

GUIDE FOR U.S. CITIZEN (CIVILIAN/FAMILY MEMBER) TO MARRY IN JAPAN  
UNDER SOFA ONLY  
(revised on July 12, 2013)

This guide is prepared for a U.S. citizen civilian/family member under SOFA status to marry in Japan.

Marriage in Japan consists of registration of the marriage at a Japanese Government office. This registration constitutes a legal marriage and is recognized such throughout the United States.

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1. U.S. Citizen personnel under SOFA excluding military members needs to submit the following documents to register your marriage with the local Japanese authority:

\_\_\_\_\_ **AFFIDAVIT OF COMPETENCY TO MARRY:** being executed at the Legal Assistance Office;  
(see the sample attached with this guide.)

\_\_\_\_\_ **ORIGINAL** evidence of U.S. citizenship: Your current U.S. Passport (fee and/or official). It is preferable that you have your U.S. birth or Naturalization certificate, being embossed seal of the issuing authority thereon, in addition to your U.S. passport.

\_\_\_\_\_ **ORIGINAL (preferable) or copy (if unable to obtain the original):** evidence of termination of previous marriage(s): If any previous marriage(s) ended by legal divorce or unfortunate death, obtain an official decree(s) of divorce(s) , annulment or certificate(s) of death from the issuing authority.

\_\_\_\_\_ In case of minor: If you and/or your fiancée are a minor under Japanese law (under 18 years old), the fiancée requires a parental consent for marriage. If this is a case, please contact with a Japanese city official or to the Legal Assistance Office.

2. Upon assembling applicable documents, **SET UP APPOINTMENT** at the Legal Assistance Office: POC **@253-5594**. Please bring the applicable documents stated above and the information sheet attached with this guide. The Legal Assistance Office will draft and execute **YOUR Affidavit of Competency to Marry** .

**NOTE:** If your fiancée is a U.S. citizen or third country national living in Japan under Japanese visa status, or coming to Japan for marriage, he/she is **NOT UNDER SOFA**. Therefore, he/she needs to seek for information and/or assistance from U.S. Embassy Tokyo web site: <http://japan.usembassy.gov/> for U.S. citizen, or third country national's respective embassy or consulate located in Japan for marrying with U.S. citizen in Japan. Each country has its own regulations and document required. *Or it is recommended to check with a local city office directly.*

3. Translation into Japanese language: Japanese local authority requests Japanese translation for all your foreign language documents. The Legal Assistance Office provides blank translation forms and a list of professional translators upon your request. Anybody can translate your documents into Japanese; such as your fiancée, friend, or co-workers, professional translator, etc. Also Legal Assistance Office is your last resort if you don't have any resources after any and all means.

4. Register your marriage with Japanese government official off-base: Legal Assistance Office can provide a blank form of notification and report of marriage (called "Kon-In Todoke"- brown form) upon your request. This report must be completed in Japanese language. Two witnesses over 20 years old of any nationality and of sound mind must sign/witness this report. Along with this registration form, the U.S. citizen under SOFA needs to submit the following documents when he/she registers the marriage with Japanese city office.

- ① U.S. CITIZENSHIP – ORIGINAL U.S. passport and/or U.S. Birth or Naturalization certificate
- ② AFFIDAVIT OF COMPETENCY TO MARRY – executed at the Legal Assistance office
- ③ U.S. CITIZEN DOD I.D. Card
- ④ Completed notification and registration form (Kon-In Todoke)
- ⑤ Japanese translation for any and all foreign documents of above ①, ②, & ③
- ⑥ Divorce decree or death certificate of ex-spouse(s) if applicable

5. Marriage certificate: After submitting those documents to a Japanese city official, the city office will duly accept the report of marriage. Upon being accepted, you are married. The city official will issue a certificate of acceptance of marriage upon your request. This document is the legal marriage proof.

Big portion (bigger than legal size paper): costs you around 1,400 yen; and/or  
 Small portion (letter size paper): costs you around 400 yen.

Translation into English can be done at the Legal Assistance office upon your request.

6. Immigration visa I-130: If your acquired family member(s) who are not a U.S. citizen(s), it is recommended that you file an **I-130 petition** for them with U.S. Citizen Immigration Services (USCIS) in Chicago Lock Box as quickly as possible. This is the **first step** for your non-U.S. citizen family members to become eligible as a visa applicant at the U.S. Embassy Tokyo, in future as **second step**. This whole process takes time consuming.

7. Notes for your interests:

- I.D. CARD issuance – Ask I-PAC or Admin/Personnel Office of your employer
- Enrolling dependency status to personal records – Ask your Admin/Personnel Officer
- Social Security Number for your Non-U.S. citizen family member(s) – Social Security Number is assigned to only U.S. citizen or Legal Permanent Resident (called green card holder)
- ITIN – Individual Tax Identification Number – W-7 form (downloadable from internet) - need this number when you file tax
- Tricare – Ask Branch Medical Clinic at 253-5571/5572
- SOFA status request – if your acquired family member(s) are from Third country national or Non-SOFA U.S. citizen under Japanese visa status, it can be changed to a dependent status under SOFA. Please seek for an assistance at the Legal Assistance Office.

INFORMATION SHEET FOR U.S. CITIZEN UNDER SOFA  
(RETURN THIS SHEET FOR EXECUTING YOUR AFFIDAVIT OF COMPETENCY TO MARRY)  
FOR APPOINTMENT, PLEASE CALL AT 253-5594

U.S. Citizen (Civilian under SOFA status):

Name (first, middle and last): \_\_\_\_\_

Parents' full name and nationality:

Father: \_\_\_\_\_ Nationality: \_\_\_\_\_

Mother: \_\_\_\_\_ Nationality: \_\_\_\_\_  
(her maiden name)

Your birth order: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or \_\_\_\_\_ th son or daughter of the above parents

Legal domicile in the U.S.: \_\_\_\_\_

Date of birth: \_\_\_\_\_ (Month/Day/Year)

Place of birth: (City/State/Country) \_\_\_\_\_

Current address in Japan: PSC 561 BOX \_\_\_\_\_ FPO AP 96310

Place of work (i.e. MCCS, Facilities, etc.) \_\_\_\_\_

Any previous marriage(s): Date of termination of marriage: \_\_\_\_\_

Where (City, State, and Country) \_\_\_\_\_

PROSPECTIVE SPOUSE:

Name: \_\_\_\_\_ and Nationality: \_\_\_\_\_

Your Telephone number: 253-\_\_\_\_\_ and/or Cell \_\_\_\_\_

Any rotation date: \_\_\_\_\_ (month/year)

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For any further questions, please contact at the Legal Assistance Office at 253-5594 / 5591 / 5592.