
SOCIAL SECURITY NUMBER (SSN)

****APPOINTMENT ONLY****

(Email to book appointment)

48 FSS/Passport Office Hours of Operation: Monday-Friday 0800-1500

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

48fss.passports@us.af.mil / DSN: 226-1210 / COMM: 01638 52 1210 /

www.lakenheathfss.com/military-personnel-section



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

You may apply for your 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 SSN card:

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

- SS-5 Application (*may be typed or hand-written*)
 - Link: <https://www.ssa.gov/forms/ss-5.pdf>
 - **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) (bring original)
- Copy of Photo ID (front and back of military ID) (bring original)
- Copy of Birth Certificate (bring original)
- (1) One special delivery envelope (A4 size) with prepaid postage up to 500g from the British post office.

Adults 18 + Changing your 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*)
 - Link: <https://www.ssa.gov/forms/ss-5.pdf>
 - **DO NOT** sign or date the application form until a Passport Agent is present and has reviewed it
- Copy of Proof of Name Change: Original Marriage cert, Divorce Decree, Court Orders etc. (bring original)
- Copy of Proof of Identity in Old Name: Passport, Drivers License, Military ID (bring original)
- Copy of proof of Identity in New Name: Passport, Drivers License, Military ID (bring original)
- (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:

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

- SS-5 Application (*may be typed or hand written*)
 - Link: <https://www.ssa.gov/forms/ss-5.pdf>
 - **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/or no fee) (bring original)
- Copy of Child's Consular Report of Birth Abroad or US Birth Certificate or US Naturalization Certificate (bring original)
- Copy of Signing Parent's Current Valid Passport (bring original)
- Copy of Signing Parent's Photo ID (front and back of military ID) (bring original)
- (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 EXPEDITED SERVICE OVERSEAS.