your federal income tax return and qualify for certain exemptions and/or credits.

## HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

### 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.