

## SOFA CARD REQUIREMENTS

### **MILITARY DEPENDENTS:**

Please email the following documents to [52mss.dpmpsp@us.af.mil](mailto:52mss.dpmpsp@us.af.mil).

**Label the Subject Line: SOFA CARD Request – (Last Name)**

**E-mail must have the following attached:**

1. PCS Orders **OR** DD-1172 listing individuals in need of SOFA Card
2. Completed AE-600 form



AE600 SOFA.pdf

<https://media.defense.gov/2011/Feb/01/2001921854/-1/-1/0/AEF600-77A.pdf>

**Sponsor fills is all of Section I and II only. Do not enter the passport number and do not sign anything.**

3. Scanned Copy of Passport Data Page (Top and Bottom)
4. Scanned Copy of Dependent ID

### **CIVILIANS/CIV DEPENDENTS:**

Please email the following documents to [52mss.dpmpsp@us.af.mil](mailto:52mss.dpmpsp@us.af.mil)

**Label the Subject Line: SOFA CARD Request – (Last Name)**

1. AE-600 form (signed by HR authority)
2. Scanned Copy of Passport Data Page
3. Scanned Copy of CAC
4. PCS Orders (Sponsor) or DD- 1172 (dependents)

Please allow up to 48 hours for processing.

You will receive an e-mail notification when your SOFA card is ready to be picked up.