

SOFA CHECKLIST

For US or other Non-Restricted Country Passport

CLAY KASERNE BLDG 1023E RM 160-162

DSN: 548-1605/1321 OR CIV 0611-143-548-1605/1321

HOURS OF OPERATION: MON, WED, FRI 0800-1200 & 1300-1530

usarmy.wiesbaden.id-europe.mbx.passport-office@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).
- [] Dependent ID card for any child 21 years of age or older.
- [] Official travel orders, Employer Memorandum assigning you to Wiesbaden or DD 1172 with dependents.

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