
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 / DSN: 226-1210 / COMM: 01638 52 1210

(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 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.