

# SOFA CHECKLIST

CLAY KASERNE BLDG 1023E RM 167

DSN: 548-1608/1605 OR CIV 0611-143-548-1608 / 1605

[usarmywiesbaden.id-euroqe.mbx.passport-office@army.mil](mailto:usarmywiesbaden.id-euroqe.mbx.passport-office@army.mil)

HOURS OF OPERATION: THURSDAY 0800-1130 & 1300-1500

**BOOK AN APPOINTMENT AT**

<https://usagwischeduler.timetap.com>

## **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.

**The 600-77A form must be completed electronically and digitally signed by an authorized signer.**

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 Employer Memorandum assigning you to Wiesbaden. If your dependents are not listed on your orders or Memorandum, you must obtain a DD 1172 Form from the DEERS ID OFFICE that includes your dependents, verified and signed by a DEERS Verifying Official.