



UNITED STATES FORCES KOREA INSTRUCTION

FKJ1

USFKI 1710.01

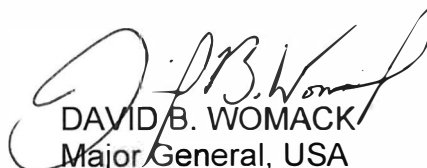
DISTRIBUTION: A

27 July 2026

DOCUMENTATION AND VERIFICATION OF STATUS OF PERSONNEL

References:

- a. ROK-US Status of Forces Agreement, Article VIII, paragraph 4, 9 July 1966
 - b. USFKI 4901.01 Series, "The Invited Contractor and Technical Representative Program"
 - c. USFKI 1700.01 Series, Reporting Change of Status of SOFA Personnel
1. Purpose. This instruction establishes policies and procedures for the designation of non-military 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. instructions.
 2. Superseded/Canceled. Supersedes USFK Regulation 1-54, 28 May 2013.
 3. Applicability. This instruction 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 Army, and to non-Korean Invited Contractors (IC), Technical Representatives (TC), and their lawful dependents.
 4. 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 or applicable service regulations. Record titles are available on the Army Publishing Directorate website at <<https://armypubs.army.mil/>>
 5. Releasability. Electronic Media Only (EMO).
 6. Effective Date. This instruction is effective upon receipt.


DAVID B. WOMACK
Major General, USA
Chief of Staff

27 July 2026

Enclosures:

- A – Policy and Procedures
- B – SOFA Verification Seal
- C – Military Assignment Certification Memorandum
- D – Civilian Employment Certification Memorandum
- E – USFK Form 700-19A-R-E (Invited Contractor and Technical Representative Personal Data Report)
- F – ROK Ministry of Justice Application Form (Report Form)
- G – SOFA Verification Seal Changed by SOFA Status Termination or a Revised SOFA Status Expiration Date
- GL – Glossary

TABLE OF CONTENTS

ENCLOSURE A – Policy and Procedures	A-1
1. Policy	A-1
2. Procedures	A-1
3. SOFA Status Verification	A-1
4. Appropriate Documentation	A-2
5. Use of a Designated Agent to Verify SOFA Status	A-2
6. ROK Visa Requirements and the SOFA Status Verification	A-3
7. Methods of SOFA Status Verification	A-4
8. Method of SOFA Status Cancellation	A-7
9. ROK Immigration Service Imposition of Fines	A-8
ENCLOSURE B – SOFA Verification Seal	B-1
ENCLOSURE C – Military Assignment Certification Memorandum Sample	C-1
ENCLOSURE D – Civilian Employment Certification Memorandum Sample	D-1
ENCLOSURE E – USFK Form 700-19A-R-E (Invited Contractor and Technical Representative Personal Data Report)	E-1
ENCLOSURE F – ROK Ministry of Justice Application Form (Report Form)	F-1
ENCLOSURE G – SOFA Verification Seal Changed by SOFA Status of Termination or a Revised SOFA Status Expiration Date	G-1
Glossary	GL-1

(INTENTIONALLY BLANK)

27 July 2026

ENCLOSURE A
POLICY AND PROCEDURES

1. Policy. To ensure that non-military personnel of this command entering the ROK are exempt from ROK laws and instructions 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 A-2 below. It is the policy of this headquarters to comply with these mutually agreed upon procedures.

2. Procedures. These procedures revise previous guidelines established for implementation of the US-ROK SOFA, Article VIII, Paragraph A-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 IC/TR 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 Service's imposition of fines and other penalties upon USFK SOFA status persons.

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 instructions concerning the registration and control of aliens, the US and ROK have agreed that ROK Immigration Service

27 July 2026

authorities will verify those persons' SOFA status and affix a SOFA Verification Seal in their passports (Enclosure B).

b. USFK non-military SOFA status persons obtain SOFA status verification by presenting the appropriate documentation to ROK Immigration Service authorities, or by having a designated agent present the appropriate documentation to ROK Immigration Service authorities.

4. Appropriate Documentation.

a. Appropriate documentation required for USFK non-military SOFA status persons to present to ROK Immigration Service 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 (Enclosure C).

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

(c) Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for IC/TR and their dependents (Enclosure E).

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

2. See USFKI 4901.01 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.

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 Service authorities and so

27 July 2026

b. that their SOFA status may be verified and a SOFA Verification Seal may be affixed in their passport.

c. A designated agent must present the following documents to ROK Immigration Service authorities:

(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):

(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 IC/TR and their dependents.

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

2. See USFKI 4901.01 Invited Contractor and Technical Representative Program for information regarding SOFA designation on contracts and IC/TR.

(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 (Enclosure F).

6. ROK Visa Requirements and the SOFA Status Verification.

a. 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 Service 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.

b. The ROK Immigration Service will impose penalties (including fines and confinement) against former USFK military and non-military SOFA status persons

27 July 2026

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 Service authorities.

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 A-4 to ROK Immigration Service authorities so that their SOFA status may be verified.

(2) ROK Immigration Service 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 Service authorities.

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

1. Passport Expiration Date; or,

2. 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 IC/TR, and their dependents.

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 A-4, above, to ROK Immigration Service authorities so that their SOFA status may be verified.

(2) ROK Immigration Service 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 Enclosure B) in the passport.

27 July 2026

(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 Service authorities.

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

1. Passport Expiration Date; or,

2. 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 IC/TR, and their dependents.

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

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

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

3. 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 IC/TR and their dependents.

(3) The ROK Immigration Service 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 Service 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 Service authorities, who will initiate action to verify the child's SOFA status.

27 July 2026

(3) A new Military Assignment Certificate, Civilian Employment Certificate, or USFK Form 700-19 must be accomplished. Once a passport has been received for the child, the parents will present the child's passport to ROK Immigration Service authorities along with the documentation stipulated in Paragraph A-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: (DDMMYY)" entered in the SOFA Verification Seal will be earliest of the two following dates:

1. Passport Expiration Date; or,

2. 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 Service 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 A-4 to ROK Immigration Service 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 A-4 will be submitted to ROK Immigration Service authorities no later than the expiration date on the USFK SOFA verification stamp currently in the passport.

27 July 2026

(a) The issue date of the updated or re-issued 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: (DDMMYY)" entered in the SOFA Verification Seal will be earliest of the two following dates:

1. Passport Expiration Date; or,

2. 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 IC/TR, and their dependents.

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

1. The issue date of the updated or re-issued Military Assignment Certification memorandum for dependents of United States armed forces personnel.

2. The issue date of the updated or re-issued Civilian Employment Certification memorandum for members of the civilian component and their dependents.

3. The stamped and signed date by USFK/FKAQ on the updated or re-issued Invited Contractor and Technical Representative Personnel Data Report, USFK Form 700-19A-R-E, for IC/TR and their dependents.

(d) The ROK Immigration Service 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.

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 (Enclosure G). US authorities will line through the date entered in the "SOFA Status Expiration Date: (DDMMYY)" and will enter the date SOFA Status terminated or an earlier SOFA Status Expiration Date, and also enter the name, organization, and ROK

27 July 2026

(2) civilian telephone number of the authority making the change, and date the change was made.

(3) US authorities will provide ROK Immigration Service 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 Service for a change of status of sojourn and receive a visa from ROK Immigration Service 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 ₩20,000,000 (KRW) for the violation of ROK immigration law.

9. ROK Immigration Service Imposition of Fines

a. The ROK Immigration Service will not impose fines in the following circumstances:

(1) The ROK Immigration Service 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 Service 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.

(2) The ROK Immigration Service 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 Service 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.

(3) The ROK Immigration Service will not impose a fine against USFK military and non-military SOFA persons who fail to appear before ROK Immigration Service

27 July 2026

authorities within 30 calendar days of the birth of a SOFA status child in Korea to have the ROK Immigration Service authorities begin the process to verify the SOFA status of the child and affix a SOFA Verification Seal in the child's passport.

(4) The ROK Immigration Service will not impose a fine against USFK non-military SOFA status persons who fail to have ROK Immigration Service 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.

b. The ROK Immigration Service may 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-3 (Short-term; Tourist) Visa and sojourn in the ROK in a SOFA status: Failing to have ROK Immigration Service authorities change the B-2 or C-3 Visa used to enter the ROK to an A-3 (SOFA) Visa prior to the expiration date specified in the C-3 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 Service 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 after expiration of the visa they used to initially enter the ROK.

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

(4) The date recognized as the "designation of SOFA status date" will be:

(a) 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.

(b) 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.

(c) 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 IC/TR and their dependents that includes the Child's Name, Relationship, Date of Birth (DOB), and Passport Number.

27 July 2026

(5) For USFK non-military SOFA status persons whose SOFA Status has been extended by a tour extension or contract revision: Failing to have ROK Immigration Service authorities revise their existing A-3 (SOFA) Visa within 30 days of the expiration of their existing A-3 (SOFA) Visa expiration date.

(6) The date recognized as the "change of status date" will be:

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

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

(c) 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 IC/TR and their dependents.

c. The ROK Immigration Service may 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 Service authorities within 30 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 30 days prior to that effective date that person must make application to the ROK Immigration Service for appropriate permission or visa. The ROK Immigration Service 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

Enclosure A

27 July 2026

of status, not later than 30 days prior to that effective date that person must make application to the ROK Immigration Service for appropriate permission or visa. The ROK Immigration Service 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.

(INTENTIONALLY BLANK)

27 July 2026

ENCLOSURE B
SOFA VERIFICATION SEAL

1. SOFA Verification Seal Affixed in SOFA Status Person's Passport by Korea Immigration Service Officers:

VERIFIED Under SOFA ROK-USA Date: KIMPO IMMIGRATION OFFICE SOFA Status Expiration Date: () _____ _____

2. The SOFA Status Expiration Date is the earlier of the two following dates:

- a. The passport's expiration date; or,
- b. The "Estimated Date of Departure from Korea" stated in the Military Assignment Certificate for military family members, the Employment Certificate for members of the civilian component and their dependents, and the USFK Form 700-19A-R-E.

(INTENTIONALLY BLANK)

27 July 2026

ENCLOSURE C
MILITARY ASSIGNMENT CERTIFICATION MEMORANDUM SAMPLE



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT # 15236
APO AP 96271-5236

EAPE-PSB-SC

DDMMYYYYY

MEMORANDUM FOR RECORD

SUBJECT: Command Sponsorship Verification

1. I certify that (Service Member's Rank, Name) is currently command sponsored in (Service Member's Unit of Assignment) with assigned billet number X-0000. The following dependents are entitled to command sponsorship benefits as authorized by their original family travel approval memo issued (DDMMYYYYY).

<u>DEPENDENTS IN KOREA</u>	<u>RELATIONSHIP</u>	<u>DOB (Children)</u>
Given Name, Family Name	Spouse	N/A
Given Name, Family Name	Stepchild	DDMMYYYYY
Given Name, Family Name	Child	DDMMYYYYY

2. The point of contact for this memorandum is the 8A G1 CSP Manager, DSN: 315-755-0000 or email at usarmy.humphreys.8-army.mbx.g1-csp-korea@army.mil.

JOHN M. DOE
Program Manager
8A G1 Command Sponsorship

(INTENTIONALLY BLANK)

27 July 2026

ENCLOSURE D
CIVILIAN EMPLOYMENT CERTIFICATION MEMORANDUM [OFFICIAL
LETTERHEAD]



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G1
CIVILIAN HUMAN RESOURCES AGENCY
U.S. ARMY, CHRA INDO-PACIFIC CIVILIAN SERVICES HR DIRECTORATE
CAMP HUMPHREYS HR CENTER
OPC 371, BOX 6
APO AP 96271

CHRA IPD-E

14 July 2026

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Letter of Employment

This is to certify that Ms. [REDACTED], SSN: [REDACTED], is employed as a Department of the Army Civilian with [REDACTED] Pyeongtaek, APO, AP, South Korea, 96271. She has been employed with this organization since 19 October 2025. Her anticipated departure date from this command is 01 September 2026.

Position Information:

Type of Appointment:

☐ EXCEPTED
☒ COMPETITIVE

Tour Area:

☒ Military Spouse or Family Member ONLY
☐ Command Sponsored Accompanied Tour
☐ NON-SPONSORED, DEPENDENTS ENTITLED TO SOFA STATUS ONLY

Position Title & Grade: [REDACTED]

Condition of Employment:

☒ Non-Emergency Essential
☐ Designated EMERGENCY ESSENTIAL (Geneva Convention Card Required) (If you are Emergency Essential, you must attach a copy of your approved DD form 2365. Without DD form 2365, the EEC card will not be issued.)

Entitlement Information:

Living Quarters Allowance: No
Transportation Agreement: No

Dependent(s) Residing in Korea with Sponsor:

Name	Relationship	Date of Birth
N/A		

27 July 2026

CHRA IPD-E

SUBJECT: Letter of Employment

Military ID/DEER Office requirements:

- Employees must be prepared to present their SOCIAL SECURITY CARD, BIRTH and MARRIAGE certificates and two forms of I.D. to military ID card Section.
- Employee must provide a copy of proof of registration from the College/University for dependents over age 21, showing that dependent child is a full-time student.

Note: 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. Violators of Korean Immigration Laws are subject to heavy fines by the Korean Government.

A black rectangular redaction box covering a signature.

Acting Director, Camp Humphreys HR Center

27 July 2026

ENCLOSURE E

USFK FORM 700-19A-R-E (INVITED CONTRACTOR AND TECHNICAL
REPRESENTATIVE PERSONAL DATA REPORT)

INVITED CONTRACTOR AND TECHNICAL REPRESENTATIVE PERSONNEL DATA REPORT				
(USFK REG 700-19)				
(SEE PRIVACY ACT STATEMENT AND INSTRUCTIONS ON THE SECOND PAGE)				
PART I - INFORMATION (TO BE COMPLETED/TYPED BY THE CONTRACTOR EMPLOYEE)				
TYPE OF REPORT ☐ NEW ARRIVAL ☐ CHANGE OF DATA		NEW SOFA START DATE	ESTIMATED DATE OF DEPARTURE	
CONTRACTOR EMPLOYEE NAME (LAST, FIRST, MIDDLE)		CONTRACT COMPANY NAME	FULL CONTRACT NUMBER / ORDER	
SSN (LAST 4)	PASSPORT NUMBER	CITIZENSHIP	GENDER ☐ M ☐ F	☐ INVITED CONTRACTOR ☐ TECHNICAL REPRESENTATIVE
PRIMARY DUTY INSTALLATION	MOBILE PHONE NUMBER	EMERGENCY-ESSENTIAL ☐ YES ☐ NO	☐ FULL-TIME ☐ PART-TIME	☐ TDY (1-179 days) ☐ PCS (180+ days)
EMAIL ADDRESS		IS THE PURPOSE OF THIS WORK TO SUPPORT AN EXERCISE? ☐ YES - Name of Exercise: ☐ NO		
LOGISTICAL SUPPORT				
☐ NO SUPPORT - SPONSOR'S DEROS: ☐ INDIVIDUAL SUPPORT - TDY/NO DEPENDENT				
☐ FULL SUPPORT - NUMBER OF DEPENDENTS IN KOREA:				
DEPENDENT NAME (LAST, FIRST MI)	RELATIONSHIP	PASSPORT NUMBER	CITIZENSHIP	DOB (CHILDREN ONLY)
NOTICE: By signing this form, the contractor employee acknowledges and agrees to abide by all laws in the Republic of Korea and applicable USFK regulations and policies.		CONTRACTOR EMPLOYEE SIGNATURE AND DATE 		
PART II - CERTIFICATION (TO BE COMPLETED BY THE USFK RESPONSIBLE OFFICER)				
The undersigned hereby certifies that the above information is true and correct to the best of my knowledge and belief.				
SPECIFIC NOTES FOR THIS CONTRACTOR				
RO NAME	SPONSORING UNIT	RO SIGNATURE AND DATE 		
PART III - AUTHORIZATION (TO BE COMPLETED BY FKAQ, THE OFFICE OF USFK ACQTS, ACQUISITION MANAGEMENT)				
PART IV - REPORT OF EARLY CONTRACTOR EMPLOYEE DEPARTURE (TO BE COMPLETED BY THE USFK RESPONSIBLE OFFICER)				
REASON FOR EARLY DEPARTURE FROM CONTRACT ☐ RESIGNED ☐ TRANSFER TO NEW CONTRACT ☐ WORK CANCELLED OR COMPLETED EARLY ☐ REVOKED BY FKAQ FOR: ☐ OTHER:		LAST DAY UNDER CONTRACT	DESTINATION	
		RO SIGNATURE AND DATE 		

USFK FORM 700-19A-R-E 30 Jan 2019

Replaces USFK Form 700-19A-R-E, 01 FEB 2007, which is obsolete

(INTENTIONALLY BLANK)

ENCLOSURE F

ROK MINISTRY OF JUSTICE APPLICATION FORM (REPORT FORM)

■ 출입국관리법 시행규칙 [별지 제3호초서식] <개정 2022. 4. 12.>

통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

※ 신청서는 한글 또는 영문으로 작성하시기 바랍니다. (Please complete this form in Korean or English.)

☐ 신청/신고 선택 SELECT APPLICATION/REPORT

☐ 외국인 등록 FOREIGN RESIDENT REGISTRATION		☐ 체류자격 외 활동허가 (허가 자격) ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN / Status to apply for ()		PHOTO (허가용 사진(35mm×45mm)) • 촬영일로부터 6개월이 지나지 않아야 함 taken within last 6 months • 외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Foreign Resident Registration (Reissued)
☐ 등록증 재발급 REISSUANCE OF REGISTRATION CARD		☐ 근무처 변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE		
☐ 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD		☐ 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)		
☐ 체류자격 변경허가 (허가 자격) CHANGE OF STATUS OF SOJOURN / Status to apply for ()		☐ 체류지 변경신고 ALTERATION OF RESIDENCE		
☐ 체류자격 부여 (허가 자격) GRANTING STATUS OF SOJOURN / Status to apply for ()		☐ 등록사항 변경신고 CHANGE OF INFORMATION ON REGISTRATION		
성명 Name In Full 성 Surname 명 Given names 생년월일 Date of Birth 년 yyyy 월 mm 일 dd 성별 Sex ☐ 남 M ☒ 여 F 국적 Nationality				
외국인등록번호 Foreign Resident Registration No. 여권번호 Passport No. 여권 발급일자 Passport Issue Date 여권 유효기간 Passport Expiry Date 대한민국 내 주소 Address in Korea 전화번호 Telephone No. 휴대전화 Cell phone No.				
외국 주소 Address in Home Country 전화번호 Phone No. 재학여부 School Status 미취학 [] 초 [] 중 [] 고 [] 학교 이름 Name of School 전화번호 Phone No. 학교 종류 Type of School 학교 유형 Accredited school by Education Office [] 교육청 비인가, 대안학교 [] 근무처 Workplace 원 근무처 Current Workplace 사업자등록번호 Business Registration No. 전화번호 Phone No. 예정 근무처 New Workplace 사업자등록번호 Business Registration No. 전화번호 Phone No. 연 소득금액 Annual Income Amount 만원(ten thousand won) 직업 Occupation 재입국 신청 기간 Intended Period of Reentry 전자우편 E-Mail 반환금 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Foreign Resident Registration				
신청일 Date of application 신청인 서명 또는 인 Signature/Seal 신청인 제출서류 (필첨서류원 확인사항) Required documents for applicants (Matters to be checked by officer in charge) *출입국관리법 시행규칙 별표 5의2의 체류자격별·신청구분별 첨부서류 참고 Please refer to the attached documents for each status of stay and each application type in Annex 5-2 of the Enforcement Rule of the Immigration Act.				
행정정보 공동이용 동의서 (Consent for sharing of administrative information) 본인인 이 전 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위와 담당 공무원 확인 사항을 확인하는 것에 동의합니다. I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge as specified in Article 36 of the Electronic Government Act. * If you disagree, you are required to present all related documents in person. 신청인 신청인의 배우자 신청인의 부모 또는 모 신청인의 부 또는 모 Applicant Spouse of applicant Father/Mother of applicant Father/Mother of applicant				
공용란 (For Official Use Only)				
기본 사항	최초입국일	체류자격	체류기간	
접수 사항	접수일자	접수번호		
허가(신고) 사항	허가(신고) 일자	허가번호	체류자격	
			체류기간	
결재	담당		청장·소장	가 / 부

수용인지는 뒷면에 첨부 Revenue Stamp on the Backside / 수수료 면제(exemption) [] (면제유)

210mm × 297mm [백상지(80 g / m²) 또는 중질지(80 g / m²)]

(INTENTIONALLY BLANK)

27 July 2026

ENCLOSURE G

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:

- a. Line through the date entered in the "SOFA Status Expiration Date: ()" and will enter the new SOFA Status Expiration Date.
- b. Enter the name, organization, ROK civilian phone number of the authority making the change.
- c. Enter the date the change was made.

VERIFIED Under SOFA ROK-USA Date: 2026.05.30 KIMPO IMMIGRATION OFFICE SOFA Status Expiration Date: (2028-09-08) 2028.06.15 <u>Capt John Smith, Eighth Army G-1</u> <u>(02) 7913-4700, 17 Feb 2026</u>

(INTENTIONALLY BLANK)

GLOSSARY OF ABBREVIATIONS

DOB	Date of Birth
KRW	Korean Won
ROK	Republic of Korea
SOFA	Status of Forces Agreement (U.S.-ROK)
USFK	United States Forces Korea

(INTENTIONALLY BLANK)