

SOFA CHECKLIST

PANZER KASERNE BLDG 2948 RM 113
DSN: 431-2009/2301/3062/2539 OR CIV 0703-115-2009/2301/3062/2539
Walk-in hours of service: Monday, Tuesday and Friday 0800-1630
PLEASE FILL IN THE TOP SECTION ONLY

APPLICANT'S NAME: _____ DOB: _____
LAST FIRST MIDDLE NAME DD / MMM / YYYY
APPLICANT'S SSN: _____ AGE: _____
SPONSOR'S NAME: _____ RANK: _____
LAST FIRST MIDDLE NAME E-1/ 0-10/ GS/ YA/ YB
SPONSOR'S SSN: _____ UNIT: _____
DUTY/HOME PHONE: _____ / _____ CELL# _____
EMAIL ADDRESS: _____

Approximate
return time for:

4-6 weeks

App Init

PPT Agent Init

Signed MOU on file

DOCUMENTS FORWARDED TO REGION DIRECTOR IMCOM EUROPE

- ☐ ORIGINAL PASSPORT
- ☐ ORIGINAL AE FORM 600-77A (Feb 11) sign by authorized verifying official
- ☐ COPY OF SPONSORS ID
- ☐ COPY OF APPLICANTS ID (provides member is in DEERS)
- ☐ COPY OF ORDERS or TRANSPORTATION AGREEMENT or CONTRACT or SF-50
(Civilian members sometimes arrive to Germany prior to entering dependents to DEERS)
- ☐ SIGNED SOFA MOU FROM APPLICANT AND AGENT

PROVIDE ONLY ONE OF THE FOLLOWING (Applicants must have entry ability to the USA)

- ☐ COPY OF FORM I-171H (IMMIGRANT VISA PETITIONS)
- ☐ COPY OF PERMANENT RESIDENCE CARD
- ☐ COPY OF ENTRY APPROVAL DOCUMENTS TO THE UNITED STATES
- ☐ COPY OF VISA FOR ENTRY TO THE UNITED STATES

FORWARD CONTENTS TO IMCOM

DELIVERED or MAILED TO IMCOM ON _____ IMCOM REP IF DELIVERED _____

RETURNED FROM IMCOM _____ STAR REP _____

Pick up

SIGNED BY APPLICANT OR SPONSOR PICKING UP SOFA CERTIFICATE AND PASSPORT, MEMBER MUST SHOW ID CARD

- ☐ SPONSOR MUST SHOW CONSENT WITH ORIGINAL SIGNATURE FROM THE APPLICANT IN ORDER TO RECOVER PASSPORT

PLEASE PRINT YOUR NAME: _____ SIGNATURE: _____

DATE: _____