

NEED A SOFA ID IN JAPAN?

Dear Employees:

This is to inform you what you should do if you need a SOFA ID and dependent IDs. You need to provide the following documents and information:

1. A copy of the picture page in your passport. A copy of this stamped (Immigration Admitted) entry page from your passport is required. This **MUST BE** the first date of entry into Japan before employment began with CTC.
2. A copy (front & back) of your Retired Military ID if you possess one.
3. Provide your social security number, job title, date and place of hire, part/time or full/time, work phone number and office Email address. You must provide a copy of your social security number or picture ID with your SS# or any legal document that has your SS#.
4. We need your ordinary residence in the United States (includes street address, city, state, zip code) and phone number (include area code).
5. We need your current residence in Japan (include house number or apartment number, city, state, mailing code) and phone number (include area code). If you do not have a resident phone number then we need your cellular phone number.
6. Provide your home phone number, cellular phone number and an alternate local emergency contact of someone who can reach you in case of an emergency. Provide their name, relationship and phone number (include area code).
7. We also need your personal Email address so we can send you information regarding your SOFA application until we can establish an office Email address. CTC Email address for full-time or CTC SOFA sponsored instructors can be obtained by contacting the Logistics Director at DSN 722-3573.
8. If you have US dependents we need a copy of their passport picture and passport stamped (Immigration Admitted) Date of Entry page into Japan.
9. As US dependents we need to know their relationship (i.e. wife, son, daughter, mother/father, mother/father-in-law) and their social security numbers.
10. If you have Japanese National dependents we need a copy of their Japanese ID (front & back) called Shomesho. We also need to know your Japanese dependent's relationship (i.e. wife, son, daughter, mother/father, mother/father-in-law).
11. If your Japanese dependent has a USA Alien Resident Card we need a copy (front & back) instead of the Japanese ID card called Shomesho or their driver's license called Menkyo as their only picture ID.
12. Form DD 1172 must be completed by you for your initial SOFA ID request and faxed or Emailed to the Logistical Support Specialist. Form DD 1172 will be updated by the Logistical Support Specialist for subsequent renewals of your SOFA ID.
13. If you have dependents, you must complete the Dependency Determination Application located at the Logistical Support webpage http://pfec.ctcd.edu/Faculty_Staff.htm in Section Korea / SOFA ID. **Military Retirees WILL NOT USE** this form for dependent determination, instead they must provide a copy of their current retired military DD Form 1172 certified by the Military Personnel Office or ID Card Section within the last 60 days.

Finally, complete the following form below using Adobe Acrobat Reader, print and fax. If you have Adobe Acrobat Professional you can complete the form, save and email it without needing to print or fax. After the paper work is submitted, it usually takes about two or three weeks to process.

Send all required documentation to Floyd E. Sandoval, Logistical Support Specialist, info.pfec@ctcd.edu, DSN 722-3814, Fax 722-3009 or Commercial Fax 001-82-32-523-8554. Please call if you have any questions regarding the above requirements.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist

(This is a fill able computer form. NO HAND WRITING when completing this form!)

AREA: _____ **TODAY'S DATE:** _____

Employee's Name: _____
last first middle

Office Phone Number Office Email Address Job Title

US Address Home Phone Number

Japan Address Home Phone Number

Cellular Phone Number Name of Alternate Local Emergency Contact Relationship Phone Number

Home Email Address Social Security # Date of Hire P/T F/T
Employment

*Passport Number **Passport Entry Date Place of Hire Work Location

Dependent

Name: _____
last first middle Citizenship

SS/**** JID **Passport / US Alien Resident Card Relationship **Passport Entry Date

Dependent

Name: _____
last first middle Citizenship

SS/**** JID **Passport / US Alien Resident Card Relationship **Passport Entry Date

Dependent

Name: _____
last first middle Citizenship

SS/**** JID **Passport / US Alien Resident Card Relationship **Passport Entry Date

- * send a copy of the "picture page" of the passport (data MUST be readable)
- ** send a copy of the stamped "passport entry date" by fax or scan and email.
- *** send a copy (front & back) of the JID card. The JID # MUST be readable!
- **** send a copy (front & back) of your Retired Military ID. The Retired Military ID MUST be readable!
(use additional pages if necessary)