

CIVILIAN MEMBER OF HOUSEHOLD CHECKLIST

Member of Household does not grant access to the installation, this must be obtained through IACS. The Member of Household card only grants use of certain agencies on the installation.

- Memorandum of request from sponsor
- AE Form 600-77A (Request for issuance of Status of Forces Agreement (SOFA) identification). Sections I and II need to be completed.
- AE Form 600-700B (Application for Army in Europe Privilege and ID Card). Questions 1-7i must be completed. Section III should have all blocks checked, except for items 9, 12, and 23, which should be lined thru.
- Notarized affidavit from Legal containing:
 - Person's name, relationship, age, category in which relationship falls
 - Statement that relative resides (or will reside) with sponsor and will remain through entire tour
 - Statement that relative is dependent on sponsor because of financial or health reasons.
- Supporting Documentation for Financial Reasons must be a notarized statement from Legal (this can be included with the above statement). This must show that the relative is dependent on and supported by the sponsor. It should include a statement from the sponsor as to tax status (filed or not), lease documents, and any source of income for the relative, employment release memorandum, etc. An itemized list of single payment and recurring payments of what the sponsor provides for the relative. Additional documentation is filed taxes, airline tickets, insurance payments, grocery bills, etc. The sponsor is legally stating that they are responsible for the welfare of the relative.
- Supporting Documentation for Medical Reasons must include documentation showing medical need such as a statement from the attending physician attesting to the relative's health situation.
- Documentation establishing relationship- i.e. birth certificates, marriage certificates, adoption decree, etc.
- Sponsor's and relatives proof of United States Citizenship, lawful permanent residency of the United States, or European Union member-country citizen or national (if not proved with relationship documents)
- Copy of relative's passport and copy of Germany entrance stamp page in passport
- Orders assigning Civilian overseas and into the community
- Proof of medical insurance coverage in Germany for the relative