

Other Korea Immigration Office Locations

**Osan Air Base Office
Pyeongtaek Branch
Suwon Immigration Office**

Phone: 031-666-2672

Mon/Wed/Fri : 0900-1300

Thu/Thurs : 1100-1300

(Closed KN Holidays) Building 648,
Osan AB AMC Terminal

SOFA Stamp / A-3 Visa Only

**Pyeongtaek Branch (Pyeongtaek City)
Suwon Immigration Office**

Phone: 1345

Hours: 0900-1800 (Lunch Break 1200-1300)

Mon-Fri (Closed KN Holidays)

Vicinity of Songtan Subway Station

CK Tower 3rd Floor, 1375 Gyeonggidaero,
Pyeongtaek-si, Gyeonggi-do

Appointment Only

Alien Registration Card Application—

Pyeongtaek,

Ansung, Osan City Residents Only

Suwon Immigration Office

Phone: 1345

Hours: 0900-1800 (Lunch Break 1200-1300)

Mon-Fri (Closed KN Holidays)

1012-6 Yeongtong-dong, Yeongtong-gu,

Suwon **Appointment Only**

Sejongno Branch

Seoul Immigration Office

Phone: 1345

Hours: 0900-1800 (Lunch Break 1130-1230)

Mon-Fri (Closed KN Holidays)

Seoul Global Center 2nd Floor,

38 Jongro, Jongno-gu, Seoul Vicinity of
Jonggak Subway Station

Southern Branch (Mokdong)

Seoul Immigration Office

Phone: 1345

Hours: 0900-1800 (Lunch Break 1200-1300)

Mon-Fri (Closed KN Holidays)

48, Magokseo 1-ro, Gangseo-gu, Seoul,
Republic of Korea

IF YOU NEED FURTHER ASSISTANCE PLEASE STOP BY CLIENT LEGAL SERVICES

Walk-ins

Monday – Friday

0930-1130

1300-1630



**Camp Humphreys Office
Pyeongtaek Branch Suwon
Immigration Office**

Phone: 031-666-2672

Wed/Thurs: 1000-1600

(Lunch Break 1200-1300)

(Closed KN Holidays)

Building 6400 (Maude Hall)

Room I-201

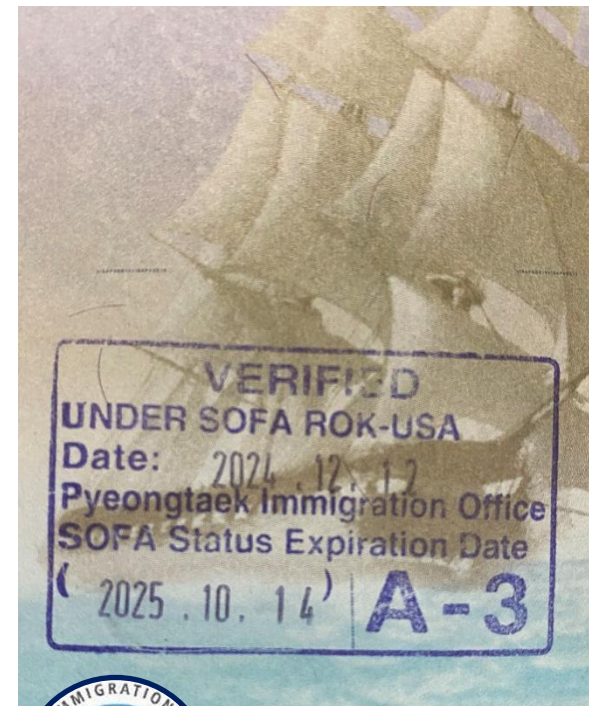
**A-3 SOFA Stamp And Alien
Registration Only**

A-3 SOFA OFFICE

Camp Humphreys

MAUDE HALL (ONE STOP)

CAMP HUMPHREYS, BLDG 6400



Room I-201

Wed/Thurs

1000-1600



SOFA Stamp

A SOFA Stamp generally is required for all non- military SOFA status personnel (including newborns) residing in the Republic of Korea. However, The ROK considers personnel with Korean ancestry to be ROK citizens and will not provide a SOFA verification stamp in their passport.

All non-military SOFA status personnel must obtain a SOFA Stamp within 30 days upon arrival.

The SOFA Stamp registers the person and identifies them as having protections and rights under our US-ROK SOFA agreement. Having a SOFA Stamp does not exempt any person from abiding by our host nation's laws.

USFK non-military SOFA status personnel can obtain a SOFA Stamp by presenting, or having a designated agent present, the following documents to the Korean Immigration Service.

1. ROK Ministry of Justice Form 34 [available at A-3 SOFA Office, Client Legal Services, or **USFK Instruction 1710.01**] *REQUIRED FOR INITIAL OR EXPIRED STAMP*

2. Valid passport(s) [*if you recently obtained a new passport, also present the canceled passport with the valid SOFA Stamp*]

3. Clear photocopy of Passport(s) to be processed (Data and Signature pages)

4. Clear photocopy of sponsor's identification card (front and back on same side of paper)

5. Clear photocopy of family member's identification card(s) [(front and back on same side of paper), only applicable for dependents 10 years and older]

6. One of the following Application Certification Memorandum*:

- ♦ Original Military Assignment Certification memorandum (for military dependents)
- ♦ Original Civilian Employment Certification memorandum (DoD civilian employees and dependents)
- ♦ Copy USFK Form 700-19A-E (Invited Contractors and dependents)

Examples & Acceptable Formats in USFK Instruction 1710.01

7. *For newborn infants:* Clear photocopy of Consular Report of Birth Abroad (if applying for a newborn)

SOFA: Status of Forces Agreement

ROK: Republic of Korea

US: United States

USFK: United States Forces Korea

DEROS: Date Estimated Return from Overseas

Important Information

SOFA Stamps are only issued up to the earliest expiration date of one of the following:

- ♦ Expiration date on your passport
- ♦ Expiration date on your US Government identification card
- ♦ Expiration date on sponsor's US Government identification card
- ♦ DEROS date based on your official documentation/letter of employment
- ♦ SOFA Stamps are only issued in the same valid passport used to enter Korea containing a ROK Immigration Entry Stamp (with the following exceptions):
- ♦ Newborn infants with their first passport
- ♦ Newly acquired passport (upon presentation of a cancelled passport with valid SOFA Stamp)

For additional information see **United States Forces Korea Instruction 1710.01, Documentation and Verification of Status of Personnel.**

[https://www.usfk.mil/Portals/105/Documents/publications/instructions/USFKI-1701_01_Documentation and Verification of Status of Personnel.pdf](https://www.usfk.mil/Portals/105/Documents/publications/instructions/USFKI-1701_01_Documentation%20and%20Verification%20of%20Status%20of%20Personnel.pdf). (Available 1 Jun 2025)