



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

IN REPLY REFER TO:
5800
SJA/ILAW
20 Aug 13

MEMORANDUM FOR CONTRACTORS

From: Installation Law Officer, Marine Corps Installations Pacific

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. Contractors are required to provide supporting documents to the Installation Law Officer in order to verify that the requestor (and their dependents) rate SOFA status in accordance with the reference.

2. **Required Supporting Documents:**

a. Valid passports for all contractors and their dependents.

b. Letter of Authorization (LOA)/ Letter of Intent (LOI).

d. Copy of the contract.

3. **Passports:**

a. Each copy of the passport must include a picture of the individual requesting SOFA Status verification, along with any prior SOFA or Tourist Visa stamps occurring in Japan.

b. 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.

4. **LOA/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.

5. **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.

6. Point of contact in this matter is First Lieutenant Ericka A. Hansen at 645-7461/2 or ericka.hansen@usmc.mil.

A handwritten signature in black ink, appearing to read "E. A. Hansen".

E. A. HANSEN