

## Introduction

The office of Social Security Administration has a great website for further information regarding social security cards, Medicare benefits, and social security retirement and spouse's benefits.

People at Yokota are most likely in need of replacing a lost social security card or obtaining a card for their new spouse or child. This brochure will help provide some guidance on these issues. If you have additional questions or concerns a legal assistance attorney will be happy to talk with you.

### OTHER RESOURCES:

- Social Security Administration:  
[www.ssa.gov](http://www.ssa.gov)
- Social Security Handbook:  
<http://www.ssa.gov>
- Federal Benefits Services:  
<http://japan.usembassy.gov/e/acs/tacs-fb-top.html>

#### Legal Assistance Hours:

By Appointment Only

#### Notary Hours:

Monday-Thursday 0900-1500



374th Airlift Wing  
Office of the Staff Judge Advocate  
Building 315, Airlift Avenue  
Yokota Air Base, Japan

DSN Phone: 315-225-8069  
DSN Fax: 315-225-7180  
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011-81-42-552-2510-58069  
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042-552-2511 (Operator), Ext 58069



374th Airlift Wing  
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Building 315, Airlift Avenue

# SOCIAL SECURITY

### This Brochure Includes:

- Never Been Issued a Social Security Card
- Need to Replace a Lost or Stolen Card
- Name Change
- Social Security for a Child
- How to Apply
- Other Resources



The information in this brochure is of a general nature and is not intended as a substitute for legal counsel.

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## Never Been Issued a SS Card

If you were born in the United States, and have never had a social security number, you need to complete the Form SS-5. The social security application can be downloaded from the web site [www.ssa.gov](http://www.ssa.gov). Along with the application, you will also have to submit supporting documents which prove your age, citizenship, and identity.

Supporting Documents: The Social Security Administration (SSA) prefers to see an original or certified copy of a birth certificate. However, the SSA will accept a hospital record of birth made before the age of five, or a religious record of birth made before the age of three months. Again, these documents must be originals or certified copies. The legal office CANNOT make certified copies of these documents. Only the custodians of these records may certify copies. To obtain a certified copy of an original document, you must write to the Office of Vital Statistics in whichever state would hold the record you are requesting. You can find state addresses and other relevant information at the National Center for Health Statistics Home Page: [www.cdc.gov/nchs/howto/w2w/w2welcom.htm](http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm)

In addition to the birth certificate, the SSA will require an original or certified copy of one of the following supporting documents:

- Driver's License or non-driver ID card
- Passport
- School Records
- Military Records
- Health Insurance Records
- Medical Records;
- or Adoption decree.

## Need to Replace Your SS Card

To replace a lost social security card, you need only to show one form of identification and complete the application Form SS-5. This form is available at [www.ssa.gov](http://www.ssa.gov) or you can call 1-(800)-772-1213. This service is free. You are limited to 3 replacement cards in a year, or 10 in a lifetime.

## Name Change on SS Card

For a name change on your card, you must submit documentation that shows your old name and your new name. A marriage certificate, divorce decree, certificate of naturalization showing a new name, or a court order that changes your name would be acceptable documentation for a new card. Your new card will show your new name but will have the same number as your old card.

## US Citizens Born Abroad

If you are a United States citizen born abroad, you must submit your consular report of birth (FS-240 or FS-545) to the SSA for a number and card. Contact the customer service section of the Military Personnel Flight for more information.

## Non-US Citizens

If you are not a United States citizen, you must send your birth certificate or passport, and the documents given to you by the Immigration and Naturalization Service (INS) to the SSA. Examples of these documents are:

Alien Registration Receipt Card (Form 1-551) or Form 1-94 with an unexpired foreign passport, or a Work Permit (Form I-766 or I-688B).

**NOTE:** Even though you may not be authorized to work in the United States, you may be issued a social security card if you are legally in the country. Your card will be stamped to indicate that you cannot work, and if you do, the INS will be notified.

## Cards for Children

(Please See Attachment)

If you apply for a card for a child or someone else, you will need to show the original or the certified copy of that person's birth certificate and one more documents showing the person's identity. If you sign on behalf of a child, you will need to send some kind of proof of your own identity.

In the case of filing your income tax, every child must have a social security number to be claimed as an exemption for tax purposes.

If you do not believe you will receive the social security number in time for filing your tax return, you should request an extension (automatic until 15 June for overseas filers; however, if you owe money, you will need to file before 15 April to avoid penalties.) You may also file your tax return without regards to your dependent(s) and amend your return (Form 1040 X) when you receive the social security number.

## How to Apply

The first document to complete is the application using the instructions accompanying the form. Then mail all the documents, including the supporting documents, to the SSA. Your original documents will be returned to you as quickly as possible.

**NOTE:** Filing from Yokota requires approximately 2 to 6 months for a social security number to be assigned, so plan accordingly. The nearest office serving Yokota Air Base is:

Social Security Administration  
Division of Internal Affairs  
P.O. Box 1756  
Baltimore, MD 21235

Phone: 1-(410)-965-7700 or 1-(800)-772-1213

## Options to Obtain a Social Security Number More Quickly

1. On the Form SS-5 line 2, use an address in the United States (e.g., the address of a friend or relative). The social security card will be mailed to that address and you friend or relative can forward the card to you.

2. Mail the appropriate documents to a friend or relative and have that person go to a local social security office to obtain the number on your behalf. A local social security office in the United States may require a power of attorney.