

WELCOME TO THE A-3 SOFA OFFICE!



Documents Required for SOFA Verification Stamp

★ Items required for EACH passport to be processed. ★

REQUIRED FOR NEWBORN OR ALIEN REGISTRATION CARD

#1 ROK Ministry of Justice Application

■ 출입국관리법 시행규칙 (별지 제34호 부속)

통합신청서 (신고서)
APPLICATION FORM (REPORT FORM)

영주권 선택 APPLICATION

1 외국인 등록 Alien Registration	1 재등록이 불가하다 [INADMISSIBLE BY ACTIVITY'S NOT COVERED BY THE STATUS OF RESIDENCE]	(Photo) 여권용 사진(45mm x 45mm)
1 목적을 변경 [REASON] OF REGISTRATION CARD	1 근무사 변경 / 추가하기 / 신고 CHANGE OR ADDITION OF WORKPLACE	여권용 등록 및 등록증 재발급 시에만 사진 부착 [Photo only for Alien Registration (Passcard)]
1 재등록기간 연장하기 EXTENSION OF RESIDENCE PERIOD	1 재등록허가 (단일, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
1 재등록의 변경하기 CHANGE OF STATUS OF RESIDENCE	1 재등록지 변경신고 ALLOCATION OF RESIDENCE	
1 재등록의 변경 CHANGING STATUS OF RESIDENCE	1 등록사유 변경신고 CHANGE OF REASON OR ALIAS IN REGISTRATION	

성명 Name in Full: 성 (Surname) 성명 (Name) 성주명 (Given name) 성명 (Name) 성명 (Name) 성명 (Name)

연월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (if any): 연 (Year) 월 (Month) 일 (Day) 외국인등록번호 후단 (Registration No.) 국적 (Nationality) Others

여권 번호 (Passport No.) 여권 발급일자 (Passport Issue Date) 여권 만료일자 (Passport Expiry Date)

대한민국 내 주소 (Address in Korea)

전화 번호 (Telephone No.) 휴대 전화 (Cell phone No.)

주소 (Address in Home Country)

근무처 (Workplace) 근무지 (Current Workplace) 사업등록번호 (Business Registration No.) 전화 번호 (Telephone No.)

새 근무지 (New Workplace) 사업등록번호 (Business Registration No.) 전화 번호 (Telephone No.)

최근에 신청 기간 (Intended Period of Stay) 이메일 (E-Mail)

신청일 (Date of application) 신청인 서명 또는 인 (Signature/Seal)

신청인 제출서류 (Submitting Documents): "출입국관리법 시행규칙, 별표 5의 2(내국거주자비밀통제기신청 등 첨부서류)의 제출사항명·신청구분명 첨부서류 참조" (Refer to the provisions of the Enforcement Regulations of the Immigration Act, Annex 5-2 (Application for Alien Registration Card, etc. (Submitting Documents)), and the name of the submitting documents and the name of the applicant in the attached documents.)

합의사항 (Consent for sharing of administrative information): "본인은 이 신청(가)에 관련하여 필요한 경우, 제 3자에게 이를 제공하여 줄 수 있는 권한을 가진 자임을 확인하는 것에 동의합니다." (I agree to provide all documents and information required for the processing of this application to be viewed by the public, servant in charge, as specified under [Government] Law, article 26, if any change you will present all related documents granted.)

신청인 (Applicant) 서명 또는 인 (Signature/Seal) 신청인의 배우자 (Spouse of applicant) 서명 또는 인 (Signature/Seal)

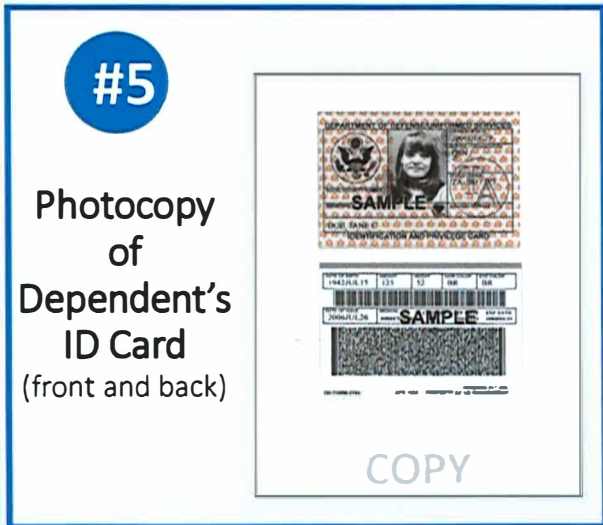
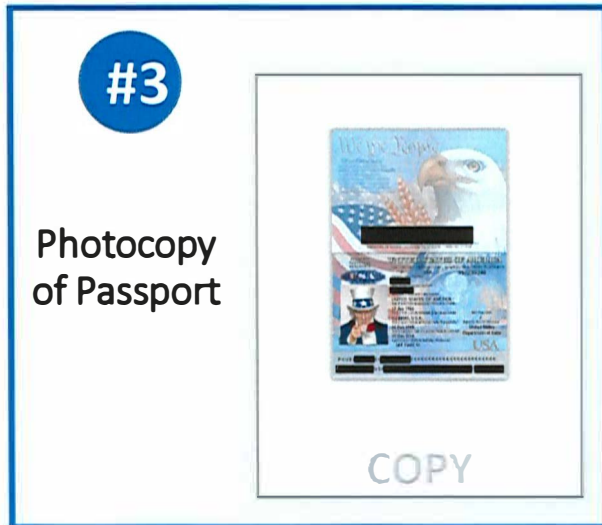
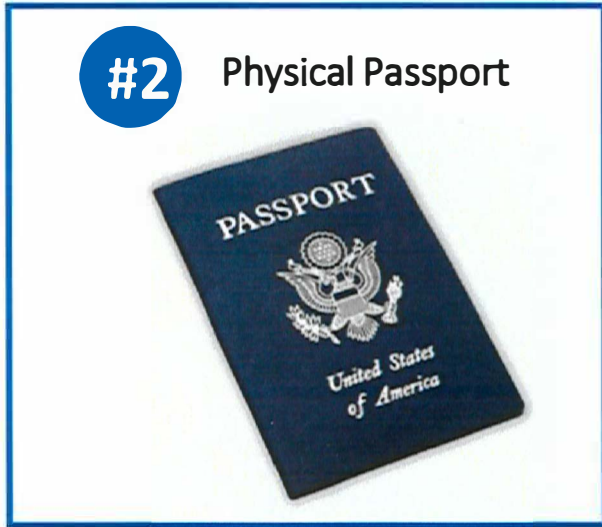
공용 인 (공인서명) (Use Only):

기부 사항 (Donation) 기부금명 (Donation Name) 기부금액 (Donation Amount) 기부일자 (Date of Donation)

제기신청자 (Applicant) 제의사항 (Remarks)

수급인내 (수급인) (Stamps) / 수수료 (Fees) (if any) (인제시)


***Only complete highlighted portions**



#6

One of the following Application Certification Memorandums (not older than 30 days)

Service Member Dependent(s)

 HEADQUARTERS, UNITED STATES FORCES KOREA
UNIT #19237
APO AP 96271-6237

FKJ1 18 August 2019

MEMORANDUM FOR Republic of Korea Immigration Service
SUBJECT: Military Assignment Certification

This is certify that Mark R. Doe, SGT, US Army, 123-45-8789 is presently assigned to Headquarters, United States Forces Korea, Assistant Chief of Staff J1. SGT Doe has been assigned to the United States Armed Forces in Korea since 15 AUG 2019. His date of expected departure from this command is 14 AUG 2021.


DEPENDENTS IN KOREA	RELATIONSHIP	DOB (Children)
Doe, Rebecca L.	Spouse	N/A
Doe, Sam P.	Son	1 MAY 2016
Doe, Julie R.	Daughter	16 FEB 2018


John Smith
JOHN SMITH
LTC, AG
Chief Personnel Service Division, ACoS J1

SAMPLE

Military Assignment Certification
(Military Dependents)

Civilian Employees

 DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL (D-1)
ATTENTION: ARMY'S Civilian Employment, Acquisition Center
SPOC 18 has
APO AF 96271-6237

 CHRA

PECP-KOR-D 23 February 2000

MEMORANDUM FOR Whom It May Concern
SUBJECT: Letter of Employment

This is to certify that Mr. Dept of the Army Civilian, US SSN, is presently employed by the HQ, USFK/USA, PKDC-SA, APO AP 96205 0010. He is a full time employee assigned to an all-temporary tour area. He has been employed in Korea with the US Army since 9 September 1991. His anticipated date of departure from this command is 8 September 2006. (IND13)

DEPENDENTS IN KOREA	RELATIONSHIP	DOB (Children)
	Spouse	N/A
	Daughter	29 Jul 85

Dependents are Covered Sponsored in accordance with USFK Reg 680-3.

"Employees must be prepared to present their BIRTH and MARRIAGE certificates to military ID card Section."

"Employees must provide a copy of School Letter from the registrar for dependents over age 21, showing their dependent child is a full time student."

"You are advised not to allow your VISA and SOFA Stamp to expire. For new hires, if you did not enter the country with a permanent A-3 or A-2 Visa, you have 30 days from the date you entered the country, or first became employed if a local hire, to obtain a Visa and SOFA Stamp."

Collette D. Newman
COLLETTE D. NEWMAN
Human Resources Specialist
Seoul CPAC

SAMPLE

Civilian Employment Certification (DoD Civilian Employees and Dependents)

Invited Contractors

INVITED CONTRACTOR AND TECHNICAL REPRESENTATIVE PERSONNEL DATA REPORT
(USFK REG 700-19)
(SEE INSTRUCTIONS AND PRIVACY ACT STATEMENT ON REVERSE SIDE)

TYPE OF REPORT: INITIAL CHANGE IN DATA CONTRACT NUMBER: CONTRACT LAPSE/END DATE:

EMPLOYEE'S NAME (LAST, FIRST, MI): UTILITY GROUP: FIELD/PLANT NUMBER:

EMPLOYED BY: Full-time contractor employee Part-time contractor employee Part-time technical representative Part-time technical representative Part-time technical representative Part-time technical representative

EMPLOYEE'S SIGNATURE: TECHNICAL REPRESENTATIVE: PART-TIME: FULL INDIVIDUAL NO SUPPORT

RESIDENCE (CITY, STATE, COUNTRY): CITY/PHONE NUMBER:

HOME ADDRESS IN KOREA: HOME PHONE NUMBER:

DATE OF ENTRY: PORT OF ENTRY: ESTIMATED DATE OF DEPARTURE FROM KOREA:

EMPLOYEE'S NAME (LAST, FIRST, MI): SOCIAL SECURITY NUMBER: PASSPORT NO.: RELATIONSHIP:

NAME AND GRADE: UNIT:

PHONE NUMBER: SIGNATURE: DATE:

DATE OF DEPARTURE: DESTINATION: EMPLOYER'S SIGNATURE: OFFICIAL'S SIGNATURE:

USFK FORM 700-19A-E, 1 FEB 2007

Copy of USFK Form 700-19A-E
(Invited Contractors and Dependents)

For Newborn Dependents
(in Korea)
Photocopy of Consular Report
of Birth Abroad



For Further reference see:
USFK Inst 1701.01 1 Jun 2025