**UNITED STATES MARINE CORPS**
MARINE COPRS INSTALLATIONS PACIFIC
UNIT 35001
FPO AP 96379-5001

IN REPLY REFER TO:
5800
SJA/ILAW
16 Jun 14

From: Installation Law Officer, Marine Corps Installations Pacific
To: Contractors Requesting SOFA Certification Letter

Subj: REQUIRED SUPPORTING DOCUMENTS FOR SOFA STATUS VERIFICATION

Ref: (a) Status of Forces Agreement (SOFA) between the United States and the Government of Japan

1. In order to verify that the requestor (and their dependents) rate SOFA status in accordance with the reference, Contractors are required to provide supporting documents to the Marine Corps Installations Pacific Office of the Staff Judge Advocate.

2. Required Supporting Documents

a. Valid passports for all contractors and their dependents. Each copy of the passport must include the photo/identifying information page and copies of all visa pages, including blank pages.

b. Letter of Authorization (LOA)/ Letter of Intent (LOI). The LOA/LOI must include the name of the employer, information identifying the employee (name, date of birth, and passport number), period of work performance, contract number, and dependent's information, if applicable.

c. Copy of the contract. A copy of the entire contract is not required; only those pages which indicate the contractor's name, contract number, and the most current period of performance. Even so, the contract provided must coincide with the contract number referenced in the LOA/LOI.

d. Additionally, a copy of a Marriage Certificate is required if the last name of a dependent spouse or child does not match the last name of the contractor.

3. Point of contact in this matter is Captain Christopher M. Williams at 645-7461/2 or christopher.m.willi2@usmc.mil.

C. M. WILLIAMS