



U.S. Social Security Card-First Time Applicants

When applying for a new passport, you should submit Social Security Number (SSN). If for any reason, you have never been issued an SSN, you can apply for it through this office.

Required documents for

Applicants under age of 12 (born in US or Iran)

- Original valid **U.S. passport** of the applicant and U.S. parent(s)
- Original or certified copy of **U.S. Birth Certificate**
- Original **Consular Report of Birth Abroad (CRBA)** or **Naturalization Certificate**
- Form 1706-f3. (only for U.S. born) The document is available at this office
- Form SS-5 –FS “Application for a Social Security Card”
www.ssa.gov/forms/ss-5
- **Sworn Affidavit for Minors**, signed by a U.S. citizen parent. The document is available at this office. For a U.S. born applicant, if neither parent is a U.S. citizen, the child should sign the form.

Adult applicants (born in US or Iran)

- Original valid **U.S. passport** of the applicant
- Original or certified copy of **U.S. Birth Certificate**
- Original **Consular Report of Birth Abroad (CRBA)** or **Naturalization Certificate**
- Form SS-5 –FS “Application for a Social Security Card”
www.ssa.gov/forms/ss-5
- **Sworn Affidavit for Adults**. The document is available at this office.
- Applicants with 12 years of age and older, should submit original copies of school records from first grade until present, officially translated to English.
- Form 1706-f3. (only for U.S. born) The document is available at this office

Please read carefully:

The procedure is free of charge.

This office does not have the competence of filling out the required forms on your behalf and you need to complete them yourself.

You should sign and date complete forms during your presence at this office and not before. Signed forms cannot be accepted.

You need to submit your original U.S. passport with your file.

Only complete applications can be accepted for further process without any exceptions. Incomplete files will be refused and are subject to new appointment.

The personal presence of the applicant (s) is mandatory, minors have to be accompanied by at least one parent

Additional forms or documents may be required by the U.S. authorities depending on your case.

**For more information please visit the website of the Social Security Administration:
www.ssa.gov.**