



**Legal Information Paper
Office of the Staff Judge Advocate
19th ESC and Area IV**



SOFA STAMP INFORMATION

**Camp Henry Legal Assistance
Building 1805, 763-4423**

Are you or your family new to Korea? Have you gotten your SOFA stamp yet? ALL civilians accompanying the armed forces in Korea need an A-3 SOFA Visa Stamp in their Passports. The Camp Henry Legal Assistance Office can help you acquire yours. Getting your SOFA stamp is normally a routine and simple process.

WHAT IS AN A-3 SOFA VISA STAMP?

The A-3 SOFA Visa is a required immigration document in the Republic of Korea (ROK). It identifies the Passport owner as a "dependent" of military forces assigned to Korea and lets civilians reside here. The SOFA stamp registers the person as entitled to protections and rights under the Status of Forces Agreement (SOFA) between the U.S. and the R.O.K. Having a SOFA stamp, however, does not exempt any person from abiding by Korean laws.

WHEN SHOULD I GET ONE?

You are required to receive your SOFA stamp within 30-60 days of arrival in country.

DO MY KIDS NEED THIS STAMP?

Yes! Even your newborn baby needs to get this stamp in his or her passport.

DO I NEED AN APPOINTMENT?

No! The Camp Henry Legal Assistance Office can assist you with your SOFA stamp on a walk-in basis Monday, Tuesday and Friday 0930-1130 and 1300-1600, and Wednesday and Thursday from 1300-1600.

WHAT SHOULD I BRING TO THE APPOINTMENT?

For Active Duty Family Members, DoD Civilians & their Family Members:

1. All Passports requiring the SOFA Stamp;
2. Copies of your sponsor's ID (CAC card) (front and back), your military dependent ID card, and any dependent children's military dependent ID card (10 years and older)—Please make sure all ID cards do not have an upcoming Expiration date as the SOFA stamp will only be valid through the expiration date of the ID card;
3. A copy of the military sponsor's PCS orders to Korea (both original and extended, if applicable), or the DoD Letter of Employment for civilians.
 - (a) Make sure that the names of all dependents are listed on these documents, and that you know your correct DEROS. If you need a stamp for a dependent who is not listed on your documentation, you must bring a memorandum from either a company commander or civilian

supervisor listing ALL dependents, their dates of birth, and their relationship to the military or civilian sponsor. Make sure this memo includes the sponsor's rank, full name, unit, and DEROS;

(b) Note that all prior Servicemembers in Korea after ETS/Retirement must also have their DD214 available;

4. Completed Ministry of Justice SOFA Stamp Application, available at our office;
5. A copy of the consular report of birth abroad for any child born in Korea.

For Contractors & Their Family Members:

1. All Passports requiring a SOFA Stamp;
2. Copies of your sponsor's ID (CAC card) (front and back), your military dependent ID card, and any dependent children's military dependent ID card (10 years and older)—Please make sure all ID cards do not have an upcoming Expiration date as the SOFA stamp will only be valid through the expiration date of the ID card;
3. USFK Form 700-19-A-R-E;
4. Accreditation and/or Assignment Letter signed by the sponsor's supervisor or commander with all dependents listed;
5. Completed Ministry of Justice SOFA Stamp Application, available at our office;
6. A copy of the consular report of birth abroad for any child born in Korea.

HOW LONG DOES THIS TAKE?

Our office will take Passports and accompanying documentation to the Daegu Immigration Office once a week, usually on Wednesday. It will take about two (2) weeks for the Immigration Office to process your packet.

QUESTIONS?

Contact the Camp Henry Legal Assistance Office by calling (315) 763-4423.