

- **HOW DO I APPLY FOR A SOCIAL SECURITY NUMBER?**

The documents required for a Social Security Number depend on the situation. Please follow instructions regarding the type of application you are submitting. If we are able to process your application, the card is mailed from the US in about 4-6 months.

I. How do I apply for a Social Security number for myself or my child age 12 or older?

All applicants over the age of 12 must appear in person. After completing the following actions make an appointment at <https://evisaforms.state.gov/acs/default.asp?postcode=RID&appcode=1> "other service".

It is very rare for a U.S. Citizen above the age of 12 not to have been assigned a Social Security Number. The most common reason for such an occurrence is a child born in the U.S. who moved abroad while very young.

A. You must submit documentation to prove the allegation of absence from the U.S. as the reason a Social Security Number was never assigned. The documentation must be comprehensive and date from the time the person departed the U.S. to the present to provide sufficient evidence.

The documentation can include:

School records such as report cards or a letter from the school confirming dates of attendance

Travel documents such as current or canceled passports (U.S. or other)

Employment records

Medical records

Proof of registration with a doctor or clinic

B. Complete an Application for a Social Security Card, [Form SS-5-FS](#) (PDF 233 KB) all questions must be answered and legible use all capital letters.

C. Provide the following original documents, translations of each document if not in English - plus one photocopy of each document, send by registered mail and we will return by registered mail in about 2 weeks. The SSN card is mailed from the US in about 4-6 months.

1. Provide Proof of Your Age (in the form of one of the following), original and a copy

Original U.S. birth certificate. If you do not have the U.S. birth certificate, complete [Form SSA- L706](#) (PDF 213KB). It must be signed and submitted, along with the application and other documentation. This allows the Social Security Administration to verify the birth record with the custodian of the record. **Or**

Foreign birth certificate, or

Consular report of birth abroad (FS-240)

2. Proof of U.S. Citizenship

Original US birth certificate or US Passport (unexpired)

Original Consular Report of Birth Abroad

Original Naturalization or Citizenship Certificate

3. Proof of identity

Original U.S. Passport, unexpired and signed

Original foreign passport, unexpired and signed

4. Proof of the identity of the parent signing the application, if applicable - a parent can sign the form for a child up to age 18. NOTE: If the child is under age 18 and can sign the application, do not send the parent's proof of identity.

U.S. or Foreign Passport, unexpired and signed

Driver's License

Saudi I.D. Card with a current photo

5. For more details visit <http://www.socialsecurity.gov/ss5doc>

II. How do I apply for a Social Security number for my child under age 12?

To apply for a Social Security number for a child under age 12 the following steps are required;

A. Complete an Application for a Social Security Card, Form [SS-5-FS](#) (PDF 233KB) - all questions must be answered and legible.

B. Provide the following original documents and one photocopy. The completed application and documents should be mailed by registered mail and will be returned by registered mail:

1. Provide Proof of Your Age (in the form of one of the following)

- Original U.S. birth certificate. If you do not have the U.S. birth certificate, complete [Form SSA- L706](#) (PDF 220KB). It must be signed and submitted, along with the application and other documentation. This allows the Social Security Administration to verify the birth record with the custodian of the record.
- foreign birth certificate, or
- consular report of birth abroad (FS-240)

2. Proof of U.S. Citizenship

- Original US birth certificate, or US Passport (unexpired)
- Original Consular Report of Birth Abroad
- Original Naturalization or Citizenship Certificate

3. Proof of identity

- Original U.S. Passport, unexpired and signed
- Original foreign passport, unexpired and signed

4. Proof of the identity of the parent signing the application, if applicable - a parent can sign

the form for a child up to age 18; NOTE: If the child is under age 18 and can sign the application, do not send the parent's proof of identity.

- U.S. or Foreign Passport, unexpired and signed
- Drivers License
- Saudi I.D. Card with a current photo

5. Mail all the above original documents plus copies by return-receipt registered mail, and they will be returned by registered mail in about 2 weeks, to ACS at:

American Citizen Services
American Embassy
P.O. Box 94309
Riyadh 11693
Saudi Arabia

- **I HAVE A SOCIAL SECURITY NUMBER, BUT DO NOT REMEMBER THE NUMBER. HOW CAN I FIND OUT MY SOCIAL SECURITY NUMBER?**

You must apply for a replacement card.

Complete an Application for a Social Security Card, [Form SS-5-FS](#)

Original U.S passport

Original birth certificate or Consular report of birth abroad (CRBA)

School records such as report cards from grade 1 to highest level of education OR letter from the school confirming dates of attendance.

Employment records if any

Provide the above original documents, translations of each document if not in English.

The SSN card is mailed from the U.S in about 3-6 months to your mailing address, if applied overseas.

For more details visit: <http://www.socialsecurity.gov/ssnumber/ss5doc.htm>

Downloadable Social Security Administration forms can be found at this link,

<http://www.ssa.gov/pubs/englist.html>

<http://www.socialsecurity.gov/online> and <http://www.socialsecurity.gov/multilanguage/>

SSA Arabic website: <http://www.socialsecurity.gov/multilanguage/Arabic/arabic.htm>

- **HOW DO I REQUEST SOCIAL SECURITY EARNINGS RECORD?**

You can request an Earning records by accessing the following link, www.socialsecurity.gov/statement

For any questions, please send an e-mail to: RiyadhACS@state.gov