

## A3 VISA and SOFA STAMP REQUIRED ITEMS

The following information pertains to items required when visiting the OSAN Air Base Passenger Terminal Korean Immigration Office to submit a request for issuance of an A3 VISA and SOFA Stamp into your US Passport. Ensure all required items (as applicable) are supplied to the Korean Immigration Officer during your visit.

### **FAMILY OF ACTIVE DUTY & DOD CIVILIANS AND THEIR FAMILY**

1. Sponsor's ID card and dependent's ID card

- Copies of the ID cards (front and back are acceptable)

2. Letter of Verification of Assignment/Employment

- including date assigned/employed, or (PCS) orders to Korea needed

(see CP Humphreys Passport Office website example and ensure DEROS is annotated)

3. Passports

4. In the case of an infant born in Korea, provide the Consular Report of Birth Abroad Certificate for your newborn

5. Application form (Republic of Korea Ministry of Justice Form 34)

see CP Humphreys Passport Office website for downloading word version

### **CONTRACTORS & THEIR FAMILY**

1. Sponsor's ID Card and dependent's ID cards

- Copies of the ID Cards (front and back are acceptable)

## A3 VISA and SOFA STAMP REQUIRED ITEMS

### 2. USFK Form 700-19A-R-E

- For dependents, their information (name, DOB, relationship to sponsor) should be listed

### 3. Accreditation Letter

- For dependent's, their information (name, DOB, relationship to sponsor) should be listed

### 4. In the case of an infant born in Korea, provide the Consular Report of Birth Abroad Certificate for your newborn

### 5. Application form (Republic of Korea Ministry of Justice Form 34) see CP Humphreys Passport Office website for downloading word version