



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION IWAKUNI, JAPAN
PSC 561 BOX 1861
FPO AP 96310-0019

IN REPLY REFER TO:
5801
SJA
21 April 2015

MEMORANDUM FOR CONTRACTORS

From: Deputy Staff Judge Advocate, Marine Corps Air Station Iwakuni

Subj: REQUIRED SUPPORTING DOCUMENTS FOR SOFA STATUS VERIFICATION

Ref: (a) Status of Forces Agreement (SOFA) between the United States
and the Government of Japan

1. Contractors are required to provide supporting documents to the Office of the Staff Judge Advocate MCAS Iwakuni in order to verify that the requestor (and their dependents) rate SOFA status in accordance with the reference.

2. **Required Supporting Documents:**

- a. Valid passports for all contractors and their dependents.
- b. Letter of Authorization (LOA)/ Letter of Intent (LOI).
- c. Copy of the contract.

3. **Passports:**

a. Each copy of the passport must include a picture of the individual requesting SOFA Status verification, along with any prior SOFA or Tourist Visa stamps occurring in Japan.

b. Additionally, a copy of a Marriage Certificate and form of identification is required if the last name of a dependent spouse or child does not match the last name of the contractor.

4. **LOA/LOI:** The LOA/LOI must include the name of the employer, information identifying the employee (name, date of birth, and passport number), period of work performance, contract number, and dependent's information, if applicable.

5. **Contract:** A copy of the entire contract is not required; only those pages which indicate the contractor's name, contract number, and the most current period of performance. Even so, the contract provided must coincide with contract number referenced in the LOA/LOI.

6. Point of contact in this matter is the Deputy Staff Judge Advocate at 253-5591.

A handwritten signature in blue ink, appearing to read "E. V. Rasmussen", is located below the text of the memorandum.

E. V. RASMUSSEN