



U.S. ARMY OKINAWA

☆ TORII STATION ☆



LEGAL ASSISTANCE

• 652-4332 / 4742 • BUILDING 218, ROOM 220 •

BE SURE TO OBTAIN A SOCIAL SECURITY CARD FOR YOUR CHILD

In order for you to claim your child or children on your income tax return, you must obtain a social security number for each of them. The Social Security Card Application is available at the Social Security Administration website link:

<http://www.socialsecurity.gov/online/ss-5fs.pdf>

Once you complete this application, you will need to include **certified copies** of the following documents:

- 1) The child's United States Passport (Identification Page)
- 2) The child's Birth Certificate (U.S. Consular Report of Birth Abroad)
- 3) The Military ID card (copy front and back) or U.S. Passport (copy Identification page) of the parent signing the Social Security Card Application
- 4) Stateside Driver License (copy front and back) when a copy of a Military ID card or a U.S. Passport is not available.

On Okinawa, you should mail the Social Security Card Application and the certified copies of the documents listed above to the Social Security Office in Tokyo. Please mail to the address below:

U.S. Embassy Tokyo, Consular Section, FBU, PSC 471 Box 1111, FPO AP 96347

Note: Certified copies for Social Security Administration purposes may be obtained at the Torii Station Legal Assistance office. Per Army Regulations, the Legal Assistance office cannot certify documents that are available from an "official source". One of the few exceptions to this rule is for documents going to the Social Security Administration.

If you need to contact the Social Security Administration in Tokyo, the email address is FBU.Tokyo@ssa.gov. The fax number is 03-3224-5144. You can visit the Social Security Administration website at www.ssa.gov.