

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 1-54

10 August 2011

Administration

DOCUMENTATION AND VERIFICATION OF STATUS OF PERSONNEL

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**\*This regulation supersedes USFK Regulation 1-54, 1 March 2010.**

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FOR THE COMMANDING GENERAL:

BRIAN T. BISHOP  
Major General, USAF  
Chief of Staff

OFFICIAL:



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Chief, Publications and  
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**Summary.** This regulation establishes policies and procedures for the designation of nonmilitary US Forces Korea (USFK) personnel who enter the Republic of Korea (ROK) under the U.S.-ROK Status of Forces Agreement (SOFA) and applicable U.S. regulations.

**Summary of Change.** This regulation incorporates extensive changes from its previous version and should be reviewed in its entirety.

**Applicability.** This regulation is applicable to the dependents of all US military personnel assigned to USFK, to U.S. civilian personnel of units, organizations, activities and agencies assigned to, attached to, or under the disciplinary control of the United Nations Command, the ROK-US Combined Forces Command, USFK, or Eighth United States Army, and to non-Korean invited contractors, technical representatives, and their lawful dependents.

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Headquarters USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, at [J11Workflow@korea.army.mil](mailto:J11Workflow@korea.army.mil).

**Forms.** USFK forms are available at <http://www.usfk.mil/USFK/index.html>.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is USFK Assistant Chief of Staff (ACofS) J1 (FKJ1). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK J1 (FKJ1), Unit #15237, APO AP 96205-5237, at [J11Workflow@korea.army.mil](mailto:J11Workflow@korea.army.mil).

**Distribution.** Electronic media only (EMO).

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation outlines the procedures for implementation of Article III, Paragraph 4, Republic of Korea (ROK)-US Status of Forces Agreement (SOFA), for verifying the status of nonmilitary US Forces Korea (USFK) personnel who enter the Republic of Korea.

### **1-2. References**

- a. ROK-US Status of Forces Agreement, Article VIII, paragraph 4.
- b. USFK Reg 700-19, The Invited Contractor and Technical Representative Program.
- c. Minutes of the Eighth Meeting of the ROK-US Joint Committee, 25 May 1967.
- d. Minutes of the Twenty-third Meeting of the ROK-US SOFA Joint Committee, Enclosure 12, 4 April 1968.
- e. USFK Reg 1-38, Reporting Change Of Status Of SOFA Personnel.

### **1-3. Explanation of Abbreviation**

- |         |   |
|---------|---|
| a. DOB  | Date of Birth                           |
| b. FKAQ | United States Forces, Korea Acquisition |
| c. IC   | Invited Contractors                     |
| d. KRW  | Korean Won                              |
| e. ROK  | Republic of Korea                       |
| f. SOFA | Status of Forces Agreement (U.S.-ROK)   |
| g. TR   | Technical Representatives               |
| h. USFK | United States Forces, Korea             |

### **1-4. Responsibilities**

Component commanders and the Chief, Joint US Military Assistance Group-Korea, are responsible for providing the provisions of this regulation to the members of their commands.

## **Chapter 2 Policy And Procedures**

### **2-1. Policy**

To ensure that nonmilitary personnel of this command entering the ROK are exempt from ROK laws and regulations concerning the registration and control of aliens, the US and the ROK have agreed, in the SOFA, to the verification of status procedures listed in paragraph 2-2 below. It is the policy of this headquarters to comply with these mutually agreed upon procedures.

## **2-2. Procedures**

These procedures revise previous guidelines established for implementation of the US-ROK SOFA, Article VIII, Paragraph 4 pertaining to appropriate documentation and verification of status. These procedures:

- a. Specify the appropriate documentation for Republic of Korea (ROK) authorities to verify the SOFA status of the dependents of members of the United States armed forces, members of the civilian component and their dependents, and invited contractors/technical representatives and their dependents, hereafter called "USFK non-military SOFA status persons".
- b. Provide a specific method for ROK authorities to verify the SOFA status of USFK non-military SOFA status persons who enter the ROK in a SOFA status and sojourn in the ROK in a SOFA status.
- c. Provide a specific method for ROK authorities to verify the SOFA status of USFK non-military SOFA status persons who establish SOFA status and sojourn in the ROK in a SOFA status after initially entering the ROK in a non-SOFA status.
- d. Provide a specific method for ROK authorities to verify the SOFA status of USFK SOFA Status children who are born in the ROK.
- e. Provide a specific method for ROK authorities to verify the SOFA status of USFK non-military SOFA Status persons whose SOFA Status has been extended by a tour extension or contract revision.
- f. Provide a specific method for ROK authorities to verify SOFA Status Cancellation.
- g. Provide specific information on the ROK Immigration Bureau's imposition of fines and other penalties upon USFK SOFA status persons.

## **2-3. SOFA Status Verification**

- a. To ensure that USFK non-military SOFA status persons entering and sojourning in the ROK are exempt from ROK laws and regulations concerning the registration and control of aliens, the US and ROK have agreed that ROK Immigration Bureau authorities will verify those persons' SOFA status and affix a SOFA Verification Seal in their passports (**Appendix A**).
- b. USFK non-military SOFA status persons obtain SOFA status verification by presenting the appropriate documentation to ROK Immigration Bureau authorities, or by having a designated agent present the appropriate documentation to ROK Immigration Bureau authorities.

## **2-4. Appropriate Documentations**

- a. Appropriate documentations required for USFK non-military SOFA status persons to present to ROK Immigration Bureau authorities to verify their SOFA status shall consist of:
  - (1) A valid passport
  - (2) An English language identity card issued by the United States armed forces
  - (3) The applicable certification memorandum (named below)

(a) Military Assignment Certification memorandum for dependents of United States Armed Forces Personnel (**Appendix B**).

(b) Civilian Employment Certification memorandum for members of the civilian component and their dependents (**Appendix C**).

(c) Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for invited contractors/technical representatives and their dependents (**Appendix D**).

i. USFK Form 700-19 A-R-E must be stamped and signed by USFK/FKAQ

ii. See USFK Regulation 700-19 Invited Contractor and Technical Representative Program for information regarding SOFA designation on contracts and invited contractors/technical representatives.

b. The Military Assignment Certification and Civilian Employment Certification memoranda shall contain the following data: Military Sponsor's or Civilian Employee's Name, Rank/Grade, Social Security Number, Unit of Assignment, Date Assigned or Employed, and the Estimated Date of Departure from Korea; and all Family Members' Names, Relationship, Date of Birth (DOB), and Passport Number.

## **2-5. Use Of A Designated Agent to Verify Sofa Status**

a. USFK non-military SOFA status persons may use a designated agent to present their appropriate documentation to ROK Immigration Bureau authorities and so their SOFA status may be verified and a SOFA Verification Seal may be affixed in their passport.

b. A designated agent must present the following to ROK Immigration Bureau authorities and the following documents:

(1) The requesting person's valid passport

(2) A copy of both front and back of the requesting person's English language identity card (and their sponsor's English language identity card, if appropriate,) issued by the United States armed forces

(3) The applicable certification memorandum named below (see Paragraph 2-3b):

(a) Military Assignment Certification memorandum for dependents of United States armed forces personnel.

(b) Civilian Employment Certification memorandum for members of the civilian component and their dependents.

(c) Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for invited contractors/technical representatives and their dependents.

i. Form 700-19 A-R-E must be stamped and signed by USFK/FKAQ.

ii. See USFK Regulation 700-19 Invited Contractor and Technical Representative Program for information regarding SOFA designation on contracts and invited contractors/technical representatives.

(4) A completed ROK Ministry of Justice Application Form (Report Form) dated and signed by the member of the United States armed forces for a requesting military dependent, the member of the civilian component for the requesting civilian member or his dependent, and the invited contractor/technical representative for themselves if they are requesting or their dependent (**Appendix E**).

## **2-6. ROK Visa Requirements and The SOFA Status Verification**

A ROK-issued visa is required for all USFK non-military SOFA status persons to enter and sojourn in the ROK. An A-3 (SOFA) Visa may be applied for at a ROK Embassy or Consulate outside the ROK prior to entering the ROK, or at a ROK Immigration Bureau Office in Korea after entering Korea. Obtaining and maintaining a current A-3 (SOFA) Visa is the responsibility of the individual and is a requirement separate from SOFA Status Verification. The ROK Immigration Bureau will impose penalties (including fines and confinement) against former USFK military and non-military SOFA status persons whose SOFA status has terminated and who do not comply with ROK Immigration Law concerning applying for a change in visa status from an A-3 (SOFA) Visa to another type of visa by presenting appropriate documentation to ROK Immigration Bureau authorities.

## **2-7. Methods of SOFA Status Verification**

### **a. USFK Non-military SOFA Status Persons Who Enter the ROK in a SOFA Status.**

(1) Within thirty (30) days from their arrival in the ROK, USFK non-military SOFA status persons shall present the documentation stipulated in Paragraph 2-4 to ROK Immigration Bureau authorities so that their SOFA status may be verified.

(2) ROK Immigration Bureau authorities shall verify the SOFA status of USFK non-military SOFA status persons upon presentation of the stipulated documentation and shall affix the SOFA Verification Seal in their passport.

(a) The issue date of the Military Assignment Certificate memorandum, the Civilian Employment Certificate memorandum, or the stamped and signed date by USFK/FKAQ on the USFK Form 700-19A-R-E, shall be not more than thirty (30) calendar days old when presented to ROK Immigration Bureau authorities.

(b) The "SOFA Status Expiration Date: (xxxxxx)" entered in the SOFA Verification Seal will be earliest of the two following dates:

i. Passport Expiration Date; or,

ii. The "Estimated Date of Departure from Korea" stated in the Military Assignment Certificate memorandum for military dependents, the Civilian Employment Certificate memorandum for members of the civilian component and their dependents, and the USFK Form 700-19A-R-E for invited contractors/technical representatives, and their dependents.

(3) The ROK Immigration Bureau will not charge a fee for verifying the SOFA status and placing the SOFA Verification Seal in the passport of a USFK non-military SOFA status person when that person has entered the ROK in a SOFA status.

**b. USFK Non-military SOFA Status Persons Who Enter the ROK in other than a SOFA Status, and who, after entering the ROK, obtain SOFA Status.**

(1) Within thirty (30) days after obtaining SOFA status, USFK non-military SOFA status persons who have entered the ROK in other than a SOFA status, and who have then, after entering the ROK, obtained SOFA status in the ROK, shall present the documentation stipulated in Paragraph 2-4 above, to ROK Immigration Bureau authorities so that their SOFA status may be verified.

(2) ROK Immigration Bureau authorities shall verify the SOFA status of USFK non-military SOFA status persons upon presentation of the stipulated documentation and shall affix the SOFA Verification Seal (shown at **Appendix A**) in the passport.

(a) The issue date of the Military Assignment Certificate memorandum, the Civilian Employment Certificate memorandum, or the stamped and signed date by USFK/FKAQ on the USFK Form 700-19A-R-E, shall be not more than thirty (30) calendar days old when presented to ROK Immigration Bureau authorities.

(b) The "SOFA Status Expiration Date: (xxxxxx)" entered in the SOFA Verification Seal will be earliest of the two following dates:

i. Passport Expiration Date; or,

ii. The "Estimated Date of Departure from Korea" stated in the Military Assignment Certificate memorandum for military dependents, the Civilian Employment Certificate memorandum for members of the civilian component and their dependents, and the USFK Form 700-19A-R-E for invited contractors/technical representatives, and their dependents.

(c) The date recognized as the "verification date" will be:

i. The issue date of the Military Assignment Certification memorandum for dependents of United States armed forces personnel.

ii. The issue date of the Civilian Employment Certification memorandum for members of the civilian component and their dependents.

iii. The stamped and signed date by USFK/FKAQ on the Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for invited contractors/technical representatives and their dependents.

(3) The ROK Immigration Bureau will not charge a fee for verifying the SOFA status and placing a SOFA Verification Seal in the passport of a USFK non-military SOFA status person who has entered the ROK in other than a SOFA status, and who has then, after entering the ROK, obtained SOFA status in the ROK.

*Note:* The ROK Immigration Bureau will charge a fee of approximately ₩15,000 (KRW) to change the visa status of a USFK non-military SOFA status person who obtains SOFA status after entering Korea from that person's original visa to an A-3 (SOFA) Visa.

**c. USFK SOFA Status Children Who are Born in the ROK.**

(1) USFK military and non-military SOFA status persons whose child is born in the ROK must have the child's SOFA status verified for the child's sojourn in the ROK.

(2) Parents are responsible for presenting the child's hospital-issued Birth Certificate within thirty (30) calendar days of the birth to ROK Immigration Bureau authorities, who will initiate action to verify the child's SOFA status.

(3) Once a passport has been received for the child, the parents will present the child's passport to ROK Immigration Bureau authorities along with the documentation stipulated in Paragraph 2-4 who will complete the verification of the child's SOFA status and affix the SOFA Verification Seal in the passport.

(a) The issue date of the Military Assignment Certificate memorandum, the Civilian Employment Certificate memorandum, or the stamped and signed date by USFK/FKAQ on the USFK Form 700-19A-R-E, shall be not more than thirty (30) calendar days old when presented to ROK immigration authorities.

(b) The Military Assignment Certificate memorandum, the Civilian Employment Certificate memorandum, or the USFK Form 700-19A-R-E will include the Child's Name, Relationship, Date of Birth (DOB), and Passport Number.

(c) The "SOFA Status Expiration Date: (xxxxxx)" entered in the SOFA Verification Seal will be earliest of the two following dates:

i. Passport Expiration Date; or,

ii. The "Estimated Date of Departure from Korea" stated in the Military Assignment Certificate memorandum for military dependents, the Civilian Employment Certificate memorandum for civilian component members' dependents, and the USFK Form 700-19A-R-E for invited contractors/technical representatives' dependents.

(4) The ROK Immigration Bureau will not charge a fee for verifying the SOFA status and placing a SOFA Verification Seal in the passport of a USFK SOFA status child born in the ROK.

**d. USFK Non-military SOFA Status Persons Whose SOFA Status has been Extended by a Tour Extension or Contract Revision.**

(1) A tour extension or contract revision requires that the extended SOFA status of USFK non-military SOFA status persons be verified. If the SOFA status of a USFK non-military SOFA status person is extended, that person shall present the appropriate documentation stipulated in paragraph 2-4 to ROK Immigration Bureau authorities no later than the expiration date on the USFK SOFA Verification Seal currently in their passport, so that their revised SOFA status may be verified and a SOFA Verification Seal showing the new SOFA Status Expiration Date may be affixed in their passport.

(2) Documentation stipulated in Paragraph 2-4 will be submitted to ROK Immigration Bureau authorities no later than the expiration date on the USFK SOFA verification stamp currently in the passport.

(a) The issue date of the Military Assignment Certificate memorandum, the Civilian Employment Certificate memorandum, or the stamped and signed date by USFK/FKAQ on the USFK Form 700-19A-R-E, shall be not more than thirty (30) calendar days old when presented to ROK immigration authorities.

(b) The “SOFA Status Expiration Date: (xxxxxx)” entered in the SOFA Verification Seal will be earliest of the two following dates:

i. Passport Expiration Date; or,

ii. The “Estimated Date of Departure from Korea” stated in the Military Assignment Certificate memorandum for military dependents, the Civilian Employment Certificate memorandum for members of the civilian component and their dependents, and the USFK Form 700-19A-R-E for invited contractors/technical representatives, and their dependents.

(c) The date recognized as the “verification date” will be:

i. The issue date of the Military Assignment Certification memorandum for dependents of United States armed forces personnel.

ii. The issue date of the Civilian Employment Certification memorandum for members of the civilian component and their dependents.

iii. The stamped and signed date by USFK/FKAQ on the Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for invited contractors/technical representatives and their dependents.

(3) The ROK Immigration Bureau will not charge a fee for verifying the SOFA status and placing a SOFA Verification Seal showing a new SOFA Status Expiration Date in the passport of a USFK non-military SOFA status person whose stay has been extended.

## **2-8. Method Of SOFA Status Cancellation**

a. If the SOFA status of a USFK non-military SOFA status person who entered the ROK in a SOFA status or obtained SOFA status after entering the ROK is altered so that person’s SOFA status is terminated and the person is no longer entitled to SOFA status, or the person’s SOFA status will be terminated earlier than the original expiration date, the authorities of the United States will take the following actions:

(1) The SOFA Verification Seal in the person’s passport will be changed to reflect the date SOFA status terminated or the earlier SOFA Status Expiration Date (**Appendix F**). US authorities will line through the date entered in the “SOFA Status Expiration Date: (xxxxxx)” and will enter the date SOFA Status terminated or a earlier SOFA Status Expiration Date, and also enter the name, organization, and ROK civilian telephone number of the authority making the change, and date the change was made.

(2) US authorities will provide ROK Immigration Bureau authorities notification within seven (7) days of the date a USFK non-military SOFA status person’s SOFA status has been terminated or has been changed to terminate earlier than the original expiration date. The notification will include: Name of the Person, Passport Number, Date of Birth, the Date of Status Change, Previous Status, Date of Expected Departure from the ROK, the Date of SOFA Status Termination or the earlier SOFA Expiration Date, and the current status as to whether the SOFA Verification Seal has been changed to indicate the date that SOFA Status terminated or the earlier SOFA Status Expiration Date.

b. Any USFK non-military SOFA status person whose SOFA status is terminated or whose SOFA status will be terminated earlier than the original expiration date who desires to remain in the ROK, must apply to the ROK Immigration Bureau for a change of status of sojourn and receive a visa from

ROK Immigration Bureau authorities or depart the ROK on/or before the SOFA Status termination date or the earlier SOFA Status Expiration Date as shown on the SOFA Verification Seal in the person's passport.

c. In case a member of the United States armed forces who terminates his military service or a USFK non-military SOFA status person does not depart the ROK within 30 days from the date SOFA Status expires or the earlier SOFA Status Expiration Date, that person may be subject to imprisonment of less than three years or a fine of less than ₩20 million (KRW) for the violation of ROK immigration law.

## **2-9. ROK Immigration Bureau Imposition of Fines**

a. The ROK Immigration Bureau will not impose a fine against USFK non-military SOFA status persons who enter Korea in a SOFA status who fail to have ROK Immigration Bureau authorities verify their SOFA status and affix a SOFA Verification Seal showing their SOFA Status Expiration Date in their passports within 30 calendar days of their arrival in the ROK.

b. The ROK Immigration Bureau will not impose a fine against USFK non-military SOFA status persons who have entered the ROK in other than a SOFA status, and who have then, after entering the ROK, obtained SOFA status in the ROK who fail to have ROK Immigration Bureau authorities verify their SOFA status and affix a SOFA Verification Seal showing their SOFA Status Expiration Date in their passports within 30 calendar days of their change of status to SOFA status.

c. The ROK Immigration Bureau will not impose a fine against USFK military and non-military SOFA persons who fail to appear before ROK Immigration Bureau authorities within 30 calendar days of the birth of a SOFA status child in Korea to have the ROK Immigration Bureau authorities begin the process to verify the SOFA status of the child and affix a SOFA Verification Seal in the child's passport.

d. The ROK Immigration Bureau will not impose a fine against USFK non-military SOFA status persons who fail to have ROK Immigration Bureau authorities verify an extension of their SOFA status and affix a SOFA Verification Seal showing their SOFA Status Expiration Date in their passports prior to the expiration date on the USFK SOFA Verification Seal currently in their passport.

e. The ROK Immigration Bureau will impose fines against USFK non-military SOFA status persons who do not comply with ROK Immigration Law in the following circumstances:

(1) For USFK non-military SOFA status persons who enter the ROK in a SOFA status using a ROK B-2 (Transient) or C-2 (Short-term; Tourist) Visa and sojourn in the ROK in a SOFA status: Failing to have ROK Immigration Bureau authorities change the B-2 or C-2 Visa used to enter the ROK to an A-3 (SOFA) Visa prior to the expiration date specified in the C-2 or B-2 Visa in their passports.

(2) For USFK non-military SOFA status persons who establish SOFA status and sojourn in the ROK in a SOFA status after initially entering the ROK in a non-SOFA status: Failing to have ROK Immigration Bureau authorities change the visa used to enter and sojourn in the ROK prior to establishing SOFA status to an A-3 (SOFA) Visa within 30 days of their change of status.

**Note:** The date recognized as the “change of status date” will be:

- The issue date of the Military Assignment Certification memorandum for dependents of United States armed forces personnel.
- The issue date of the Civilian Employment Certification memorandum for members of the civilian component and their dependents.
- The stamped and signed date by USFK/FKAQ on the Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for invited contractors/technical representatives and their dependents.

(3) For USFK SOFA Status children born in the ROK: Failing to have ROK Immigration Bureau authorities issuing an A-3 (SOFA) Visa within 30 days of their designation of SOFA status.

**Note:** The date recognized as the “designation of SOFA status date” will be:

- The issue date of the Military Assignment Certification memorandum for dependents of United States armed forces personnel that include the Child’s Name, Relationship, Date of Birth (DOB), and Passport Number.
- The issue date of the Civilian Employment Certification memorandum for members of the civilian component and their dependents that include the Child’s Name, Relationship, Date of Birth (DOB), and Passport Number.
- The stamped and signed date by USFK/FKAQ on the Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for invited contractors/technical representatives and their dependents that includes the Child’s Name, Relationship, Date of Birth (DOB), and Passport Number.

(4) For USFK non-military SOFA status persons who’s SOFA Status has been extended by a tour extension or contract revision: Failing to have ROK Immigration Bureau authorities revise their existing A-3 (SOFA) Visa within 30 days of their designation of status.

**Note:** The date recognized as the “change of status date” will be:

- The issue date of the Military Assignment Certification memorandum for dependents of United States armed forces personnel.
- The issue date of the Civilian Employment Certification memorandum for members of the civilian component and their dependents.
- The stamped and signed date by USFK/FKAQ on the Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for invited contractors/technical representatives and their dependents.

f. The ROK Immigration Bureau will impose penalties (including fines and incarceration) against former USFK military and non-military SOFA status persons who do not comply with ROK Immigration Law in the following circumstances:

(1) If they do not desire to remain in the ROK: Failing to depart the ROK within 30 days from the date SOFA status expires.

(2) If they desire to remain in the ROK: Failing to appear before ROK Immigration Bureau authorities within 45 days from the status change to present appropriate documentation to apply for a change of status of sojourn and change their visa status from an A-3 (SOFA) visa to another type of visa.

(a) In the case of a member of the United States armed forces who terminates his military service and desires to remain in the ROK after the effective date of such change of status, not later than 45 days prior to that effective date that person must make application to the ROK Immigration Bureau for appropriate permission or visa. The ROK Immigration Bureau will either issue the requested permission or visa at least 15 days prior to the effective date of the change of status, or furnish the applicant for the visa with a written statement informing him of the decision not to grant the requested permission or visa. The required 45-day prior notification of intent to change status, and the ROK response at least 15 days prior to the effective date of the change in status will be waived in exceptional circumstances as determined by appropriate US and ROK authorities. At the time that a visa is issued to a person specified above, the issuing authority will inform him of his responsibility to obtain and maintain in current status a Residence Certificate, if applicable in the individual's case.

(b) In the case of a USFK non-military SOFA status person whose SOFA status is terminated or whose SOFA status will be terminated earlier than the original expiration date and desires to remain in the ROK after the effective date of such change of status, not later than 45 days prior to that effective date that person must make application to the ROK Immigration Bureau for appropriate permission or visa. The ROK Immigration Bureau will either issue the requested permission or visa at least 15 days prior to the effective date of the change of status, or furnish the applicant the visa with a written statement informing him of the decision not to grant the requested permission or visa. The required 45-day prior notification of intent to change status, and the ROK response at least 15 days prior to the effective date of the change in status will be waived in exceptional circumstances as determined by appropriate US and ROK authorities. At the time that a visa is issued to a person specified above, the issuing authority will inform him of his responsibility to obtain and maintain in current status a Residence Certificate, if applicable in the individual's case.

(c) Any USFK non-military SOFA status person whose SOFA status is terminated or whose SOFA status will be terminated earlier than the original expiration date who desires to remain in the ROK, must apply to the ROK Immigration Bureau for a change of status of sojourn and receive a visa from ROK Immigration Bureau authorities or depart the ROK on/or before the SOFA Status termination date or the new SOFA Status Expiration Date as shown on the SOFA Verification Seal in the person's passport.

(d) In the case a member of the United States armed forces who terminates his military service or a USFK non-military SOFA status person does not depart the ROK within 30 days from the date SOFA Status expires or the new SOFA Status Expiration Date, that person may be subject to imprisonment of less than three years or a fine of less than ₩20 million (KRW) for the violation of ROK immigration law.



Appendix B  
Military Assignment Certification Memorandum



OFFICE OF THE SPECIAL ASSISTANT TO THE  
DEPUTY COMMANDER, UNITED STATES FORCES KOREA  
& SOFA SECRETARIAT  
UNIT #15237, APO AP 96205-5237



FKDC-SA

MEMORANDUM FOR Republic of Korea Immigration Service

SUBJECT: Military Assignment Certification

This is to certify that (Service Member's Name, Rank, Service, SSN) is presently assigned to (Service Member's Unit of Assignment). (Service Member's Rank & Name) has been assigned to the United States armed forces in Korea since (DDMMMYYYY). His/Her date of expected departure from this command is (DDMMMYYYY).

DEPENDENTS IN KOREA  
Given Name, Family Name  
Given Name, Family

RELATIONSHIP  
Spouse

DOB (Children)  
(DDMMMYYYY)  
(DDMMMYYYY)

//SIGNED//

Name of Commissioned Officer  
Grade of Commissioned Officer  
Service

**SAMPLE**

**Appendix C  
Civilian Employment Certification Memorandum**



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1  
USACHRA, AREA II CIVILIAN PERSONNEL ADVISORY CENTER  
UNIT 15746  
APO AP 96205-5746



PECP-KOR-D

23 February 2005

MEMORANDUM FOR Whom It May Concern

SUBJECT: Letter of Employment

This is to certify that Mr. \_\_\_\_\_ Dept of the Army Civilian, GS-\_\_\_\_\_, SSN: \_\_\_\_\_, is presently employed by the HQ, USFK/EUSA, FKDC-SA, APO AP 96205-0010. He is a full time employee assigned to an accompanied tour area. He has been employed in Korea with the US Army since 9 September 1991. His anticipated date of departure from this command is 8 September 2006. (INDEF)

<u>DEPENDENTS IN KOREA</u>	<u>RELATIONSHIP</u>	<u>DOB(Children)</u>
	Spouse	NA
	Daughter	29 Jul 85

**Dependents are Command Sponsored in accordance with USFK Reg 690-3.**

**"Employees must be prepared to present their BIRTH and MARRIAGE certificates to military ID card Section."**

**"Employees must provide a copy of School Letter from the registrar for dependents over age 21, showing there dependent child is a full time student."**

**"You are advised not to allow your VISA and SOFA Stamp to expire. For new hires, if you did not enter the country with a permanent A-3 or A-2 Visa, you have 30 days from the date you entered the country, or first became employed if a local hire, to obtain a Visa and SOFA Stamp."**

*Collette D. Newman*  
COLLETTE D. NEWMAN  
Human Resources Specialist  
Seoul CPAC



## USFK Form 700-19A-R-E (Invited Contractor and Technical Representative Personal Data Report –Back Page)

### PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 5 United States Code, Section 3012, and US-ROK Status of Forces Agreement (SOFA).
2. **PRINCIPAL PURPOSE:** System of records used to identify USFK invited contractors, technical representatives, and their dependents to notify the Republic of Korea Government of their status.
3. **ROUTINE USES:** This form is used as a source document for identifying USFK invited contractors, technical representatives, and their dependents who are in the Republic of Korea. This form also is used to notify the Republic of Korea Government of the contractor personnel who receive SOFA status under Article XV Invited Contractors, according to the minutes of the official Meetings of the United States – Republic of Korea Joint Committee, 9th Joint Committee Meeting, 5 June 1967, Enclosure 8 Memorandum For: The Joint Committee, dated 31 May 1967.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of information is voluntary; however, failure to provide required data may result in denial of individual SOFA status and logistics support.

### INSTRUCTIONS FOR THE USE OF USFK FORM 700-19A-E

1. United States Forces Korea Regulation 700-19 (The Invited Contractor and Technical Representative Program) is the regulation that governs the use of this form.
2. Contractor employee will complete Part I and submit to the Responsible Officer.
3. Responsible Officer will complete Part II and submit this form as duplicate.
  - a. Send original and secondary copy to: **HQ USFK ACofS, Acquisition Management (FKAQ)**  
UNIT 15237, ATTN: FKAQ  
APO AP 96205-5237
  - b. The ACofS, Acquisition Management will complete Part III of the original and return it to the USFK Responsible Officer.
  - c. The Responsible Officer will provide a copy of the FKAQ endorsed form to the senior contractor representative in the Republic of Korea.
4. A new form will be completed and forwarded to the address in 3a not later than 5 workdays after each arrival and change in status of an invited contractor or technical representative.
5. The Responsible Officer will complete Part IV of the original copy when the employee departs the Republic of Korea or is no longer associated with subject contract. The Responsible Officer will return the completed form to the address listed in 3a.
6. When any data in Part I changes, prepare a new form and process in accordance with paragraphs above.

Appendix E  
 ROK Ministry of Justice Application Form (Report Form)

[별지 제34호서식]

법무부  
 MINISTRY OF JUSTICE

신청서(신고서)  
 APPLICATION FORM(REPORT FORM)

<input type="checkbox"/> 1. 외국인 등록 ALIEN REGISTRATION <input type="checkbox"/> 2. 등록증 재발급 REISSUANCE OF REGISTRATION CARD <input type="checkbox"/> 3. 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD <input type="checkbox"/> 4. 체류자격 변경허가 CHANGE OF STATUS OF SOJOURN <input type="checkbox"/> 5. 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 6. 체류자격외활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN <input type="checkbox"/> 7. 근무처 변경-추가허가 ALTERATION OR ADDITION OF EMPLOYMENT PLACE <input type="checkbox"/> 8. 재입국허가(단수, 복수) REENTRY (SINGLE, MULTIPLE) <input type="checkbox"/> 9. 체류지 변경신고 ALTERATION OF RESIDENCE <input type="checkbox"/> 10. 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	PHOTO 35mm×45mm
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공 통 기 제 사 항 FOR ALL

성 Surname	성별 Sex <input type="checkbox"/> 남 M <input type="checkbox"/> 여 F	국적 Nationality /Others
명 Given names	한자성명 漢子姓名	
생년월일 Date of Birth	년 Year, 월 Month, 일 Day	외국인등록번호 Alien Registration No.
대한민국내 주소 Address in Korea		전화번호 Tel.No H-P No
본국 주소 Home Address		전화번호 Tel.No
근무처 Place of Employment	직위 Position	전화번호 Tel.No
여권번호 Passport No.	여권유효기간 Passport validity	E-mail
신청사유 Reason for Application	신청기간 Intended period of Sojourn	

선 택 기 제 사 항 CHOOSE YOUR APPLICATION

⑥ 자격외 예정근무지 Place of Employment	직위 position:	⑦ 변경-추가예정근무지 Alteration or Addition Place	직위 position:
⑧ 재입국신청기간 Intended Period Of Re-entry <input type="checkbox"/> 단수 S <input type="checkbox"/> 복수 M	⑨ 변경전주소 Previous Address		
⑩ 등록사항변경 Chang of Information on Alien Registration	등 반 자 Depends on in Passport	성 명 Name in Full	생년월일 Date of Birth 관 계 Relation
신청일 Date of Application	신청인서명 Signature		

공 용 관 FOR OFFICIALS USE ONLY

기본사항	최초입국일	허가사항	허가일자	접수일자	결재
	체류자격		허가번호	접수번호	
	체류기간		자격	과 장	가 부
			기간	담당자	

수입인지부착란  
 Revenue Stamp Here

210mm×297mm (인쇄용지(특급) 70g/n)

**Appendix F**  
**SOFA Verification Seal Changed by SOFA Status Termination or a Revised SOFA Status Expiration Date**

If an individual's SOFA status is terminated or will terminate earlier than the original expiration date, United States authorities will:

F-1. Line through the date entered in the "SOFA Status Expiration Date: (     )" and will enter the new SOFA Status Expiration Date

F-2. Enter the name, organization, ROK civilian phone number of the authority making the change

F-3. Enter the date the change was made

<p>VERIFIED</p> <p>Under SOFA ROK-USA</p> <p>Date: <b>2005. 10. 31</b></p> <p>KIMPO IMMIGRATION OFFICE</p> <p>SOFA Status Expiration Date:</p> <p>( <del>2006.09.08</del> ) <b>2006.06.15</b></p> <p><u>CPT John Smith, Eighth Army G-1,</u></p> <p><u>(02) 7913-4700, 17 Dec 2005</u> .</p>
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