

## SOFA PERMIT (USFJ FORM 4EJ)

A Status of Forces Agreement (SOFA) Permit stands as a contract of sorts between the Government of Japan and the United States allowing licensed military members, DoD civilians and their families to drive while stationed in Japan. For SOFA related inquiries, review the below links.

We only issue SOFA Permits to US AIR FORCE, SPACE FORCE, DODEA, AAFES and DECA personnel. \*US MARINE CORPS, US ARMY, US NAVY personnel and dependents must contact Marine Corps Camp Foster Base Safety/DSN: 645-3369 for respective SOFA Permit issues.

### SOFA Permit Initial/Reissue Instructions and Items Required

#### SOFA Permit Information:

To obtain your operator's permit, please make an appointment for further processing. We will schedule your test at the time of your appointment. You will need to bring a **copy of your orders (or your SURF or Career Data Brief)**, your **current stateside driver's license**, and **DoD ID Card**.

\* For civilians you will need a **Career Data Brief, Letter of Employment** issued by the contracting officer assigned to the contract or a **Letter of Authorization, current stateside driver's license**, and **DoD ID Card**. \*

\* Command sponsored SOFA personnel must have a **current** driver's license from the following locations in order to obtain a SOFA license: U.S. and U.S. territory, Japan, Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, New Zealand, Norway, Portugal, South Korea, Spain, Sweden, Switzerland, Taiwan, United Kingdom. \* Please bring in a translation of your license if it is not in English or in Japanese. \*

Appointment Link: <https://waitwhile.com/welcome/18sfspassandreg>

#### **Student Driving Course Procedures (On Base Only):**

For new driver's, dependents 16 years of age and above, and SOFA status dependents ensure you bring these required items listed below.

- Valid stateside driver's license or certificate from Schilling Center (45-hour first time driver's course). **\*MUST BE ON PERSON AT ALL TIMES WHEN DRIVING\***
- Orders/SURF for Military Members/Dependents
- Letter of Employment issued by the contracting officer assigned to the contract or Letter of Authorization for Civilians **\*WE DO NOT use the date on your CAC\***
- Military/Dependent/Contractor Identification

- Kadena Disciplinary Action Program (KDAP) Letter - Building 99 DSN:634-2729/5148

#### **Expired Stateside Driver's License:**

- States with military clause/extension - Customers **MUST** provide documentation that their stateside license is automatically extended for military members serving overseas. This information must be retrieved from your local DMV (.gov) website.
- States with no military clause or renewal by mail - IAW KABI 31-218, *Motor Vehicle Traffic Supervision*, the 18 MSG/CD may grant a waiver for a renewal of the USFJ Form 4EJ. Waivers may be granted if the individual's driving record at the installation is in good standing and has not been revoked, suspended, or removed for cause.
  - To request a waiver for renewal, please email [18SFS.S5B.Pass-Registration@us.af.mil](mailto:18SFS.S5B.Pass-Registration@us.af.mil).
  - **If your SOFA permit has been expired for over 30 days, you are required to retake the 18 WG Safety test.**

#### **TDY/TDA/DEPLOYED Information:**

**(For members TDY to Kadena AB for less than 90 days, a SOFA TDYWAIVER will need to be filled out and signed by your unit CC for on base driving, (please email [18SFS.S5B.Pass-Registration@us.af.mil](mailto:18SFS.S5B.Pass-Registration@us.af.mil)).**

In order to be allowed to drive off base you must be in possession of an international drivers permit issued by AAA or AATA.

If you are TDY/TDA/DEPLOYED to Kadena AB, you are required to have the following to obtain a SOFA license:

- Copy of TDY/DEPLOYED orders.
- Stateside driver's license.
- CAC ID / Military ID

#### **Lost/Stolen SOFA Permit**

- Provide a memorandum from your unit's First Sergeant (supervisor if civilian/contractor) stating the license was lost or stolen along with the initial required items: DOD ID Card, current stateside driver license, a copy of your orders (or SURF).

\* For civilians you will need a Career Data Brief, Letter of Employment issued by the contracting officer assigned to the contract or a Letter of Authorization, current stateside driver's license, and DoD ID Card. \*