

# 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**

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**PPT Agent Init**

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**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: \_\_\_\_\_