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# SOCIAL SECURITY NUMBER (SSN)

## 48 FSS/Passport Office Hours of Operation:

Monday-Friday 0800-1030 Appointment Required for SSN Drop Off

CLOSED: Third Wednesday of the month, USAFE Family Days, US Federal Holidays, and Goal Days

[48fss.passports@us.af.mil](mailto:48fss.passports@us.af.mil) / DSN: 226-1210 / COMM: 01638 52 1210

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*(SSN processing will take APPROXIMATELY 12-16 weeks from Mail Out Date)*

You may apply for you SSN through the RAF Lakenheath Passport office or via mail to the Embassy directly.  
Please refer to the embassy's website for guidance:  
<https://uk.usembassy.gov/u-s-citizen-services/federal-benefits/social-security-numbers-ssn/>

You may complete the SS5 if the following statements apply to you:

- Applying for an original Social Security card (under the age of 12)
- Applying for a replacement Social Security card
- Changing or correcting information in your Social Security number record

### **Adults 18 + Applying for a replacement or Changing you name on your SSN card:**

(You must submit all of the applicable documents with your application)

- SS-5 Application (*may be typed or hand-written*)
  - o Link: <https://www.ssa.gov/forms/ss-5.pdf>
  - o **DO NOT** sign or date the application form until a Passport Agent is present and has reviewed it
- Copy of Current Valid Passport (tourist and official)
- Copy of Photo ID (front and back of military ID)
- Copy of Birth Certificate
- Copy of Marriage Certificate and/or Divorce Decree (*if changing name*)
- (1) One special delivery envelope (A4 size) with prepaid postage up to 500g from the British post office.

### **For Children Age 17 and Under applying for an initial or replacement SSN card:**

- SS-5 Application (*may be typed or hand written*)
  - o Link: <https://www.ssa.gov/forms/ss-5.pdf>
  - o **DO NOT** sign or date the application form until a Passport Agent is present and has reviewed it
- Copy of Child's Current Valid Passport (tourist and no fee)
- Copy of Child's Consular Report of Birth Certificate
- Copy of Signing Parent's Current Valid Passport
- Copy of Signing Parent's Photo ID (front and back of military ID)
- (1) One special delivery envelope (A4 size) with prepaid postage up to 500g from the British post office.

**THIS CHECKLIST IS BASED ON U.S. SOCIAL SECURITY ADMINISTRATION AND U.S. EMBASSY REQUIREMENTS.**

**Please Note:** Where possible, we recommend that SSN cards be mailed to U.S addresses for individuals submitting applications from countries where mail delivery services are unreliable.

**FOR ITEMS THAT WE CAN SEND A PHOTOCOPY OF, PLEASE STILL BRING THE ORIGINAL WHEN SUBMITTING FOR VERIFICATION OF THE COPIES.**

**THERE IS NO EXPEDITE SERVICE OVERSEAS.**