



U.S. Social Security Card Required documents for first time application

- Original **valid U.S. passport** of the applicant
- Original or certified copy of the **U.S. birth certificate** or the **U.S. certificate of naturalization** of the applicant
- Original **Iranian birth certificate** (shenasnameh) of the applicant
- **Official English translation** of the applicant's Iranian birth certificate, certified by the Iranian Ministry of Foreign Affairs
- Original **valid Iranian passport** of the applicant. If a valid Iranian passport is not available, the original valid Iranian driver's license of the applicant and its official English translation, certified by the Iranian Ministry of Foreign Affairs, can be presented.
- The **entire original academic transcripts and degrees** of the applicant, starting from elementary school together with one full photocopy of each document. Iranian documents have to be accompanied with their official English translation, certified by the Iranian Ministry of Foreign Affairs.
- **Request letter in English** written by the applicant or for minors under the age of 16 written by the accompanying parent
- If the applicant is a **minor under the age of 16** the following additional documents have to be presented:
 - If the accompanying parent is also a U.S. citizen, **his/her original valid U.S. passport**
 - **U.S. social security cards** of both parents, if issued
 - Original **Iranian birth certificate** (shenasnameh) of both parents
 - **Official English translations** of both parents' Iranian birth certificates, certified by the Iranian Ministry of Foreign Affairs
 - Original **valid Iranian passport** of the accompanying parent

PLEASE NOTE

- **The personal presence of the applicant is mandatory, minors under the age of 16 have to be accompanied by one parent**
- **Applicants can submit the mentioned documents, by appointment only. Appointments can be scheduled by phone exclusively.**
- **Only complete applications can be accepted and further processed without any exceptions. Incomplete files will be refused and you would be required to make a new appointment to present your complete application.**