SOFA CHECKLIST

PANZER KASERNE BLDG 2915 RM 314
DSN: 596-8181/2767/2539/2235/2009 OR CIV 09641-70-596-8181/2767/2539/2235/2009
usarmy.stuttgart.id-europe.mbx.usag-stuttgart-passport@army.mil

Documents will be reviewed by issuance official and SOFA provided to the customer

[ ] ALL PASSPORTS must be shown to the Issuing Official.
SOFA will go in the No fee or Official passport. If the member does not have a No fee passport the SOFA will be placed in the Fee (tourist) passport.
Applicants are only authorized one SOFA identification
[ ] ORIGINAL AE FORM 600-77A (Feb 11) signed by authorized verifying official.
Military personnel should contact their S-1 or Unit Commandants office.
Civilian personnel should contact CPAC or their HR department.
Contractor personnel should contact Department of Defense Contractor Personnel Office (DOCPER).
[ ] ID Card of sponsor or spouse (copies not required). Civilians/Contractors cannot be issued SOFA past ID Card Expiration.
[ ] Dependent ID card for any child 19 years of age or older. SOFA cannot be issued past ID Card expiration.
[ ] COPY OF ORDERS (Military/ Civilian) or TRANSPORTATION AGREEMENT or CONTRACT or SF-50.

Inter-agency personnel (Dept of Treasury, Dept of State, FBI and Dept of Commerce) must see Civilian personnel office, (CPAC) specialist to ensure proper reviews are completed. SOFA is not authorized for FBI, Treasury and etc on TAD/TDY assignments and without agreements in place.

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