



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

## NOTICE

### Procedures for Requesting a Social Security Number

The Office of Foreign Missions (OFM) and the Social Security Administration (SSA) manage a program to assist certain foreign mission staff and their families in obtaining Social Security numbers (SSNs). Eligible foreign nationals who wish to obtain a Social Security number must fill out the necessary form and present proper documentation in person to an SSA officer for processing as follows:

**1. OFM Customer Service Center, 3507 International Place, NW, Washington, DC  
Last Thursday of each month, 9-11 a.m.**

An SSA officer will process requests on a walk-in basis, first come first served.

**2. SSA, 2100 M Street, NW, Washington, DC -- Every Thursday, 10 a.m.-12 p.m.**

Individuals in the DC area can reserve a 30-minute appointment by e-mailing [OFMSocialSecurity@state.gov](mailto:OFMSocialSecurity@state.gov) with the following information: (a) preferred dates (Thursdays only) and times (10, 10:30, 11, or 11:30 a.m.), (b) name, (c) PID number, (d) mission, and (e) phone number. Please provide multiple options for appointment dates/times. OFM will confirm the date and time of the appointment by e-mail.

**3. Any local SSA office (<http://www.ssa.gov/locator/>)**

If an appointment is not available at the preferred time or the individual is located outside the DC area, walk in to an SSA office at any time. Also check with your OFM regional office to see if other scheduling assistance is available.

### Eligibility Requirements

An eligible applicant must have entered the United States on an A or G visa. The applicant must be a dependent with work authorization (I-766 from USCIS) or a principal employee. No other persons may apply for a Social Security number under this program.

It is mandatory that the following original items be available during your appointment:

- **Valid foreign passport**
- **Valid U.S. visa (A or G)**
- **Form I-94** (print at <https://i94.cbp.dhs.gov/>)
- **I-766, if a dependent**

You will also need to complete **Form SS-5, Application for Social Security Card**. You can download and complete it in advance of your appointment (<http://www.ssa.gov/online/ss-5.pdf>), or pick it up and complete it at your appointment.

## TIPS FOR EXPEDITING YOUR REQUEST

- Individuals requesting a Social Security number (SSN) must appear in person.
- You must bring the originals of the documents required.
- If possible, *in addition to the originals*, you are encouraged to bring a photocopy of your passport picture page, entry stamp, visa, I-94, and I-766.
- Fill out Form SS-5 completely and legibly. You can download and complete it in advance of your appointment (<http://www.ssa.gov/online/ss-5.pdf>).
  - Include your mother's name at her birth.
  - Include a correct U.S. mailing address.
- Write down the name of the Social Security Administration (SSA) officer who assists you at your appointment.
- If you do not receive your Social Security card with two months of your appointment, contact the SSA directly at 1-800-772-1213 or visit the local SSA office and ask for the SSA officer who assisted you.
- If you are a dependent (spouse or child) and you think you need a Social Security number but you are not employed and you do not plan to request a work authorization, visit an SSA office with your passport and I-94 and request a **denial letter** (SSA-L676). The SSA will issue you a letter while you wait that says that you are not eligible for a Social Security number. (The letter cannot be issued at the OFM Customer Service Center.) You can then present this letter to banks, vendors, or schools that insist on an SSN, and encourage them to use your PID instead. This will save you the time and trouble from having to apply and wait a number of weeks for an SSN. Obtaining this letter does not affect your ability to request an SSN in the future. **This option is strongly encouraged for minor children.**
- If you are a dependent and you plan to work for an entity other than a foreign government or international organization, you will probably need an SSN because you will be liable for Social Security tax through your employment. You will first need to request a work authorization through the Department of State.