



Step 1: Please review the following publication that contains the information you need to submit a completed application with all required documentation to the local Social Security office:

<http://www.ssa.gov/pubs/EN-05-10181.pdf>

Step 2: Fill out the following application and bring it to the office along with the appropriate documentation:

<http://www.socialsecurity.gov/forms/ss-5.pdf>

You must submit this application in person with your current/unexpired passport, I-94 and DS-2019.

The office servicing Sussex County is located at:

12001 Old Vine Blvd

Suite 101

Lewes, DE 19958

Office hours: Mon, Tues, Thur and Fri 9AM-4PM and Wed 9AM-12PM

Dart Route: 206

Step 3: After receiving your Social Security Number you should register for a “my Social Security” account at www.socialsecurity.gov. This account will provide you with access to a record of the Social Security taxable income you earn while working in the United States.”

Additional information about your Social Security Card:

Your Social Security Number and Card <http://www.ssa.gov/pubs/10002.html>

Employer Responsibilities <http://www.ssa.gov/employer/hiring.htm>

As of April 14, 2015