

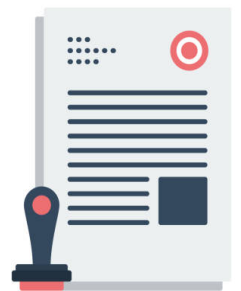
# HOW TO RENEW YOUR SOFA LICENSE

## NAF ATSUGI LICENSING OFFICE

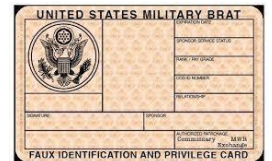
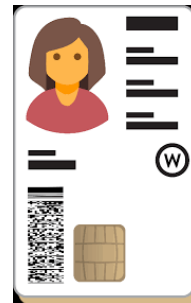
Please come by the licensing office (Bldg. 146, Rm. 107) to renew your SOFA License before it expires.

These are the documents you will need to bring to the Licensing Office for renewal;

- 1. For Service Members:** Orders/OTEP/Admin Letter (any official documentation that has your new PRD on).  
**For Civilian Employees:** New Letter of Employment (LOE), must have Article I.  
**For Civilian Contractors:** New Letter of Authorization (LOA), must have Article I.



- 2. Valid Military ID card (CAC; Command Access Card).**



- 3. Valid stateside driver's license.**



If your stateside driver's license is expired, please contact your local DMV first. If you have a hard time renewing your stateside driver's license, please come by the Licensing Office. We will assist you 😊

Any questions? Please contact the NAF ATSUGI LICENSING OFFICE.

**Office Hours:** 0800-1130/1230-1600, Monday through Friday

Closed Saturday, Sunday and Holidays

**DSN:** 264-3794/**Commercial:** 0467-63-3794/**International:** +81-467-63-3794