

INSTRUCTIONS FOR LOE/ID CARD REQUEST

Complete and send to LOE/1172 request mailbox:

usarmy.humphreys.chra-fe.list.cpac-humphreys-loe@mail.mil

***PLEASE ALLOW 3 WORKING DAYS**

VISA/SOFA STAMP- You are advised not to allow your VISA and SOFA Stamp to expire. For new hires, if you did not enter the country with a permanent A-3 or A-2 Visa, you have 30 days from the date you entered the country, or first became employed if a local hire, to obtain a Visa and SOFA stamp. Violators of Korean Immigration Laws are subject to heavy fines by the Korean Government.

DEPENDENTS- Dependents are Command Sponsored in accordance with USFK Reg 690-3. Employees must be prepared to present their SOCIAL SECURITY CARD, BIRTH and MARRIAGE certificates and two forms of I.D. to military ID card Section. Employees must provide a copy of School Letter from the registrar for dependents over age 21, showing their dependent child is a full time student.

EMERGENCY ESSENTIAL- If you are Emergency Essential, you must attach a copy of your approved DD form 2365. Without DD form 2365, the EEC card will not be issued.

DEROS/OTEX- Your DEROS will be verified. If you are submitting this request in light of an Overseas Extension Tour, you must include a copy of your approved AK REG 690-3.

APPLICATION FOR LOE/ID CARD REQUEST

1. **DATE OF REQUEST:** _____

2. **APPLICATION FOR** (*check all that are applicable*): ___ Letter of Employment ___ ID CARD

3. **REQUEST REASON:** _____

4. EMPLOYEE/SPONSOR INFORMATION:

NAME: _____ SSN: _____

GRADE: _____ ORGANIZATION: _____

EMAIL: _____ DSN: _____

DOB: _____ PLACE OF BIRTH: _____

DATE ARRIVED IN KOREA: _____

5. DEPENDENT INFORMATION:

<u>NAME</u>	<u>RELATION</u>	<u>DOB</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____