



## 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 in the Washington, DC area 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  
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 -- Every Thursday, 10 a.m.-12 p.m.**

To reserve a 30-minute appointment during this window, e-mail [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. SSA, 2100 M Street, NW**

If an appointment is not available at the preferred time, the individual may walk in to the SSA office at any time.

### **Eligibility Requirements**

An eligible applicant must have entered the United States on one of the visas listed below. The applicant must be a principal diplomatic agent or a dependent with work authorization (I-766 from USCIS). 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 Passport
- Valid U.S. Visa (A-1, A-2, A-3, G-1, G-4, G-5 and certain types of G-3)
- Copy of Form I-94
- Completed Form SS-5, Application for Social Security Card - <http://www.ssa.gov/online/ss-5.pdf>.

### **What if I do not receive my card within two months?**

All inquiries regarding Social Security numbers and cards should be addressed directly to the SSA. The SSA can be contacted at 1-800-772-1213 or through their website at <http://www.ssa.gov>.