

How to get an USFJ Form 4EJ operator's permit (also called a SOFA license) for newly arriving personnel who has a valid stateside driver's license:

- 1. You need to attend the Local Driving Conditions Course (LDCC) and pass the written exam.**
 - LDCC class is held every Tuesday from 0830-1000 in classroom No. 109 at Bldg. 146. Please be on time! The class starts at 0830, so please come to the classroom at least 15 minutes before the class starts. The class schedule might change, so please contact the licensing office 264-3974 for more information.
 - Please completely fill out the application form and bring it to class.
 - For active duty E4 and below, you must have your supervisor, E6 or above sign on block 22 of the application form.
 - For dependents, you must have your sponsor sign on block 22 of the application form.
- 2. After passing the written exam, your license will be issued when you bring the following required documentation;**
 - PCS orders (active duty)/Letter of employment (CIV and CTR)
 - Valid stateside or other approved countries driver's licenses
 - DoD ID card
- 3. License pick up period is 3 months from the date of taking the class and passing the written exam.**
- 4. Only the applicant can pick up his or her SOFA license, because we require the individual to sign his/her license.**

As of September, 2021

