

SOFA CHECKLIST

For US or other Non-Restricted Country Passport

PANZER KASERNE BLDG 2915 RM 314

DSN: 431-2009/2767/2539/2301 OR CIV 0703-115-2009/2767/2539/2301

usarmy.stuttgart.imcom-europe.list.stuttgart-passport@mail.mil

Walk-in hours of service: Monday, Tuesday, Thursday, Friday 0830-1600 and Wednesday 1300-1600

Closed for Lunch 1200-1300

Documents will be reviewed by issuance official and SOFA provided to the customer

- [] ALL PASSPORTS must be shown to the Issuing Official.
 - SOFA will go in the No fee or Official passport. If the member does not have a No fee passport the SOFA will be placed in the Fee (tourist) passport.
 - Applicants are only authorized one SOFA identification
- [] ORIGINAL AE FORM 600-77A (Feb 11) signed by authorized verifying official.
 - Military personnel should contact their S-1 or Unit Commandants office.
 - Civilian personnel should contact CPAC or their HR department.
 - Contractor personnel should contact Department of Defense Contractor Personnel Office (DOCPER).
- [] ID Card of sponsor or spouse (copies not required).
- [] Dependent ID card for any child 19 years of age or older.
- [] COPY OF ORDERS (Military/ Civilian) or TRANSPORTATION AGREEMENT or CONTRACT or SF-50.

Inter-agency personnel (Dept of Treasury, Dept of State, FBI and Dept of Commerce) must see Civilian personnel office, (CPAC) specialist to ensure proper reviews are completed. SOFA is not authorized for FBI, Treasury and etc on TAD/TDY assignments and without agreements in place.

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