



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 AND SERVICE MEMBERS

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

Subj: REQUIRED SUPPORTING DOCUMENTS FOR SOFA STATUS CANCELLATION

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

1. Notification to the Japanese Immigration Office of the cancellation of SOFA status is required on occasion; it is most commonly required when a contractor or service member completes their contract or exits the military and stays in Japan under a different visa status than SOFA status. On these occasions, contractors and service members will be 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) no longer rate SOFA status in accordance with the reference.

2. **Contractor requirements:**

a. Provision of valid passports for all contractors and their dependents.

b. Provision of a resignation letter, or letter of dismissal, or copy of the contract. The letter must include the name of an employer, information identifying the employee (name, date of birth, and passport number), period of work performance, contract number, and dependent's information, if applicable. 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.

3. **Service Member requirements:**

a. Provision of the member's Department of Defense (DOD) Identification (ID) card.

b. Provision of valid passports for all dependents.

c. Provision of military orders. A copy of the member's Web Orders or Official Orders stating the location of duty station and the tour dates.

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4. **Passports:**

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

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

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



E. V. RASMUSSEN