SOFA CHECKLIST

PANZER KASERNE BLDG 2948 RM 113
DSN: 431-2009/2301/3062/2539 OR CIV 0703-115-2009/2301/3062/2539
Walk-in hours of service: Monday, Tuesday and Friday 0800-1630
PLEASE FILL IN THE TOP SECTION ONLY

APPLICANT'S NAME: _____ **DOB:** _____
LAST FIRST MIDDLE NAME DD / MMM / YYYY

APPLICANT'S SSN: _____ **AGE:** _____

SPONSOR'S NAME: _____ **RANK:**_____
LAST FIRST MIDDLE NAME E-1/ 0-10/ GS/ YA/ YB

SPONSOR'S SSN: _____ **UNIT:** _____

DUTY/HOME PHONE: _____/_____ **CELL#** _____

EMAIL ADDRESS: _____

Approximate return time for:

4-6 weeks

App Init
_____

PPT Agent Init
_____

Signed MOU on file
_____

DOCUMENTS FORWARDED TO REGION DIRECTOR IMCOM EUROPE

[ ] ORIGINAL PASSPORT
[ ] ORIGINAL AE FORM 600-77A (Feb 11) sign by authorized verifying official
[ ] COPY OF SPONSORS ID
[ ] COPY OF APPLICANTS ID (provides member is in DEERS)
[ ] COPY OF ORDERS or TRANSPORTATION AGREEMENT or CONTRACT or SF-50
(Civilian members sometimes arrive to Germany prior to entering dependents to DEERS)
[ ] SIGNED SOFA MOU FROM APPLICANT AND AGENT

PROVIDE ONLY ONE OF THE FOLLOWING (Applicants must have entry ability to the USA)
[ ] COPY OF FORM I-171H (IMMIGRANT VISA PETITIONS)
[ ] COPY OF PERMANENT RESIDENCE CARD
[ ] COPY OF ENTRY APPROVAL DOCUMENTS TO THE UNITED STATES
[ ] COPY OF VISA FOR ENTRY TO THE UNITED STATES

FORWARD CONTENTS TO IMCOM

DELIVERED or MAILED TO IMCOM ON _____ IMCOM REP IF DELIVERED_____

RETURNED FROM IMCOM _____ STAR REP_____

Pick up

SIGNED BY APPLICANT OR SPONSOR PICKING UP SOFA CERTIFICATE AND PASSPORT, MEMBER MUST SHOW ID CARD

[ ] SPONSOR MUST SHOW CONSENT WITH ORIGINAL SIGNATURE FROM THE APPLICANT IN ORDER TO RECOVER PASSPORT

PLEASE PRINT YOUR NAME: _____SIGNATURE:_____

DATE: _____

01 MAR 2011