



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

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

MEMORANDUM FOR SERVICE MEMBERS

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. Service members 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. Service Member's Department of Defense (DoD) Identification (ID) card.

b. Valid passports for all dependents.

c. Military Orders.

3. **DOD ID Card:** A copy of the service member's DOD ID card is required to verify that the individual is an active duty service member.

4. **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 service member.

5. **Military Orders:** A copy of the service member's Web Orders or Official Orders stating the location of duty station and the tour dates.

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", is located below the text of the memorandum.

E. A. HANSEN