



GENERAL  
INFORMATION

## Request for Expedited Social Security Number Appointment



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of  
Health Bethesda, Maryland  
20892

[www.nih.gov](http://www.nih.gov)

### Re: Request for Expedited Social Security Number Appointment

To Whom It May Concern:

This letter is submitted to formally request an expedited appointment for the issuance of a Social Security number. The request is made in connection with an appointment at the National Institutes of Health (NIH), Department of Health and Human Services (DHHS). Please refer to the attached official offer letter.

The individual's Social Security number is required to initiate the Federal background investigation process and to begin official duties which include NIH biomedical research activities. Timely processing and issuance of the Social Security number is critical to prevent delays in onboarding and the start of employment.

For these reasons, we respectfully ask that an expedited appointment be scheduled at the earliest available date.

If you require any additional information or clarification, please contact our office at (301) 496-6166 or via email at [dis@mail.nih.gov](mailto:dis@mail.nih.gov).

Thank you for your consideration and assistance. We appreciate your prompt attention to this request and look forward to receiving a favorable response.

Sincerely,

Anabelle Filbert  
Lead Immigration Specialist  
Division of International Services/ORS