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# SOCIAL SECURITY NUMBER (SSN)

100 FSS/Passport Office

Mon-Thurs 0830-1500 Walk-In For Passport Pick-Ups

Appointments only

Book Appointment: <https://rafmildenhallpassports.setmore.com/>

Closed every Friday for processing CLOSED: Second Thurs of the month, USAFE Family Days, US Federal Holidays, and Goal Days

100fss.passport@us.af.mil / DSN: 238-2222/5440 / COMM: 01638 54 2222

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

If the following statements below apply to you, please complete the SS-5:

- Applying for an original Social Security card
- Applying for a replacement Social Security card
- Changing or correcting information in your Social Security number record

## **Complete the SS-5 and submit the following documentation:**

(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 names)
- (1) One special delivery return envelope (A4 size) with prepaid postage up to 500g from the British post office.

## **For Children Age 17 and Under:**

- 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 return 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:** It's recommended to use a physical address on the SS-5. No original documents are required for this process unless the US Embassy/Federal Benefit Unit will require them.

**THERE IS NO EXPEDITE SERVICE OVERSEAS.**