

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-2611



15 June 2018

Personnel

**CHANGE OF STATUS BY PERSONS IN JAPAN TO ONE OF THE
CATEGORIES AUTHORIZED BY THE STATUS OF FORCES AGREEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the U.S. Forces Japan Portal or webpage at <https://yokota.eis.pacaf.af.mil/USFJ> or <https://usfj.dod.afpims.mil>

RELEASABILITY: There are no releasability restrictions on this publication

OPR: USFJ/J5D (Mr. Daren Epstein)

Certified by: USFJ/J5 (Col Burke Hamilton)

Supersedes USFJI 36-2611, 6 October 2016

Pages: 23

PURPOSE: To establish policies and procedures which apply when a person in Japan receives status under the Status of Forces Agreement (SOFA).

SUMMARY OF CHANGES: Updated to reflect new procedures for change-of-status for individuals who are residing in Japan with an immigration status to SOFA status as a member of the civilian component or dependents or as persons or employees under Article XIV of the SOFA. The instruction needs to be read in its entirety.

1. Scope: This instruction is applicable to all elements of United States armed forces in Japan, to United States government contracting officers and officials who have contracts for performance in Japan for the US armed forces in Japan, and to civilians in Japan desiring to acquire SOFA status as members of the civilian component or as persons or employees under Article XIV of the SOFA.

2. SOFA Status Categories and Definitions.

2.1. Member(s) of the US armed forces, Civilian Component, and Dependents as defined in Article I(a), (b), and (c) of the SOFA.

2.2. Person(s) and Employee(s) as defined in Article XIV of the SOFA.

2.3. For the purpose of this USFJI, “ordinarily resident” individuals are those who reside in Japan under any form of immigration status. Ordinarily resident individuals are not eligible for SOFA status as members of the civilian component under Article I(b) unless and until they complete the procedures established herein (see para. 4.2.2.).

2.4. “Dependents” means spouse or children under 21 or parents and children over 21 if dependent for over half of their support upon a member of the US armed forces or upon a member of the civilian component.

3. Policies.

3.1. Immigration status must be removed by Government of Japan (GOJ) authorities before status as a “member of the Civilian Component” under Article I(b) or “Persons or Employees” under Article XIV of the SOFA is granted to a person residing in Japan with an immigration status.

3.1.1. If an individual who is changing his status to a “member of the Civilian Component” under Article I(b) of the SOFA has dependents living in Japan who meet the definition of Article I(c) dependents and those dependents are not nationals of Japan, the sponsor should consider adjusting the immigration status of his dependents. Know that the GOJ authorities will have difficulty recognizing the dependent’s SOFA status so long as the dependent continues to retain their residency status. To help solve this, dependents may use USFJ Form 8EJ (Confirmation of Eligibility under Status of Forces Agreement for dependents under Article I(c) of the SOFA, see Attachment 3).

3.1.1.1. The child and parent as prescribed in the USFJ Form 8EJ are limited to children under 21 or parents and children over 21 if they are dependent for over half of their support from a member of the US armed forces or from a member of the civilian component (see para. 2.4.).

3.2. When the US authority grants SOFA status to an individual who had been residing in Japan with an immigration status, the granting activity must undertake all obligations in the SOFA for individuals brought into Japan pursuant to Article IX of the SOFA.

4. Procedures.

4.1. In the case where the US authority grants SOFA status to an individual who is a resident with an immigration status, the US authority must issue the USFJ Form 7EJ (Confirmation of Eligibility under Status of Forces Agreement; valid for 15 business days after the US authority’s issue) to the individual under Article I(b) or Article XIV of the SOFA (see Attachment 2) or issue the USFJ Form 8EJ to the individual under Article I(c) of the SOFA (see Attachment 3).

4.2. The individual will then proceed to the Immigration Office with jurisdiction for GOJ action to request removal of any existing immigration status and to document the following items (see paras. 4.2.2.1., 4.2.2.2., 4.2.3., and 4.2.4.).

4.2.1. Individuals wishing to obtain SOFA status must comply with the laws and procedures of Japan regarding the change of their immigration status in Japan. For questions regarding these laws, individuals should contact local Immigration Offices (see Attachment 1 for listing).

4.2.2. **Conversion to a “member of the Civilian Component” under Article I(b) of the SOFA;** there are two different procedures for **1)** those who have permanent residency status and **2)** those who have status other than the permanent residency status, since Article I(b) of the SOFA excludes persons who are ordinarily resident in Japan and the Immigration Office considers that “ordinarily resident” individuals means having permanent residency status under Japanese laws (see para. 2.3.).

4.2.2.1. **For those who have permanent residency status;** As regards to an individual with a permanent residency status, who the Immigration Office considers as “ordinarily resident,” the individual is not entitled to directly convert to Article I(b) of the SOFA status; however, in the case where the individual is permitted to change the residence status, other than to a permanent residency status, at the Immigration Office (e.g., a temporary visitor status), the individual is able to take the procedure as described in para. 4.2.2.2. in this instruction because, due to the change of status, the individual will be disqualified from the permanent residency status. **NOTE:** In the case where the individual who is entitled to change the residence status to other than the permanent residency status and obtains SOFA status pursuant to the procedure of para. 4.2.2.2., when the individual desiring to acquire the permanent residency status again after the individual no longer falls under SOFA status, the individual will not be able to get back the permanent residency status unless the individual satisfies the requirements prescribed in the Immigration Control Act. Additionally, when the individual applies to change the residence status, other than to the permanent residency status, in principle, one must bring the following to the Immigration Office. For specific procedures, contact the Immigration Office (see Attachment 1 for listing).

4.2.2.1.1. Passport.

4.2.2.1.2. Residence card.

4.2.2.1.3. Application for Change of Status of Residence (GOJ Form No. 30, see Attachment 6).

4.2.2.1.4. Written oath stating his/her understanding of the change of permanent residency as mentioned in para. 4.2.2.1.

4.2.2.1.5. ¥4,000 (A permission fee for Change of Status of Residence).

4.2.2.2. **For those who have status other than the permanent residency status, they must bring the following to the local Immigration Office:**

4.2.2.2.1. Passport or Certificate of status of residence.

4.2.2.2.2. Application of eligibility under the Status of Forces Agreement (GOJ Form No. 6, see Attachment 5).

4.2.2.2.3. Residence card for mid-to-long term resident (if applicable).

4.2.2.2.4. Certificate to prove those who are permitted to engage in more activities than their visa allow (if applicable).

4.2.2.2.5. Confirmation of Eligibility under Status of Forces Agreement referenced in paragraph 4.1. (USFJ Form 7EJ, see Attachment 2).

4.2.3. To convert to “Persons and Employees” under Article XIV of the SOFA, bring the following to the local Immigration Office:

4.2.3.1. Passport or Certificate of status of residence.

4.2.3.2. Application of eligibility under the Status of Forces Agreement (GOJ Form No. 6, see Attachment 5).

4.2.3.3. Residence card for Mid-to-long term resident (if applicable).

4.2.3.4. Certificate to prove those who are permitted to engage in more activities than their visa allow (if applicable).

4.2.3.5. Confirmation of Eligibility under Status of Forces Agreement referenced in para. 4.1. (USFJ Form 7EJ, see Attachment 3).

4.2.4. To convert to “Dependents” under Article I(c) of the SOFA, bring the following to the local Immigration Office:

4.2.4.1. Passport or Certificate of status of residence.

4.2.4.2. Application of eligibility under the Status of Forces Agreement (GOJ Form No. 6, see Attachment 5).

4.2.4.3. Residence card for Mid-to-long term resident (if applicable).

4.2.4.4. Certificate to prove those who are permitted to engage in more activities than their visa allow (if applicable).

4.2.4.5. Written statement from the US authority certifying the family relationship with a member of the US armed forces or civilian component.

4.2.4.6. Confirmation of Eligibility under Status of Forces Agreement referenced in para. 4.1. (USFJ Form 8EJ, see Attachment 3).

4.3. Immigration Office processes as follows:

4.3.1. For a “member of the Civilian Component” under Article I(b) of the SOFA, the Immigration Office confirms as to whether or not the individual who applied for revocation of the residence status is ordinarily resident; if the individual is not ordinarily resident, the Immigration Office fills out the Confirmation of Eligibility under Status of Forces Agreement (USFJ Form 7EJ) with “the individual is not ordinarily resident” and puts a seal of the person in charge (PIC). With this, the individual will be authorized by the US armed forces provisionally

(limited to the validity period of USFJ Form 7EJ referenced in para. 4.1.). Based on that procedure, the Immigration Office revokes the residence status of the individual.

4.3.1.1. The phrase of [The Immigration Control Act does not apply due to being a “Status of Forces Agreement” civilian component] is placed in the individual’s passport.

4.3.2. **For “Persons and Employees” under Article XIV of the SOFA**, the Immigration Office puts a seal of the PIC on the Confirmation of Eligibility under Status of Forces Agreement (USFJ Form 7EJ). With this, the individual will be authorized by the US armed forces provisionally (limited to the validity period of USFJ Form 7EJ referenced in para. 4.1.). Based on that procedure, the Immigration Office revokes the residence status of the individual.

4.3.2.1. The phrase of [The Immigration Control Act does not apply due to being a “Status of Forces Agreement” contractor] is written in the individual’s passport.

4.3.3. **For “Dependents” under Article I(c) of the SOFA**, the Immigration Office puts a seal of the PIC on the Confirmation of Eligibility under Status of Forces Agreement (USFJ Form 8EJ). Based on that procedure, the Immigration Office revokes the residence status of the individual.

4.3.3.1. The phrase of [The Immigration Control Act does not apply due to being a “Status of Forces Agreement” member (or dependent)] is written in the individual’s passport.

4.3.4. The individual’s residence status will be changed to SOFA status in FEIS (Foreigners Entry and Departure Information System) controlled by the GOJ.

4.4. The individual will subsequently return to the US authority that issued the Confirmation of Eligibility under Status of Forces Agreement referenced in para. 4.1. above and provide to that US authority the Confirmation of Eligibility under Status of Forces Agreement and evidence that conflicting immigration status was removed by the Immigration Office.

4.4.1. The individual is required to bring a passport (and, if applicable, a punched residence card where the IC chip has been destroyed by the Immigration Office).

4.4.2. The US authority that issued the Confirmation of Eligibility under the Status of Forces Agreement will make a copy of the entire passport (punched resident card as well, if applicable) and retain a copy in the individual’s personnel file or contract file, as appropriate, to demonstrate compliance with requirement to not be a resident with an immigration status when granted SOFA status.

4.4.3. If the individual is unable to remove the immigration status, the US authority shall not grant SOFA status.

4.4.4. If the individual who has been selected to be a “member of the Civilian Component” under Article I(b) of the SOFA has complied with these requirements, he/she will review and sign the Contractor Employee Acknowledgment Form (USFJ Form 27, see Attachment 4) before

receiving SOFA status from the US authority. This form will be retained in the individual's personnel file or contract file.

4.4.5. For the individual who has been selected to be a "member of the Civilian Component" under Article I(b) or "Persons and Employees" under Article XIV of the SOFA, if the individual's situation has been changed and is no longer working in support of the US armed forces or did not come back within 15 business days after issuing USFJ Form 7EJ, the US authority must immediately notify the Immigration Office in accordance with USFJ Instruction 36-2610 (Notification to the Government of Japan of Separation from Jurisdiction of US Forces in Japan).

4.5. Individuals who have completed the procedure as outlined in para. 4.2. to para.4.4. above will obtain a SOFA ID card from the US authority. With the completion of this procedure, the Confirmation of Eligibility under the Status of Forces Agreement shall cease to be effective.

4.6. After compliance with para. 4.5., the US authority will put a multiple entry/exit stamp (i.e., SOFA stamp) in the passport of personnel granted SOFA status.

5. Responsibilities. Service component commanders in Japan will implement this policy.

6. Miscellaneous.

6.1. The policies and procedures stated herein do not apply when:

6.1.1. A Japanese national marries a person covered by the SOFA.


6.1.2. A member of a reserve component of the US armed forces, who is a resident of Japan, is in a period of official duty status with the US armed forces.

7. References.

7.1. Agreement under Article VI of The Treaty of Mutual Cooperation and Security Between the United States of America and Japan, Regarding Facilities and Areas and the Status of United States Armed Forces in Japan dated the 19th of January 1960 (Short Title: SOFA).

7.2. Interpretations and procedures discussed and/or concluded at the following sessions of the U.S.-Japan Joint Committee established under the Administrative Agreement of 1952: 67, 79, and 81.

7.3. Interpretations and procedures discussed and/or concluded at the following sessions of the U.S.-Japan Joint Committee established by Article XXV of the SOFA: 14, 15, 17, 19, 20, 25, 29, 31, 88, 265, 287, 317, 319, 323, 324, 329, 333, 338, 348, and 581.



CHRISTOPHER J. MAHONEY
Brigadier General, USMC
Deputy Commander, United States Forces, Japan

- 6 Attachments:
1. List, Territorial Jurisdiction of Immigration Offices in Japan
 2. USFJ Form 7EJ
 3. USFJ Form 8EJ
 4. USFJ Form 27
 5. GOJ Form No. 6
 6. GOJ Form No. 30

Attachment 1

TERRITORIAL JURISDICTION OF IMMIGRATION OFFICES IN JAPAN

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Sapporo Regional Immigration Bureau	Odori-Nishi 12-Chome Chuo-ku, Sapporo-shi Hokkaido Phone: 011-261-9658	Hokkaido
Hakodate Port Branch Office	24-4 Kaigan-cho, Hakodate City, Hokkaido Phone: 0138-41-6922	Hokkaido
Asahikawa Branch Office	1-3-3-15 Miyamae, Asahikawa City, Hokkaido Phone: 0166-38-6755	Hokkaido
Kushiro Port Branch Office	5-9 Minamihama-cho, Kushiro City, Hokkaido Phone: 0154-22-2430	Hokkaido
Wakkanai Branch Office	2-2-1 Kaiun, Wakkanai City, Hokkaido Phone: 0162-23-3269	Hokkaido
Tomakomai office	1-6-15 Minato-machi, Tomakomai City, Hokkaido Phone: 0144-32-9012	Hokkaido
Sendai Regional Immigration Bureau	1-3-20 Gorin, Miyagino-ku, Sendai City, Miyagi Pref. Phone: 022-256-6073	Miyagi Fukushima Yamagata Iwate Akita Aomori
Aomori Branch Office	1-3-5 Nagashima, Aomori City, Aomori Pref. Phone: 017-777-2939	Aomori Akita Iwate

Attachment 1 (Continued)

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Morioka Branch Office	1-9-15 Morioka-eki-nishidori, Morioka City, Iwate Pref. Phone: 019-621-1206	Aomori Akita Iwate
Akita Branch Office	7-1-3, Sanno, Akita-City, Akita Pref. Phone: 018-895-5221	Aomori Akita Iwate Yamagata
Sakata Port Branch Office	2-5-43 Funaba-cho, Sakata City, Yamagata Pref. Phone: 0234-22-2746	Akita Yamagata
Koriyama Branch Office	31-26 Kibogaoka, Koriyama City, Fukushima Pref. Phone: 024-962-7221	Fukushima Yamagata
Tokyo Regional Immigration Bureau	5-5-30, Konan, Minato-ku, Tokyo Phone: 03-5796-7111	Tokyo Kanagawa Niigata Saitama Gunma Chiba Ibaraki Tochigi Yamanashi Nagano
Mito Branch Office	2-9-12 Jonan, Mito City, Ibaraki Pref. Phone: 029-300-3601	Ibaraki Tochigi
Utsunomiya Branch Office	4-15 Hon-cho, Utsunomiya City, Tochigi Pref. Phone: 028-600-7750	Ibaraki Tochigi Gunma

Attachment 1 (Continued)

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Takasaki Branch Office	26-5 Takamatsu-cho, Takasaki City, Gunma Pref. Phone: 027-328-1154	Gunma Tochigi Saitama Niigata Nagano
Saitama Branch Office	5-12-1 Shimo-ochiai, Chuo-ku, Saitama City, Saitama Pref. Phone: 048-851-9671	Saitama Chiba Ibaraki Tochigi Gunma Yamanashi Nagano
Chiba Branch Office	2-1 Chiba-minato, Chuo-ku, Chiba City, Chiba Pref. Phone: 043-242-6597	Chiba Ibaraki
Tachikawa Branch Office	3-31-2 Kita, Kunitachi City, Tokyo Phone: 042-528-7179	Tokyo Kanagawa (Sagamihara City) Yamanashi
Niigata Branch Office	3710 Matsuhama-cho, Higashi-ku, Niigata City, Niigata Pref. Phone: 025-275-4735	Niigata
Kofu Branch Office	1-1-18 Marunouchi, Kofu City, Yamanashi Pref. Phone: 055-255-3350	Yamanashi Nagano
Nagano Branch Office	1108 Asahi-cho, Nagano City, Nagano Pref. Phone: 026-232-3317	Nagano Niigata

Attachment 1 (Continued)

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Yokohama District Immigration Office	10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa Phone: 045-769-1721	Kanagawa
Kawasaki Branch Office	1-3-14 Kamiaso, Aso-ku, Kawasaki City, Kanagawa Phone: 044-965-0012	Kanagawa Tokyo (Machida, Komae, Tama, Inagi Cities)
Nagoya Regional Immigration Bureau	5-18, Shoho-cho, Minato-ku, Nagoya City, Aichi Pref. Phone: 052-559-2125	Aichi Mie Shizuoka Gifu Fukui Toyama Ishikawa
Toyama Branch Office	30 Akigashima, Toyama City, Toyama Phone: 076-495-1580	Gifu Toyama
Kanazawa Branch Office	3-4-1 Sainen, Kanazawa City, Ishikawa Phone: 076-222-2450	Ishikawa Toyama
Fukui Branch Office	1-1-54 Haruyama, Fukui City, Fukui Phone: 0776-28-2101	Fukui Ishikawa
Gifu Branch Office	2-7-2, Mieji-cho, Gifu City, Gifu Phone: 058-214-6168	Gifu
Shizuoka Branch Office	9-4 Tenma-cho, Aoi-ku Shizuoka City, Shizuoka Phone: 054-653-5571	Shizuoka
Hamamatsu Branch Office	1-12-4, Chuo, Naka-ku, Hamamatsu City, Shizuoka Phone: 053-458-6496	Shizuoka

Attachment 1 (Continued)

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Toyohashi Port Branch Office	3-11 Jinno-Futo-cho, Toyohashi City, Aichi Phone: 0532-32-6567	Aichi
Yotsukaichi Port Branch Office	5-1 Chitose, Yostukaichi City, Mie Phone: 0593-52-5695	Mie
Osaka Regional Immigration Bureau	1-29-53 Nankou Kita, Suminoe-ku, Osaka City, Osaka Phone: 06-4703-2115	Osaka Kyoto Hyogo Nara Shiga Wakayama
Otsu Branch Office	3-1-1 Kyomachi, Otsu City, Shiga Phone: 077-511-4231	Kyoto Shiga
Kyoto Branch Office	34-12 Maruta-cho, Kawabata-Higashi Hairu-Higashi-Maruta-cho, Sakyo-ku, Kyoto City, Kyoto Phone: 075-752-5997	Kyoto Shiga
Maizuru Port Branch Office	901 Aza Shimo-fukui, Maizuru City, Maizuru Phone: 0773-75-1149	Kyoto Hyogo
Nara Branch Office	3-4-1 Higashi-Kidera-cho, Nara City, Nara Phone: 0742-23-6501	Nara Wakayama
Wakayama Branch Office	6-22-2 Chikko, Wakayama City, Wakayama Phone: 073-422-8778	Nara Wakayama
Kobe District Immigration Office	29 Kaigan-dori, Chuo-ku, Kobe City, Hyogo Phone: 078-391-6378	Hyogo

Attachment 1 (Continued)

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Himeji Port Branch Office	294-1 Suka, Shikama-ku Himeji, City, Hyogo Phone: 079-235-4688	Hyogo
Takamatsu Regional Immigration Bureau	1-1 Marunouchi, Takamatsu City, Kagawa Phone: 087-822-5851	Kagawa Ehime Tokushima Kochi
Komatsujima Port Branch Office	1-11 Komatsujima-cho-Sotobiraki, Komatsujima City, Tokushima Phone: 08853-2-1530	Tokushima Kagawa Kochi
Matsuyama Branch Office	188-6 Miyata-machi, Matsuyama City, Ehime Phone: 089-932-0895	Ehime Kochi
Kochi Branch Office	1-4-1 Marunouchi, Kochi City, Kochi Phone: 088-871-7030	Kochi Tokushima
Hiroshima Regional Immigration Bureau	2-31 Kami-hacchobori, Naka-ku, Hiroshima City, Hiroshima Phone: 082-221-4412	Hiroshima Yamaguchi Okayama Tottori Shimane
Sakaiminato Branch Office	1634 Sainokami-cho Sakaiminato City, Tottori Phone: 0859-47-3600	Tottori Shimane
Matsue Branch Office	134-10 Mukoujima-cho, Matsue City, Shimane Phone: 0852-21-3834	Shimane Tottori
Okayama Branch Office	1-4-1 Shimo-Ishii, Kita-ku, Okayama City, Okayama Phone: 086-234-3531	Okayama Tottori

Attachment 1 (Continued)

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Fukuyama Branch Office	8F Estparc 1-21 Higashisakura-machi Fukuyama-city Hiroshima Phone: 084-973-8090	Hiroshima Okayama
Shimonoseki Branch Office	1-7-1 Higashiyamoto-machi, Shimonoseki City, Yamaguchi Phone: 083-261-1211	Yamaguchi Shimane
Shunan Branch Office	6-35 Tokuyama Minato-cho, Shunan City, Yamaguchi Phone: 0834-21-1329	Yamaguchi Shimane Hiroshima
Fukuoka Regional Immigration Bureau	3-5-25 Maizuru, Chuo-ku Fukuoka City, Fukuoka Phone: 092-717-5422	Fukuoka Saga Nagasaki Oita Kumamoto Kagoshima Miyazaki Okinawa
Kita Kyushu Branch Office	5-3 Jonai, Kokura-Kita-ku, Kitakyushu City, Fukuoka Phone: 093-582-6915	Fukuoka Oita
Saga Branch Office	3-3-20 Ekimae-Chuo, Saga City, Saga Phone: 0952-36-6262	Saga Fukuoka Nagasaki
Nagasaki Branch Office	7-29 Matsugaeda-machi, Nagasaki City, Nagasaki Phone: 095-822-5289	Nagasaki Saga
Tsushima Branch Office	341-42 Izuhara-machi-Higashisato, Tsushima City, Nagasaki Phone: 0920-52-0432	Nagasaki

Attachment 1 (Continued)

<u>NAME</u>	<u>ADDRESS AND PH #</u>	<u>JURISDICTIONAL AREA</u>
Kumamoto Branch Office	3-1-53 Oe, Kumamoto City, Kumamoto Phone: 096-362-1721	Kumamoto Fukuoka Oita Miyazaki
Oita Branch Office	7-5 Niage-machi, Oita City, Oita Phone: 097-536-5006	Oita Kumamoto Miyazaki
Miyazaki Branch Office	1-1 Beppu-cho, Miyazaki-Shi, Miyazaki Phone: 0985-31-3580	Miyazaki Kumamoto
Kagoshima Branch Office	18-2-40 Izumi-cho, Kagoshima City, Kagoshima Phone: 099-222-5658	Kagoshima Kumamoto Miyazaki
Naha District Immigration Office	1-15-15 Higawa, Naha City, Okinawa Phone: 098-832-4186	Okinawa
Miyakojima Branch Office	7-21 Aza Nishizato, Hirara, Miyakojima City, Okinawa Phone: 0980-72-3440	Okinawa (Hirara City) (Miyako-gun)
Ishigaki Port Branch Office	1-1-8 Hamasaki-cho, Ishigaki City, Okinawa Phone: 0980-82-2333	Okinawa (Ishigaki City) (Yaeyama-gun)
Kadena Branch Office	290-9 Kadena, Kadena-cho, Nakagami-gun, Okinawa Phone: 098-957-5252	Okinawa

Source: List published by General Affairs Department, Immigration Bureau, Ministry of Justice, GOJ (as of 15 June 2018)

Attachment 2

**CONFIRMATION OF ELIGIBILITY
UNDER
STATUS OF FORCES AGREEMENT
日米地位協定該当確認書**

(Authority: USFJ Instruction 36-2611)
(権限: 在日米軍インストラクション36-2611)

1. Applicant's Name: _____
 申出者氏名
- Date of Birth: _____
 生年月日
- Sex: _____ Nationality: _____
 性別 国籍
2. The US Armed Forces express our intention to invite the individual mentioned above* as
- a member of the civilian component under Article I (b) of the Status of Forces Agreement.
 a designated contractor under Article XIV of the Status of Forces Agreement.
 在日米軍は、上記の者を、日米地位協定第1条 (b) の軍属 日米地位協定第14条の特設契約者として招聘しようとしていることを表明する。
3. Director, _____ Regional Immigration Bureau, _____ Branch Office has confirmed that the individual mentioned in the above paragraph 1 has obtained the necessary documents as prescribed in an agreement of the US-Japan Joint Committee.
 _____地方入国管理局 _____出張所は、上記1の者が、日米合同委員会合意において記載される必要な文書を所持していることを確認した。
4. Validity period of this document:
 本文書の有効期間
- From _____ To _____
 ____年__月__日から__年__月__日までの間
5. The individual mentioned in the above paragraph 1 falls under Article I (b) Article XIV of the Status of Forces Agreement and is subject to the Status of Forces Agreement from the date signed or sealed by both authorities (____ day of _____, 20____), US Armed Forces and Regional Immigration Bureau, to the validity period of this document (____ day of _____, 20____). In the case where there is no signature or seal of the US Armed Forces and/or the Regional Immigration Bureau, the individual mentioned in the above paragraph 1 shall not apply to be a member of the US Armed Forces and is not subject to the Status of Forces Agreement.
 在日米軍及び _____地方入国管理局 _____出張所の両機関の署名又は印が押された日 (____年__月__日) から、本文書の有効期限 (____年__月__日) までの間、上記1の者は 日米地位協定第1条 (b) 14条の特設契約者に該当し、日米地位協定の適用を受ける。当該署名又は印のいずれも又はいずれかが押されていない場合には、上記1の者は合衆国軍隊のメンバーに該当せず、日米地位協定の適用を受けることはできない。

Attachment 2 (Continued)

USFJ FORM 7EJ (Cont'd)
 在日米軍様式 7EJ (続き)

For the United States: 合衆国のために	For Japan: 日本国のために
Signature: _____ 署名 Date: _____ 日付 Name and Rank: _____ 氏名・階級 Organization: _____ 部隊 POC Email and Phone: _____ 担当者電子メール・電話	Signature or Seal: _____ 署名又は印 Date: _____ 日付 Name: _____ 氏名 Director, _____ Regional Immigration Bureau, _____ Branch Office _____ 地方入国管理局 _____ 出張所長 POC Email and Phone: _____ 担当者電子メール・電話
Remark: 備考 *If a contractor, member has been determined to be essential to the mission of the United States armed forces and has a high degree of skill of knowledge for the accomplishment of mission requirements by fulfilling one of the following: <input type="checkbox"/> Acquiring the skill and knowledge through a process of higher education or specialized training and experience; <input type="checkbox"/> Possessing a security clearance recognized by the United States to perform his or her duties; <input type="checkbox"/> Possessing a license or certification issued by a U.S. Federal Department or Agency, U.S. State, U.S. Territory, or the District of Columbia to perform his or her duties; or <input type="checkbox"/> Identified by the United States armed forces as necessary in an emergent situation and will remain in Japan for less than 91 days to fulfill specialized duties; or <input type="checkbox"/> Specifically authorized by the Joint Committee (to include Article XIV contractors).	Remark: 備考

Attachment 3

**CONFIRMATION OF ELIGIBILITY
UNDER
STATUS OF FORCES AGREEMENT
日米地位協定該当確認書**

(Authority: USFJ Instruction 36-2611)
(根拠: 在日米軍インストラクション36-2611)

1. Applicant's Name: _____
申出者氏名

Date of Birth: _____
生年月日

Sex: _____ Nationality: _____
性別 国籍

2. The US Armed Forces express our intention to invite the individual mentioned above as

Spouse Child Parent under Article I (c) of the Status of Forces Agreement.

在日米軍は、上記の者を、日米地位協定第1条(c)の □配偶者 □子 □親として招聘しようとしていることを表明する。

3. Director, _____ Regional Immigration Bureau, _____ Branch
Office has confirmed that the individual mentioned in the above paragraph 1 has obtained the necessary
documents as prescribed in an agreement of the US-Japan Joint Committee.

_____地方入国管理局 _____出張所は、上記1の者が、日米合同委員会合意において記載される必要な文書を所持していることを確認した。

4. The individual mentioned in the above paragraph 1 falls under Article I (c) of the Status of Forces
Agreement as Spouse Child Parent and is subject to the Status of Forces Agreement.

上記1の者は日米地位協定第1条(c)の □配偶者 □子 □親に該当し、日米地位協定の適用を受ける。

Attachment 3 (Continued)

USFJ FORM 8EJ (Cont'd)
在日米軍様式 8EJ (続き)

For the United States: 合衆国のために	For Japan: 日本国のために
Signature: _____ 署名 Date: _____ 日付 Name and Rank: _____ 氏名・階級 Organization: _____ 部隊 POC Email and Phone: _____ 担当者電子メール・電話	Signature or Seal: _____ 署名又は印 Date: _____ 日付 Name: _____ 氏名 Director, _____ Regional Immigration Bureau, _____ Branch Office _____ 地方入国管理局 _____ 出張所長 POC Email and Phone: _____ 担当者電子メール・電話
Remark: 備考	Remark: 備考

Attachment 4

CONTRACTOR EMPLOYEE ACKNOWLEDGMENT FORM

I understand I have been selected to be a member of the civilian component of the US armed forces in Japan under Article I(b) of the US-Japan Status of Forces Agreement (SOFA). In order to be present in Japan at the official invitation of the United States for the performance of a contract for the benefit of the US armed forces in Japan with status as an Article I(b) contractor employee, I hereby voluntarily acknowledge the following. (Initial each line acknowledging understanding and acceptance.)

As a member of the civilian component, I will have "SOFA status" which shall be my sole, legal immigration status in Japan.

I am an ambassador of the United States to Japan.

My behavior, good or bad, reflects favorably or unfavorably, on me, my company, the US armed forces in Japan, and the United States of America.

As SOFA status persons, I am required to follow the regulations and policies of the US Armed Forces in Japan.

Criminal actions can be prosecuted by Japan and/or the U.S. I am required to respect the laws of Japan.

I am a United States Citizen and do not possess Japanese citizenship.

Initial the Following Statement which is true to your situation:

I do not have a residency permit/visa to reside in Japan.

If I currently have a residency permit/visa, I have to have the Government of Japan immigration authorities cancel that residency status or have my employer notify the contracting officer who will, in turn, rescind my designation as a member of the civilian component.

I declare under penalty of perjury that the foregoing is true and correct.

Name: [Redacted]

Contract Number: [Redacted]

Contract Description: [Redacted]

Work Location and Organization: [Redacted]

E-mail & Phone Number: [Redacted]

Signature: [Redacted] Date: [Redacted]

Attachment 5

別記第6号様式

番号 No. _____
年月日 Date: _____

日米地位協定等該当申出書
Application of eligibility under the Status of Forces Agreement or Status of UN Forces Agreement

_____ 入国管理局長 殿
To : Director of _____ Regional Immigration Bureau

日米地位協定等に該当することとなったので、下記のとおり申し出ます。
I hereby apply as described below.

記

1 国籍・地域 _____
Nationality/Region

2 氏名, 性別 _____ (男 male / 女 female)
Name, Sex

3 生年月日 _____ 年 year 月 month 日 day
Date of Birth

4 住居地 _____
Address in Japan

5 在留資格, 在留期間 _____
Status of residence and period of stay

6 在留カード又は特別永住者証明書の番号 _____
Residence card / Special permanent resident certificate No.

7 該当事項 Applicable item

日米地位協定第1条(a)又は(c)項
The Immigration Control Act does not apply due to being a "Status of Forces Agreement" member (or dependent)

日米地位協定第1条(b)項
The Immigration Control Act does not apply due to being a "Status of Forces Agreement" civilian component

日米地位協定第14条第1項により指定を受けた業者の職員
The Immigration Control Act does not apply due to being a "Status of Forces Agreement" contractor

国連軍協定第1条(e)項
The Immigration Control Act does not apply due to being a "United Nations Forces Agreement" member

国連軍協定第1条(f)項
The Immigration Control Act does not apply due to being a "United Nations Forces Agreement" civilian component

国連軍協定第1条(g)項
The Immigration Control Act does not apply due to being a "United Nations Forces Agreement" dependent

申出者署名 Applicant's Signature _____

Attachment 6

別記第三十号様式(第二十条関係)
 申請人等作成用 1
 For applicant, part 1

日本国政府法務省
 Ministry of Justice, Government of Japan

在留資格変更許可申請書
APPLICATION FOR CHANGE OF STATUS OF RESIDENCE

入国管理局長 殿
 Regional Immigration Bureau

To the Director General of

写真
 Photo

出入国管理及び難民認定法第20条第2項の規定に基づき、次のとおり在留資格の変更を申請します。
 Pursuant to the provisions of Paragraph 2 of Article 20 of the Immigration Control and Refugee Recognition Act, I hereby apply for a change of status of residence.

1 国籍・地域 _____ 2 生年月日 _____ 年 _____ 月 _____ 日
 Nationality/Region _____ Date of birth _____ Year _____ Month _____ Day
 Family name _____ Given name _____

3 氏名 _____
 Name _____

4 性別 男・女 _____ 5 出生地 _____ 6 配偶者の有無 有・無
 Sex Male / Female _____ Place of birth _____ Marital status Married / Single

7 職業 _____ 8 本国における居住地 _____
 Occupation _____ Home town/city _____

9 住居地 _____
 Address in Japan _____
 電話番号 _____ 携帯電話番号 _____
 Telephone No. _____ Cellular phone No. _____

10 旅券 (1) 番号 _____ (2) 有効期限 _____ 年 _____ 月 _____ 日
 Passport Number _____ Date of expiration _____ Year _____ Month _____ Day

11 現に有する在留資格 _____ 在留期間 _____
 Status of residence _____ Period of stay _____
 在留期間の満了日 _____ 年 _____ 月 _____ 日
 Date of expiration _____ Year _____ Month _____ Day

12 在留カード番号 _____
 Residence card number _____

13 希望する在留資格 _____
 Desired status of residence _____
 在留期間 _____ (審査の結果によって希望の期間とならない場合があります。)
 Period of stay _____ (It may not be as desired after examination.)

14 変更の理由 _____
 Reason for change of status of residence _____

15 犯罪を理由とする処分を受けたことの有無(日本国外におけるものを含む。) Criminal record (in Japan / overseas)
 有(具体的内容) _____) ・ 無
 Yes (Detail: _____) / No

16 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者
 Family in Japan(Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents

続柄	氏名	生年月日	国籍・地域	同居	勤務先・通学先	在留カード番号 特別永住者証明書番号
Relationship	Name	Date of birth	Nationality/Region	Residing with applicant or not	Place of employment/school	Residence card number Special Permanent Resident Certificate number
				はい/いいえ Yes / No		
				はい/いいえ Yes / No		
				はい/いいえ Yes / No		
				はい/いいえ Yes / No		
				はい/いいえ Yes / No		
				はい/いいえ Yes / No		

* 16については、記載欄が不足する場合は別紙に記入して添付すること。なお「研修」、「技能実習」に係る申請の場合は記載不要です。
 Regarding item 16, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.
 In addition, take note that you are not required to fill in item 16 for applications pertaining to "Trainee" or "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note: Please fill in forms required for application. (See notes on reverse side.)

Attachment 6 (Continued)

申請人等作成用 2 H (「短期滞在」)
For applicant, part 2 H (Short term stay)

在留期間更新・在留資格変更用
For extension or change of status

17 滞在目的 Purpose of Stay

観光 Tourism 短期商用(商談, 業務連絡, 市場調査等) Short term business (business meeting, business contact, market research, etc.) 知人・親族訪問 Visiting friends or relatives

日本文化の修得(柔道, 剣道, 空手, 茶道, 生花等) Learning Japanese culture (Judo, Kendo, Karate, Tea ceremony, Flower arrangement, etc.) 勉学(日本語, コンピュータ等) Study (Japanese language, computer, etc.)

見学・視察 Inspection tour 研修 Training その他() Others

18 これまでの訪問先・活動内容
Places you have visited or stayed / Activities you have been engaged in until now _____

19 今後の訪問先・活動内容
Places you will visit or stay / Activities you will be engaged in in the future _____

20 出国予定年月日
Expected date of departure _____
年 Year 月 Month 日 Day

出国予定港名
Expected port of departure _____

21 航空券所持の有無 有・無 予約済の場合の便名
Do you have a flight ticket? Yes / No Flight number, if booked _____

22 所持金額(現金, トラベラーズチェック等)
Amount of money you have (Cash, Traveller's check, etc.) _____

23 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)

(1)氏名 Name _____ (2)本人との関係 Relationship with the applicant _____

(3)住所 Address _____ 電話番号 Telephone No. _____

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.

申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filing in this form

年 Year 月 Month 日 Day

注意 Attention
申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
In cases where descriptions have changed after filing in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

(1)氏名 Name _____ (2)住所 Address _____

(3)所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in case of a relative, relationship with the applicant) _____ 電話番号 Telephone No. _____

