

## Request for certified copies for Social Security Number (SSN) applications

I would like to request certified copies for:

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**Submission of a first-time application for a minor under the age of 12**

Required documents:

- This completed, signed request form
- Completed [SS-5 application form](#)
- Original** Consular Report of Birth Abroad (CRBA) or original Swiss Birth Certificate
- Original**, valid, and **signed** U.S. passport of minor
- Original**, valid, and **signed** Passport (or other government issued photo ID) of parent/guardian signing the application
- Self-addressed, prepaid return envelope (only required for mail-in request)

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**Submission of a replacement card application (with or without name change)**

Required documents:

- This completed, signed request form
- Completed [SS-5 application form](#)
- Original**, valid, and **signed** U.S. passport (or other government issued photo ID) of applicant
- Original** name-change document (if applicable)
- Self-addressed, prepaid return envelope (only required for mail-in request)

Last name, First name:	
Signature:	
Date:	

Mailing Address: U.S. Embassy Bern  
CONS/ACS/SSN  
P.O. Box  
3001 Bern

**Please note:** *The American Citizens Services Unit does not forward your application to the Federal Benefits Unit. Original documents will be returned to you along with the requested certified copies attached to the SS-5 application form. You will need to submit your application directly with the regional Federal Benefits Unit in Frankfurt.*

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**For office use only**

NB of P/C \_\_\_\_\_ | Date: \_\_\_\_\_ | EMP \_\_\_\_\_