

SOFA ID CHANGES IN JAPAN

Dear Employees:

This is to inform you, it is imperative that changes affecting your SOFA ID or dependents IDs are reported to the Logistical Support Specialist **IMMEDIATELY**. There are numerous items that impact the SOFA ID process that if not reported correctly will result in denial of your initial SOFA ID or renewals.

The following items should be reported **WHEN THE CHANGES OCCUR**:

1. Change in marital status. This will change the dependents listed on the PACOM Hiring Authorization form and DD Form 1172. Any additions or deletions of dependents must be reflected in both forms. **YOU MUST** provide specific information on DD form 1172 about the new dependent(s) (i.e. blood type, eye & hair color, weight, height, marital status, citizenship) and send it to the Logistical Support Specialist.
2. New born child, adoption, or legal guardianship which would require you to include them as your dependents with the appropriate SOFA Dependent Eligibility Determination Questionnaire.
3. Death in your immediate family which causes a change in the number of dependents receiving dependent IDs under your sponsorship.
4. Change in home address and home phone number in Japan. These items are also reported on the 1172 and PACOM hiring authorization forms.
5. Change in passport due to loss, damage or expiration that will require a new passport number for you or your dependents. You must provide copies of you or your dependents passport picture page(s) and the new Date of Entry stamp(s). The Date of Entry must be the earliest date stamped in their "new passport(s)"
6. Legal name change will require an update of all your SOFA documentation. You must provide legal documentation showing the name change that was approved by the courts.
7. Change of Social Security Number. You must provide a copy of your "new" SS card or picture ID with your SS# or any legal document that has your new SS#.
8. Change in citizenship or when applying for US Alien Resident Card.
9. Change of ordinary residence address and phone number in the US.
10. When a change in the number of dependents occurs 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 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. The DD 1172 will be completed for your signature by the Logistical Support Specialist later. After the paper work is submitted it usually takes about three or four weeks to process.

Contact the Logistical Support Specialist, Floyd E. Sandoval, info.pfec@ctcd.edu, DSN 722-3814, FAX 722-3009 to forward corrections, changes or questions that may affect your SOFA ID or your dependent's ID.

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

MAKE THE FOLLOWING CHANGES LISTED BELOW:

Office Phone Number Office Email Address Job Title

US Address 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 Employment P/T F/T

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

Dependent delete add

Name: _____
last first middle Citizenship

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

Dependent delete add

Name: _____
last first middle Citizenship

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

Dependent delete add

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 pasport (data MUST be readable)
- ** send a copy of the stamped "passport entry date" by fax or scan and email.
- *** send a copy (from & back) of JID & AR cards. The numbers MUST be readable!